



International
Labour
Organization

► Request for Quotation¹ for the Procurement of Services

RFQ:GBR-2024-01

Delivery of Urban Enterprise Survey In
Post-Disaster Setting

Responses to be received by 16 Jan 2024, 17:00, Ankara time

DISCLAIMER

By responding to this tender, you consent to the processing of your personal data, including any future update, by the ILO for the purpose of this tender. The ILO applies a data protection policy in conformity with international standards. Should you require further information on your personal data, please contact pcrt@ilo.org indicating "Personal Data Protection – *RFQ number*" in the subject.

¹ The term 'quotation' refers to any offer, bid or proposal submitted to the ILO in response to this solicitation.

Subject: Delivery of Urban Enterprise Survey in Post-Disaster Setting

Reference: GBR-2024-01

Date: **05 January 2024**

Dear Sir/Madam,

The International Labour Office (ILO) is pleased to invite your company submit a bid quotation for the performance of the services described in Annex I.

When preparing your quotation, please bear in mind that any and all services provided to the ILO are subject to the [Terms and Conditions Applicable to ILO Contracts](#). Please return your completed offer to the ILO together with the Certification form (Annex II) duly signed by an authorized legal representative of your company.

The conditions set out in the [Terms and Conditions Applicable to ILO Contracts](#), as well as any other conditions contained in or enclosed with this letter, will become part of any contract concluded with the successful bidder. If your offer is accepted, you will receive a formal Purchase Order.

Your Bid must be received by the ILO no later than **16 January 2024, 17:00, Ankara time**. Late bids will be rejected.

Failure to comply with the requirements of this RFQ and its Annexes may render a bid ineligible for consideration.

We look forward to receiving your Proposal.

Yours sincerely,

Ece Yılmazkurt
Finance Assistant

ILO Office for Türkiye

► SUBMISSION OF YOUR OFFER

1. SUBMISSION METHOD

For this request, offers may be submitted by **email**. You must submit your offer strictly in compliance with the procedures described below.

2. REQUIRED DOCUMENTATION

In order to be eligible for consideration, submissions must include:

- Annex II, Certification to be submitted;
- Annex III, Offer Submission Form;
- Proof of registration in Türkiye,
- Proposed research methodology, an indicative work plan
- Samples of previous similar research
- CVs of the two key members of the assigned research team

3. VALIDATION AND SUBMISSION

The above documents are to be signed by the legal representative, stamped with the official seal of your company, and submitted on or before **16 January 2024, 17:00, Ankara time** to the following address:

yilmazkurt@ilo.org / berker@ilo.org

4. PARTIAL OFFERS

Kindly note that one single contract for the totality of the assignment will be given preference; however, it will be possible to consider a partial offer and/or a split of contracts.

The ILO reserves the right to disqualify proposals that are not in compliance with the above instructions.

5. CLARIFICATIONS

Bidders requiring any clarification on technical, commercial, or legal aspects of the RFQ documents may submit their queries to yilmazkurt@ilo.org , berker@ilo.org by **the closure date, 16 January 2024**.

6. SUBMISSION DEADLINE

Offers received after the deadline specified in Paragraph 3 above will not be considered. The ILO reserves the right to extend the deadline for the submission of offers. In such an event, the ILO will inform all potential bidders in writing of the terms and duration of the extension.

7. ANNEXES

To enable you to prepare and submit your quotation, please find enclosed the following:

- Terms of Reference (Annex I);
- Declaration of Conduct (Annex II);
- Information for Bidders (Annex III);
- Offer submission form (Annex IV).

8. Terms and Conditions applicable to ILO Contracts

Terms and Conditions applicable to ILO contracts are available at:

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf



TERMS OF REFERENCE
for
URBAN ENTERPRISE SURVEY
IN POST-DISASTER SETTING

1. Background

On February 6, 2023, two devastating earthquakes, measuring 7.7 and 7.6 magnitudes, struck Pazarcık and Elbistan in Kahramanmaraş, Türkiye. These earthquakes are the largest to hit Türkiye in the last century and the most significant to strike the country's regions in hundreds of years. The most affected areas, which follow the south-eastern Anatolian fault line, include a population of 14,021,280 people and more than 1.5 million Syrian refugees. More than 50,000 people were killed in the earthquakes and around 107,000 were injured.

