**National Syrian Project for Prosthetic Limbs**  

**OFFICE ADRESSES**

**Yenişehir Mahallesi 225.Sokak No:2**

**Reyhanlı / HATAY**

**31500**

6/05/2024

Dear Sir / Madam’s

This tender document is provided TO NSPPL how the criteria for the leased of communication items which is included IT equipments can be applied **and interest in** National Syrian Project for Prosthetic Limbs (NSPPL) invites your submission of a financial bid in order to provide services in accordance with the conditions detailed in the attached documents. NSPPL seeks a qualified and full cover the model of , 3 HP Laptop 250 G9 6Q8M7ESA61 3 HP Printer M479FDN AND 5 Mobile phone Samsung Galaxy A15

All details included which be insert that the specification part.

The Invitation to Tender (ITT) details are as follows:

**Subject of Tender: IT EQUIPMENT /COMMUNICATION ITEMS**

**Invitation to tender Period: MAY 2024**

**Invitation Closure Date and Time 27nd May, 2024 at 5 pm (local time)**

**Minimum validity period: 2 months for the financial bid under review. Once the contract is awarded, the terms, conditions, and prices will be fixed for one year /up to 2 years based on mutual agreement of extension.**

This ITT document contains the following:

* This Cover Letter
* Annex A NSPPL Bid Form – Invitation to Bid No. Tender-TUR-NSPPL#24-03 (**IT EQUIPMENT** )
* Annex B Tender and Contract Award Acknowledge Certificate
* Annex C Conditions of Tendering
* Annex D General Conditions of Contract (which will be signed by the successful Bidder)
* Annex E Scope of Work Technical Staff Support Service

The following documents must be submitted in a hard copy in a sealed envelope for your Bid to be accepted by the Tender Opening Committee:

1. The attached NSPPL Bid Form (Annex A) must be completed and submitted in accordance with Annex C.
2. Completed Financial Proposal in separate envelope (two price list forms Annex F and G)
3. The attached Tender and Contract Award Acknowledgement Certificate (Annex B) must complete and be duly signed by an authorized company representative and submitted in accordance with Annex C.
4. Copies of official company/organization registration documents and essential certificates.
5. Certificate of each line product must be added in to envelope (USB Flash Drive)
6. And all excel documents/price tables shall be also submitted in a hard drive (USB Flash Drive).

NOTE ,

BE ATTENTION IN THE LINK ATTACHED THE RFO TEMPLATE PLEASE FILL THE FORM AND SIGNED AD STAMPED FOR THIS DOCUMENTS.

Full package of bid documents must be submitted in a sealed envelope and submit from the hand and via courier also applicable; the only information on the envelope should be the following:

**National Syrian Project for Prosthetic Limbs [Turkey] Office**

**ITT Reference:** Tender-TUR-NSPPL#24-03 (**IT EQUIPMENT** )

**[ADDRESS]** Yenişehir Mahallesi RTE Kümeevler Caddesi 225.Sokak No:1 Reyhanlı / HATAY 31500

All suppliers may submit their questions during this meeting or through email prior to meeting to be answered during the meeting. Any other questions after meeting may not be answered.*Notes from meeting will be sent to all bidders regardless of their presences in the meeting.*

**Full bid submissions must be received at the address above no later than 27 MAY 2024 at 5 pm Local Time**. Failure to meet the closing date/time may result in the tender being void. Returned bids must remain valid for consideration for a period of not less than 60 days from the closing date.

All clarifications and questions should be addressed to: **tender@nsppl.org**

Yours faithfully,

*Tender Committee*

*National Syrian Project for Prosthetic Limbs (NSPPL)*

**PROVISIONAL TIMETABLE**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Tender Notice and Invitation to Tender | MAY, 6 2024 |
| Return of tenders (Closing Date) | 27 MAY 2024 5pm |
| Tender opening | 28 MAY 2024 |
| Tender Review Committee | 29 MAY 2024 |
| Bid clarifications as required | 30 MAY 2024 |
| Award Contract | 1 JUNE 2024 |
| "Go-Live" with Supplier | 1 JUNE 2024 |
|  |  |

**Invitation to Tender for the Supply of High Environmental Performance IT EQUIPMENTS**

# 2. Context for Tender

–Describe purpose of COMMUNICATION ITEMS , LAPTOP , MOBILE PHONE PRINTER and whether lease and doing as a agreement.

