



For a world without hunger

INVITATION TO TENDER

Framework Agreement with Single Supplier for Renting Vehicles for One Year

IHALE DAVETİ

1 Yıllık Tek Tedarikçi ile Araç Kiralama Çerçeve Hizmet Anlaşması

Our Ref.: SYR-1054-TND-003

Madam, Sir./Sayın Bay/Bayan;

Welthungerhilfe was established in 1962. It is today one of the largest private organizations working in the area of development cooperation and humanitarian aid in Germany. Non-profit-seeking, non-partisan and non-denominational. Donations from the population at large fund our work in Africa, Asia and Latin America. In addition, Welthungerhilfe receives grants from the Federal German Government, the European Union, USAID/OFDA, the United Nations and many others worldwide recognized donors.

Welthungerhilfe (WHH), 1962 yılında kuruldu. WHH, bugün Almanya'da kalkınma işbirliği ve insani yardım alanında faaliyet gösteren en büyük özel kurumlardan bir tanesidir. Kar amacı gütmeyen, herhangi bir partiye ve mezhebe bağlı olmayan bir kurumdur. Büyük ölçüde halktan toplanan bağışlar Afrika, Asya ve Latin Amerika'da yürüttüğümüz faaliyetleri finanse etmektedir. Bunun yanı sıra, Welthungerhilfe'ye Federal Alman Hükümeti, Avrupa Birliği, USAID/OFDA, Birleşmiş Milletler ile dünya çapında tanınmış hayırseverler kurumlar bağış yapmaktadır.

Today we are in the market for establishing a framework agreement with one single supplier to rent vehicles for one year with possibilities for two years extension *Bu kez, tek bir tedarikçiyle bir yıl (iki yıla uzatılabilir) boyunca kiralamaya ilişkin bir çerçeve anlaşması oluşturmak için piyasaya çıktık.*

Vehicles to be rented without a driver and limited to 50.000km/year. *Şöförsüz ve 50.000km/yıl kullanım limitli araç kiralama istenmektedir.*

Gaziantep, 15.10.2018

Deutsche Welthungerhilfe e.V.
Binevler, Gaziantep
Turkey
Tel. +90-342 336 0209
www.welthungerhilfe.de

Patron:
Federal President Joachim Gauck

Supervisory Board (honorary):
Bärbel Dieckmann, President
Prof. Dr. Joachim von Braun, Vice-President
Norbert Geisler, Chairman of the Finance Committee
Prof. Dr. Hartwig de Haen
Rosa Karcher
Dr. Stephan Reimers
Dr. Tobias Schulz-Isenbeck

Secretary General
Chief Executive Board:
Mathias Mogge

Donations account:
Sparkasse KölnBonn
Account No. 1115
Sort Code 370 501 98
IBAN: DE15370501980000001115
BIC: COLSDE33



Member of Alliance 2015,
International NGO Network



1. Specifications/ Özel Şartlar

Bidders are invited to quote for the following:/

İhaleye katılacak firmalar aşağıdaki özelliklerde araç için fiyat vereceklerdir:

No	Location	Quantity	Car Types	Specification	Options	Period of Rent	
	Kullanım Yeri	Miktar	Araba Tipi	Teknik Özellikler	Seçenekler	Kiralama Dönemi	
						Starts Başlangıç	Durations Süre
1	Gaziantep	4 Vehicles / Araç	Ford Kuga, Nissan Qashqai or Similar	Diesel Engine / Dizel Motor -Please offer Brand new / 0 KM and Used car min 2017 model, less than 30.000km Lütfen 0km ve en az 2017 model ve en fazla 30.000km de kullanılmış araç teklifi veriniz -A/C / Klima -Bluetooth connection for telephone / Bluetooth telefon bağlantısı -Please offer 2WD and 4WD when possible / Lütfen mümkünse 2WD ve 4WD olarak teklif veriniz -Electronic windows / Elektrikli Camlar -2017/2018 model	Please Make Offer for Manual and Automatic Gear / Lütfen Hem Düz Hem Otomatik Vites için Teklif veriniz	1 st of December 2018 latest mid December	End of Framework agreement 30.11.2019
2	Gaziantep	3 Vehicles / Araç	Ford Focus / VW Jetta or Similar				
3	Gaziantep	1 Vehicle / Araç	8+1 Vip Bus Ford Tourneo Custom or Similar				
4	Hatay	2 Vehicles / Araç	Ford Kuga, Nissan Qashqai or Similar				
5	Hatay	1 Vehicles / Araç	Ford Focus / VW Jetta or Similar				
6	Hatay	1 Vehicles / Araç	8+1 Vip Bus Ford Tourneo Custom or Similar				
7	Mardin	3 Vehicles / Araç	Ford Kuga, Nissan Qashqai or Similar				
8	Mardin	2 Vehicles / Araç	Ford Focus / VW Jetta or Similar				
9	Mardin	1 Vehicle / Araç	8+1 Vip Bus Ford Tourneo Custom or Similar				
10	Mardin	6 Vehicle / Araç	8+1 Vip Bus Ford Tourneo Custom or Similar			31st of March 2019	31.03.2019

