

## **Additional information about the Contract Notice**

### **Supply of Posters and Brochures**

#### **Location - Ankara/Turkey**

#### **1. Nature of contract**

unit price

#### **2. Programme title**

Supporting Migrant Health Services in Turkey (SIHHAT II)

#### **3. Financing**

IPA 2020/417-911 referenced Grant Contract - External Actions of the European Union

#### **4. Legal basis, eligibility and rules of origin**

The legal basis of this procedure is Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and IPA II. See Annex A2 of the practical guide.

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under Article 8 of Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed. Participation is also open to international organisations.

All supplies under this contract must originate in one or more of these countries

For UK candidates or tenderers: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement\* on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call.

*\*Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.*

#### **5. Candidature**

All eligible natural and legal persons (as per item 4 above) or groupings of such persons (consortia) may participate or tender.

A consortium may be a permanent, legally established grouping or a grouping which has been constituted informally for a specific procurement procedure. All partners of a consortium (i.e., the leader and all other partners) are jointly and severally liable to the contracting authority.

The participation or tender of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

#### **6. Number of requests to participate or tenders**

No more than one request to participate or tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or partner of a consortium submitting a request to participate or tender). In the event that a natural or legal person submits more than one request to participate or tender, all requests to participate or tenders in which that person has participated will be excluded.

In case of lots, the candidates or tenderers may submit only one request to participate or tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

**7. Grounds for exclusion**

NA

**8. Sub-contracting**

Sub-contracting is allowed.

**9. Number of candidates to be short-listed**

NA

**10. Short-list alliances prohibited**

NA

**11. Provisional date of invitation to tender**

NA

**12. Provisional commencement date of the contract**

NA

**13. Period of implementation of tasks**

The implementation period of tasks shall run from the following date of signature of the contract by both parties and ending on the day of issuance of the certificate of Provisional Acceptance for the last delivered supplies in line with Appendix I.

The delivery of all materials (posters and brochures) will be one shot as August 2022. The implementation period will include translation, printing and delivery of the materials.

**14. Language of the procedure**

All written communications for this tender procedure and contract must be in English.

**15. Additional information**

- a. Financial data to be provided by the candidate in the request to participate form or in the tender submission form must be expressed in EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of **March 2022**, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.
- b. The project should be performed directly by the tenderer itself and/or a joint venture/consortium. If the tender is being submitted by a consortium or joint venture; the names of the tenderer (in the case of joint venture), leader and member(s) of the consortium shall be stated in the tender guarantee (*c4n\_tenderguarantee\_en*).

**SELECTION CRITERIA**

**16. Selection criteria**

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document.** Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

The following selection criteria will be applied to candidates. In the case of requests to participate submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The candidate shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

The selection criteria for each tenderer are as follows:

**1) Economic and financial capacity** (based on item 3 of the request to participate form, or on item 3 of supply tender form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be **the last three years** for which accounts have been closed.

- 1.a. The average annual turnover of the tenderer for the last 3 (three) financial years available must be equal to or exceed the 50% of tenderer's financial offer; and
- 1.b. Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member.

For tenderers submitting tenders for more than one lot, the average annual turnover of the tenderer in the last three financial years must exceed the cumulative amount of the financial offers of all the lots for which the tenderer submitted tenders. All supporting documents must be approved by Revenue Administration or certified accountants.

Companies that have been operational for less than three years will have to demonstrate an operational cash flow, which must exceed their financial offer for the years in which they have been operational.

**2) Professional capacity** (based on items 4 and 5 of the request to participate form for service contracts and on items 4 and 5 of the tender form for supply contracts). The reference period which will be taken into account will be **the last three years** preceding the submission deadline.

- 2.a. The tenderer should have at least 2 (two) staff currently work for the tenderer in fields related to this contract;

**3) Technical capacity** (based on items 5 and 6 of the tender form for supply contracts). The reference period which will be taken into account will be **the last 5 (five) years** from submission deadline. References must be contracts implemented by the legal entity (or legal entities) submitting the tender form (c4l\_tenderform\_en) (with the exception of documented cases of company buyout or universal succession).