The earthquake had a significant impact on the lives of people in the affected areas, resulting in loss of life, displacement, and damage to homes and businesses. This has led to reduced income generation opportunities and economic hardship. Furthermore, the macroeconomic parameters, including inflation, recession, and income loss, are likely to affect both refugees and host communities in the aftermath of the earthquake. Therefore, given the potential long-term effects, there will be a greater need to strengthen the resilience of refugees and host communities in the earthquake region by promoting access to decent work and livelihood opportunities.

The International Labour Organization (ILO) plays an important role in supporting the recovery of enterprises (micro, small and medium-sized enterprises) after disasters. The ILO's role is to promote decent work, sustainable economic growth, and social justice, and it has specific programs and initiatives that support enterprises in disaster-affected areas.

Through the ILO's human-centred approach and inspired by Recommendation No.205 on Employment and Decent Work for Peace and Resilience as well as ILO's Standard Operating Procedures for crisis response on progress to help building back better, immediately after the earthquake, the ILO Türkiye Office started work to re-purpose and redirect the funds under the ongoing Development Cooperation (DC) projects to address the immediate needs and early recovery efforts, which are also in line with the ultimate objectives of the Projects.

Under this scope, the ILO Office for Türkiye is conducting several assessments to understand the situation in the earthquake-affected region from different labour market perspectives and propose corresponding interventions by supporting job creation and strengthening labour market institutions and constituents in the region.

Based on that, ILO Türkiye plans to conduct an urban enterprise survey under the scope of the "Evidence Generation to Support Post-disaster Recovery of the Labour Market in Türkiye" project to:

- Asses the current state of enterprises and recovery progress across various dimensions within target provinces,
- Identify key challenges and opportunities for business continuity and enterprise development,
- Evaluate the impact of external factors to determine how external factors, such as economic and labour market policies are influencing the enterprises and labour market dynamics,
- Support evidence-based policymaking for the recovery and development of the labour market in the affected areas,
- Inform constituents and the public about findings.



As ILO plays a critical role in supporting the recovery of enterprises after disasters by providing rapid assessments, financial and technical support, and creating employment opportunities for disaster-affected communities, the result of the assessment will shape the response of ILO in the region, especially in designing, planning, and providing assistance, including supports for (i) capacity building for enterprises, employer and business membership organizations and relevant government authorities, (ii) access to finance to help enterprises recover (iii) recovery of supply chains for decent job creation. This assessment includes the number of affected businesses, the extent of damage to their premises and equipment, the number of jobs lost, and the skills and finances needed to rebuild the businesses and recover the supply chains. It is planned to reach to the gender disaggregated data (GDD) with a special focus on the current situation of the businesses led by women and/or number of women employees in the analysed enterprises and/or women dominated sectors, the enterprises' support for care responsibilities etc.

2. Scope of the Service

The objective of the Service is to conduct an urban enterprise survey to identify the current state of enterprises in terms of supply chains, human resources, financial situation, future prospects and availability of customers and physical assets and address their short and long-term needs in the disaster-affected areas, with a focus on human-centered recovery. Special focus will be given to the current socioeconomic situations and needs of the women employers and/or employees of the analysed enterprises.

Duties and Responsibilities

2.1. Activity 1 Desk Review

- Conducting a desk review of existing secondary sources, including any relevant government or international organization reports to analyse the pre-post disaster situation to understand the earthquake's impact on enterprises in the disaster-affected areas, and identifying the knowledge gap that should be covered by a novel enterprise survey.

2.2. Activity 2 Drafting Questionnaire, Survey

The service provider must develop two questionnaires by taking the details below into account: A two-staged enterprise survey will be devised to provide: **1)** representative information on the extent to which local companies are operative and **2)** the current state of human resources, physical assets, financial situation, supply chains and market access, and availability of customers.

The survey will also support generation of evidence on recovery efforts for enterprises, investigate how enterprises have adapted to the new environment, identify variances across sectors and/or geographic areas if available, as well as future prospects by providing recommendations on policy and institutional environment, business continuity and resilience for the enterprises. The survey findings will include gender disaggregated data.

- **The first stage** will be devised as a limited census whereby **9 neighbourhoods in the centres** of the most affected provinces of **Gaziantep, Hatay, Malatya, Kahramanmaraş and Adıyaman** provinces will be visited.

These neighbourhoods will be chosen based on commercial/industrial density (low, medium, and high) and damage extent (low/medium/high). The **indicative** list of the cities and districts where neighbourhoods will be selected is given below:

- ✓ Gaziantep: Central Districts
- ✓ Malatya: Battalgazi and Yeşilyurt
- ✓ Kahramanmaraş: Onikişubat, Dulkadiroğlu,
- ✓ Hatay: Antakya, Defne, İskenderun,
- ✓ Adıyaman: Central District

When these two criteria are combined, 9 possibilities (neighbourhoods) will be identified (for instance low damage and medium commercial activity (*1a) as shown in the table).



commercial/industrial density	damage extent
1-low	a-low
2-medium	b-medium
3-high	c-high

In each neighbourhood, it is expected to survey with **a minimum of 50 enterprises, totalling 450 enterprises** per province for **a total of 2250 workplaces** surveyed across the provinces.

- **The second stage** will consist of a survey answered by businesses identified in the first stage, chosen from those that consented during the first stage.

Upon obtaining consent in the first stage, enumerators immediately conduct the detailed survey with the business. The enumerators should have a minimum target of completing surveys with 15 businesses for each neighbourhood. Real-time tracking of surveys completed should be followed. A central coordinator monitors the overall progress and informs enumerators when the target of 135 surveys per province is close to being met or has been met. Enumerators report their progress regularly and adjust their efforts based on feedback from the central coordinator. If obtaining consent in certain neighbourhoods proves challenging, increasing the number of neighbourhoods surveyed or reallocating survey targets to other neighbourhoods can be a viable option.

In total 135 businesses per province to be chosen from the first stage. **It is expected to have a detailed survey of a total of 675 (135*5) enterprises in selected areas.** A soft quota of **%20 women-owned enterprises** will be applied so as to ensure sufficient data for the analysis.

It should be noted that companies in Gaziantep are not expected to have had severe damages; the rationale for interviewing them is to find out whether they have been affected indirectly in terms of increased demand as it may be covering up for labour, goods and services shortages in neighbouring provinces and having a critical role in the revitalization of the regional supply chain.

Based on the above, the responsibilities under the activity:

- Prepare a draft questionnaire in cooperation with the ILO Office,
- Utilize statistical sampling to select a representative sample of the affected enterprises based on the above information and ensure that the sample size is adequate to draw meaningful conclusions in line with the aim of the Survey.
- Ensure the research design includes a diverse range of enterprises, including those owned by women and migrants.
- Collaborate with local stakeholders especially Chambers, Business Associations, NGOs, other international organizations to enhance data collection.
- Establish a team of enumerators with sufficient number and local knowledge/experience of the target provinces and provide necessary training to conduct such survey with accuracy, reliability and ethical conduct of the data collection processes.
- Conduct a survey with utilized samples in the target provinces.
- Obtain informed consent from all respondents participating in the survey. It should involve clearly explaining the purpose, scope, and nature of the survey to the participants, ensuring they understand their rights, the voluntary nature of their participation, and the confidentiality measures in place to protect their data. The service provider must also ensure that participants are aware that they have the right to withdraw their consent at any stage without any repercussions. This process should be carried out with the utmost respect for the participants' autonomy and privacy, adhering strictly to ethical standards and legal requirements. The service provider's adherence to these protocols is essential in maintaining the integrity of the survey and the trust of its participants.
- Analyse the data collected using appropriate statistical and analytical techniques.



2.3. Activity 3 Key Informant Interview, Reporting and Presenting the Findings

- Identify key informants, such as target key social partners including local government institutions, trade unions, employers' and business membership organizations, chambers, and relevant NGOs to get insight into the current situation and needs of the enterprises in target provinces.
- Develop interview questions and conduct minimum 15 of key informants' interviews (minimum 3 interviews from each province) via phone for validation and get insights on the topic
- Send the collected raw data from the four provinces to the ILO for appraisal.
- Clean and check the raw data for consistency. Submit the cleaned dataset to the ILO for appraisal.
- Prepare a comprehensive report based on the findings in English and in a clear and concise manner.
- Present the findings in the validation meeting.

The indicative outlines of the Report shall include the following sections:

1. **Executive Summary:** A summary of the key findings, recommendations, and actions needed.
2. **Introduction**
 - Background information on the earthquake and its impact on the region
 - Purpose of the Report
 - Refer to and assess government policies/legislation, ILO Conventions about the topic, relevant policy objectives specified in national and provincial development plans
3. **Methodology**
 - Overview of the assessment process
 - Description of data collection methods (e.g., surveys, interviews, site visits)
 - Limitations, assumptions of the assessment
4. **Findings**
 - Overview of the enterprises in the affected region
 - Key findings on the extent of damage and losses suffered from various dimensions.
 - Analysis of the impact on different types of enterprises (e.g., microenterprises, small and medium-sized businesses), on different sectors
 - Special consideration will be given to;
 - Employment and Skills: The impacts on employment levels, job losses, and potential displacement, skills shortages, mismatches and training needs, state of workers' accommodation and commuting, individual or institutional solutions.
 - Economic impact and income security: the impact on income loss, financial vulnerability, and access to social safety nets.
 - Decent work, changes in working conditions, safety and health, and compliance with labour standards.
 - Recovery progress, good practices, local collaborations, global supply chain collaborations (if any)
 - Business environment and supply chain disruptions,
 - Available institutional support mechanisms including public, chambers, and other.
 - Future prospect in terms of business continuity, development, employment, etc.
 - Specific measures for women's access to employment including providing accessible care services.
5. **Recommendations**



- Specific recommendations to address the needs of enterprises affected by the earthquake.
- Suggestions on better and faster enterprise-level recovery and resilience-building efforts
- Suggestions for Government, municipalities, and employers' business organizations for recovery and resilience building efforts including the measures on women's employment.

6. Conclusion

- Summary of key findings and recommendations
- Implications for future disaster preparedness and response

7. Appendices

- Data collection tools (e.g., survey questionnaire)
- Additional data and analysis

2.4. General

- Work in close cooperation with the project team and provide regular updates to the ILO Office for Türkiye.
- Ensure timely submission of the required report, finalise the reports based on the comments and feedback of the ILO Office.

3. Main Deliverables

- Draft survey and interview questionnaires
- List of key informants
- List of surveys and interviews completed with raw data.
- Final report, presentation with findings and recommendations in English

4. Special Terms and Conditions

4.1. Eligibility Criteria:

- Should be a registered entity in Türkiye, established at least 3 years ago as of the announcement of this call for interest.
- Should have a research team with experience in socio-economic assessments or reporting on the issues related to this TOR.
- Should complete at least one similar enterprise survey/ assessment contract within the last 3 years.
- The Vendor is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

4.2. Documents to be submitted along with the bid

- Proof of registration in Türkiye.
- Proposed research methodology, an indicative work plan.

(The proposed methodology should demonstrate a clear understanding of the assignment's objectives and context, aligning the research approach accordingly. It should outline a systematic research methodology that addresses the defined research questions or objectives. This should encompass a comprehensive explanation of data collection methods, including sources, sampling techniques, and data analysis tools or techniques and reporting. The proposal should also highlight any ethical considerations and potential limitations in the chosen methodology)

- Financial Offer Submission form
- Samples of previous similar research.



- CVs (Curriculum Vitae) of the two key members of the assigned research team with minimum requirements given below.

Team Leader (Expert 1) (Overall Management)

General Qualifications:

- Have an advanced university degree in disciplines such as economics, business administration, labour economics, industrial relations, development studies, statistics or other related areas
- Good knowledge of Turkish and English

Professional Experience:

- At least 10 years of professional experience in research and analysis

Specific Experience: (Minimum Requirement)

- Specific experience in conducting/managing rapid assessments or similar research in the area of the labour market, socio-economic development, or disaster recovery, with a focus on enterprises;
- Proven expertise in qualitative and quantitative research methodologies, including experience with data analysis, primary information gathering, semi-structured interviews with government institutions, enterprises, multilateral agencies, and other relevant key actors; and demonstrated experience on at least one programme/project management and coordination of similar survey/research projects.

Analyst (Expert 2) (Research Design and Reporting)

General Qualifications:

- Have an advance degree in disciplines such as economics, business administration, development studies, statistics or other related areas
- Good knowledge of Turkish and English

Professional Experience:

- At least 10 years of general professional experience in research and analysis

Specific Experience:

- Specific experience in conducting surveys/assessments or similar research in the area of labour market, socio-economic development, or disaster recovery, with a focus on small enterprises.
- Proven expertise in qualitative and quantitative research methodologies, including experience with data analysis, primary information gathering, semi-structured interviews with government institutions, private sector, multilateral agencies, and other relevant key actors; and
- Proven record for report writing.
- Samples of the previous work demonstrating writing skills and previous work in socio-economic fields
- Specific experience in working with vulnerable groups such as women, youth, NEET, refugees, disabled person etc.

The Bidder should ensure that the research team will work actively throughout the research. ILO reserves the right to terminate the contract if otherwise is observed.

4.3. Evaluation Criteria

- Quotations will be reviewed and evaluated by an RFQ Evaluation Panel to determine compliance with the requirements specified in the RFQ.



- The proposals will be evaluated according to the criteria described below:
 - i. **Eligibility Check:** The bidders will be evaluated concerning the eligibility criteria provided in the ToR. The bidder's proposal that fails to meet one of the eligibility criteria will not be considered for further evaluation.
 - ii. **Technical Evaluation:** A technical evaluation will be conducted to measure the bidders' technical responsiveness and to ensure full compliance with the requirements of the assignment. The proposals will be evaluated based on the Technical Evaluation Criteria below.

Technical Evaluation Criteria	Max attainable score
The research methodology provides a comprehensive roadmap for sampling, collecting, clearing, and analysing the data, conducting the assessment, and reporting.	25
CVs of the research team (Team Leader and Analyst) demonstrating experience in the design and conduct of reports and assessments, preferably with a focus on displaced or fragile groups, with backgrounds in economics, business administration, international development, statistics, or other related areas.	25
Samples of previous work by the involved researchers demonstrating experience in developing research methodology and approach, focusing on socio-economic, enterprise development and disaster recovery studies.	10
Samples of previous work prepared by the involved researchers demonstrating advanced writing skills in English.	10
Total	70

- iii. **Financial Evaluation:** Only the financial proposals of the bidders that meet the eligibility criteria will be considered. The one with the lowest price will grant the maximum attainable point, and the grades of the remaining bids will be calculated through the following formula:

$$\frac{\text{The price of the bidder with the lowest price} * \text{Max attainable point (30)}}{\text{The price of the concerned bidder}}$$

- iv. **Cumulative Evaluation:** Cumulative evaluation of offers will be based on the following percentage combination of the technical and financial elements.

	Percentage
Technical Evaluation	70%
Financial Offer	30%
Total	100%

- v. **Contract Award:** The bidder with the highest combined score will be considered for the contract award.



5. Language Requirements

The working language of this contract is English; all deliverables shall be submitted in English.

5. Administrative Requirements

All activities within the scope of this Terms of Reference will be carried out under the overall supervision of the Director of ILO Office for Türkiye. The team of the Contractor will work in close cooperation with the assigned technical officers in the ILO Office for Türkiye.

6. Other Information

The Contractor shall transfer the intellectual property rights of all data collected with all relevant information and documentation in hard and/or electronic copies to the institution. The Contractor is responsible for using proprietary (copyrighted) materials per the relevant laws. In due course, the Contractor is obliged to obtain, when applicable, all royalty rights from third persons, and unconditionally and irrevocably transfer such rights to the ILO. The ILO has no liability in copyright disputes, and the responsibility remains with the contractor.

