



CRS Turkey

Syria Emergency Program UNDER PROJECT

"CRS Emergency Program in Syria"

FUNDED BY THE

United States Agency for International Development (USAID),

CRS is issuing a tender for Voucher Printing

Tender No: 930

May 2017

Dear Sir/Madam

Subject: Request for quotation

The CRS/Turkey Country Program is responding to the political crisis in Syria and is currently implementing a myriad of humanitarian response programs. Its programs work to assist vulnerable conflict-affected Syrians in Northern Syria and Turkey through the provision of food baskets and flour, implementation of small-scale water and agricultural initiatives, distribution of non-food items for winter, and organization of psychosocial assistance for refugee children in Turkey through child-friendly spaces (CFS). All activities are implemented through three local partners, one in Syria and two in Turkey. CRS is registered with the Government of Turkey.

IMPORTANT NOTICE:

- i. Vendors can apply for all or part of the items required.
- ii. Carefully read the terms and conditions section.
- iii. Application should include "tender book" and all other required information and sample.
- iv. For inquiries email TR_Procurement@global.crs.org

Terms and Conditions

1. CRS is not bound to accept the lowest price but will also consider the quality, delivery time and other specifications.
2. CRS reserves the right to choose more than one vendor and/or to split the tender between two or more suppliers and to divide the bid without mentioning the reasons.
3. CRS will select a vendor based on the following criteria: proposed price; quality of items; delivery time; mode of payment (advance, post-delivery, combination of the two); past experience in working with Companies,INGOs or UN agencies for a similar type and scale of work as well as vendor flexibility and willingness to work with CRS.
4. Successful supplier will enter into a one-year open contract. Open contract signifies that vendor agrees to sale and the buyer agreed to buy at a fixed price and conditions. The mechanism for activating the open contract will be initiated by a purchase order.
5. Bidders shall comply with the policies and regulations as indicated in the contract template annexed to this tender.
6. The vendor cannot claim any costs not captured in the prices provided. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Supplier/Vendor does not accept the correction of errors, its Quote will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.
7. Prices should be submitted in **US Dollars**.
8. Prices should be comprehensive in that they include, insurance costs and any applicable Turkish taxes, transportation cost.
9. The vendor cannot claim any costs not captured in the prices provided. **Stamp tax payment is the responsibility of the vendor and proof of payment must be provided to CRS.**
10. The vendor abides to deliver items as noted in the tender book.
11. The vendor agrees to submit the actual prices in the tender book and agrees to hold these prices for the duration of one-year from tender submission date.
12. The vendor shall provide:
 - i. Copy of Registration of Business Certificate
 - ii. Copy Tax Certificate
 - iii. Reference of and reference contact information for similar work performed with Companies and/or International organizations.
 - iv. The offers shall be complete in all aspects, signed, stamped and dated clearly.
 - v. ISO or other standards certificates for quality management system, as applicable.
13. CRS reserves its rights to reject any or all bids.

Terms and Conditions

A. Delivery

- a. Vouchers will be delivered either to CRS partner in **Aleppo Countryside** (Ourem or Kafr Karmin).- Delivery Duty Paid (DDP – *Incoterms* 2010) or;
- b. to CRS office in **Antakya-Hatay/Turkey**.

B. Packaging

CRS shall receive vouchers in carton boxes. Further packaging details will be informed as per Purchase Order. (banding, number of booklets per carton etc..)

C. Tender submission

Interested parties must submit their application:

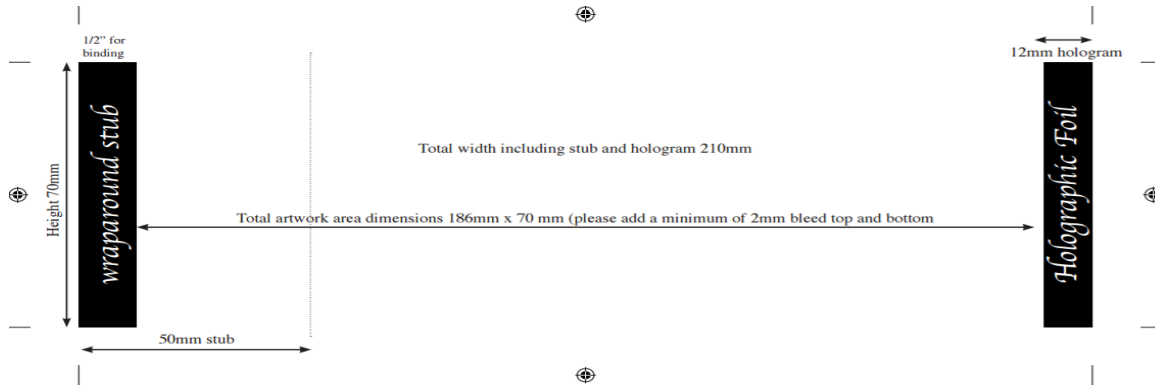
- i. By courier to the **CRS Office located at GCP Karaoğlanoğlu Cd No:10, Cebrail Mh., Hatay, Turkey, Konak Apt. No.16/8, Kat 4, Daire 8**. Courier submission must be in a sealed envelop addressed to the Country Representative and clearly labeled on the envelop with : **Quotation for the Voucher printing and Tender# 930**.
- ii. No later than: **May 17th,2017 at 15.00 hrs** .
- iii. Bids received after the deadline will not be considered.
- iv. Bids received without sample will not be considered.