# 3. Invitation to Tender

NSPPL is using the Open procedure for this tender, which means that any interested party can submit a tender. Valid tenders submitted in accordance with the Instructions to Tenderers and received before the stated deadline will be assessed on the basis of the eligibility criteria and award criteria set out. Tenderers are requested to review this document in detail and ensure that they have addressed all of the relevant requirements in their tender.

# 4. Specifications

3 PCS HP LAPTOP

Make: HP (or like-in-kind)

CPU: Intel core i5 1235U

RAM: 32GB

SSD: 256GB Screen card:IRISx/NVIDIA /optional

Screen: 15.6"

Video card: MX550 FHD

Operating system: Windows 11

3 PCS Hp Color Laserjet Pro M479FDN Multifunction Color Laser Printer (or like-in-kind)

5 PCS Mobile Phones SAMSUNG GALAXY A15

Make: Samsung

RAM: 6GB

Memory: 128GB

Specify the number materials including class, type, required features, finish, minimum warranty and location/timing for delivery. Also include your minimum requirements in terms of maintenance and servicing, if applicable.

Tenders may be submitted for one or more Lots.

**AWARD CRITERIA**

1. **REQUIRED CRITERIA (Administration)**

* Bidder provides following documents;
  + Tax Plate
  + Trade Ministry Record
  + Responsible Manager – Sales – Technical Staff Licenses (Mesul Müdürlük, satış ve teknik personel Lisanslari) if applicable
  + Certificate of firm legal documents ,Product catalogues, certificates of the manufacturers for all items offered.
  + Any other document which is important to support the above-mentioned information
  + Satisfactory client references (NGO-INGO references preferred)

**C) PREFERRABLE CRITERIA**

The following criteria are considered quite important in the evaluation of this tender:

1. *Satisfactory client reference*
2. *New model and quality more equipments*
3. *Free replacements for maltfuncunctioning materials*
4. *Free replacement between supplier provided for the materials*
5. *Full coverage insurance for each equipment*
6. *Bidder demonstrates unique selling points and additional benefits or services that are of value to NSPPL.*

**b) ESSENTIAL CRITERIA**

Award of the contract will be evaluated and scored based on the following criteria:

* Bidder meets required specification for the products with provided certificates on each product
* Bidder’s ability to provide warranties and guarantees as part of the contract

**c) SELECTION**

The following criterias are considered quite important in the evaluation of this tender:

* Price(60 pts): Bidder’s prices demonstrate an economically advantageous position for National Syrian Project for Prosthetic Supplies
* Quality(Pass/Fail): Quality and certification of Bidder’s products.
* Technical Capacity and QUALITY (40 pts):

Suppliers whom are unable to execute Exportation of the goods to Hatay/Reyhanlı buffer zone when/if requested might be eliminated. (Annex F and G)

**d) TECHNICAL REQUIREMENTS**

* **l of Quantities or Scope of Work Request for Proposal. You may complete in the format provided or on your own company letter head.**

**Please confirm you have submitted a full and detailed complete response to the Yes  No**

**this Invitation to tender (ITT) and relevant annexes as provided in this announcement for bid.**

**Does the company have any current criminal or court cases against your company or you as an individual at this time? Yes  No**

**Has the company ever been accused of sexual exploitation, child abuse / child protection, or fraud? Yes  No**

**Will the company report any/all pressure from or payments to a Prohibited Party? Yes  No**

**The company is not owned or controlled, in whole or in part, by any Prohibited Parties? Yes  No**

**This Bid is valid for: 60 days Currency of Bid: US Dollars**

**1- Can you provide/present sample upon tender committee request in order to conduct Yes  No**

**physical quality check of products offered?**

**2-Will you be able to fix the terms and prices up to 2 years? (Duration of framework agreement will be one year Yes  No**

