

## REQUEST FOR EXPRESSIONS OF INTEREST

Republic of Turkey  
Istanbul Governorship  
Istanbul Project Coordination Unit (IPCU)

Istanbul Seismic Risk Mitigation and Emergency Preparedness (ISMEP) Project

**“Consultancy Services for Design, Implementation and Dissemination of Training Modules, Materials and Public Awareness Campaigns for Disaster Preparedness”  
(Ref: KFW-CA5.1)**

The Republic of Turkey has received a loan from the German Development Bank (KfW) and intends to apply part of the proceeds of this loan to payments under the contracts for Procurement of “**Consultancy Services for Design, Implementation and Dissemination of Training Modules, Materials and Public Awareness Campaigns for Disaster Preparedness (Ref: KfW-CA5.1)**”, which will be implemented by Istanbul Governorship, 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:8  
34126 Beyazıt-Fatih, Istanbul, Turkey

Contact Person: K. Gökhan ELGİN (IPCU 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 shall be held **in Istanbul.**

**5. Category and Description of Services:**

The following services shall be provided under the scope of the contract:

**5.1)** *Training and consultancy services for developing institutional capacity in disaster management*

It is expected that the Consultant shall give approximately 40 different technical and personnel development trainings to approximately 60 personnel of Istanbul AFAD for most of the trainings.

**5.2) *Improvement and dissemination of public disaster awareness trainings by innovative approach***

The expectations under this topic are mentioned below:

- Revision and development of the Existing Safe Life Training Modules and Materials,
- Dissemination of Safe Life disaster preparedness and disaster awareness training for families to approximately 100.000 individuals, for schools to approximately 100.000 individuals, for youths to approximately 5.000 individuals, for business to approximately 5.000 individuals,
- Dissemination of trainings for Local Disaster Volunteer to approximately 1.000 individuals,
- Development and dissemination of E-Training Modules

**5.3) *Design of a new web site for [www.guvenliyasam.org](http://www.guvenliyasam.org) and development of management system of the web site***

**5.4) *Revision and development of public training modules***

**5.5) *Adopting the “Istanbul AFAD Volunteer Accreditation System” in the scope of TAMP Istanbul***

**5.6) *Public Awareness Campaigns (PAC) and Communication Campaigns***

The expectations under this topic are mentioned below;

- Design of the PACs,
- Creative Services for the PACs,
- Development & Design of the PAC Materials (Audio, Video, Printed, Outdoor, etc.),
- Printing, Producing and Distribution of the PAC Materials,
- Media Purchase,
- Implementation of the Campaign/Events/Activities,

**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 shall be made in accordance with their qualifications and experience for the required services.

**8. Completion date or duration of the service contracts:**

The estimated time frame 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 May 15<sup>th</sup> 2018, 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 and time

**(b) Address for submitting expressions of interest:**

Istanbul Project Coordination Unit (IPCU)  
M. Kemalettin Mah. Tiyatro Cad. No:8  
34126 Beyazıt-Fatih Istanbul, Turkey

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

**(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 KfW-CA5.1 in their Expression of Interest (EOI).
- “Declaration of Undertaking” document is attached as Annex 1 to the “Request for Expression of Interest”. It must be signed by the Consultant and attached to “Expression of Interest” to participate in the selection process.

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

**13. Main financing institution:** German Development Bank (KfW)

**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 shall be authenticated in case of Contract Award.

## **15. Eligibility Criteria**

### **Bidders entitled to take part in the procedure**

Tenders from bidders will be admitted to the procedure provided that none of the following reasons for exclusion or conflicts of interest apply:

- a) Sanctions or embargoes of the Security Council of the United Nations, the EU or the German government preclude the participation of a bidder.
- b) The bidder is excluded from the tendering process with legal effect in the Client’s country on the grounds of punishable offences, especially fraud, corruption or other economic crimes.
- c) The bidder is a state-controlled company in the partner country that is not legally or economically independent or that is not subject to commercial law, or that is a public authority dependent on the Client or the Project Executing Agency or the recipient of the loan/financial contribution.
- d) The bidder or individual members of the bidder’s staff or a subcontractor has economic links or family ties with personnel of the Client who are involved in preparing the tender documents, awarding the contract or supervising the execution of the contract, insofar as the conflict of interests could not be resolved to KfW's satisfaction in advance of the contract award and execution phase.
- e) The bidder or individual members of the bidder’s staff or a subcontractor were directly involved in drawing up the terms of reference and/or other information for the tendering procedure. This shall not apply to Consultants who have produced preparatory studies for the contract or who were involved in a preceding phase, insofar as the information they prepared in this connection, especially feasibility studies, was made available to all bidders and the preparation of the terms of reference for the invitation to tender was not part of the activity.
- f) The bidder or individual members of the bidder's staff or a subcontractor are not or were not during the last 12 months prior to publication of the invitation to tender indirectly or directly linked to the project in question through employment as a staff member or advisor to the Client, and are not or were not able in this connection to influence the award of the contract for services, or the bidder is not or was not otherwise able to influence the award of the contract for services.

