

# INVITATION TO TENDER

## TURKEY

### 06 MAY 2024

### ITT-TUR-2024-015

## OFFICE SUPPLIES AND CONSUMABLES FOR ISTANBUL OFFICE

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SUBMISSION DEADLINE : 17:00 ON 10 JUNE 2024

QUESTIONS / CLARIFICATIONS : [formal.turkey@savethechildren.org](mailto:formal.turkey@savethechildren.org)

FORMAT FOR SUBMISSION : [BIDDER RESPONSE DOCUMENT](#)

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#### [PART 1 : INVITATION TO TENDER](#)

- Introduction to SCI
- Project Overview and Requirements
  - Award Criteria
- Instructions & Key Information

#### [PART 2 : CORE REQUIREMENTS AND SPECIFICATION](#)

Detailed description of SCI's specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

#### [PART 3 : BIDDER RESPONSE DOCUMENT](#)

Template to be used to submit response to this Invitation to Tender.

## PART 1 – INVITATION TO TENDER

### 1. INTRODUCTION TO SAVE THE CHILDREN

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

- Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
- Campaign for long term change to improve children’s lives.
- Improve children’s access to the food and healthcare they need to survive.
- Secure a good quality education for the children who need it most.
- Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
- Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](#).

### 2. PROJECT OVERVIEW

Item	Description
Description of Goods / Services	Office Consumables and Supplies for Istanbul Office
Outcome of Tender	<b>Framework Agreement (Fixed Price or Non-Fixed Price)</b> – the successful supplier(s) will be awarded a ‘Framework Agreement’. Within the Framework Agreement the terms of supply (e.g. indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of supply (e.g. specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement..
Duration of Award	2 Years from the date of signing the agreement
Agreement Cap Limit	250.000,00 USD

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2 \(Core Requirements & Specifications\)](#) of this Tender Pack.

### 3. AWARD CRITERIA

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

#### 3.1 ESSENTIAL CRITERIA

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'.

#### 3.2 SUSTAINABILITY CRITERIA (10%)

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

#### 3.3 CAPABILITY CRITERIA (50%)

Criteria used to evaluate the bidder's ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

#### 3.4 COMMERCIAL CRITERIA (40%)

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

### 4. VETTING

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

### 5. BIDDER INSTRUCTIONS

#### 5.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	06 May 2024
Deadline for questions from Bidders	06 June 2024
Deadline for Bid Submission	10 June 2024
Bid Clarifications	20 June 2024
Award Contact	05 July 2024

The above dates are for indicative purposes only and are subject to change.

#### 5.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in [Part 3](#) of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

#### **Electronic Submission via ProSave**

- Submit your response in accordance with the guidance provided in the below document:



Bidding on a  
Sourcing Event v2\_fr

#### **Electronic Submission via Email**

- Email should be addressed to Procurement Department at [tender.turkey@savethechildren.org](mailto:tender.turkey@savethechildren.org)
- Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
- The subject of the email should be “ITT-TUR-2024-015 Bidder Response – ‘Bidder Name’, ‘Date’”.
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
- Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

#### **Paper Submission**

- No paper submission is accepted.

### **5.3. CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **17:00 (Türkiye Time) - 10 June 2024**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **5.4. KEY CONTACTS**

All questions relating to the tender should be sent via email to:

Name	Email Address
Supply Chain Department	<a href="mailto:procurement.turkey@savethechildren.org">procurement.turkey@savethechildren.org</a>

Please be advised local working hours are 09:00 – 17:00. Please allow up to 2 days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

## PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

### 1. SPECIFIC REQUIREMENTS

#### a. DELIVERY REQUIREMENTS

The bidders are expected to provide delivery to Save the Children office located in Istanbul. Save the Children reserves the right to make changes during the contract period based on the needs of the areas and change in operational locations. Delivery, loading/unloading to the requested location must be included in the price.

### 2. SPECIFICATIONS

Office consumables and supplies should be packed properly. SCI reserves the right to reject and damaged products.