**but might be extended up to 2 years in total with same terms and prices or reasonable revisions)**

**3-Do you accept physical check at your production place/warehouse upon committee’s request? Yes  No**

**4-Can you deploy a full-time technical staff at the Prosthetic-Orthosis Center in Reyhanlı**  **Yes  No**

**run National Syrian Project for Prosthetic Limbs to provide Pre- and Post-Surgical Prosthetic Consultations**

**including quality assurance based on further agreement between both parties as free of charge service**?

**5-Can you preposition adequate number of CARS at Center in Reyhanlı to be able to deliver/handover Yes  No**

**devices within shortest time period upon NSPPL confirmation for order? (Contractor will have the full responsibility of**

**stock keeping includes any lost/damage and recording as outlined in Annex E- Scope of Work)**

**6- Can you provide Technical Assistance at Syria? Yes  No**

**7- Can you provide free charge of replacement/maintenance under warranty coverage? Yes  No**

**8- Can you provide free charge of delivery to Reyhanlı/Hatay? Yes  No**

**9- Can you delivery CARS to Hatay/Reyhanlı buffer zone by doing all custom clearance requirements Yes  No**

**if needed/requested?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**11-Can you provide at least two references from previous clients? (Preferably international non-governmental Yes  No**

**organizations)** **If yes, please specify required details in relevant table in Annex A page 2?**

13-

**Does your company have a catalogue, if yes please provide?**  **Yes  No**

**Does your company have written protocol or operating procedures?**  **Yes  No**

**Does your company understand WHO Good Manufacturing Practices?**  **Yes  No**

**List all professional licenses and certificates your company/organization holds:**

*Please attach copies of these with your submission.*

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**ANNEX A (PAGE 2) Part Two: NSPPL BID FORM – Invitation to Tender No:** Tender-TUR#24-03 (IT EQUIPMENTS

**BUSINESS INFORMATION**

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Owner(s) / CEO Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration Number: TAX ID: ­

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Facsimile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A duly authorized company representative. WWW Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Terms & Conditions of Payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BUSINESS REFERENCES (3 minimum, INGOs are preferred)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Organization** | **Contact Person** | **Email / Telephone** | **Comment** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

**ANNEX B**

**Tender and Contract Award Acknowledge Certificate**

**\*This attachment must be signed and submitted with the Bid**

1. In compliance with the Instructions and Conditions for Invitation to Bid (Annex C), General Terms of Contract (Annex D), we the undersigned, offer to provide some or all of the items or services quoted for, at the prices entered in the attached NSPPL Bid Form, delivered to the destination specified therein.
2. We accept the terms and conditions set forth in the Terms and Conditions for Bid (Annex C) and the following requirements have been noted and will be complied with where applicable:
   1. That the freight cost if separate from the Unit price shall be shown separately, which shall be the basis for delivery for any contract resulting from this ITT.
   2. We confirm that for any offer made where the delivery destination is not as requested in the ITT, that NSPPL reserves the right to disregard the offer.
   3. That conditional Bids cannot be accepted.
   4. That the currency of the Bid should be preferably in US Dollars.
   5. Show any discount being offered to NSPPL (Annex C).
   6. NSPPL reserves the right, at its own discretion:

* To award a contract for a lesser or greater quantity than the total quantity Bid for.
* To reject any or all Bids and/or enter a contract with a Bidder other than the lowest Bidder (see Annex C).
  1. Successful Bidders who are awarded contracts will be notified by the receipt of the original Purchase Order/Contract.
  2. Any samples requested, either with the Bid, or at a later date, will be in accordance with the specifications of the required item(s). Failure to comply with this may result in the Bid not being considered.
  3. We confirm that the validity of this offer is for the calendar days reflected in Annex A and are from the date of the ITT closure.
  4. We agree to the terms and conditions set forth in the NSPPL General Terms of Contract (Annex D)
  5. We certify that the below mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.
  6. We agree to abide by the NSPPL Child Protection Policy and Reporting of Misconduct.

1. We further certify that the below signed company:
2. Is not bankrupt or being wound up, having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
3. Has not been convicted of an offence concerning its professional conduct by a judgment which has the force of res judicata;
4. Has not been guilty of grave professional misconduct proven by any means;
5. Has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country where the contract is to be performed;
6. Has not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity;
7. Has not, following another procurement procedure or grant award procedure, been declared to be in serious breach of contract for failure to comply with our contractual obligations.
8. We are submitting this ITT Bid in our own right. We confirm that we are not bidding for the same contract in any other form. We confirm, as a partner in the consortium, that all partners are jointly and severally liable by law for the performance of the contract, that the lead partner is authorized to bind, and receive instructions for and on behalf of, each member, that the performance of the contract, including payments, is the responsibility of the lead partner, and that all partners in the joint venture/consortium are bound to remain in the joint venture/consortium for the entire period of the contract's performance.
9. We are not in any of the situations excluding us from participating in contracts that are listed in the Terms and Conditions for Bid (Annex C). In the event that our Bid is successful, we undertake to provide the proof usual under the law of the country in which we are established that we do not fall into the exclusion situations listed. The date on the evidence or documents provided will be no earlier than 60 days before the deadline for submission of Bids and, in addition, we will provide a sworn statement that our situation has not altered in the period which has elapsed since the evidence in question was drawn up.

We also understand that if we fail to provide this proof within 15 calendar days after receiving the notification of award, or if the information provided is proved false, the award will be considered null and void.

1. We will inform NSPPL immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognize and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the Donor.
2. We note that NSPPL is not bound to proceed with this ITT and that it reserves the right to award only part of the contract. It will incur no liability towards NSPPL should it do so.

We agree to the above terms and conditions.

**Submitted by:**

***Company Name***

***Place***

***Date***

***Title/Position***

***Print Name***

***Signature***

A duly authorized company representative

Company Stamp

**ANNEX C**

**Terms and Conditions of Tendering**

**\*This attachment must be submitted with the bid / please ignore irrelevant articles since the form is default for all kind of tenders**

1. **Submission of Bids**

Bid Form

Bids must be submitted in a soft copy of the attached Bid Form (Annex A), in an encrypted envelope, addressed and delivered to the email address in the cover page.Bids must be received before the indicated time and date as set forth in the cover page.

Bids submitted by email, fax, mail or courier are at the Bidders risk and NSPPL takes no responsibility for the receipt of such Bids.

Bidders are solely responsible for ensuring that the full Bid is received by NSPPL in accordance with the ITT requirements, prior to the specified date and time above. NSPPL will consider only those portions of the Bids received prior to the closing date and time specified and that any Bids received after that time will not be considered.

1. **Submission of Samples**

If you are requested to submit samples of the items offered, then failure to do so may render your Bid invalid. Samples submitted should each be clearly marked with the same item number which is used on the NSPPL Bid Form (Annex A). Sample packaging must be clearly marked ‘Samples’ with the ITT number and the Bidder’s name etc.

1. **Completion of Bid Form**

Prices Quoted

Offers of discount **other than** for prompt payment will be a consideration in award of contracts.

Where freight is quoted it must be via a mode consistent with the temperature requirements of the goods.

Currency

The currency of the Bid should preferably be in USD. However, if other currencies are used, they should be clearly indicated e.g., Euro, USD, JOD, etc.

Language

The Bid Form, all correspondence and documents related to the ITT exchanged by the Bidder and NSPPL must be in English.

Packaging

Packaging shall be of international shipping standard, strong quality, and suitable for shipment.

Origin, Quantities, Bids

The **country of origin** of the items bided for must be clearly stated. As far as possible Bids should be for the full RI quantity required.

The Bid Form must be completed in all other respects when Bids for particular items are not submitted. This should be clearly indicated on the Bid Form i.e., a line drawn through those items not being Bid for. Explanations, which may be deemed necessary should be clearly set out and will be considered as an integral part of the Bid.

Presentation

Bids should be typewritten; if hand written they should be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations must be initialed by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. A completed duplicate of the Bid Form should be retained by the Bidder for record purposes. All documentation must be written in English. All Bids must be signed by a duly authorized representative of the Bidder.

Lots

If the ITT is divided into Lots, then the Bidder may bid for one or all Lots. Each lot will form a separate contract and the quantities indicated for different Lots will be indivisible. The Bidder must offer the whole of the quantity or quantities indicated for each Lot. Bids for part of a Lot will not be considered.

If the Bidder is awarded more than one Lot, a single contract may be entered into covering all those Lots.

If the items have not been divided into Lots, then Bids must be for the entirety of the quantities indicated.

