



## Invitation to Tender (ITT) for the service:

### Accountancy Services under a Service Contract, REF: ANT-X-15221 Accountancy Services

**GOAL is completely against fraud, bribery and corruption**

**GOAL does not ask for money for bids. If approached for money or other favours, or if you have any suspicions of attempted fraud, bribery or corruption please report immediately to email [speakup@goal.ie](mailto:speakup@goal.ie)**

**Please provide as much detail as possible with any reports**

## 1 ABOUT GOAL

GOAL is an international humanitarian agency, currently operating in 13 countries worldwide, dedicated to alleviating the suffering of the poorest of the poor. We are a non-denominational, non-governmental and non-political organisation. For more information on GOAL and its operations please visit [www.goalglobal.org](http://www.goalglobal.org)

GOAL's programme in north-western Syria targets over 500,000 people with aid. GOAL has been operating in Idlib and neighbouring areas since 2013 and has one of the largest programmes in North West Syria.

## 2 PROPOSED TIMELINES

Line	Item	Date, year, time, and time-zone must be stated
1	ITT published	11 <sup>th</sup> December 2018
2	Closing date for clarifications	19 <sup>th</sup> December 2018 – 5.00pm GMT
3	Closing date and time for submission of Tenders	7 <sup>th</sup> January 2019 – 10.00am GMT
4	Tender Opening Location	GOAL Library Road, Carnegie House – Dun Laoghaire
5	Tender Opening Date and time	8 <sup>th</sup> January 2019 – 12.00pm GMT

## 3 OVERVIEW OF REQUIREMENTS

### 3.1 SERVICE OR SUPPLY SPECIFICATION

GOAL invites prospective suppliers to submit tenders for 'Accountancy Services under a Service Contract, REF: ANT-X-15221 Accountancy Services' as outlined in Appendix 2 – Terms of Reference; the technical parameters must meet or exceed minimum specification requirements outlined there.

### 3.2 THE SERVICE BEING OFFERED MUST BE IN LINE WITH THE FOLLOWING REQUIREMENTS

The services, which are required on a monthly basis (including mandatory in-person visits to the GOAL office in Antakya), are:

- General accounting for GOAL Syria based in the GOAL office in Antakya, Turkey,
- Preparation of financial reports required under Turkish Law for an International NGO (approx. 80m TRY per annum),
- Fixed asset reporting,
- Monthly tax returns,
- Monthly payroll processing and reporting (approx. 70 staff).

**The full terms of reference for this service are outlined in Appendix 2. PLEASE NOTE:** GOAL is requesting Tenders from potential providers who can provide all of the services outlined in Appendix 2 and will not consider partial tenders. Failure to observe the procedures laid out below and therein may result in disqualification from the evaluation process.

### 3.3 TYPE OF CONTRACT

Any contract(s) awarded as result of this process will be based on the terms and conditions included as Appendix 5 to this ITT document and will be a 12-month service contract, which GOAL retains the option to extend for 2 further 12-month periods up to a maximum contract period of 3 years.

## 4 TERMS OF THE PROCUREMENT

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### 4.1 PROCUREMENT PROCESS

- 4.1.1 This competition is being conducted under GOAL's National Tender Procedure.
- 4.1.2 The Contracting Authority for this procurement is GOAL
- 4.1.3 This procurement is funded by various donors, including USAID, ECHO and DfID and the tender and any contracts or agreements that may arise from it are bound by the regulations of those donors. See Appendix 6 for more details on special donor conditions.

### 4.2 CLARIFICATIONS AND QUERY HANDLING

- 4.2.1 GOAL has taken care to be as clear as possible in the language and terms it has used in compiling this ITT. Where any ambiguity or confusion arises from the meaning or interpretation of any word or term used in this document or any other document relating to this tender, the meaning and interpretation attributed to that word or term by GOAL will be final. GOAL will not accept responsibility for any misunderstanding of this document or any others relating to this tender.
- 4.2.2 Requests for additional information or clarifications can be made up to the deadline noted in section 2 above, and no later. Any queries about this ITT should be addressed in writing to GOAL via email at [clarifications@goal.ie](mailto:clarifications@goal.ie) with the reference 'ANT-X-15221 Accountancy Services Clarifications' in the email subject line and answers shall be collated and published online at <https://www.goalglobal.org/tenders> in a timely manner.

### **4.3 CONDITIONS OF TENDER SUBMISSION**

- 4.3.1 **Tenders must be completed in English. Any documents originally in a different language must be translated into English.**
- 4.3.2 Tenders must respond to all requirements set out in this ITT and complete their offer in the Response Format.
- 4.3.3 Failure to submit tenders in the required format will, in almost all circumstances, result in the rejection of the tender. Failure to resubmit a correctly formatted tender within 3 (three) working days of such a request will result in disqualification.
- 4.3.4 Tenderers must disclose all relevant information to ensure that all tenders are fairly and legally evaluated. Additionally, tenderers must provide details of any implications they know or believe their response will have on the successful operation of the contract or on the normal day-to-day operations with GOAL. Any attempt to withhold any information that the tenderer knows to be relevant or to mislead GOAL and/or its evaluation team in any way will result in the disqualification of the tender.
- 4.3.5 Tenders must detail all costs identified in this ITT. Additionally, tenders must detail any other costs whatsoever that could be incurred by GOAL in the usage of services and/or the availing of options that may not be explicitly identified/requested in this ITT. Tenderers' attention is drawn to the fact that, in the event of a Contract being awarded to them, the attempted imposition of undeclared costs will be considered a condition for default.
- 4.3.6 Any conflicts of interest (including any family relations to GOAL staff) involving a tenderer must be fully disclosed to GOAL particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.
- 4.3.7 GOAL will not be liable in respect of any costs incurred by respondents in the preparation and submission of tenders or any associated work effort.
- 4.3.8 GOAL will conduct this tender, including the evaluation of responses and final awards in accordance with the detail set out at in the Evaluation process. Tenders will be opened by at least three designated officers of GOAL.
- 4.3.9 GOAL is not bound to accept the lowest, or any tender submitted.
- 4.3.10 GOAL reserves the right to split the award of this contract between different bidders in any combination it deems appropriate, at its sole discretion.
- 4.3.11 The Supplier shall seek written approval from GOAL before entering into any sub-contracts for the purpose of fulfilling this contract. Full details of the proposed subcontracting company and the nature of their services shall be included in the written request for approval.
- 4.3.12 GOAL reserves the right to refuse any subcontractor that is proposed by the Supplier.
- 4.3.13 GOAL reserves the right to negotiate with the Supplier who has submitted the lowest Bid that fully meets the technical requirements, for the purpose of seeking revisions of such Bid to enhance its technical aspects and/or to reduce the price.
- 4.3.14 Information supplied by respondents will be treated as contractually binding. However, GOAL reserves the right to seek clarification or verification of any such information.
- 4.3.15 GOAL reserves the right to terminate this competition at any stage.
- 4.3.16 Unsuccessful tenderers will be notified.
- 4.3.17 GOAL's standard payment terms are by bank transfer within 30 days after satisfactory implementation and receipt of documents in order. Satisfactory implementation is decided solely by GOAL.
- 4.3.18 This ITT **ANT-X-15221 Accountancy Services** is not construed in any way as an offer to contract.

4.3.19 GOAL and all contracted suppliers must act in all its procurement and other activities in full compliance with donor requirements. Any contract(s) that arise from this ITT may be financed by multiple donors and those donors and/or their agents have rights of access to GOAL and/or any of its suppliers or contractors for audit purposes. These donors may also have additional regulations that it is not practical to list here. Submission of an offer under this ITT assumes Service Provider acceptance of these conditions.

4.3.20 **Terrorism and Sanctions:** GOAL does not engage in transactions with any terrorist group or individual or entity involved with or associated with terrorism or individuals or entities that have active exclusion orders and/or sanctions against them. GOAL shall therefore not knowingly purchase supplies or services from companies that are associated in any way with terrorism and/or are the subject of any relevant international exclusion orders and/or sanctions. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company are associated with any known terrorist group or is/are the subject of any relevant international exclusion order and/or sanctions. A contract clause confirming this may be included in an eventual purchase order based on this request.

4.3.21 **Data Protection**

The Service Provider confirms that GOAL may disclose information, including Personal Data as defined by the EU General Data Processing Regulation (GDPR), The Data Protection Acts 1988-2018, The E-Privacy Directive 2002/58/EC as amended from time to time (together the “**Data Protection Legislation**”) submitted to GOAL, its officers, employees, agents, advisors and/or third party auditors, investigators, government bodies or law enforcement agencies (hereinafter “**Authorised Third Parties**”). The Service Provider hereby confirms that by participating in this procurement process, the information submitted thereunder may be shared with Authorised Third Parties, even if deemed confidential or commercially sensitive.