#### Cleaning Materials

Line item	Description of Goods / Services (add attachment for technical specification if very detailed)	Unit / Form	Brand	Note
1	Disinfecting surface spray (pratik yuzey spreyi) 400 ml	item		
2	Surface blow 5000 ml /pcs (Lavanta kokulu dogal yuzey temizleyici)	item		
3	Drain opener (lavabo acici 4'lu)	pack		
4	Toilet Cleaner Gel (Jel Tuvalet Temizleyici 750 mL)	item		
5	anti-limestone spray ( kireç çözücü ) 1000ml photo attached (fotograf ekte)	item		
6	Bathroom cleaner spray (Banyo Temizleme Spreyi 750 mL)	item		
7	Wood Surface Cleaner (Ahsap yuzey temizleyici 1 Liter)	item		
8	Bleach (çamaşır suyu 3.2 liter)	item		
9	Diswashing Liquid (bulasik deterjani 2.5kg)	item		
10	Liquid Hand Soap (sivi el sabunu 5 kg)	item		
11	Glass Cleaning Spray (Cam Sil, 1 liter)	item		
12	Cream Kitchen Cleaner (Krem mutfak temizleyici 750 ml)	item		
13	Toilet blocks ( Tuvalet blokları ) 3lu	item		
14	Trash bin bag (medium large) (çöp poşeti-Orta boy)20/pack	pack		
15	Trash bin bag (small size) (çöp poşeti - küçük boy) 50/pack	pack		
16	Trash bin bag (big size) (çöp poşeti - büyük boy) 10/pack	pack		
17	Latex Glove (medium size) (Latex Eldiven L boy)	pack		
18	Makarna tipi mop bezi (15-60 cm)	item		
19	Microfiber Vileda cloth (Mikrofiber Vileda bezi)	item		
20	Z towel (Z pecete 12'li)	box		
21	Toilet paper (Tuvalet Kagidi 3 katli, 32'li)	pack		

22	Paper Towel (Kağıt havlu 12'li)	pack		
23	Napkin (Kare peçete 100 x 32li)	box		
24	Wet wipes (Islak Mendil 24 x 100)	box		
25	Dish sponge (Bulaşık süngeri 8'li)	pack		
26	Scourer (Bulaşık teli 2'li)	pack		
27	Toilet Brush (Tuvalet fırçası)	item		
28	Sink brush (Lavabo fırçası dikdörtgen)	item		
29	Dustpan with Hopper and Broom (Hazneli Süpürgeli Faraş)	item		
30	Floor Scraping Razor (Yer kazıma jileti (10 cm) x 25 in pack	pack		
31	Microfiber Glass Cloth (Mikrofiber Cam Bezi 5'li Set 40x40)	pack		
32	Screen Cleaning Spray (Ekran Temizleme Spreyi 250 mL)	item		
33	Air Fresher (Oda spreyi 250 ml)	item		
34	Disinfectant (Dezenfektan 1 liter)	item		
35	Cologne (Kolonya 80° , 400 mL)	item		
36	Squeegee (Çekpas, 55 cm)	item		
37	Mop frame (mop aparatı) 60 cm	item		
38	Hard brush (Sert çalı fırçası, 40 cm)	item		
39	Glass Mop (Sihirli mop)	item		

#### Stationery Items

Line item	Description of Goods / Services (add attachment for technical specification if very detailed)	Unit / Form	Brand	Note
1	Metal File Tray (Metal evrak rafi 3 katlı)	item		
2	AA Battery (AA Kalem Pil 30'lu)	pack		
3	AAA Small Battery (AAA İnce Kalem Pil 30'lu)	pack		
4	Highlighter (Fosforlu Kalem 10'lu)	pack		
5	Binder Clips Metal Kiskac 41mm 12'li	pack		
6	Paper Clip (Ataş No:3 10'lu)	pack		
7	Packaging tape (Para Bandı 12mm 12'li)	pack		
8	Money Band (Para Lastiği 70 x 5 mm 1000'li)	pack		
9	Packaging tape (Koli Bandı 45 mm)	item		
10	Tipp-ex correction tape (Şerit Daksil 12'li)	pack		
11	Tack-it multipurpose adhesive (Hamur Sakız yapıştırıcı 90'li)	item		
12	Whiteboard marker (Beyaz Tahta Kalem 12'li mavi kırmızı siyah yeşil renklerde)	pack		
13	Ball Point pen (Tükenmez Kalem 50'li mavi kırmızı siyah renklerde)	pack		
14	Pencil (Kurşun Kalem 50'li)	pack		
15	Pencil Eraser (Silgi 100'lü)	pack		
16	Whiteboard eraser (Tahta silgisi 4'lü)	pack		