- The Bidder shall commit to provide immediate replacement for the same class vehicles in case of vehicle breakdown or in case the vehicle has to undergo for general maintenance./

İhaleye katılan firma araç arızasına karşı ve bakıma girmesi halinde yerine aynı sınıf araç vermekle yükümlüdür.

- The Bidder shall communicate with reasonable advance to the contracting agency the day/s on which the car/s need/s to undergo for general maintenance./
İhaleye katılan firmalar araç/ların genel bakıma girmeden uygun süre önce haber vermes gerekmektedir.
- For any reasons, other than force majeure, if any party to the contract decides to terminate the contract earlier than stipulated, a penalty of 5% of the total amount of the remaining months on the contract will be charged./ *Mücbir sebepler dışındaki herhangi bir sebeple, kontrattaki taraflardan biri, kararlaştırılan tarihten önce kontratın bitirilmesine karar vermesi durumunda, toplam kontrat değerinin 5% i kadar cezai tutar ödeyecektir.*
- Within the framework agreement, the Contracting Authority is not bound to rent all mentioned vehicles in Paragraph 1. Specifications. In addition, the Contracting Authority can rent additional cars that are not mentioned in Paragraph 1. Specifications
Bu çerçevede anlaşma kapsamında, Sözleşme Makamı yukarıda ki Paragraph 1 özellikler de belirtilen araçların tamamını kiralamak zorunda değildir. Buna ek olarak Sözleşme Makamı Paragraph 1 özellikler de belirtilmeyen ilave araçlar kiralayabilir.
- The Bidder shall ensure that the vehicle is equipped with:./ *İhaleye katılan firmalar araçta aşağıdaki malzemeleri bulundurmalıdır:*
 - Warning sign/İkaz reflektörlü işaret
 - First aid kit/ İlk Yardım Çantası
 - Fire extinguisher/ Yangın söndürme
 - Spare tyre/ Yedek Lastik
 - High lift jack/ Kriko
 - Towing rope/ Çekme halatı
 - Winter tire supply-change at winter season / Kış mevsiminde kışlık lastiklerin temini-değişimi

1.1 Insurance and Kasko Policy / Sigorta ve Kasko Poliçesi:

- The Bidder shall ensure the mandatory traffic insurance covering all risks including third party persons and full coverage Kasko insurance. *İhaleye katılan firmanın yapacağı sigorta üçüncü kişilerde içine alan tüm riskleri kapsayan zorunlu trafik sigortası ve tam kapsamlı kaskoyu sağlamalıdır.*
- Kasko insurance will not be less than 200.000TL for each person to cover expenses of injuries and/or compensates of death and disabilities caused by the traffic accident by WHH drivers/staffs. This amount will be clearly written in the contract of Kasko insurance. *Kasko sigortası, WHH sürücüler ve çalışanlarının neden olduğu trafik kazalarında yaralanma masrafları ile ölüm ve sakatlık tazminatlarının karşılanması için kişi başı 200.000TL den az olmayacaktır. Bu miktar kasko sigortasında açık şekilde belirtilecektir.*
- The bidder will provide an expert to support WHH staff to full fill procedures for insurance policy in case of any traffic accident. *İhaleci, WHH çalışanının karıştığı trafik kazalarında ihtiyaç duyulan sigorta işlemlerini yapmak üzere bir uzman görevlendirmeyi taahhüt eder.*

2. Payment conditions/ Ödeme koşulları

Rental fees will be paid with monthly installments within 10 (ten) working days from reception of corresponding invoice. Payment shall be made via bank transfer to the contractor's account./
Kiralama bedeli aylık, ödenecektir, fatura alınmasından 10 (on) iş günü içinde banka transferi ile yapılacaktır.

