**BIDDER RESPONSE**

(Please provide information and proof document for all requirements, you can add additional lines to all questions if necessary)

**Essential Criteria**

In order to qualify for bidding, you must be able to answer “Yes" for all Essential Criteria. Once you have passed the essential criteria, you will be graded according to the Preferred and Commercial criteria.

1. Is the bidder able to provide documentation proving that it is operating legally?

 Yes/No

1. Can you confirm that you are not on the banned or Government blacklists? Yes/No
2. Do you agree to comply with the Save the Children policies set out in the Invitation to Tender? Yes/No
3. Can you provide legal documents proving that you work with student transportation services in Turkey? Yes/No
4. If the bidders wish to submit a bid for a district other than the district where they are registered, a document proving that they have made a joint venture with a subcontractor registered in the district where they are bidding.
5. Can you present the documents and photographs of existing vehicles that comply with the procedures and principles specified in the article and the documents of the current driver and guide personnel? Tick in the table below.

|  |
| --- |
| Please tick the boxes below if you can provide the necessary documents within the sub-clauses of Article 2 in the Specification part of the invitation to tender. |
| A | B | c | ç | d | e | f | g | h | I | j | k | l | m | n | o | p | q | r | s | t |
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| Please tick the box below if you can provide the necessary documents within the sub-clauses of Article 3 in the Specification part of the invitation to tender. |
| A | b | c | d | e | f | g |
|  |  |  |  |  |  |  |

**Part 1 - General business details of the bidder**

1. General Information

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| --- |
| Institution Name:  |
| Contact Person: |
| Telephone:  | Fax:  |
| Email:  | Parent Company (if any): |
| Main Address: | Registered Address: | Billing Address: |
| Registry Number:  | Tax Number:  |
| Legal Status (Sole proprietorship/Partnership/Company): |
| Registry Year:  | Annual Return: |

1. Please provide details of your organization type (manufacturer, distributor, etc.)
2. Provide details of your organization's primary products/services.

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| --- | --- | --- | --- | --- |
| **Name Surname** | **Job Title** | **Job description related to Save the Children**  | **Direct Phone Number**  | **Email Address** |
|  |  |  |  |  |
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1. Please specify your staff related to Save the Children. One of the staff must be focus person/authority for contact with Save the Children.

**Preferred Criteria**

Detail the product/service you will supply and indicate if there are variations between the service/products

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|  |  |
| Work completion documents obtained in accordance with public tender legislation within the borders of Hatay Province (Standard Form-KIK026.1/H: Work Completion Document)  | YES/NO  |
| Reference of similar size/scope job worked for more than 6 months, Customers' portfolio, and references (minimum of 3 references) customers satisfied with student transportation service can be given.  | YES/NO |
| Commitment that a guarantee letter the value of which is 6% of the contract amount to be received from authorized banks within the boundaries of T.C. will be given before the contract is signed | YES/NO |

ADDITIONAL INFORMATION REQUIRED

1. Please elaborate the location and average quantities (in both production facilities and additional storage facilities) of the product stocks you currently hold.

|  |  |  |
| --- | --- | --- |
| **Product**  | **Stock place (district)** | **Quantity** |
| How many School Transport vehicles can your company supply? |  |  |
| How many school transport drivers are currently employed in your company? |  |  |
| How many school transport staff are currently employed in your company?  |  |  |
| When the service vehicles requested will be ready/Submission date |  |  |

1. How many years of experience do you have providing similar products or services?
2. What is the period of time you can guarantee to provide the requested products/services?
3. What are your standard working hours and what can be your working hours in emergencies?
4. Please elaborate the additional services your organization can offer:
5. Do you have representative offices or branches in different regions including domestic and abroad? If yes, please elaborate
6. What quality standards does your organization meet? E.g. ISO. Document it.
7. Can your organization appoint a responsible person in front of each school in your contract locations to check the service rules and quality while entering and exiting the school?
8. Please provide details of at least 3 customer references (preferably government agencies, UN agencies and NGOs) that Save the Children can contact:

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| --- | --- | --- | --- | --- | --- |
| **Customer Organization** | **Scope and time of the work** | **Contact Information** | **Telephone**  | **E-mail address** | **Details of contact person**  |
|  |  |  |  |  |  |
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**Commercial Criteria**

**Part 3: Commercial offer (Pricing)**

1. Please submit the prices excluding VAT that you submit to Save the Children under this contract, specifying the currency. Please see the table for details on what should be included.
2. **ERZIN**

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| **Order Number** | **Explanation** | **Vehicle Seating Capacity** | **Unit**  | **Amount (TL)** |
| 1 | Transportation of students with one vehicle for 10 Km  | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 2 | Transportation of students with one vehicle for 20 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 3 | Transportation of students with one vehicle for 30 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |

1. **ISKENDERUN**

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| **Order Number** | **Explanation** | **Vehicle Seating Capacity** | **Unit**  | **Amount (TL)** |
| 1 | Transportation of students with one vehicle for 10 Km  | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 2 | Transportation of students withone vehicle for 20 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 3 | Transportation of students with one vehicle for 30 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |

1. **ARSUZ**

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| **Order Number** | **Explanation** | **Vehicle Seating Capacity** | **Unit**  | **Amount (TL)** |
| 1 | Transportation of students with one vehicle for 10 Km  | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 2 | Transportation of students with one vehicle for 20 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 3 | Transportation of students with one vehicle for 30 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |

1. **ANTAKYA AND DEFNE**

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| --- | --- | --- | --- | --- |
| **Order Number** | **Explanation** | **Vehicle Seating Capacity** | **Unit**  | **Amount (TL)** |
| 1 | Transportation of students with one vehicle for 10 Km  | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 2 | Transportation of students with one vehicle for 20 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 3 | Transportation of students with one vehicle for 30 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |

1. **HASSA**

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| **Order Number** | **Explanation** | **Vehicle Seating Capacity** | **Unit**  | **Amount (TL)** |
| 1 | Transportation of students with one vehicle for 10 Km  | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 2 | Transportation of students with one vehicle for 20 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 3 | Transportation of students with one vehicle for 30 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |

1. **KIRIKHAN**

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| --- | --- | --- | --- | --- |
| **Order Number** | **Explanation** | **Vehicle Seating Capacity** | **Unit**  | **Amount (TL)** |
| 1 | Transportation of students with one vehicle for 10 Km  | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 2 | Transportation of students with one vehicle for 20 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 3 | Transportation of students with one vehicle for 30 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |

1. **KUMLU**

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| **Order Number** | **Explanation** | **Vehicle Seating Capacity** | **Unit**  | **Amount (TL)** |
| 1 | Transportation of students with one vehicle for 10 Km  | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 2 | Transportation of students with one vehicle for 20 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 3 | Transportation of students with one vehicle for 30 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |

1. **REYHANLI**

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| **Order Number** | **Explanation** | **Vehicle Seating Capacity** | **Unit**  | **Amount (TL)** |
| 1 | Transportation of students with one vehicle for 10 Km  | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 2 | Transportation of students with one vehicle for 20 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 3 | Transportation of students with one vehicle for 30 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |

1. **DÖRTYOL**

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| **Order Number** | **Explanation** | **Vehicle Seating Capacity** | **Unit**  | **Amount (TL)** |
| 1 | Transportation of students with one vehicle for 10 Km  | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 2 | Transportation of students with one vehicle for 20 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 3 | Transportation of students with one vehicle for 30 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |

1. **ALTINÖZÜ**

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| --- | --- | --- | --- | --- |
| **Order Number** | **Explanation** | **Vehicle Seating Capacity** | **Unit**  | **Amount (TL)** |
| 1 | Transportation of students with one vehicle for 10 Km  | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 2 | Transportation of students withone vehicle for 20 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 3 | Transportation of students withone vehicle for 30 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |

1. **BELEN**

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| --- | --- | --- | --- | --- |
| **Order Number** | **Explanation** | **Vehicle Seating Capacity** | **Unit**  | **Amount (TL)** |
| 1 | Transportation of students withone vehicle for 10 Km  | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 2 | Transportation of students with one vehicle for 20 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 3 | Transportation of students with one vehicle for 30 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |

1. **YAYLADAGI**

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| --- | --- | --- | --- | --- |
| **Order Number** | **Explanation** | **Vehicle Seating Capacity** | **Unit**  | **Amount (TL)** |
| 1 | Transportation of students with one vehicle for 10 Km  | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 2 | Transportation of students withone vehicle for 20 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 3 | Transportation of students with one vehicle for 20 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |

1. **SAMANDAG**

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| --- | --- | --- | --- | --- |
| **Order Number** | **Explanation** | **Vehicle Seating Capacity** | **Unit**  | **Amount (TL)** |
| 1 | Transportation of students with one vehicle for 10 Km  | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 2 | Transportation of students with one vehicle for 20 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |
| 3 | Transportation of students withone vehicle for 30 Km | 16-18 people | Day |  |
| 19-22 people | Day |  |
| 23-27 people | Day |  |

1. Can you fix the prices for the period of the agreement?

 Yes [ ]  No [ ]

If you cannot fix it annually, please specify how long you can fix it.

1. If prices cannot be fixed for the duration of the agreement, please specify the factors that will affect the price and how changes in these factors will affect the price of the products listed:

**Part 4: Bidder’s compliance confirmation**

As the Bidder, we confirm our compliance with the following:

* Specification required for products
* Conditions of the Tender
* Save the Children Procurement Terms and Conditions
* Save the Children Child Safeguarding Policy
* Save the Children Anti-Bribery and Fraud Policy
* Save the Children Anti Human Trafficking and Modern Slavery Policy
* The IAPG Code of Conduct

The following documents and products are included in our offer:

* Part 1: General business details of the bidder and documents as evidence
* Part 2: Bidder capacity and documents as evidence
* Part 3: Commercial offer (Pricing) and documents as evidence

Save the Children can rely on the statements we have made considering our offer.

**Bidder’s/Willing party’s approval:**

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Signature

..........................

Name Surname

.........................

Title

.......................

Institution

..........................

Date

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