Split Awards

NSPPL reserves the right to split awards.

1. **Correspondence**

All communications from Bidders to NSPPL relating to the tender must be in writing and addressed to the email identified in the Cover Letter. Any request for information should be received at least 5 days before the Closing Date, as defined in the Invitation to Tender. Responses to questions submitted by any Bidder will be circulated by NSPPL to all Bidders to ensure fairness in the process.

1. **Prices**

Tendered prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

1. **Validity Period**

Bids shall be valid for at least the minimum number of days specified in the ITT from the date of Bid closure. In the event that a Bidder is in a position to extend the validity of his offer for a limited period beyond the required minimum, this should be stated on the Bid Form. NSPPL reserves the right to determine, at its sole discretion, the validity period in respect of Bids which do not specify any such maximum or minimum limitation.

1. **Acceptance**

NSPPL reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the ITT Closure.

1. **Award of Contracts**

This ITT does not commit NSPPL to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by NSPPL. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of RI and the successful Bidder.

NSPPL may award contracts for part quantities or individual items. NSPPL will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. NSPPL reserves the right to cancel any ITT, to reject any or all Bids in whole or in part, and to award any contract.

Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering contract may be excluded from future ITTs.

1. **Confidentiality**

This ITT or any part hereof, and all copies hereof must be returned to NSPPL upon request. It is understood that this ITT is confidential and proprietary to NSPPL, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to other without the prior written consent of NSPPL, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the ITT, Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this ITT.

1. **Collusive Bidding and Anti-competitive Conduct**

Bidders and their employees, officers, advisers, agent or sub-contractors must not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

* The preparation of submission of Bids,
* The clarification of Bids,
* The conduct and content of negotiations,
* Including final contract negotiations,

in respect of this ITT or procurement process, or any other procurement process being conducted by NSPPL in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to NSPPL, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

1. **Improper Assistance**

Bids that, in the sole opinion of NSPPL, have been compiled:

* With the assistance of current or former employees of NSPPL, or current or former contractors of NSPPL in violation of confidentially obligations or by using information not otherwise available to the general public or which would provide a non-competitive benefit,
* With the utilization of confidential and/or internal NSPPL information not made available to the public or to the other Bidders,
* In breach of an obligation of confidentially to NSPPL, or
* Contrary to these terms and conditions for submission of a Bid,

shall be excluded from further consideration.

Without limiting the operation of the above clause, a Bidder must not, in the absence of prior written approval from RI, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this ITT was an official, agent, servant, or employee of, or otherwise engaged by, RI and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this ITT relates.

1. **Corrupt Practices**

All NSPPL Bidders and Suppliers shall adhere to the highest ethical standards, both during the procurement process and throughout the performance of a contract.

1. **Conflict of Interest**

A Bidder must not, and must ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of NSPPL and the Bidder’s interests during the procurement process.

If during any stage of the procurement process or performance of any NSPPL contract a conflict of interest arises, or appears likely to arise, the Bidder must notify RI immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of NSPPL, or cases in which any NSPPL official, employee or person under contract with NSPPL may have, or appear to have, an interest of any kind in the Bidder’s business or any kind of economic ties with the Bidder. The Bidder must take steps as NSPPL may reasonably require to resolve or otherwise deal with the conflict to the satisfaction of NSPPL.

1. **Withdrawal/Modification of Bids**

Requests to withdraw a Bid shall not be honored. If the selected Bidder withdraws its Bid, NSPPL shall duly register the said Bid and shall evaluate it alongside all other received Bids. If the selected Bidder has furnished a Bid security, NSPPL shall withhold such Bid security until the issue has been resolved.

Withdrawal of a Bid may result in your suspension or removal from the NSPPL suppliers List.

A Bidder may modify its Bid prior to the ITT closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Bid number. No modification shall be allowed after the ITT closure.

1. **Late Bids**

All Bids received after the ITT closure will be rejected except if the delay is determined by NSPPL to have been due to a valid reason. However, any bid received after the start of the Bid opening shall be rejected without exception.

1. **Opening of the ITT**

The ITT will be opened by the NSPPL Tender Opening Committee. This may or may not be deemed an open session with invitations to bidders.