4.3.22 **Supersedes**

This ITT supersedes and replaces all previous documentation, communications and correspondence between GOAL and Tenderers, and Tenderers should place no reliance on such previous documentation and correspondence. Tenderers to this ITT should study the contents of this ITT carefully, including the information and documents contained in the Appendices.

4.3.23 **Award to runner up clauses**

For Contracts: If for any reason it is not possible to award the contract to the designated successful tenderer emerging from this competitive process, or if having awarded the contract, the contracting authority considers that the successful tenderer has not met its obligations, the contracting authority reserves the right to award the contract to the next highest scoring tenderer on the basis of the terms advertised. This shall be without prejudice to the right of the contracting authority to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

## 4.4 QUALITY CONTROL

3<sup>rd</sup> party companies may be contracted by GOAL to carry out random quality inspections of work carried out by the contracted party. The cost of the quality control inspections will be covered by GOAL.

Sub-contracting: note section 3 in GOAL Standard Terms and Conditions. GOAL may choose to visit vendors, including sub-contractors (if any) as per of the evaluation process.

#### 4.5 SUBMISSION OF TENDERS

Tenders must be delivered in the following way:

Electronically to [hqtenders@goal.ie](mailto:hqtenders@goal.ie) and in the subject field state:

- a) *ANT-X-15221 Accountancy Services*
- b) *Name of your firm*
- c) *Number of emails that are sent e.g. 1 of 3, 2 of 3, 3 of 3.*

All documents attached to emails must be in PDF or scan form. Any excel or word documents must be accompanied by a PDF or scan version of the document. Documents submitted solely in excel, word or other 'soft copy' format shall lead to the bid being rejected.

**!** Proof of sending is not proof of reception and GOAL is not responsible for any technical issues that may prevent bids being received on time. Late delivery will result in your bid being rejected. All information provided must be perfectly legible.

#### 4.6 TENDER OPENING MEETING

Tenders will be opened at **8<sup>th</sup> January 2019 – 12.00pm GMT** at the following location:

**GOAL Head Office,  
First Floor, Carnegie House,  
Library Road,  
Dun Laoghaire,  
Co. Dublin,  
A96 C7W7,  
Republic of Ireland**

One **authorised representative** of each tenderer may attend the opening of the bids. Companies wishing to attend are requested to notify their intention by sending an e-mail at least 48 hours in advance to the following e-mail address: [clarifications@goal.ie](mailto:clarifications@goal.ie). This notification must be sent by an authorised officer of the tenderer and specify the name of the person who will attend the opening of the bids on the tenderer's behalf.

Tenderers are invited to attend the Tender Opening Meeting at their own cost. Only tenderers who email notification of intent to attend will receive any information in case of changes to date/time/venue of the tender opening.

### 5 EVALUATION PROCESS

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#### 5.1 EVALUATION STAGES

Tenderers will be considered for participation in the Contract subject to the following qualification process:

Phase #	Evaluation Process Stage	The basic requirements with which proposals must comply with
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<p><i>The first phase of evaluation of the responses will determine whether the tender has been submitted in line with the administrative instructions and meets the essential criteria. Only those tenders meeting the essential criteria will go forward to the second phase of the evaluation.</i></p>		
1	<b>Administrative instructions</b>	<p><b>1. Closing Date:</b> Proposals must have met the deadline stated in section 2 of these Instructions to Tenderers, or such revised deadline as may be notified to Tenderers by GOAL. Tenderers must note that GOAL is prohibited from accepting any proposals after that deadline.</p> <p><b>2. Submission Method:</b> Proposals must be delivered in the method specified in section 4.5 of this document. GOAL will not accept responsibility for tenders delivered by any other method. Responses delivered in any other method may be rejected.</p> <p><b>3. Format and Structure of the Proposals:</b> Proposals must conform to the Response Format laid out in Section 6 of these Instructions to Tenderers or such revised format and structure as may be notified to Tenderers by GOAL. <b><u>Failure to comply with the prescribed format and structure may result in your response being rejected at this stage.</u></b></p> <p><b>4. Confirmation of validity of your proposal:</b> The Tenderers must confirm that the period of validity of their proposal is not less than 90 (ninety) days.</p>
2	<b>Essential Criteria</b>	<p><b>1. Submission of copies of the following documents. Documents submitted must be valid at time of submission:</b></p> <ul style="list-style-type: none"> <li>a) Verghi Levasi (Tax Certificate)</li> <li>b) Faaliyet belgesi (Certificate of Good Standing)</li> <li>c) SMMM ruhsati (Individual Certificate of Accountant)</li> </ul> <p><b>2. Minimum Five years of accounting experience.</b></p> <p><b>3. Minimum Two years experience with Association Law accounting for an International Non-Governmental Organisation (INGO) or Non-Governmental Organisation (NGO)</b></p> <p><b>4. GOAL Account Manager and associated staff are fluent in English</b></p> <p><b>5. Confirm commitment to monthly in-person visits to GOAL offices in Antakya</b></p>
<p><i>The second stage of the evaluation will involve an assessment of the Tenderer’s personal and legal circumstances, economic and financial standing, to fulfil the obligations of the contract</i></p>		
3	<b>Legal, Economic &amp; Financial Criteria</b>	<ul style="list-style-type: none"> <li>• Review of Declaration Re Personal and Legal Circumstances (Appendix 1 Section 2).</li> <li>• Review of financial information and other documents submitted demonstrating that Tenderer has requisite financial stability (Appendix 1 Section 3).</li> <li>• Review of agreement with and signature of each page of GOAL’s Non Disclosure Agreement (NDA) (Appendix 4).</li> <li>• Review of agreement with and signature of each page of GOAL’s Standard Terms and Conditions (Appendix 5).</li> <li>• Tenderer is deemed to have the appropriate Insurance Policies (e.g. professional indemnity) in place and can evidence that the relevant premiums have been paid.</li> </ul>

<i>Each proposal that conforms to the Essential and Qualification Criteria will be evaluated according to the Award Criteria given below by GOAL.</i>		
<b>4</b>	<b>Award Criteria</b>	<p>Tenders will be awarded marks under each of the award criteria listed in this section to determine the most economically advantageous tenders. PLEASE NOTE: GOAL is requesting Tenders from potential providers who can provide <b>all</b> of the services outlined in Appendix 2 to this document and will not consider partial tenders.</p> <p><b>1. Technical Proposal and Experience</b></p> <ul style="list-style-type: none"> <li>• Number of clients who operate under Association Law</li> <li>• Number of years working with Association Law</li> <li>• Company profile</li> <li>• Reference quality</li> <li>• Experience of proposed GOAL Account Manager, and associated staff, working on GOAL account</li> <li>• Proposed approach/methodology meets or exceeds GOAL’s requirements under this contract</li> </ul> <p><b>2. Price</b> Prices offered will be evaluated on full cost basis (including all fees and taxes).</p> <p>Review of the quality and content of the technical offers further to minimum requirements met will be conducted by the Tender Committee.</p>
<b>5</b>	<b>Post selection</b>	References are found to be of good quality and provide evidence of technical capacity and other checks are found to be clear.

**5.2 TENDER EVALUATION**

GOAL will convene an evaluation team which may include members of the Finance, Logistics & Procurement, Programmes, Donor Compliance and Internal Audit, as well as 3<sup>rd</sup> Party technical input.

During the evaluation period clarifications may be sought by e-mail from Tenderers. Clarifications may include testimonials from customers in support of particular aspects of a tender, whether such aspects are contained in the original submission or in subsequent responses to requests for clarification. Deadlines will be imposed for the receipt of such clarifications and failure to meet these deadlines may result in the disqualification of the Tender or loss of marks. Responses to requests for clarification shall not materially change any of the elements of the proposals submitted. Unsolicited communications from Tenderers will not be entertained during the evaluation period.

**5.3 AWARD CRITERIA**

All prices must be in Turkish Lira and a comprehensive and clear breakdown of prices must be shown as part of the financial offer which is contained as Appendix 3 to the ITT document.

Prices offered will be evaluated on full cost basis (including all fees and taxes). If necessary during the analysis of offers, any currency conversions will be made at the InforEuro<sup>1</sup> rate for the date of bid opening.