17	Post it Sticky Note 5'li farklı renklerde	pack		
18	Punched Pocket (Poşet dosya 100'lü)	pack		
19	Flat File A4 Blue (Telli Mavi Dosya 50'li)	pack		
20	Double sided tape (Çift taraflı montaj bandı) 4-5 meter	item		
21	A4 Photocopy paper (A4 fotokopi kağıdı 5'li)	pack		
22	A4 Secretariat (Kagıt Tutucu Sekreterlik Dosya Kapaklı)	item		
23	Triple Socket (3 Metre Üçlü Topraklı Üçyol Priz)	item		
24	Scissors (Büro Tipi Makas)	item		
25	Stationery Knife (Maket Bıçağı 10'lu)	pack		
26	Notebook A5 kareli 100 yaprak 10'lu	pack		
27	Visitor Book (Ziyaretçi Defteri)	item		
28	Flipchart Kağıdı 25 yaprak	item		
29	Pin (Mantar Pano Raptiyesi 100'lü)	pack		
30	Blue Folder (Büro Klasörü Mavi)	item		
31	Pencil Case (Kalemlik 10'lu)	pack		
32	Cartridge HP 415A Toner (kartuş siyah mavi kırmızı sarı)	item		
33	Toolbox (Ofis için Alet Çantası)	item		

#### Kitchen Items

Line item	Description of Goods / Services (add attachment for technical specification if very detailed)	Unit / Form	Brands	Note
1	2 in 1 Coffee, 48 pcs in each pack	pack		
2	3 in 1 Coffee, 48 pcs in each pack	pack		
3	Filter Coffee Beans (Filtre kahve çekirdeği)	kg		
4	Cube sugar (küp şeker )	kg		
5	Green Tea,20 pcs in each pack	pack		
6	Salt Tuz	kg		
7	Mixed Herbal Tea,20 pcs in each pack	pack		
8	Turkish Coffee 500g	kg		
9	Tea-Bag, 100 pcs in each pack	pack		
10	Coffee Mate,2 kg in each pack (süt tozu )	pack		
11	Filter Coffee Paper (Filtre kahve kağıdı size4)	pack		
12	Plastic Spoon,100 pcs in each pack (plastik kaşık 100lü)	pack		
13	Plastic Fork,100 pcs in each pack (plastik kaşık 100lü)	pack		
14	Plastic Knife,100 pcs in each pack (plastik kaşık 100lü)	pack		
15	Plastic Plate,100 pcs in each pack (plastik kaşık 100lü)	pack		
16	Wooden Spoon,1000 pcs in each pack (Tahta karıştırıcı)	pack		
17	Plastic cup (Plastik bardak 100'lü)	pack		
18	Cartoon Cup (Karton bardak 100'lü)	pack		
19	Table cover (Masa Örtüsü Şeffaf 90x150)	item		
20	Steel Spoon (Çelik kaşık 6'lı)	set		
21	Steel Fork (Çelik çatal 6'lı)	set		
22	Bowl (Kase 6'lı)	set		

23	Knife (Bıçak)	item		
24	Drinking cup (su bardağı 6'lı)	set		
25	Tea Cup (Çay bardağı 6'lı)	set		
26	Coffee Cup (Kahve fincanı 6'lı)	set		
27	Mug (Kupa)	item		
28	Tea strainer (çay süzgeci)	item		
29	Plastic Tray (Plastik Çay Tepsisi)	item		