At the tender opening, the Bidders' names, the Bid prices, written notifications of modification and withdrawal, the presence of the requisite Bid guarantee and such other information as NSPPL may consider appropriate will be announced.

After the opening of the ITT, no information relating to the examination, clarification, evaluation and comparison of Bids, or recommendations concerning the award of the contract can be disclosed.

Any attempt by a Bidder to influence the Evaluation Committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence NSPPL in its decision concerning the award of the contract will result in the immediate rejection of the tender

1. **Evaluation of Bids**

Administrative Conformity

Bids will be checked to determine if they comply with the essential requirements of the ITT. A Bid is deemed to comply if it satisfies all the conditions, procedures and specifications in the ITT without substantially departing from or attaching restrictions with them. If a Bid does not comply with the ITT, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

Technical Evaluation

The Evaluation Committee will rule on the technical admissibility of each Bid, classifying it as technically compliant or non-compliant. The technical evaluation will be based on the information and documents annexed in the Bid concerning both the task to be carried out under the ITT, and the professional ability of the Bidder.

Financial Evaluation

The Evaluation Committee will not necessarily choose on the basis of lowest price alone but will award a contract on the basis of criteria such as best value for money, price, quality, and compliance with international norms, delay for delivery and other criteria, as defined in the ITT. The experience of the Bidder in the performance of similar contracts may also be criterion for selection.

1. **General Conditions of Contract**

All Bidders must acknowledge that the RI General Conditions of Contract for the Procurement of Goods, or Services, or Works, as applicable, are acceptable.

1. **Cancellation of the ITT**

In the event of ITT cancellation, Bidders will be notified by NSPPL. If the ITT is cancelled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders

The ITT may be cancelled in the following situations:

* where no qualitatively or financially worthwhile Bid has been received or there has been no response at all;
* the economic or technical parameters of the project have been fundamentally altered;
* exceptional circumstances or force majeure render normal performance of the project impossible;
* all technically compliant Bids exceed the financial resources available;
* there have been irregularities in the procedure, in particular where these have prevented fair competition.