7. Beneficiary Data Protection

The ILO is obliged to ensure that the privacy and Personal Data of beneficiaries are protected in the processing of personal data; accordingly, this section pertains to the protection of Personal Data accessed, collected, or otherwise received and processed by the Contractor on ILO's behalf in the course of rendering the Services as set out above (the "Services") between the ILO and the Contractor. "Personal Data" means any personal information, including identifying information such as the name, identification or passport number, mobile telephone number, email address, of whatever nature, format or media that by whatever means, is provided to the Contractor by the ILO, government institutions, international organizations or NGO's, is accessed or collected by the Contractor on the authority of the ILO or is otherwise received by the Contractor on the ILO's behalf and includes information associated with the Beneficiaries generated by the Contractor in the course of providing the service to the ILO. For the Provision of Services, Personal Data shall be regarded as confidential data and not disclose such data without the prior written authorization of the ILO to any person or institution. If disclosure is necessary for the performance of the Services, prior written authorization of the ILO must be received, except as may be required by any law or regulation affecting the Contractor; The obligations and restrictions in outlined above shall be effective throughout the duration of the services and shall remain effective indefinitely following the conclusion of the services. Any part of the resulting work or findings cannot be used or shared with third parties, without permission from the ILO.

6. Application Method

Interested service providers shall apply for the service under title "An Urban Enterprises Survey in Post-Disaster Setting" through the submission of required documents details under Article 4.2 to yilmazkurt@ilo.org and berker@ilo.org no later than **12.01.2024**.

7. Deliverables and Timeframe

Expected Start Date: 22/01/2024

End Date: 22/03/2024

The Contractor is expected to fulfil the required tasks and execute the deliverables in the timeframe given below:



Deliverables Expected for the Payment	Deadline	Amount of Payment upon Approval
Deliverable-1 Acceptance of the work plan outlining the schedule of activities to be conducted and proposed timelines. Acceptance of the detailed methodology with questionnaires for the data collection.	29/01/2024	%20
Deliverable-2 Acceptance of the preliminary research findings	Upon completion of the data collection in the field.	0
Deliverable-3 Draft Report and presentation file for the validation meeting	22/03/2024	%80

Payments will be made upon the successful completion of the deliverables within the required deadline, subject to the final approval of the ILO.

8. Other Information

Please note that the service provider is responsible for completing the new security awareness online training course (BSAFE) if any travel is required outside of their city of residence during this assignment. The course can be accessed by registering at <https://training.dss.un.org/user/login>. Additionally, the service provider will be requested to provide travel information to the ILO for the generation of a security clearance through the "Travel Request Information Process" (TRIP) system before undertaking any travel outside of their city of residence.

► Declaration of Conduct

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices.

With respect to its proposal submitted in response to the ILO's Invitation to Bid/Request for Proposal mentioned above, the Bidder hereby certifies that:

1. The prices in its proposal have been arrived at independently without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.
2. No attempt has been made or will be made by the Bidder to influence any other Bidder, organization, partnership or corporation to either submit or not submit a proposal.
3. The Bidder will not offer, solicit or accept, directly or indirectly, any gratuity, gift, favour, entertainment, promises of future employment or other benefits to or from anyone in the ILO.
4. The Bidder (parent company and/or any subsidiaries) is not identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to UN Security Council Resolution 1267 (Consolidated List)¹
5. The Bidder (parent company and/or any subsidiaries) will not use the funds received under any contract with the ILO to provide support to individuals, groups, undertakings or entities associated with terrorism.
6. The Bidder (parent company and/or any subsidiaries) is not the subject of any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

The ILO reserves the right to cancel or terminate with immediate effect and without compensation any offer of or contract arising from this bidding procedure in the event of any misrepresentation in relation to the above certifications.

¹ The Consolidated List can be found at <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>

Definitions of terms used in this declaration

- **“coercive practice”** is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another.
- **“collusive practice”** is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;
- **“conflict of interest”** is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;
- **“corrupt practice”** is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;
- **“fraudulent practice”** is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation; The undersigned certifies/y to be duly authorized to sign this Certification on behalf of the Bidder.

Name and Position

Signature

Date

► Information for Bidders

Objective of the Tender

The ILO Ankara is launching this tender to identify eligible and qualified supplier to deliver services described in the Terms of Reference (TOR) provided in Annex I.

The ILO Ankara will award a Service Contract to the successful bidder to satisfactory performances of the supplier.