## PART 3 – BIDDER RESPONSE DOCUMENT

### 1. INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

- [Section1 - Key information](#)
- [Section 2 - Essential Criteria](#)
- [Section 3 - Capability & Sustainability Questions](#)
- [Section 4 - Commercial Questions](#)
- [Section 5 - Bidder Submission Checklist](#)

At the end of the Bidder Response Document is a checklist. This should be completed by the Bidder prior to submitting their response to ensure all the relevant information and supporting documents have been included in the response.

**The Bidder is required to sign a copy of the Check list as part of their submission.**

### 2. INSTRUCTIONS

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## SECTION 1 – KEY INFORMATION





*Instructions - Bidders are required to complete all sections of the below table.*

<b>KEY INFORMATION</b>			
<b>Organisation Name</b>			
<b>Please provide details of the primary products/services supplied by your organisation</b>			
<b>Please explain your experience of providing the goods or services requested in this tender document.</b>			
<b>Website address</b>			
<b>Address</b>	<b>Main Address</b>	<b>Registered Address (if different)</b>	<b>Address for Payments (if different)</b>
<b>Company Registration Number</b>		<b>Tax Number</b>	
<b>Year of Registration</b>		<b>Country of Registration</b>	

Type of Business (e.g. Manufacturer, Distributor, Contractor)		Primary Country of Operation	
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Have you supplied goods or services to SCI previously? If so, please provide a brief summary.	
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<b>KEY CONTACT DETAILS</b>
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	Primary Contact	Secondary Contact	Emergency Contact
Name			
Job Title			
Phone / Mobile			
Email			
Address			

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<b>OTHER KEY INFORMATION</b>
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Provide details of what insurance cover you have and what the maximum value is	
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<b>KEY ROLES &amp; PERSONNEL</b>
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	Job Title	Role	E-mail Address
Which employees will be responsible for providing goods and services to SCI? Please list names, and job titles and contact details (e.g. account managers).			

## SECTION 2 - ESSENTIAL CRITERIA

**INSTRUCTIONS** - Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	
<b>1</b>	Bidder accepts Save the Children's 'Terms and Conditions of Purchase' and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack.	Yes / No	Comments / Attachments
<b>2</b>	The Bidder and its staff (and any sub-contractors used) agree to comply with: i) SCI's Supplier Sustainability Policy [set out under Section 4 of this document] throughout this process and during the term of any future contract awarded.	Yes / No	Comments
<b>3</b>	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.	Yes / No	Comments
<b>4</b>	<p>The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> <li>- Legitimate business address</li> <li>- Tax registration number &amp; certificate</li> <li>- Business registration certificate</li> <li>- Trading license</li> <li>- Copy of owner ID and Passport</li> </ul>	Yes / No	Comments
		<b>Requirement</b>	<b>Bidder Response / Attachments</b>
		<i>Legitimate Business Address</i>	
		<i>Tax Registration Number &amp; Certificate</i>	
		<i>Business Registration Certificate</i>	
		<i>Trading License</i>	
		<i>Copy of owner ID or passport</i>	
<b>5</b>		Yes / No	Comments

	The bidder must not be a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the US or EU. Bidders to submit a confirmation letter.		
6	Bidder's willingness to accept 100% payment to be paid until the maximum of 30 days from submission of invoice (after complete delivery) with all valid supporting documents, payment method will be by international transfer. Bidders to submit a confirmation letter.	<b>Yes / No</b>	<b>Comments / Attachments</b>
7	Bidders must provide samples of all the requested items.	<b>Yes / No</b>	<b>Comments / Attachments</b>
8	Bidders to confirm the replacement of any damaged items. (Bidders to submit a signed confirmation letter).	<b>Yes / No</b>	<b>Comments / Attachments</b>
8	Bidders to confirm that they are not any prohibited parties or on Government blacklists. (Bidders to submit a signed confirmation letter).	<b>Yes / No</b>	<b>Comments / Attachments</b>
8	Bidder accepts that given prices are including the delivery and labouring to carry to the SCI's requested destination to the office in Istanbul	<b>Yes / No</b>	<b>Comments / Attachments</b>

### SECTION 3 – CAPABILITY & SUSTAINABILITY QUESTIONS

*Instructions – Bidders are required to complete all sections of the below table.*

Item	Question	Bidder Response		
		Client Name	Contact Details (Name & Email)	Project Description
1	<b>REFERENCES</b> Bidder shares three (3) examples of their experience in providing services similar to those included within the scope of this tender.  Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years.	1)		
		2)		

	(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children. <b>Weightage (10%)</b>	3)		
2	<b>QUALITY</b> Bidder's goods quality versus SCI standards and measures. Grading of this criteria will be based on the sample evaluation. <b>Weightage (30%)</b>	<b>Bidder Response</b>		<b>Attachment(s)</b>
3	<b>LEAD TIME</b> Bidder's capacity to supply Save the Children (lead time to deliver the requested items upon receiving an official order form SCI regardless the quantities). <b>Weightage (10%)</b>	<b>Bidder Response</b>		<b>Attachment(s)</b>
4	<b>SUSTAINABILITY</b> Bidder is located in Istanbul to reduce the carbon footprint by using less milage for the transportation service. <b>Weightage (10%)</b>	<b>Bidder Response</b>		<b>Comments</b>

#### SECTION 4 - COMMERCIAL QUESTIONS

##### Cleaning Materials

Line item	Description of Goods / Services (add attachment for technical specification if very detailed)	Unit / Form	Currency	TAX Rate (%)	Prices (EXC. VAT)
1	Disinfecting surface spray (pratik yuzey spreyi) 400 ml	Item	USD		
2	Surface blow 5000 ml / pcs ( Lavanta kokulu dogal yuzey temizleyici)	Item	USD		
3	Drain opener (lavabo acici 4'lu)	Pack	USD		
4	Toilet Cleaner Gel (Jel Tuvalet Temizleyici 750 mL)	Item	USD		

5	anti-limestone sprej ( kireç çözücü ) 1000ml	Item	USD		
6	Bathroom cleaner spray (Banyo Temizleme Spreyi 750 mL)	Item	USD		
7	Wood Surface Cleaner (Ahsap yüzey temizleyici 1 Liter)	Item	USD		
8	Bleach (çamaşır suyu 3.2 liter)	Item	USD		
9	Diswashing Liquid (bulasik deterjani 2.5kg)	Item	USD		
10	Liquid Hand Soap (sivi el sabunu 5 kg)	Item	USD		
11	Glass Cleaning Spray (Cam Sil, 1 liter)	Item	USD		
12	Cream Kitchen Cleaner (Krem mutfak temizleyici 750 ml)	Item	USD		
13	Toilet blocks ( Tuvalet blokları ) 3lu	Item	USD		
14	Trash bin bag (medium large) (çöp poşeti-Orta boy)20/pack	Pack	USD		
15	Trash bin bag (small size) (çöp poşeti - küçük boy) 50/pack	Pack	USD		
16	Trash bin bag (big size) (çöp poşeti - büyük boy) 10/pack	Pack	USD		
17	Latex Glove (medium size) (Latex Eldiven L boy)	Pack	USD		
18	Makarna tipi mop bezi (15-60 cm)	Item	USD		
19	Microfiber Vileda cloth (Mikrofiber Vileda bezi)	Item	USD		
20	Z towel (Z peçete 12'li)	Box	USD		
21	Toilet paper (Tuvalet Kagidi 3 katli, 32'li)	Pack	USD		
22	Paper Towel (Kağıt havlu 12'li)	Pack	USD		
23	Napkin (Kare peçete 100 x 32li)	Box	USD		
24	Wet wipes (Islak Mendil 24 x 100)	Box	USD		
25	Dish sponge (Bulaşık süngeri 8'li)	Pack	USD		
26	Scourer (Bulaşık teli 2'li)	Pack	USD		
27	Toilet Brush (Tuvalet fırçası)	Item	USD		

28	Sink brush (Lavabo fırçası dikdörtgen)	Item	USD		
29	Dustpan with Hopper and Broom (Hazneli Süpürgeli Faraş)	Item	USD		
30	Floor Scraping Razor (Yer kazıma jileti (10 cm) x 25 in pack)	Pack	USD		
31	Microfiber Glass Cloth (Mikrofiber Cam Bezi 5'li Set 40x40)	Pack	USD		
32	Screen Cleaning Spray (Ekran Temizleme Spreyi 250 mL)	Item	USD		
33	Air Fresher (Oda spreyi 250 ml)	Item	USD		
34	Disinfectant (Dezenfektan 1 liter)	Item	USD		
35	Cologne (Kolonya 80° , 400 mL)	Item	USD		
36	Squeegee (Çekpas, 55 cm)	Item	USD		
37	Mop frame (mop aparatı) 60 cm	Item	USD		
38	Hard brush (Sert çalı fırçası, 40 cm)	Item	USD		
39	Glass Mop (Sihirli mop)	Item	USD		

#### Stationery Items

Line item	Description of Goods / Services (add attachment for technical specification if very detailed)	Unit / Form	Currency	TAX Rate (%)	Prices (EXC. VAT)
1	Metal File Tray (Metal evrak rafi 3 katli)	Item	USD		
2	AA Battery (AA Kalem Pil 30'lu)	Pack	USD		
3	AAA Small Battery (AAA Ince Kalem Pil 30'lu)	Pack	USD		
4	Highlighter (Fosforlu Kalem 10'lu)	Pack	USD		
5	Binder Clips Metal Kiskac 41mm 12'li	Pack	USD		
6	Paper Clip (Ataş No:3 10'lu)	Pack	USD		
7	Packaging tape (Para Bandı 12mm 12'li)	Pack	USD		
8	Money Band (Para Lastiği 70 x 5 mm 1000'li)	Pack	USD		

9	Packaging tape (Koli Bandı 45 mm)	Item	USD		
10	Tipp-ex correction tape (Şerit Daksil 12'li)	Pack	USD		
11	Tack-it multipurpose adhesive (Hamur Sakız yapıştırıcı 90'lı)	Item	USD		
12	Whiteboard marker (Beyaz Tahta Kalem 12'li mavi kırmızı siyah yeşil renklerde)	Pack	USD		
13	Ball Point pen (Tükenmez Kalem 50'li mavi kırmızı siyah renklerde)	Pack	USD		
14	Pencil (Kuruşun Kalem 50'li)	Pack	USD		
15	Pencil Eraser (Silgi 100'lü)	Pack	USD		
16	Whiteboard eraser (Tahta silgisi 4'lü)	Pack	USD		
17	Post it Sticky Note 5'li farklı renklerde	Pack	USD		
18	Punched Pocket (Poşet dosya 100'lü)	Pack	USD		
19	Flat File A4 Blue (Telli Mavi Dosya 50'li)	Pack	USD		
20	Double sided tape (Cift taraflı montaj bandı) 4-5 meter	Item	USD		
21	A4 Photocopy paper (A4 fotokopi kağıdı 5'li)	Pack	USD		
22	A4 Secretariat (Kagıt Tutucu Sekreterlik Dosya Kapaklı)	Item	USD		
23	Triple Socket (3 Metre Üçlü Topraklı Üçyol Priz)	Item	USD		
24	Scissors (Büro Tipi Makas)	Item	USD		
25	Stationery Knife (Maket Bıçağı 10'lu)	Pack	USD		
26	Notebook A5 kareli 100 yaprak 10'lu	Pack	USD		
27	Visitor Book (Ziyaretçi Defteri)	Item	USD		
28	Flipchart Kağıdı 25 yaprak	Item	USD		
29	Pin (Mantar Pano Raptiyesi 100'lü)	Pack	USD		



