



## Request For Quotation (RFQ) for Consultants for policies and procedures development -21327

### 1 ABOUT HORAN FOUNDATION

Horan Foundation at a glance

The following is a brief of HORAN Foundation work as you may find more on the website and Facebook page:

The sectors where we work are: 1- Food security & livelihoods. 2- Education. 3- Protection. 4- Shelter & Non-food items. 5- Health. 6- WASH

The areas we cover are: in Syria (Idelb gov, Aleppo gov)

And the following is a summary of our work in the 2016 and 2017 Humanitarian response in the aspect of Syrian crisis:

HF implemented more than 75 projects distributed on the Humanitarian sectors in which we tried to covered different gaps in different communities in Syria and Turkey. We reached till 2019 more than 70,000 beneficiaries, in 129 different communities within a variety of sub-districts we reached with WASH, NFI, Shelter, Health, FSL, and protection services.

who are we?

Horan Foundation previously known as (Ahl Horan Association) was established in May 2012, and was registered in Switzerland and Turkey (Istanbul and Gaziantep) with main office in Turkey (Gaziantep). Currently the organization's operational offices are based in Syria (Afrin, Dana, Dare tazza, Termanin and Idleb). We are also a member of OCHA, and Humanitarian sectors in Turkey. For more information on Horan and its operations please visit [www.horan.ngo](http://www.horan.ngo).

### 2 TIMELINES

Line	Item	Date, year, time, and time-zone
1	RFQ publishing	24 <sup>th</sup> June 2021
2	Closing date and time for receipt of quotations	05 <sup>th</sup> July 2021
3	Contract award forecast	12 <sup>th</sup> July 2021

### 3 SUPPLY REQUIREMENT

Horan foundation invites prospective suppliers to submit their quotation for Consultants for policies and procedures development.

The Consultant's report of HORAN shall undertake this engagement in accordance to the Terms of Reference in SELECTION CRITERIA 21327.

## 4 TERMS OF BIDDING

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Horan foundation, acting in its capacity as Contracting Authority, invites bidders from suitably qualified interested parties that wish to participate to provide Consultants for policies and procedures development.

This competition is being conducted under HORAN's Multiple Quote Request procedure. The Contracting Authority for this procurement is HORAN.

Any queries about this RFQ should be addressed in writing to HORAN via email on [procurement@horan.ngo](mailto:procurement@horan.ngo), email subjects should contain the reference "21327, Consultants for policies".

## 5 CONDITIONS OF QUOTATION SUBMISSION

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- Quotations must be completed in English.
- Bidders must respond to all requirements set out in this RFQ and complete their offer in the format provided in Section 8.
- In the event of a contract being awarded to a bidder that has knowingly withheld relevant information or otherwise misled HORAN in the evaluation process in any way, then that contract will be rendered null and void
- Any conflicts of interest involving a tenderer must be fully disclosed to HORAN particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer
- HORAN is not bound to accept the lowest, or any bid submitted and can terminate this competition at any stage.
- Information supplied by respondents will be treated as contractually binding.
- Unsuccessful bidders will be notified.
- HORAN's standard payment terms are by bank transfer within 30 days after satisfactory implementation and receipt of documents in order.
- This document is not construed in any way as an offer to contract.
- HORAN and all contracted suppliers and their subcontractors, associates or partners must comply in all procurement and other activities in strict accordance with donor requirements and the highest ethical standards.
- In case the bidder plans to engage a sub-contractor in order to complete the terms of reference of the Services, the bidder is required to submit all the technical and financial documents of the proposed sub-contractor.

- Submission of Quotations

Quotes must be delivered in one of the following ways:

Email to [e.tender@horan.ngo](mailto:e.tender@horan.ngo) and in the subject field state:

1. "21327, Consultants for policies "
2. **Name of your company**
3. **Number of emails that are sent e.g. 1 of 3, 2 of 3, 3 of 3.**

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If submitting by e-mail, please note that all documents attached to emails must either be in PDF format, or scans of hard copy documents. No excel, word or other 'soft copy' documents will be accepted and bids submitted using soft copy documents may be rejected.

In a sealed envelope to one of the following address:

**HORAN Organization,**

**1- İncilipınar mah.Nail Bilen Cad.Uğur Plaza Avm no 67 Şehitkamil Gaziantep**

**Gaziantep**

**2- Başakşehir Mah. Gazi Mustafa Kemal Bulvarı Sarıkamış caddesi No:13-istanbul (Grand rezidans) Blok R daire 27 - Başakşehir / İstanbul**

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

Request for Offer for HORAN Reference "21327, Consultants for policies"

## 6 SUBMISSION CHECKLIST

Line	Item	Tick attached
1	This document, with section 8 filled in and signed	
2	<b>Financial offer in bidder's own format</b> , conforming to the guidelines for submission in Appendix 1.	
3	Appendix 2 - Declaration of Personal and Legal Circumstances, signed	
4	Appendix 3 - Standard HORAN Terms and Conditions, signed	
5	3 Client References	
6	Company Registration document	
7	Most recent Tax Clearance Certificate, letter of No Tax Debt, receipt of payment of taxes or similar from the country of registration. If the bidder is not eligible for tax, please include a letter to explain why.	

## 7 EVALUATION PROCESS, ESSENTIAL & AWARD CRITERIA

The first phase of evaluation of the responses will determine whether the tender meets the essential criteria. These are:

### ESSENTIAL CRITERIA

- Bid submission by the deadline.
- Submission of all supporting documents as outlined above in section 8. Language of submission must be English.
- All costs must be quoted in USD or TRY.
- The consultants has to be able to start the second week of July 2021.

The second stage of the evaluation will involve an assessment of the bidders' personal and legal circumstances, economic and previous experience and CV, and technical capacity to fulfil the obligations of the Request for Quotation.

Each proposal that conforms to all of the above will then be evaluated according to the following Award Criteria. Any bids that do not conform to all of the above will be rejected at this stage.

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### AWARD CRITERIA

Bidders will be awarded marks under each of the award criteria listed in this section to determine the most economically advantageous tenders.

1. Price 40%
2. Timescale 10%
3. Previous experience & capacity 50%
4. Specification/quality & compliance with international norms

Marks for price will be awarded on the inverse proportion principle:

$$\text{Score}^{\text{vendor}} = \text{maximum score} \times (\text{price}^{\text{min}} / \text{price}^{\text{vendor}})$$

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8- Company information – these sections MUST be completed

Name		
Company Name		
Address		
Registration Number		
Telephone		
E-mail address		
Website address		
Year Established		
Legal Form. Tick the relevant box	<input type="checkbox"/> Company <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture	<input type="checkbox"/> Other (specify):
VAT Number		
Directors names and titles		
Please state name of any other persons/organisations (except tenderer) who will benefit from this contract.		
Parent company		
Ownership		
Do you have associated companies? Tick relevant box. If YES – provide details for each company by submitting additional tables in this format.		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Provide details of contracts of a similar nature carried out in the last two years (please state customer name, delivery location, value of contract, and dates)		
Provide details of any applicable Quality Assurance certificates or qualifications your company or employees have:		

Please include at least 3 (Three) references who may be contacted on a confidential basis to verify satisfactory execution of contracts:

**Reference 1**

Name	
Organisation	
Address	
Phone	
Fax	
Email	
Nature of supply	
Approximate value of contract	

**Reference 2**

Name	
Organisation	
Address	
Phone	
Fax	
Email	
Nature of supply	
Approximate value of contract	

**Reference 3**

Name	
Organisation	
Address	
Phone	
Fax	
Email	
Nature of supply	
Approximate value of contract	

By submitting an offer under this request for quotation, Consultants for policies and procedures development -21327 , the bidder hereby asserts that the following statements are correct at the time of submission; and further undertakes to inform HORAN of any changes in status of these matters

The bidder is not bankrupt or is being wound up, neither are its affairs are being administered by the court nor has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulation.

