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# SUPPLY CONTRACT NOTICE

## Supply of Visibility Materials

Ankara – Turkey / TR

**1. Publication reference**

SIHHAT/2018/SUP/INT/06

**2. Procedure**

Open

**3. Programme title**

Improving the Health Status of the Syrian Population under Temporary Protection and related Services Provided by Turkish Authorities.

**4. Financing**

IPA budget item 27 September 2016 dated Grant Contract - External Actions of the European Union IPA/2016/378-641.

**5. Contracting authority**

Republic of Turkey Ministry of Health

Directorate General of Public Health, Ankara - Turkey

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## CONTRACT SPECIFICATIONS

**6. Description of the contract**

The subject of the contract is the publication of 500.000 copies of posters and 20.000.000 copies of brochures and ensuring their delivery to the locations specified in the contract. As part of the contract, the contractor will ensure graphic design of posters and brochures in a way to ensure the highest quality of the publications in Arabic.

**7. Number and titles of lots**

One (1) lot only

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## TERMS OF PARTICIPATION

**8. Eligibility and rules of origin**

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of tenderers) which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) N°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 (see also heading 22 below). Participation is also open to international organisations.

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

## **9. Grounds for exclusion**

Tenderers must submit a signed declaration, included in the Tender Form for a Supply Contract, to the effect that they are not in any of the situations listed in point 2.3.3 of the Practical Guide.

## **10. Number of tenders**

Tenderers may submit only one tender per lot. Tenders for parts of a lot will not be considered. Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot. Tenderers may not submit a tender for a variant solution in addition to their tender for the supplies required in the tender dossier.

## **11. Tender guarantee**

Tenderers must provide a tender guarantee is **42.000 Euro** when submitting their tender. This guarantee will be released to unsuccessful tenderers once the tender procedure has been completed and to the successful tenderer(s) upon signature of the contract by all parties. This guarantee will be called upon if the tenderer does not fulfil all obligations stated in its tender.

## **12. Performance guarantee**

The successful tenderer will be asked to provide a performance guarantee of **6%** of the amount of the contract at the signing of the contract. This guarantee must be provided together with the return of the countersigned contract no later than 30 days after the tenderer receives the contract signed by the Contracting Authority. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer, which has submitted the next cheapest compliant tender.

## **13. Information meeting and/or site visit**

No Information meeting is planned.

## **14. Tender validity**

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders. In exceptional circumstances, the Contracting Authority may, before the validity period expires, request that tenderers extend the validity of tenders for a specific period (see part 8.2 of the instructions to tenderers).

## **15. Period of implementation of tasks**

The implementation period will last 90 (ninety) calendar days, starting from contract signature by both parties. The implementation period will include designing, printing and delivery of posters and brochures.

Printing and delivery of the materials approved by the Authority will be completed within 30 calendar days following the completion of the approvals process.

## SELECTION AND AWARD CRITERIA

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### 16. Selection criteria

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

1) **Economic and financial capacity of tenderer** (based on i.a. item 3 of the Tender Form for a Supply Contract). In case of tenderer 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.

The selection criteria for each tenderer are as follows:

- The average annual turnover<sup>1</sup> of the tenderer must exceed the annualised maximum budget of the contract.
- 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.

2) **Professional capacity of tenderer** (based on i.a. items 4 and 5 of the Tender Form for a Supply Contract). The reference period, which will be taken into account will be the last 5 years from submission deadline.

- TS EN 9001:2008 Quality Management System
- At least 2 staff members currently working for the tenderer in fields related to this contract.

3) **Technical capacity of tenderer** (based on i.a. items 5 and 6 of the Tender Form for a Supply Contract). The reference period, which will be taken into account, will be the last 5 years from submission deadline.

- The tenderer has delivered supplies under at most three contracts with a budget of at least equal to the financial proposal of the lot being tendered in design and/or printing and/or publication of promotional and visibility materials.

This means that the contract the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Tenderers are either allowed to refer to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case, the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity, which awarded the contract, final acceptance). In case of projects still ongoing only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value.

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<sup>1</sup> For calculating annual turnovers in Euro, the rates for **June** of each year shall be used.

An economic operator 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. Some examples of when it may *not* be considered appropriate by the Contracting Authority are when the tenderer rely in majority on the capacities of other entities or when they rely on key criteria. If the tenderer rely on other entities, it must prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of 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. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be furnished when requested by the Contracting Authority.

With regard to technical and professional criteria, a tenderer 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 tenderer relies, become jointly and severally liable for the performance of the contract.

For purposes of converting another currency to Euro, the Conversion rates, published in the Official Journal of European Communities shall be used, which can be found at: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm)

## 17. Award criteria

Price

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## TENDERING

## 18. How to obtain the tender dossier

The tender dossier is available from the following Internet address: [www.dgmarket.com](http://www.dgmarket.com). The tender dossier is also available from the Contracting Authority's website at [www.saglik.gov.tr](http://www.saglik.gov.tr) and [www.sihhatproject.org](http://www.sihhatproject.org). Tenders must be submitted using the standard Tender Form for a Supply Contract included in the tender dossier, whose format and instructions must be strictly observed.

Tenderers with questions regarding this tender should send them in writing to:

**Republic of Turkey**  
**Ministry of Health**  
**Directorate General of Public Health**  
**Address: Şehit Damış Tunalıgil Sokak**  
**3/5 Demirtepe /Ankara -Turkey**  
**Phone: +90.312.2305505**  
**Contact person: Mr. İnanç Söğüt**  
**e-mail: [procurement@sihhatproject.org](mailto:procurement@sihhatproject.org)**

(mentioning the publication reference shown in item 1) at least 21 days before the deadline for submission of tenders given in item 19. The Contracting Authority must reply to all tenderers' questions at least 11 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier shall be published at the latest 11 days before the submission deadline on the official gazette and website at:

[www.saglik.gov.tr](http://www.saglik.gov.tr)

[www.sihhatproject.org](http://www.sihhatproject.org)

[www.dgmarket.com](http://www.dgmarket.com)

## **19. Deadline for submission of tenders**

All tenders must be received at the address of the Contracting Authority stated in the Article 18 above by **18.05.2018** and 12:00 noon (local time).

Any tender received by the Contracting Authority after this deadline will not be considered.

## **20. Tender opening session**

02:00 p.m. (local time) on **18.05.2018** at the Contracting Authority's address given in item 18 above.

## **21. Language of the procedure**

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

## **22. Legal basis**

Regulation (EU) N°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 budget item 27 September 2016 dated Grant Contract - External Actions of the European Union. See Annex A2 of the Practical Guide.