3. Prices/ Fiyatlar

All prices in your quotation must be indicated in Turkish Lira (TRY) currency only. Quotations stated in other currencies will not be considered in the awarding process. Prices must be inclusive of compulsory and Kasko insurance, maintenance and VAT. Stamp taxes are paid by the supplier.

Bütün ödemeler Türk lirası üzerinden yapılacaktır. Başka bir döviz kuru kabul edilmeyecektir. Fiyatlara Zorunlu ve Kasko sigorta ücretleri, bakım ücretleri ve KDV dahil olacaktır. Damga vergisi ihaleyi alan tedarikçiye aittir.

4. Ordering Party/ Sipariş veren taraf

Welthungerhilfe
Binevler, Gaziantep
Turkey

5. Consignee/ Alıcı

Welthungerhilfe
Binevler, Gaziantep
Turkey

6. Documents/ Dokümanlar

Following documents must be submitted attached to the supplier's bid:/
Araç temin eden firmanın sağlaması gereken dokümanlar:

- Written quotation in Turkish Lira currency included of prices as indicated in the paragraph 3. (Prices) of this document on **provided quotation form "Annex II"** (duly stamped and signed in a PDF format)
- Copy of VAT registration form or similar (applicable for non-registered suppliers only)
- Company profile (applicable for non-registered suppliers only)
- Reference list (applicable for non-registered suppliers only)
- Pre-qualification of suppliers (refer to Annex I)
- Paragraf 3'de (fiyatlar) belirtilen koşullara dayanılarak hazırlanan Türk Lirası para birimi cinsinden yazılı fiyat teklifinin (fiyatların) EK-II de verilen teklif formuna yazılması (usulüne uygun olarak kaşeli-imzalı olarak PDF formatında gönderilmelidir)
- Vergi levhası veya benzerinin kopyası
- Şirket Profili
- Referans listesi
- Tedarikçilerin ön yeterlilikleri (Ek I'e bakınız)

7. Terms and Conditions of Contract / Purchase Order

The granted contract/purchase order for the procurement of the stipulated goods is supposed to involve the application of the “**Welthungerhilfe Terms and Conditions for International Procurement of Goods and Services.**”

For more information, the said document can be found at the following web link:

<https://www.welthungerhilfe.org/news/publications/detail/terms-and-conditions-for-international-procurement-of-goods-and-services/>

Anlaşmalı malların temini için verilen sözleşme / satın alma emrinin “Uluslararası Mal ve Hizmet Alımı Şartları ve Koşulları” nın içererek uygulandığı varsayılmaktadır.

Daha fazla bilgi için, söz konusu belgeyi aşağıdaki internet adresinde bulunabilirsiniz:

<https://www.welthungerhilfe.org/news/publications/detail/terms-and-conditions-for-international-procurement-of-goods-and-services/>

8. Selection Criteria

Welthungerhilfe will prioritize the quotations as follows:

Welthungerhilfe, tekliflere aşağıdaki yönergelere göre önem verecektir:

- **Tenderers not providing the requested quotation included of prices as indicated in the paragraph 3 (Prices) of this document duly signed and stamped with the other documentation as listed in the article “6. Documents” as requested will be by automatism excluded from this competition.**

İhaleciler sunmuş oldukları fiyat teklifleri, bu belgede madde 3 (fiyatlar) de belirtildiği gibi imza ve kaşe yapılmamışsa ve diğer dokümanlar madde 6 (dokümanlar) da belirtilen belgeler talep edildiği gibi sunulmazsa otomatik olarak ihaleden dışlanacaktır.

