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## SUPPLY CONTRACT NOTICE

### Supply of IT Consumables

Ankara – Turkey / TR

**1. Publication reference**

SIHHAT/2021/SUP/INT/07

**2. Procedure**

Open

**3. Programme title**

Supporting Migrant Health Services in Turkey (SIHHAT II)

**4. Financing**

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

**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 shall be the supply and delivery of IT consumables by the Contractor of the following goods (see point 7 below).

**7. Number and titles of lots**

One 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) 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 (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.

**Derogation from the rule of origin is granted only for the following items:**

Item	Item Name
Lot 1	
1.2	Toner Type-2
1.3	Drum

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*

## 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 Section 2.6.10.1. of the practical guide.

Tenderers included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

## 10. Number of tenders

The candidates may submit an application for one lot only and one application may be submitted per lot. Tenders for parts of a lot will not be considered. Tenderers may not submit a tender for a variant solution in addition to their tender for the supplies required in the tender dossier.

Contracts will be awarded lot by lot and each lot will form a separate contract. 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.

## 11. Tender guarantee

Tenderers must provide a tender guarantee of;

Lot number	Amount of tender guarantee (€)
Lot 1	12.000

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 para 8.2 of the instructions to tenderers).

## 15. Period of implementation of tasks

The implementation period for the contract will be **60 (sixty)** calendar days; starting on the following date of countersignature of the contract and ending with provisional acceptance. The implementation period will include supply and delivery and provisional acceptance.

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## SELECTION AND AWARD CRITERIA

### 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 3 (three) financial years for which accounts have been closed.

The selection criteria for each tenderer are as follows:

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

For the economic operators, tendering 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.

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

- 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 3 (three) years preceding the submission deadline.
  - a. The tenderer should have at least 2 (two) staff currently working in the related fields 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 (five) years preceding the submission deadline.
  - a. The tenderer has delivered supplies (proportion carried out by the candidate) under a single contract with a budget of at least its financial offer or two contracts each with a budget of at least at least one-half (1/2) of its financial offer in supply of **IT consumables**.

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 allowed to refer either 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 on-going 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.

#### Capacity-providing entities

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. If the tenderer relies 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 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 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 the tender 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, 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.

#### Critical tasks

The contracting authority requires that the following critical tasks be performed directly by the tenderer itself, or where the tender is submitted by a joint venture/consortium, by one of its participating members:

- *The supply should be performed by the contractor for all lots.*

### 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 addresses: [www.saglik.gov.tr](http://www.saglik.gov.tr), [www.sihhatproject.org](http://www.sihhatproject.org) and [www.dgmarket.com](http://www.dgmarket.com). **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 (*preferably using the template in the tender dossier Annex V.i Template for Submitting Questions*) the following address:

**Republic of Turkey, Ministry of Health  
Directorate General of Public Health**

Address: Şehit Daniş Tunalıgil Sokak  
3/5 Demirtepe /Ankara -Turkey  
Phone: +90.312.2305505  
Contact person: Mr. İnanç Söğüt  
e-mail: [ppe@sihhatproject.org](mailto:ppe@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 8 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier shall be published at the latest 8 days before the submission deadline at 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)

## 19. Deadline for submission of tenders

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

In the first case, the tender 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 tender which will serve as proof.

All tenders must be received at the address of the Contracting Authority stated in the Article 18 above by **12:00 noon** (local time) on **30.03.2022**.

*The contracting authority may, for reasons of administrative efficiency, reject any tender submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the evaluation report, if accepting tenders that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.*

### How tenders may be submitted

Tenders 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:

**Republic of Turkey, Ministry of Health  
Directorate General of Public Health**

Address: Şehit Daniş Tunalıgil Sokak  
3/5 Demirtepe /Ankara -Turkey  
Phone: +90 312 230 5505  
Contact person: Mr. İnanç Söğüt  
e-mail: [ppe@sihhatproject.org](mailto:ppe@sihhatproject.org)

- 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:

**Republic of Turkey, Ministry of Health  
Directorate General of Public Health**

Address: Şehit Daniş Tunalıgil Sokak  
3/5 Demirtepe /Ankara -Turkey  
Phone: +90 312 230 5505  
Contact person: Mr. İnanç Söğüt  
e-mail: [ppe@sihhatproject.org](mailto:ppe@sihhatproject.org)  
Opening hours: 09:00 a.m. – 18:00 p.m.

The contract title and the Publication reference (see item 1 above) must be clearly marked on the envelope containing the tender and must always be mentioned in all subsequent correspondence with the contracting authority.

Tenders submitted by any other means will not be considered.

By submitting a tender 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 tender.

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

## **20. Tender opening session**

**14:30** (local time) on **04.04.2022** at the Contracting Authority's address given in Item 18 above.

In the case that at the date of the opening session some tenders have not been delivered to the contracting authority but their representatives can show evidence that they have been sent on time, the contracting authority will allow them to participate in the first opening session and inform all representatives of the tenderers that a second opening session will be organised.

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

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

## **22. Legal basis**

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.

## **23. Additional information**

- a. Financial data to be provided by the tenderer in the standard tender 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 **JANUARY 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*).
- c. If the tenderer submit an offer for more than one lot, a separate tender guarantee (*c4n\_tenderguarantee\_en*) must be submitted for each lot.