Non-Exclusivity

The Service Contract shall be signed on a non-exclusive basis with the successful bidder. This shall mean that the ILO Ankara may procure the desired services subject of the TOR from other suppliers, in full compliance with the applicable rules and regulations of ILO on procurement.

Eligibility Criteria for the Bidders

- Should be a registered entity in Türkiye, established at least 3 years ago as of the announcement of this call for interest.
- Should have a research team with experience in socio-economic assessments or reporting on the issues related to his ToR
- Should complete at least one similar enterprise survey/ assessment contract within the last 3 years
- The Vendor is not in the UN Security Council 1267/1989 List, UN Procurement Division List or other UN Ineligibility List.

Submission of Bids

The bidders shall submit their bids via e-mail to the address indicated in the invitation letter not later than the deadline.

Evaluation of Bids

- Technical responsiveness / Full compliance to requirements
- Full acceptance of the General Terms and Conditions when applicable
- The financial offer will be a significant factor in the overall score, accounting for 30% of the total score and the technical proficiency score, accounting for 70% of the total score. Only the financial proposals of the bidders that meet the eligibility criteria will be considered.
- Grades of the remaining bids will be calculated through the following formula:

The price of the bidder with min price * Max attainable point (30) / The price of the concerned bidder

Currency of the Bids

The bidders shall submit their bids in USD in order to eliminate the need of any price adjustments that may be required because of economic fluctuations during the duration of the service contract.

Taxes

The bids shall be exclusive of VAT as the ILO Ankara is exempt from VAT. The copy of the VAT Exemption Certificate will be provided to the supplier before the issuance of the invoices.

No Commitment

This RFQ contains no contractual offer of any kind. Any bid submitted will be regarded solely as a bid, not as an acceptance by the Proposer to any offer made by ILO Office for Türkiye. No contractual relationship will exist except pursuant to an AGREEMENT signed by ILO Office for Türkiye, and the selected Bidder(s).

In the case of any error or omission in the contracted work, it shall be the responsibility of the service provider to carry out the services once more to the satisfaction of the client.

Rejection of Proposals

ILO reserves the right to reject any and all bids if they are, inter alia:

- received after the deadline stipulated in this RFQ.
- not properly marked or addressed as requested in this RFQ.
- not meeting technical requirements.
- not in compliance with RFQ procedures contained in this RFQ.

Contact Person for Inquiries

Ms. Ece Yilmazkurt, Finance Assistant

e-mail: yilmazkurt@ilo.org

This contact person and address is officially designated by ILO Office in Türkiye. If inquiries are sent to other person/s or address/es, even if they are ILO staff, ILO shall have no obligation to respond nor can ILO confirm that the query was received.

► Offer submission form (to be completed by the bidder)

Reference: RFQ: GBR-2024-01

Closing Date: 16 Jan 2024 17:00, Ankara, Turkey

Bidder Name: Fill in Bidder's name and address

For the supply of services:

Having examined this Request for Quotation, including its Annexes, and having examined all conditions and factors that might in any way affect its cost or time of performance, we, the undersigned, offer to execute and complete the Services in full acceptance of and in accordance with, the Terms and Conditions Applicable to ILO Contracts for Services for the following Total Contract Price, net of any direct taxes or customs duties and other import taxes:

Task	Description1	Lump Sum in USD (Excluding VAT)
1	Elaboration of a research methodology, creation of a workplan, and development of two questionnaires	Click or tap here to enter text.
2	Collection of data through a two-staged (screening and in-depth) enterprise survey	Click or tap here to enter text.
3	Identification of key informants, development of interview questions and conducting interviews via phone	Click or tap here to enter text.
4	Cleaning and checking of data for consistency and submission of a cleaned dataset to ILO	Click or tap here to enter text.
5	Analysis of data, preparation of a comprehensive report and presentation of the findings	Click or tap here to enter text.
Total	Click or tap here to enter text.	

Name:

COMPANY STAMP

Position:

Tel/Fax:

E-mail:

Date:

Signature:

¹ The bidders should carefully review the ANNEX 1- Terms of Reference for details of expected duties and responsibilities and deliverables (Article 5) and make sure that all the parameters are taken into account in the budget.