The following ranking criteria's will be considered for the contract granting:

Sözleşme için aşağıdaki seçim kriterleri dikkate alınacaktır:

- 10% delivery time/ schedule /teslim süresi
- 90% price / fiyat

Comparison of offers will be brand new cars 0 km head to head, and used 2017 model up to 30,000 km cars head to head.

The assigned points per listed criteria will be calculated in reference to the obtained proportion from the best offers criteria's results in comparison to the offered value per criteria multiplied by 10 in order to obtain a grading scale per criteria in between 1 to 10 points per ranking criteria.

Teklifler değerlendirilirken 0km araçlar kendi aralarında ve 2017 model 30.000km kadar kullanılmış olanlar kendi aralarında karşılaştırılarak yapılacaktır.

Listelenen kriterler için belirlenmiş olan puanlar, kriter başına 1 ile 10 arasında bir derecelendirme ölçeği elde etmek amacıyla, en iyi teklif kriterlerinin sonuçlarını, kendi sonucuna bölerek ve kriter başına 10 ile çarpılarak elde edilen oranlara göre hesaplanacaktır.

9.Offer Conditions / Teklif Şartları

The offer must be valid during 1 year.

Quotations must specify all details according to the tender text. Suppliers who do not receive a written feedback two weeks after the deadline for the bid submission will have to consider their bid being unsuccessful.

Teklif 1 yıl boyunca geçerli olmalıdır.

Teklifler, ihale metnine göre tüm ayrıntıları belirtmelidir. Teklif sunumu için son tarihten iki hafta sonra yazılı bir geri bildirim almayan tedarikçilerin tekliflerini başarısız olarak değerlendirmeleri gerekecektir

Application must be performed online through the following web tendering portal not **later than the 29th of November 2018, 09:00am CET** that is accessible through the following thread:

Başvurunun, web ihale portalın yoluyla aşağıdaki internet adresi üzerinden, en geç 29 Kasım 2018, 10:00am den önce yapılmalıdır.

<https://eu.eu-supply.com/ctm/supplier/publictenders>

The related EU-Supply RFT id reference of the tender invitation is RFT 197711, and the tender reference is SYR-1054 TND-003 Car Rent.

İhale davetinin ilgili EU-Supply RFT kimliği referansı [EU-Supply RFT kimlik Referansını giriş yapın] ve ihale referansı [Uygun ve ilgili teklif referansını girin] şeklindedir.

Might you be a new applicant, to be able to use the EU supply web portal and to submit your application through it, you will have to register as new supplier through the following web thread:

Yeni Başvuru yapıyor olmanız durumunda, EU Supply web portalını kullanabilmeniz için aşağıdaki web dizisi üzerinden yeni tedarikçi olarak kayıt olmanız gerekmektedir:

<https://eu.eu-supply.com/ctm/Company/CompanyRegistration/RegisterCompany>.

In general, all the inquiries about the concerned competition can be submitted through the EU Supply platform directly, but in case of having any additional questions, please contact us on the following email address:

Genel olarak, rekabete neden olacak ihaleyle ilgili tüm sorular doğrudan AB Tedarik Platformu aracılığıyla sunulmaktadır, Ancak başka sorularınız olması durumunda, lütfen aşağıdaki e-posta adresinden bizimle iletişime geçin:

procurement.turkey@welthungerhilfe.de

(with mention: tender SYR-1054-TND-003)

This tender invitation is valid without signatures!

Bu ihale davetiyesi imzasız geçerlidir!

Annex 1
Welthungerhilfe Supplier Qualification Form
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1. We want some information about your company

Company Name	
Legal Form	
Founded (Year)	
Established in (Country)	
Bank Details (Account Holder, Bank Name, IBAN, BIC, Swift, Currency)	
VAT-Registration Number	
Physical Address	
Name of Chief Executive Officer (CEO)	
Place and Date of Birth of CEO	
Name of Owner	
Place and Date of Birth of Owner (if individual)	
Website	
Sales & Marketing Contact	
Range of Services provided by the Company (Company Portfolio)	
For internal use of WHH only	

Welthungerhilfe Supplier Qualification Form

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2. Policy Statement of Welthungerhilfe

a. Welthungerhilfe supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with [ten universally accepted principles](#) in the areas of [human rights](#), [labour](#), [environment](#) and [anti-corruption](#).