**ANNEX D**

**GENERAL TERMS OF CONTRACT**

1. **Insurance Coverage.** NSPPL assumes no liability for acci­dents or injury to CONTRACTOR or their staff during the performance of work under this Contract. It is CONTRACTOR’s obligation to make sure that it has the necessary comprehensive general liability, medical and evacuation insurances in place.
2. **Audit**. Contractor agrees to establish and maintain reasonable accounting measures that would enable RI to readily identify Contractor’s assets, expenses, costs of goods, and use of funds. NSPPL shall have the right, at its own expense, to audit and review any financial or operational information of Contractor, or any data collected from the field relating to the work performed. Additionally, Contractor may be subject to audit requirements by authorized representatives of the prime contractor or award agency relating to this agreement, under the control of NSPPL
3. **Ownership of Work Product**: Ownership of all NSPPL concepts, ideas, procedures and technologies that RI has either partially or fully developed prior to the effective date of this Contract shall be and remain the exclusive property of RI. Any documents, recordings, speeches, photographs, manuals, plans, program designs, proposals, research materials, charts, maps, audiovisuals and other material or devices, articles or manuscripts or public relations material or any other products requested or required by NSPPL as part of Contractor’s job will remain completely as the exclusive property of NSPPL.
4. **Supplies, Equipment, Materials and Procurement**. All non-expendable equipment furnished or financed by NSPPL shall remain the property of NSPPL and shall be returned by Contractor to RI within thirty (30) days of the expiration or termination of the present Contract unless otherwise agreed upon between the Parties. Non-expendable equipment is defined as an item which has a purchase price of US $1,000 or more, or the equivalent in local currency at the official rate of exchange on the date of purchase.
5. **Delivery**: Contractor shall deliver the goods in accordance with the conditions of the Agreement. The goods shall be at the risk of the Contractor until their provisional acceptance. Delivery shall be deemed to have been made when there is written evidence available to both Parties that delivery of the supplies has taken place in accordance with the terms of the Agreement, the invoice(s) and all such documentation.
6. **Confidentiality and Non-disclosure:** Contractoragree to keep confidential and not to disclose, without the prior written approval of NSPPL’s Country director, any information or data confidential to RI.
7. **Debarment, Suspension, Ineligibility, and Voluntary Exclusion.** Contractor certifies that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Contract by any U.S. Government department or agency.
8. **Special Indemnification**. Contractor, at Contractor’s own expense, shall defend, indemnify, and hold harmless NSPPL, its licensees, consultants, and agents from any claim, demand, cause of action, and liability, including attorney’s fees, to the extent Contractor acted intentionally or with gross negligence to infringe or violate the patent, copyright, license, or other proprietary right of a third party.
9. **General Indemnification:** Each party shall indemnify and save harmless the other party from and against any loss, expense, including attorney’s fees, or claim asserted by third parties for damage to third party tangible property, or for bodily injury, or both, arising out of the activities being implemented under this Contract.
10. **Force Majeure:** Neither party shall be liable for a failure to carry out the activities under this Contract because of any unforeseeable event beyond its reasonable control and not caused by the fault or negligence of such party, which causes such party to be unable to perform its obligations under the Contract (and which it has been unable to overcome by the exercise of due diligence).
11. **Governing Law:** The construction, validity, performance and effect of this Contract for Services shall be governed by the laws applicable to [Turkey] with regard to all purposes related to this Contract.
12. **Severability:** Each provision of this Contract is severable. If one provision is declared void, illegal or unenforceable, the remaining paragraphs shall retain their full force and effect.
13. **Termination:** Either of the signatory parties may terminate this Contract for cause at any time, in whole or in part, upon one-week advance written notice to the other, whenever it is determined that the party has failed to comply with the terms and conditions of this Contract. The terminating party shall provide written explanation of the basis for its determination and subsequent actions to be taken by either party within 5 calendar days of its notification to terminate or suspend the Contract. The parties may also agree mutually to terminate this Contract at any time, in whole or in part, if both parties agree that the continuation of the Contract would not produce beneficial results. The terms of this Contract will remain in effect until the date of termination.
14. **Notwithstanding** any other provision in this Agreement, Contractor understands and agrees that NSPPL has no obligation to provide Contractor with work or any minimum hours. This Contract for Services shall not be deemed terminated as a result of any lack of work. Termination or expiration of this Contract shall not affect Contractor ‘s continuing obligation under Sections 8, 9, and 11 of this Contract relating respectively to ownership of work, confidentiality, non-disclosure and indemnification.
15. **Arbitration:** If any dispute in connection with this Contract for Services arises between the parties, and such dispute cannot be amicably resolved by the parties despite diligent efforts thereto, such claim or dispute shall be submitted to the [Turkey] specialized courts which are the only authority to refer to in case of any disagreement arises on the terms of Contract.
16. **Amendments:** The present Contract for Services may be amended or revised by mutual agreement as recorded by an exchange of letters between the parties. The amended or revised clauses shall become effective from the date of their adoption.
17. **Assignment/Sub-contracting**: Contractor shall not assign this Contract, in whole or in part, without the prior written consent of NSPPL. With NSPPL’s written consent. Contractor may subcontract some or all of the services required under this Contract for Services.
18. **Terrorist Financing**.It is the responsibility of Contractor to ensure that no resources and support under this contract for services are provided to individuals, organizations or private companies associated with terrorism and terrorist activities. Contractor must not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism, including those individuals or entities that appear on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury (online at: http://www.treasury.gov/resource-center/sanctions/SDNList/Pages/default.aspx) or the United Nations Security designation list (online at: <http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml>)
19. **Authority & Binding Effect:** By his or her signature below, each signatory hereto represents and warrants that he or she is duly authorized to enter into this Contract on behalf of the party he or she purports to represent such that, upon execution and delivery, this Contract shall be a binding obligation of each party. This Contract shall be binding upon and inure to the benefit of each party’s legal representatives, successors and permitted assigns.
20. **Mandatory Principles**

For the duration of the contract the Contractor and its staff shall respect human rights and undertake not to offend the political, cultural and religious mores of the beneficiary state. In particular, and in accordance with the legal basic act concerned, tenderers who have been awarded contracts shall respect core labor standards as defined in the relevant International Labor Organization (ILO) conventions (such as the Conventions on freedom of association and collective bargaining; Abolition of forced and compulsory labor; Elimination of forced and compulsory labor; Abolition of child labor).

