



Request For Quotation (RFQ) for Turkish legal consultation -21408

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 & Noon-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.

2 TIMELINES

Line	Item	Date, year, time, and time-zone
1	RFQ publishing	04 th Aug 2021
2	Closing date and time for receipt of quotations	12 th Aug 2021
3	Contract award forecast	18 th Aug 2021

3 SUPPLY REQUIREMENT

Horan foundation invites prospective suppliers to submit their quotation for Legal consultation.

The Consultant's report of HORAN shall undertake this engagement in accordance to the Terms of Reference in SELECTION CRITERIA 21408.

4 TERMS OF BIDDING

Horan foundation, acting in its capacity as Contracting Authority, invites bidders from suitably qualified interested parties that wish to participate to provide Legal consultation.

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, email subjects should contain the reference "21408, Legal consultation".

5 CONDITIONS OF QUOTATION SUBMISSION

- 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 and in the subject field state:

1. **"21408, Legal consultation "**
2. **Name of your company**
3. **Number of emails that are sent e.g. 1 of 3, 2 of 3, 3 of 3.**

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**

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

Request for Offer for HORAN Reference "21408, Legal consultation "

6 SUBMISSION CHECKLIST

Line	Item	Tick attached
1	This document, with section 8 filled in and signed	
2	Financial offer in bidder's own format, 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 Third week of Sep 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.

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:

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

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, Legal consultation and procedures development -21408 , 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"

Legal Training

Introduction:

As the Coronavirus (COVID-19) pandemic continues to spread rapidly around the world, halting and reversing positive gains from our humanitarian response; The growing concern is how to maintain our current humanitarian efforts. Thus, ensuring that we do not fail to meet ongoing or new humanitarian and health needs in a principled and effective manner. The development of work methods and response has become an important matter to ensure a better response and success in reaching our goals as a first step to contribute to planning the technical, administrative and organizational development required to improve the organizational capacity of organizations.

Training topics:

• Legal Section:

- Introduction to the state of non-profit organizations (civil society organizations) in Turkey.
- Legal entities in Turkey specialized in humanitarian work,
- Introduction to representations and people.
- The entities belonging to the organization (legal entities affiliated with the organization)
- Official licensing papers.
- Obligatory and optional official legal books.
- Incoming and outgoing papers.
- Notary and tax papers and how to work on them.
- Introduction to cooperation protocols.
- General and structural board meetings.
- Decision-making body (Board of Directors - Council of the General Assembly)
- Notification of changing the structure of the members.
- Description of the members.
- Membership and volunteer files.

• Financial Department:

- The financial system and its approval mechanism.
- General imports.
- Notifications of foreign remittances and how to approve them.
- Official, mandatory and optional financial books.
- Cash and in-kind bonds in receipt and delivery.
- Financial books and how to work on them.
- Cash and in-kind bonds in receipt and delivery.
- Financial books and how to work on them.
- The mechanism of determining the incoming amounts, raising invoices, and inventorying fixed assets.
- Financial advisor.

- General expenses.
- The tax system in Turkey.
- Stobag tax and how it is calculated,
- Social Insurance Institution.
- Personnel documents to be available.
- Everything related to the projects section of the procedures.
- The mechanism of activating the activities under the rules of procedure in accordance with the decisions.
- Mandatory annual reports and the methodology for working on them.

Topics that will be covered:

This training should provide the participants with the required information as follows:

- Explanation of laws related to the work of organizations.
- Updates that may be issued by the Turkish government.
- Periodic bulletins on updates issued.
- Trainings for legal staff.
- Periodic update about the door to join the official platforms.
- Explain the steps for obtaining work permits and the necessary papers with the help of a specialized lawyer.

Criteria for selecting trainees:

1. The institution should be a member of the Syrian Networks Association.
2. The trainee should be an employee of the advocacy department or entrusted with its tasks within the institution or the coordinating body.
3. To have an official capacity in the organization/network he represents.
4. To have at least 3 years of experience in the field of civil and humanitarian work.
5. Have good communication skills.

Coach Specifications:

1. Experience in the field of training
2. At least three years of experience in legal affairs

The profile of the coach when he is selected and contracted

Training period:

The training will take place between

Training modalities:

1. Attending in person in a training hall that can accommodate 30 trainees, while following the precautions for the Corona pandemic
2. The hall is equipped with all the necessary equipment (projector - sound system - Zoom application linked to the sound system for online training).
3. Theoretical lectures accompanied by practical exercises.
4. Working groups on simulating scenarios related to the topic of training.
5. Pre-exam - Post-test to measure the impact.

Training outcomes:

At the end of the training the trainees will be able to:

- Understand all laws, procedures and policies for the work of organizations.

In addition to certificates of attendance for those who completed the training days by 80%.

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:	<input type="text"/>		
Print name:	<input type="text"/>	Position:	<input type="text"/>
Company Name:	<input type="text"/>	Date:	<input type="text"/>
Address:	<input type="text"/>		

APPENDIX 2: DECLARATION OF PERSONAL AND LEGAL OBLIGATIONS

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:
