



**HORAN**

**REQUEST FOR OFFER**

**REF: 21407**

*Advocacy Training Consultancy*

Annex 1 Terms of Reference

Annex 2 HORAN Standard Terms and Conditions

## 1 Offer Checklist

**\*\* BEFORE SUBMITTING THIS OFFER PLEASE ENSURE \*\***

- ⇒ This RFQ has been signed
- ⇒ Signed copy of HORAN Standard Term & Conditions is attached
- ⇒ Copies of VAT Certificates
- ⇒ Financial offer & proposed commencement

## 2 TIMETLINS:

Date issue of RFQ:	02 <sup>th</sup> Aug 2021
Deadline for Sending:	09 <sup>th</sup> Aug 2021
Contract Signing:	12 <sup>th</sup> Aug. 2021

## 3 ABOUT HORAN:

For further information about Horan foundation please visit [www.horan.ngo](http://www.horan.ngo)

## 4 INSTRUCTION TO BIDDERS

By submitting your Offer, the Bidder accepts in full the conditions of this RFQ, waiving his/her own conditions of sale.

Please read all instructions, terms and conditions carefully, and ensure your information and documentation is provided on time as failure to do so may result in rejection of your bid.

If clarification is required on this tender please send your query to [procurement@horan.ngo](mailto:procurement@horan.ngo) Please include the reference number and words "clarification required" in the subject line. Direct contact with any other HORAN staff member, before offer deadline, will result in the Immediate Disqualification of The Submitted Offer.

## 5 SUBMISSION OF OFFERS

**Offers must be delivered in one of the following ways:**

1. In a sealed envelope to the following address:

HORAN Foundation,  
Gaziantep office,  
İncilipinar mah.Nail Bilen Cad.Uğur Plaza Avm no 67 Şehitkamil Gaziantep

Your proposal, in original, should be sealed in an envelope addressed as follows:

Request for Offer for HORAN Foundation  
HORAN Reference: 21407

2. By email to the following address:

[e-tender@horan.ngo](mailto:e-tender@horan.ngo)

The subject line and email body should reference the following:

Request for Offer for HORAN Foundation  
HORAN Reference 21407

If submitting by e-mail, please include scanned signed copies of your bid along with scans of all the required documentation

**Important:** Offers transmitted in any other manner than those indicated above or offers received after the deadline date and time will not be considered.

## 6 SELECTION CRITERIA

- Price 40%
- Timescale 10%
- Previous experience & capacity 50%
- Specification/quality & compliance with international norms

## 7 INFORMATION REQUIRED

### 7.1 DOCUMENTATION REQUIRED

Please ensure you have included all documentation outlined in the checklist in section 1

### 7.2 SPECIFICATION OF SERVICES

Please give full details of the services being offered, including all information required in the **Annexes**. If your response deviates from HORAN's required specifications in this RFO and associated documents, please include full details of the deviations.

HORAN requires your company to provide accurate and true information in both your quote and any other information provided verbally or through email throughout the process of RFQ submissions and clarifications. All information provided to HORAN as part of this RFQ process should be accurate. Providing false information may lead to your exclusion from the process.

**7.3 PRICING:**

1. Prices must be expressed in Turkish Lira (TRY) or US Dollars (USD). Please, note that Horan foundation will make Financial Rate will be used for analyzing offers submitted in any other currency.
2. Any discount offered to HORAN must be clearly indicated as a percentage of the overall cost.

**7.4 PAYMENT TERMS**

1. Payment will be made to the vendor by bank transfer within 30 days from receipt by Horan foundation of all reports mentioned in the contract according to the agreed schedule.

**8 CONDITIONS OF SELECTION /RFQ**

1. Horan foundation reserves the right to deal with any Offer of its choice or any or all parts of the Offer and to purchase services from various Offers. Horan foundation is not bound to accept the lowest Offer, or any Offer.
2. This document is not a contract or an Offer into a contract, but is a request for a quotation for the services indicated
3. Horan foundation does not undertake to pay by letter of credit or in advance of delivery.
4. Respondents are bound by their Offer for a period of 60 days as from the closing date of bids. If the validity of your offer is less than 60 days, or more than 60 days' timeframe, please, clearly indicate same in your offer
5. Horan foundation is in no way responsible for any costs associated with preparing the RFO response.
6. Horan foundation reserves the right to alter the dates of the timetable.
7. Horan foundation will inform each respondent to the results of the decision on their Offer; this process is not open to the public. Horan foundation is not obliged to justify or explain selection to any respondent.
8. Any queries about this RFO should be addressed in writing to Horan foundation via email as detailed above
9. Any contract that results from this tender will be subject to Horan foundation s standard Terms and Conditions (**Annex 2**).

**9 BIDDER'S SIGNATURE.**

I have read and understood this document:

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Organization:** \_\_\_\_\_