By signing the Declaration of Undertaking (see Annex 1), the bidder attests that none of these reasons for exclusion or conflicts of interest apply. In case of doubt, when tendering the bidder in question shall furnish proof to the satisfaction of the Client and KfW that the aforementioned reasons do not apply.

### **Independence of the Consultant**

The Consultant must always be neutral and independent vis-à-vis potential suppliers for the project in question. Members of associated firms may participate in a project only as either Consultant or manufacturer/supplier/construction firm. When submitting proposals, Consultants must disclose any links with other firms and give a binding declaration that should they be awarded the contract, the firms with which they are associated do not intend to take part in the project in any other form. In a joint venture, this also applies to participating professionals and other consultancy firms. These regulations do not apply to Build-Operate-Transfer (BOT) projects or operator models.

Consultancy firms that belong to the same group of companies or affiliated companies or are linked in another way financially, organisationally or through personnel, can participate in the competitive tendering procedure individually only if no other member of the group or affiliation participates.

### **Qualification and Selection Criteria:**

- Company information: name, status, address, telephone number, facsimile number, year of establishment, contact person for the project, average annual turnover for the previous 5 (five) years at least 1.000.000 Euro, number of permanent staff and part-timers, fields of expertise;
- Filled copy of the table given in Annex 2 of the “Request for Expression of Interest” that comprise details of max. 15 number of experience in similar assignments undertaken during last five years, 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;
- Signed copy of “Declaration of Undertaking” document (Annex 1)
- Filled copy of the table given in Annex 3 of the “Request for Expression of Interest” that comprise required expertise and experience information related to min. five staff that 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) Bidders.

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 shall be shortlisted and contracts shall 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, January 2011 (revised July 2014, October 1, 2006 & May 1, 2010).

The selection criteria for the short-listing are:

• <b>General Experience (Company Profile)</b>	<b>10 points</b>
• <b>Average Annual Turnover</b>	<b>10 points</b>
• <b>International Experience (Two successfully completed)</b>	<b>10 points</b>
• <b>Specific Experience</b>	<b>50 points</b>
<i>-in the field of Disaster and Emergency Projects</i>	<i>25 points</i>
<i>-in the field of Social Responsibility Programs</i>	<i>10 points</i>
<i>-in the field of Public Awareness Campaign</i>	<i>15 points</i>
• <b>Qualification of Key Staff ( Five staff comprising all branches stated at specific experience and at least one staff for each branch)</b>	<b>20 points</b>
<b>Total</b>	<b>100 points</b>

Minimum points necessary to be retained: 75 Points

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

**19. Time frame for the Bidders 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 (IPCU).

**22. Date of publication of the prior information notice:** Published in the Official Gazette of Republic of Turkey dated 21.07.2017.

**23. Indicate whether the contract is covered by the Agreement:** Yes (the notice shall be published in the Germany Trade and Invest (GTAI).



**Annex 2 :**

**EXPERIENCE**

Please provide information contained in the table below summarizing the **major relevant projects related to this project** carried out in the course of the past **5** years by the legal entity or entities making this application. The number of references to be provided must not exceed **15** for the entire application.

Ref (maximum 15)	Project title		...						
	Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of partners if any
...	...	...	...	...	...	...	...	...	...
Description of project							Type of services provided		
...							...		



**Annex 3 :**

**List of Available Expertise and Human Resource Capacity**

**Access to Expertise Required for the Assignment**

Complete the list below to demonstrate the extent to which you have access (internally / externally) to expertise required for this assignment / for the project team profiles described in the RfEOI. Do not attach CVs as no detailed evaluation of candidates for the project team shall be carried out at the prequalification stage. The Applicant shall not present a potential project team. The focus is on access and availability to project relevant expertise. It is understood that prequalified Applicants are not required to include staff named below into the proposal.

Name	Project team profile / areas of required expertise as stated in the RfEOI	Education/ Degree	Years of Professional Experience	Relationship with / Years within the Applicant <sup>2</sup>	Country/ Regional Experience	Relevant Project References (Description of project-related experience)	Languages

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<sup>2</sup> For freelance experts (e.g. with retainer contracts or formal agreements) indicate "FE" and how long the expert has been associated with the Applicant. For sub-consultant staff indicate "Sub". Staff from affiliated firms of the Applicant shall be considered as sub-consultant staff.