The Contractor must at all times act impartially and as a faithful adviser in accordance with the code of conduct of its profession. NSPPL reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process and if the contractor fails to take all appropriate measures to remedy the situation. For the purposes of this provision, "corrupt practices" are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or imp implementation of a contract already concluded with NSPPL. NSPPL reserves the right to suspend or cancel the contract, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. Where such substantial errors, irregularities or fraud are discovered after the award of the Contract, NSPPL may refrain from concluding the Contract.

1. **Complete Contract**: This document constitutes the complete and exclusive Contract between the parties, superseding all representations, proposals or promises whether oral or written, and all other communications between the parties, relating to the subject of this Contract.
2. **Inconsistency between the English Version and Translations:** In the event of inconsistency between any terms of this Contract for Services and any translation into another language, the English language meaning shall control.

**ANNEX E**

**Scope of Work (SoW)**

**Technical Staff Support Service**

According to the terms of the agreement the contractor will provide one technical staff to be stationed at the NSPPL Reyhanli center at least four full days a week. The technician will provide pre- and post-surgical prosthetics & orthosis consultations including quality assurance, staff (technicians) capacity building, orientation for new launched products, product failure reporting. The technician remains the employee of the contractor and National Syrian Project for Prosthetic Limbs and/or the partner will have no obligations for any expenses (salary, incentives, accommodation, transportation of the technical staff etc.)

**Duration of Service:**

The technician will be stationed at the NSPPL center at least 2 days a week for 8 hours a day for the entire lifetime of the agreement.

**Scope of Services:**

Technical staff shall;

* Have bachelor degree or certificate of competency in prosthetics and orthotics.
* Have at least 3 year experience as a P&O technician.
* Participate in patient physical examination/assessment to define most proper treatment method and most proper limbs to be applied,
* Oversee prosthetics and orthosis application and make sure that P&O (Prosthetics and Orthosis) devices are delivered in accordance with international standards at high quality level; confirm officially each successful application otherwise identify and report faults to NSPPL,
* Issue and deliver warranty certificate to beneficiaries.
* Participate in conduction of orientation for patient to provide guideline in terms of proper usage and maintenance of P&O devices
* Report any product failure, damage to contractor and RI based on contractor warranty terms, provide troubleshoot and maintenance where possible or assist in replacement of failed, damaged P&O devices.
* Provide training, workshops about new launched products or technologies for technicians,
* Receive and maintain proper stores for all items, parts and accessories sent by the manufacturer.
* Responsible for the safe keeping and recording keeping of all Contractor’s items held in NSPPL store space. NSPPL will not be accountable for any loss of items held in store.
* Issue P&O devices/accessories and consumable out from contractor’s storage at the center based on purchase order has been issued by NSPPL; ensure the storage is secured and maintained well otherwise report any incident, malfunction to contractor and NSPPL.
* Other duties upon mutual agreement of both parties; contractor and NSPPL.

**NSPPL and Contractor Responsibilities:**

The contractor shall

* Ensure adequate support and training is available to the NSPPL when providing prosthetics & orthosis to the patient and ensuring safe and appropriate application of the devices.
* Responsible for costs associated to the technical staff assigned to the center including the salary, social security, accommodation, per diem, transportation, food etc.
* Provide NSPPL full information related to the technical staff assigned to the center; inform NSPPL in advance for changing deployed technical staff, and provide necessary documents; new staff’s CV, certificate of competency etc. Respond and replace technical staff upon consideration and review of NSPPL complaint.

NSPPL shall

* Provide a working area equipped with required materials for the technician at the center,
* Provide a secure store room for the stocking of all items, spare parts and accessories for the P&Os. Store room access should be limited to the contractor’s technician only.
* Provide timely feedback in relation to the technical staff services and work in the center. Communicate any significant issues or concerns related to the technician.
* Ensure a strong network, communication level between the staff and center staffs,
* Ensure that the staff to be provided with all necessary documents related to patients (patient assessment, prescription etc.) to provide consultancy,
* Ensure that all patients to be welcomed at center during the days which the technician is at center as well, for pre or post-surgery consultancy.