The bidder is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.

Neither the bidder, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata nor been guilty of grave professional misconduct in the course of their business.

The bidder has fulfilled all its obligations relating to the payment of taxes or social security contributions in Turkey or any other state or country in which the tenderer is located or doing business.

Neither the bidder, a Director or Partner has been found guilty of: fraud, money laundering, corruption; convicted of being a member of a criminal organisation; nor of serious misrepresentation in providing information to a public buying agency

The bidder has not contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application.

Signed:

Print  
name:

Position:

Company  
Name:

Date:

Address:

## Appendix 1: Terms of Reference "TOR"

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### Table of Contents

1. Terms of reference
  - 1.1 Responsibilities of the Parties to the Engagement
  - 1.2 Subject of the Engagement
  - 1.3 Reason for the Engagement
  - 1.4 Engagement Type and Objective
  - 1.5 Scope of Work
  - 1.6 Reporting

### 1. Terms of reference

#### 1.1 Responsibilities of the Parties to the Engagement

It should be noted that the primary client/ Consultants for policies and procedures development relationship is between Horan foundation and the Consultants.

#### 1.2 Subject of the Engagement

Enhancing Horan Foundation capacity.

#### 1.3 Reason for the Engagement

Organization development and providing needed resources to strengthen funding possibilities.

#### 1.4 Engagement Type and Objective

##### OUTPUT 1:

19 policies of Horan foundation's policies had been revised, developed and provided to the departments



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1.5 **Scope of Work**

The SoW will be concentrated on developing the policies and procedures and strengthening them to maintain and adapt updated policies and procedures including induction sessions and trainings to apply new procedures efficiently and effectively ensuring that those developed policies are inline with up to date donor requirements.

In addition, organizing a certified audit exercise that will ensure that Horan foundation's departments are operating in line with its policies and procedures and donors requirements are met.

**1.5.1 Planning, procedures, documentation and evidence**

We'd like to mention that the potential bidders are requested to provide a plan based on the deadline and the priority as follows:

First stage:

1. Procurement
2. HR
3. Financial manual
4. Accountancy procedures
5. Filing
6. Safety and Security
7. MEAL
8. Programs

Second stage:

1. Code of Conduct
2. Duty of Care
3. Accountability
4. Travel
5. Risk management
6. Warehouse
7. PSEA
8. Assets Policy
9. Gender
10. Child Protection
11. CHILD SAFEGUARDING
12. Anti-fraud policy
13. ACCESS TO VULNERABLE POPULATION

Together with the management letter should be completed by

**31<sup>st</sup> AUG 2021.**

**1.5 Reporting**

Reports should be provided on monthly basis on the several factors such as progress in each step, overall progress and challenging facing the progress of the process. Moreover, you will be sending reports on templates HF provides.

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Bid validity:

I confirm that the above costs are an accurate reflection of the costs that will be charged to HORAN according to the information provided in this request for quotation.

Signed:

Print  
name:

Position:

Company  
Name:

Date:

Address:

## APPENDIX 2: DECLARATION OF PERSONAL AND LEGAL OBLIGATIONS

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To be completed by all bidders.

To: Horan Foundation

We, \_\_\_\_\_ (*Bidders name*)

Confirm that

- a. We are fully compliant with the minimum terms and conditions of the Employment Law and with all other relevant employment legislation, as well as all relevant Health & Safety Regulations in the countries of registration and operations (list relevant countries).

AND

- b. We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards and will apply any standards stated in this quotation and any subsequent contract with HORAN.

AND

- c. Consistent with numerous United Nations Security Council resolutions including S/RES/1269 (1999), S/RES/1368 (2001) and S/RES/1373 (2001), HORAN is firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. It is the policy of HORAN to seek to ensure that none of its funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism. In accordance with this policy, we undertake to use reasonable efforts to ensure that it does not provide support to individuals or entities associated with terrorism.

I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in future bids.

Signed: (Director) \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_