- 3.a. The tenderer has delivered supplies (proportion carried out by the candidate) under at most 2 (two) contracts for **printing and/or publication of promotional and/or visibility materials** (such as; poster, brochure etc.) with a budget of at least one-half ( $\frac{1}{2}$ ) of its financial offer.

This means that the contract the candidate refers to could have been started at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed.

Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a candidate has implemented the project in a consortium, the percentage that the candidate has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided/supplies delivered if the selection criteria relating to the pertinence of the experience have been used.

## 17. Award criteria

Price

### **PARTICIPATION**

## 18. Requests to participate format and details to be provided

Requests to participate must be submitted using the request to participate form, the format and instructions of which must be strictly observed. The request to participate form is available from the following Internet address:

<https://ec.europa.eu/europeaid/frag/document.do?isAnnexes=true>

The request to participate must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

<https://ec.europa.eu/europeaid/frag/document.do?isAnnexes=true>

Any documentation (brochure, letter, etc.) sent with a request to participate in addition to what has been requested will not be taken into consideration.

## 19. How requests to participate may be submitted

Requests to participate must be submitted in English exclusively to the contracting authority in a sealed envelope.

- Either by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

Contact person: Mr. İnanç Söğüt  
**Republic of Turkey, Ministry of Health**  
**Directorate General of Public Health (DGoPH)**  
Address: Şehit Daniş Tunalıgil Sokak 3/5 Demirtepe /Ankara -Turkey

OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

Contact person: Mr. İnanç Söğüt  
**Republic of Turkey, Ministry of Health**  
**Directorate General of Public Health (DGoPH)**  
Address: Şehit Daniş Tunalıgil Sokak 3/5 Demirtepe /Ankara -Turkey  
Phone: +90.312.2305505  
E-mail: [printing@sihhatproject.org](mailto:printing@sihhatproject.org)  
Opening hours: 09:00 a.m. – 18:00 p.m.

The contract title and publication reference (see contract notice) must be clearly marked on the envelope containing the request to participate and must always be mentioned in all subsequent correspondence with the contracting authority.

Requests to participate submitted by any other means will not be considered.

## 20. Deadline for submission of requests to participate

The candidate's attention is drawn to the fact that there are two different systems for sending Requests to participate: one is by post or private mail service, the other is by hand delivery.

In the first case, the request to participate must be sent before the date and time-limit for submission, as evidenced by the postmark or deposit slip<sup>1</sup>, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the request to participate that will serve as proof.

**The deadline for submission of requests to participate can be found in the Contract Notice under IV.2.2.**

Any request to participate sent to the contracting authority after this deadline will not be considered. The contracting authority may, for reasons of administrative efficiency, reject any request for participation submitted on time but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting requests to participate that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

## 21. Clarifications on the contract notice

Tenderers may submit questions in writing (preferably using the template in the tender dossier Annex V.i Template for Submitting Questions) to the following address up to 21 days before the deadline for submission of tenders, specifying the **publication reference and the contract title to the [printing@sihhatproject.org](mailto:printing@sihhatproject.org)** as stated at section **IV.2.2) of the contract notice**.

Clarifications will be published on the following websites: [www.saglik.gov.tr](http://www.saglik.gov.tr), [www.sihhatproject.org](http://www.sihhatproject.org) and [www.dgmarket.com](http://www.dgmarket.com) at the latest 8 days before the deadline for the submission of requests to participate. The websites will be updated regularly and it is the tenderers responsibility to check for updates and modifications during the submission period.

## 22. Outcome of the evaluation

By submitting a request to participate candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the request to participate form.

## 23. Alteration or withdrawal of requests to participate

Candidates may alter or withdraw their requests to participate by written notification prior to the deadline for submission of requests to participate. No requests to participate may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with precedent item. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

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<sup>1</sup> It is recommended to use registered mail in case the postmark would not be readable.