30	Blue Folder (Büro Klasörü Mavi)	Item	USD		
31	Pencil Case (Kalemlik 10'lu)	Pack	USD		
32	Toolbox (Ofis için Alet Çantası)	Item	USD		

#### Kitchen Materials

Line item	Description of Goods / Services (add attachment for technical specification if very detailed)	Unit / Form	Currency	TAX Rate (%)	Prices (Exc. VAT)
1	2 in 1 Coffee, 48 pcs in each pack	Pack	USD		
2	3 in 1 Coffee, 48 pcs in each pack	Pack	USD		
3	Filter Coffee Beans (Filtre kahve çekirdeği)	Kg	USD		
4	Filter Coffee Granulated (Öğütülmüş Filtre Kahve)	Kg	USD		
5	Cube sugar (küp şeker)	Kg	USD		
6	Green Tea,20 pcs in each pack	Pack	USD		
7	Salt Tuz	Kg	USD		
8	Mixed Herbal Tea,20 pcs in each pack	Pack	USD		
9	Turkish Coffee 500g	Kg	USD		
10	Tea-Bag, 100 pcs in each pack	Pack	USD		
11	Coffee Mate,2 kg in each pack (süt tozu )	Pack	USD		
12	Filter Coffee Paper (Filtre kahve kağıdı size4)	Pack	USD		
13	Plastic Spoon,100 pcs in each pack (plastik kaşık 100lü)	Pack	USD		
14	Plastic Fork,100 pcs in each pack (plastik kaşık 100lü)	Pack	USD		
15	Plastic Knife,100 pcs in each pack (plastik kaşık 100lü)	Pack	USD		
16	Plastic Plate,100 pcs in each pack (plastik kaşık 100lü)	Pack	USD		

17	Wooden Spoon,1000 pcs in each pack (Tahta karıştırıcı)	Pack	USD		
18	Plastic cup (Plastik bardak 100'lü)	Pack	USD		
19	Cartoon Cup (Karton bardak 100'lü)	Pack	USD		
20	Table cover (Masa Örtüsü şeffaf 90x150)	Item	USD		
21	Steel Spoon (Çelik kaşık 6'lı)	Set	USD		
22	Steel Fork (Çelik çatal 6'lı)	Set	USD		
23	Bowl (Kase 6'lı)	Set	USD		
24	Knife (Bıçak)	Item	USD		
25	Drinking cup (su bardağı 6'lı)	Set	USD		
26	Tea Cup (Çay bardağı 6'lı)	Set	USD		
27	Coffee Cup (Kahve fincanı 6'lı)	Set	USD		
28	Mug (Kupa)	Item	USD		
29	Tea strainer (çay süzgeci)	Item	USD		
30	Plastic Tray (Plastik Çay Tepsisi)	Item	USD		

#### SECTION 5 - BIDDER SUBMISSION CHECKLIST

**We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:**



No	Section	Please Tick
1.	Section 2 - Essential Criteria	
2.	Section 3 - Capability & Sustainability Questions	
3.	Section 4 - Commercial Questions	

**We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:**

Section	Required Document / Evidence	Please Tick
Essential Criteria Evidence	Proof of legitimate business address	

	Copy of tax registration number & certificate	
	Copy of business registration certificate	
	Trading License	
	Copy of owner ID or passport	
<b>Capability Criteria Evidence</b>	Completed Bidder Response Document	
	Supporting Financial Documents	
<b>Commercial Criteria Evidence</b>	Completed Bidder Response Document	

**We, the Bidder, hereby confirm we compliance with the following policies and requirements:**

<b>Policy</b>	<b>Policy / Document</b>	<b>Signature</b>
Terms & Conditions of Bidding	 1. Terms & Conditions of Biddi	
Terms & Conditions of Purchase	 TERMS AND CONDITIONS OF PU	
Supplier Sustainability Policy and the included mandatory policies	<a href="#">Click Here to Access</a>	

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature: .....

Name: .....

Title: .....

Company: .....

Date: .....

