

REQUEST FOR EXPRESSIONS OF INTEREST

Republic of Turkey
Istanbul Special Provincial Administration (ISPA)
Istanbul Project Coordination Unit (IPCU)

Istanbul Seismic Risk Mitigation and Emergency Preparedness (ISMEP) Project

“Consultancy Services for Social Capacity Building Activities within the scope of İstanbul Disaster Preparations (Ref: CEB-CA5.1)”

The Republic of Turkey has received a loan from the Council of Europe Development Bank (CEB), and intends to apply part of the proceeds of this loan to payments under the contracts for Procurement of “Consultancy Services for Social Capacity Building Activities within the scope of İstanbul Disaster Preparations (Ref: CEB-CA5.1)”, which will be implemented by Istanbul Special Provincial Administration, Istanbul Project Coordination Unit.

1. Name, address, telephone and fax number, email address of the contracting authority:

Istanbul Project Coordination Unit (IPCU)
M. Kemalettin Mah. Tiyatro Cad. No:16
34126 Beyazıt, Istanbul, Turkey

Contact Person: K. Gökhan ELGİN (Director)
Tel : +90 212 518 55 00
Fax : +90 212 518 55 05
E-mail : info@ipkb.gov.tr

2. The award procedure chosen: Restricted Procedure

3. Form of the contract: Public Procurement of Services

4. Place of execution/performance of the works, for delivery of products or of the provision of services:

The activities will be hold **in Istanbul.**

5. Category and Description of Services:

The following services should be provided for Social Capacity Building Activities as a part of Istanbul Disaster Preparations:

- Implementation of a Baseline Survey for Safe Life Trainings
- Revision of training programs
- Planning and implementation of dissemination activities
- Dissemination of Safe Life disaster preparedness and disaster awareness training
 - 150.000 persons Safe Life 1
 - 10.000 persons Safe Life 2
- Providing the pilot trainings of Local Disaster Volunteer
 - 1.000 persons Local Disaster Volunteer

- Examination of the volunteering systems in the world
- Examination of the Local Volunteering Models
- Preparation of the proposal on the organizational structure and operations regarding volunteer management for Provincial Disaster and Emergency Directorate System support and consulting which are required to Provincial Disaster and Emergency Directorate about process management
- Renewal of the web site

A detailed strategic plan including work plan, timetable, possible sources like manpower, financial and technical issues is required from the consulting company in order to organize all of this work, to disseminate and to increase success of the work.

6. If the contracts are subdivided into lots, indication of the possibility of tendering for one, for several or for all the lots:

The consultancy service is expected to be tendered under one lot.

7. Number of short-lists:

One short-list of interested consultants will be determined in accordance with their qualifications and experience for the required services.

8. Completion date or duration of the service contracts:

The estimated timetable for completion of the services is approximately 36 months.

9. Admission or prohibition of variants: Submission of alternative proposals is not accepted.

10. Special conditions for fulfilling the contract: Not Applicable.

11. (a) Deadline for receiving expression of interest:

Expressions of interest must be delivered to the address below **by March 6, 2012, 16:00** (local time) by surface mail, courier or hand delivery. Applications by e-mail shall not be accepted. IPCU reserves the right to reject the applications received after the above-referenced date.

(b) Address for submitting expressions of interest:

Istanbul Project Coordination Unit (IPCU)
M. Kemalettin Mah. Tiyatro Cad. No:16
34126 Beyazıt, Istanbul, Turkey

Tel : +90 212 518 55 00
Fax : +90 212 518 55 05
E-mail : info@ipkb.gov.tr

Interested consultants may obtain further information at the address above, from 10:00 a.m. to 16:00 p.m. local time.

(c) Language of proposals: English

(d) Submitting Expression of Interest:

- Expression of interest shall be accompanied by a Statement of intention to participate in the selection process;
- Expression of interest must be signed on each page;
- Expression of interest shall be submitted in one original and one copy;
- Consultants are required to include the name and reference number of the task CEB-CA5.1 in their Expression of Interest.

12. Where appropriate any deposit and guarantees required: Not Applicable

13. Main financing institution: Council of Europe Development Bank (CEB)

14. Where applicable, the legal form to be taken by the grouping of economic operators to whom the contract is to be awarded:

Consultants may associate to enhance their qualifications. The “association” may take the form of a Joint Venture or a sub consultancy. In case of a Joint Venture (JV), all members of the JV will be evaluated jointly for the purpose of short listing and shall be jointly and severally liable for the assignment and shall sign the contract in case award is made to that JV group. Interested consultants should clearly indicate the structure of their “association” and the duties of the partners and sub consultants in their application. Unclear expression of interests in terms of “in association with” and/or “in affiliation with”, etc. may not be considered for short listing.

Joint Venture agreement to be authenticated in case of Contract Award.

15. Qualification and Selection Criteria:

- Company information: name, status, address, telephone number, facsimile number, year of establishment, contact person for the project, turnover for the previous 5 (five) years (2007-2008-2009-2010-2011), number of permanent staff and part-timers, fields of expertise;
- Details of experience in similar assignments undertaken, including value of consulting services and value of works, location, number of staff involved in the contract, name of the Client, name of partners for contract execution and share of services, source of financing, type of services provided, contract commencement and completion dates, brief description of the contract;
- Letters of recommendation from previous Employers;
- Curricula Vitae (short version specifying experience in similar assignments, maximum 10 CV of experts from various professions requested under such services) of staff who may be available to work on the assignment(s);

- Form of association (sub-contractor/joint venture) for the execution of the contract(s), if the case may be, and identification of the leading company. Same information shall be submitted for the leading company and the associate companies.
- A list of ongoing assignments including the start and end dates and the personnel involved.

16. Framework agreement: Not Applicable

17. Number of selected candidates to be invited to submit tender: maximum 6 (six) tenderers.

However, the short list may comprise a smaller number of candidates in case only a few qualified firms have expressed interest.

18. Criterion for awarding the service contract:

Consultants will be shortlisted and contracts will later be awarded in accordance with the QCBS (Quality and Cost Based Selection) Method set out in the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers, May 2004 (Revised October 1, 2006 & May 1, 2010).

The selection criteria for the short-listing are:

• General Experience	10 points
• Average Annual Turnover	10 points
• International Experience or Projects Financed by IFI's	10 points
• Specific Experience	50 points
<i>-in the field of Disaster and Emergency Projects</i>	<i>30 point</i>
<i>-in the field of Social Responsibility Programs</i>	<i>20 points</i>
• <u>Qualification of Key Staff (10 CV comprising all branches)</u>	20 points
Total	100 points

Minimum number of points necessary to be retained: 75 Points

The selection criteria for the contract award will be defined in the Request for Proposal documents to be sent to the short-listed candidates.

19. Time frame for the tenderer to maintain their proposal valid: 90 days from the date of submission of proposals.

20. Names and addresses of economic operators already selected: Not Applicable

21. Name and address of the body responsible for appeal: Istanbul Project Coordination Unit

22. Date of publication of the prior information notice: published in the Supplement of the Official Journal N° OJS 84 dated 30.04.2008 and OJS S64 dated 01.04.2011

23. Indicate whether the contract is covered by the Agreement: Yes (the notice shall be published in the European Union Official Journal)