Human Rights

- [Principle 1](#): Businesses should support and respect the protection of internationally proclaimed human rights; and
- [Principle 2](#): make sure that they are not complicit in human rights abuses.

Labour

- [Principle 3](#): Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- [Principle 4](#): the elimination of all forms of forced and compulsory labour;
- [Principle 5](#): the effective abolition of child labour; and
- [Principle 6](#): the elimination of discrimination in respect of employment and occupation.

Environment

- [Principle 7](#): Businesses should support a precautionary approach to environmental challenges;
- [Principle 8](#): undertake initiatives to promote greater environmental responsibility; and
- [Principle 9](#): encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

- [Principle 10](#): Businesses should work against corruption in all its forms, including extortion and bribery.

The Global Compact is global and local; private and public; voluntary yet accountable.

Further information is available on this website in different languages :

<https://www.unglobalcompact.org>

b. Welthungerhilfe (WHH) renounces all forms of terrorism and money laundering

Welthungerhilfe renounces all forms of terrorism and will never knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism or money laundering.

Consistent with numerous United Nations Security Council resolutions, including S/RES/1269(1999), S/RES 1368(2001) and S/RES1373(2001) and the European Union, Welthungerhilfe is firmly committed to the international fight against terrorism and in particular against the financing of terrorism. It is the policy of Welthungerhilfe to seek to ensure that none of its and its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. Therefore, Welthungerhilfe will match their suppliers and Service providers against the Sanctions lists on a regular basis. By submitting an offer, suppliers and service providers agree to this.

Welthungerhilfe Supplier Qualification Form

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3. Supplier Declaration

We, _____ (name of company) hereby declare that

- a) we are not in bankruptcy proceedings, judicial insolvency proceedings or in liquidation, that we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions,
- b) we have not received a sanction by legally binding judgment for reasons which bring into doubt our professional reliability,
- c) we comply with our duty to pay social insurance contributions, taxes or other levies in accordance with the legal provisions of the state in which we have our office, the state of the consignee, or the state where the contract is performed. We assure that we will comply with the legislation applicable and common standards in terms of wages, social legislation and occupational safety and health.
- d) we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of the International Humanitarian Aid Community,
- e) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from the International Humanitarian Aid Community,
- f) we are providing you with all the information required in connection with participation in a tender,
- g) in respect of contracts which are ultimately paid for out of European Community funds, no one has accused us of breach of contract due to gross violation of our contractual obligations,
- h) we have not been excluded as a contract partner by the European Community due to ethical issues,
- i) we assure the European Commission, the European Anti-Corruption Bureau and the auditors of the European Community reasonable access on demand to our business and accounting documents for the purpose of checks and audits,
- j) we respect basic social rights and condemn child labor,
- k) we are informed that Welthungerhilfe will conduct a check to ensure that partners/suppliers do not appear on official sanctions lists of UN and the European Union.

Date, Company Name, Signature of Owner or CEO, Name in Block letters, Stamp

ANNEX II - Quotation Form

Name of Supplier:

Address, Contact Details:

Contact Person:

Prices of items TRY currency are listed as per below:

Nr	Item Description	Price per one vehicle (TRY)
1	Ford Kuga, Nissan Qashqai or Similar Brand new / 0 KM	TRY
2	Ford Kuga, Nissan Qashqai or Similar Used car min 2017 model, less than 30.000km	TRY
3	Ford Focus / VW Jetta or Similar Brand new / 0 KM	TRY
4	Ford Focus / VW Jetta or Similar Used car min 2017 model, less than 30.000km	TRY
5	8+1 Vip Bus Ford Tourneo Custom or Similar Brand new / 0 KM	TRY
6	8+1 Vip Bus Ford Tourneo Custom or Similar Used car min 2017 model, less than 30.000km	TRY
Please clearly indicate the total number of days needed for delivery:		() Day

Extra Notes of Supplier: (if required)

*

I undersigned and agree that these prices are for the vehicles meeting the requirements as indicated in Annex II and Article 1 "Specifications" of this tender. Any discrepancies from given technical requirements or other discrepancies need to be explicitly mentioned.

We herewith confirm that the quotation is in line with requirements of tender document dated/

Date, Signature, Stamp