Terms and Conditions

I. Please see table below that specifies features of required vouchers.

Voucher Features	Voucher Type A	Voucher Type B	Voucher Type C
Watermark Paper	✓	X	X
120 gr/m ²	✓	✓	✓
210mm x 76mm	✓	✓	✓
Perforation line 50 mm	✓	✓	✓
4 ink colors CMYK – Recto	✓	✓	✓
One ink color- Verso	✓	✓	✓
Guilloche Patterns	✓	✓	✓
Serial number printed on both sides of the perforation	✓	✓	✓
Booklet Serial Number	✓	✓	✓
Foiling Hologram	✓	✓	X

II. The voucher design sample:



TENDER BOOK

Guidance on how to fill in the tables below with your offers:

1. the tables below collect offers based on different scenario. For instance for voucher with hologram
 - i. if the order is between 0 and 5 000 voucher and there is no booklet the unit cost per voucher will be 0,AA \$
 - ii. if the order is between 0 and 5 000 voucher and there is between 2 and 5 voucher per booklet the unit cost per voucher will be 0,BB \$
 - iii. if the order is between 0 and 5 000 voucher and there is between 6 and 10 voucher per booklet the unit cost per voucher will be 0,CC \$
 - iv. if the order is between 0 and 5 000 voucher and there is more than 10 voucher per booklet the unit cost per voucher will be 0,DD \$

Voucher Type (Delivery to)	Number of voucher per booklet				
	0 (individual voucher)	2 to 5	6 to 10	more than 10	50
0 to 5000	0,AA \$	0,BB \$	0,CC \$	0,DD \$	0,EE \$
5001 to 25000					
25001 to 50000					
50001 to 100 000					
101 000 to 150 000					
Over 150 000					

TENDER BOOK – Other information

- Fill in the tables below with **unit price of per voucher** in **US Dollars** all inclusive of Transportation and considering cover costs for the booklets.

Voucher Type A (Delivery to Syria- DDP)		Number of voucher per booklet			
Number of Voucher	0 (individual voucher)	2 to 5	6 to 10	more than 10	50
0 to 5000					
5001 to 25000					
25001 to 50000					
50001 to 100 000					
101 000 to 150 000					
Over 150 000					

Maximum Delivery Time: _____ days.

Voucher Type B (Delivery to Syria- DDP)		Number of voucher per booklet			
Number of Voucher	0 (individual voucher)	2 to 5	6 to 10	more than 10	50
0 to 5000					
5001 to 25000					
25001 to 50000					
50001 to 100 000					
101 000 to 150 000					
Over 150 000					

Maximum Delivery Time: _____ days.

Voucher Type C (Delivery to Syria- DDP)		Number of voucher per booklet			
Number of Voucher	0 (individual voucher)	2 to 5	6 to 10	more than 10	50
0 to 5000					
5001 to 25000					
25001 to 50000					
50001 to 100 000					
101 000 to 150 000					
Over 150 000					

Maximum Delivery Time: _____ days.

TENDER BOOK – Other information

- Fill in the tables below with unit **price of per voucher** in **US Dollars** all inclusive of VAT,Transportation and considering cover costs for the booklets.

Voucher Type A (Delivery: Antakya/HATAY, Turkey)		Number of voucher per booklet			
Number of Voucher	0 (individual voucher)	2 to 5	6 to 10	more than 10	50
0 to 5000					
5001 to 25000					
25001 to 50000					
50001 to 100 000					
101 000 to 150 000					
Over 150 000					

Maximum Delivery Time: _____ days.

Voucher Type B (Delivery: Antakya/HATAY, Turkey)		Number of voucher per booklet			
Number of Voucher	0 (individual voucher)	2 to 5	6 to 10	more than 10	50
0 to 5000					
5001 to 25000					
25001 to 50000					
50001 to 100 000					
101 000 to 150 000					
Over 150 000					

Maximum Delivery Time: _____ days.

Voucher Type C (Delivery: Antakya/HATAY, Turkey)		Number of voucher per booklet			
Number of Voucher	0 (individual voucher)	2 to 5	6 to 10	more than 10	50
0 to 5000					
5001 to 25000					
25001 to 50000					
50001 to 100 000					
101 000 to 150 000					
Over 150 000					

Maximum Delivery Time: _____ days.

TENDER BOOK – Other information

1. Are you willing to accept 100% of the payment upon delivery of the items? If not, what percentage of the total order do you require in advance?

2. Do you agree to keep the price for one year from the tender submission date? If not, what is the maximum time you would agree to keep the price in your bid?

3. Reference contact (indicate Company and/or INGO name; contact details (name and position)) for similar work performed in the past 3 years:

Company Name	Contact person name	Contact person Title	Telephone and email address

4. Other Vendor competitive advantage

TENDER BOOK – Other information

SUBMISSION TEMPLATE

Company name : _____

Representative name : _____

Legal address : _____

Buisness registration Number: _____

Tax registration Number : _____

Tel : _____

E-mail address: _____

The name and title of the person authorized to sign the contract and/or Purchase Order:

signature with Company stamp:	
(name)	(Title)
(signature)	(Date)

Observations (facultatif):

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