No	Award criteria	Weighting (maximum points)
1.	Number of clients who operate under Association Law	5
2.	Number of years working with Association Law	5
3.	Company profile	5
4.	Reference quality	10
5.	Proposed methodology and experience of proposed GOAL account manager and associated staff working on GOAL account	15
6.	Price	60
<b>Total number of points</b>		<b>100</b>

- Marks for cost will be awarded on the inverse proportion principle (shown below):

$$\text{Score}_{\text{vendor}} = 60 \times (\text{price}_{\text{min}} / \text{price}_{\text{vendor}})$$

- Criteria 1-5 (technical criteria) will be scored out of 5 marks using the scoring matrix laid out in the table below. The initial score will be multiplied by the appropriate factor to achieve the final marks laid out above.

Mark	Justification
0	No response or response completely fails to meet the criterion under consideration and is not deemed adequate to score.
1	<b>Poor</b> – Very limited response provided. Deficiencies in response leading to significant cause for concern.
2	<b>Fair</b> – Some detail provided, but response is not detailed enough or at too high a level to demonstrate a workable solution. Deficiencies in response lead to some cause for concern
3	<b>Satisfactory</b> – A satisfactory response which demonstrates a reasonable understating of requirements, however response does not provide sufficiently convincing assurance that all requirements will be addressed
4	<b>Good</b> – Good response, clearly demonstrating an understanding that most requirements will be met however minor reservations exist that all requirements will not be addressed.
5	<b>Excellent</b> – Excellent response that fully meets or exceeds requirements, providing a comprehensive, detailed and convincing assurance that the tenderer will be able to deliver on all requirements.

**ALL FINANCIAL OFFERS MUST BE MADE ON THE BASIS OF ‘BEST AND FINAL OFFER’.**

<sup>1</sup> [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm)

## 6 RESPONSE FORMAT

### 6.1 INTRODUCTION

All proposals must conform to the response format laid out below. Where a tender does not conform to the required format the Tenderer may be requested to resubmit it in the correct format, on the understanding that the resubmission cannot contain any material change from the original. Failure to resubmit in the correct format within 3 (three) working days may result in disqualification.

By responding to this ITT, each Tenderer is confirming acceptance of the terms and conditions of this ITT.

If the Tenderer wishes to supplement their Response to any section of the ITT specifications with a reference to further supporting material, this reference must be clearly identified, including section and page number.

### 6.2 SUBMISSION CHECKLIST

Line	Item	How to submit	Tick attached
		Electronic Submission	
1	Appendix 1: Company Details, References & Declarations Forms	Complete, sign & stamp, scan and save as a single PDF entitled 'Appendix 1_Company Details, References & Declarations'	
2	Technical Offer as per Appendix 2 (Maximum 8 Pages excluding CV's)	Sign, stamp, scan and save as a single PDF entitled 'Technical Offer'	
3	Appendix 3: Financial Offer	Complete, sign, stamp, scan and save as a single PDF entitled 'Appendix 3_Financial Offer'	
4	Appendix 4: Non Disclosure Agreement (NDA)	Acknowledge agreement by signing and stamping each page, scan and save as a single PDF entitled 'Appendix 4_ Non Disclosure Agreement (NDA)'	
5	Appendix 5: GOAL Terms and Conditions	Acknowledge agreement by signing and stamping each page, scan and save as a single PDF entitled 'Appendix 5_GOAL Terms and Conditions'	
6	Copies of Essential Criteria Documents (Section 5.1 of this ITT): a)Verghi Levasi (Tax Certificate) b)Faaliyet belgesi (Certificate of Good Standing) c)SMMM ruhsati (Individual Certificate of Accountant)	Sign, stamp, scan and save as 'Essential Criteria Documentation'	
7	Copies of the appropriate Insurance Policies (e.g. professional indemnity) and evidence that the relevant premiums have been paid.	Sign, stamp, scan and save as 'Insurance Policies Documentation'	
8	<b>Optional:</b> If a Registered data processor with the Data Protection Commission	Please Attach copy of the registration and save as "Data Protection Registration"	

**BASED ON THE ABOVE SUBMISSION CHECKLIST THE MAXIMUM NUMBER OF PDF ATTACHMENTS IN YOUR SUBMISSION  
SHOULD BE 8**

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# APPENDIX 1 - COMPANY DETAILS, REFERENCES & DECLARATIONS

## 1 CONTACT DETAILS

This section must include the following information regarding the Individual or Company and any partners or sub-contractors:

Company Name		
Address		
Previous Name(s) if applicable		
Registered Address (if different from above)		
Company 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/TVA/Tax Registration Number		
Directors names and titles and any other key personnel		
Please state name of any other persons/organisations (except tenderer) who will benefit from this contract.		
Parent company (if any)		
Ownership		
Do you have associated companies? Tick relevant box. If YES – provide details for each company in the form of additional table as per <b>Contact Details</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>Primary Contact</b>	<b>Secondary Contact</b>
Name		
Current Position in the Organisation:		
No. of years working with the Organisation:		
Email address		
Telephone		
Mobile		

Other Relevant Skills:		
Institution (Date from – to)		
Degrees or Diplomas		

**1.1 PROFESSIONAL OR CORPORATE MEMBERSHIPS**

These are memberships with external professional bodies that your company is registered with (please note this is not the company/ business registration details). Please attach copies of any relevant certificates or memberships and use more lines if necessary:

No	Name of the body	Year of registration	Membership Number
1			
2			
3			
4			

**1.2 PROFILE**

Tenderers should note that the information requested below will be required under the Essential Criteria. In total the answers to these questions should take no more than 2 pages:

No	Description	Response
1	An outline of the scope of business activities, and in particular details of relevant experience regarding contracts of this nature	
2	Provide details of two contracts of a similar nature carried out in the last two years (please state customer name, delivery location, value of contract, and dates)	
3	The number of years the Tenderer has been in business in its present form providing accounting services	
4	Number of clients who operate under Association Law	
5	Number of years working with Association Law	
6	Number of years working with Association Law accounting for an International Non-Governmental Organisation (INGO) or Non-Governmental Organisation (NGO)	
7	Please provide a list of existing and former clients who work under Association Law;	
8	Any other relevant information	

### 1.3 REFERENCES

At least 3 (three) relevant **references from INGO/NGOs or other organisations who are registered under Association Law**; who may be contacted on a confidential basis to verify satisfactory execution of contracts must be supplied. These references may not be GOAL personnel or related to a GOAL contract. Respondents should supply this information for each of the references in the following format:

1	Name	
	Organisation	
	Address	
	Phone	
	Fax	
	Email	
	Nature of supply	
	Approximate value of contract	
2	Name	
	Organisation	
	Address	
	Phone	
	Fax	
	Email	
	Nature of supply	
	Approximate value of contract	
3	Name	
	Organisation	
	Address	
	Phone	
	Fax	
	Email	
	Nature of supply	
	Approximate value of contract	
4	Name	
	Organisation	
	Address	
	Phone	
	Fax	
	Email	
	Nature of supply	
	Approximate value of contract	

By including the above information, tenderers confirm that they have consent from the data subject to share this information with GOAL for the purpose of providing a reference, to allow GOAL to analyse offers and award a contract under this tender; and that the data subject understands that the personal data may be shared internally within GOAL and externally if required by law and donor regulations; and may be stored for a period of up to 7 years from the award of contract.

## 2 DECLARATION RE PERSONAL AND LEGAL CIRCUMSTANCES

THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE TENDERERS' ORGANISATION. Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation		Yes	No
1	The Tenderer is bankrupt or is being wound up or its affairs are being administered by the court or 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 regulations		
2	The Tenderer is 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		
3	The Tenderer, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct in the course of their business		
4	The Tenderer has not fulfilled its obligations relating to the payment of taxes or social security contributions in Ireland or any other State in which the tenderer is located		
5	The Tenderer, a Director or Partner has been found guilty of fraud		
6	The Tenderer, a Director or Partner has been found guilty of money laundering		
7	The Tenderer, a Director or Partner has been found guilty of corruption		
8	The Tenderer, a Director or Partner has been convicted of being a member of a criminal organisation		
9	The Tenderer, a Director or Partner is under investigation, or has been sanctioned within the preceding three (3) years by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice.		
10	The Tenderer has been guilty of serious misrepresentation in providing information to a public buying agency		
11	The Tenderer has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application		
12	The Tenderer has colluded between themselves and other bidders (a bidding ring), and/or the Tenderer has had improper contact or discussions with any member of GOAL staff and/or members of their family		
13	The Tenderer is 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		
14	The Tenderer has procedures in place to ensure that subcontractors, if any are used for this contract, apply the same standards.		
15	Consistent with numerous United Nations Security Council resolutions including S/RES/1269 (1999), S/RES/1368 (2001) and S/RES/1373 (2001), GOAL is firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. It is the policy of GOAL 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, <b>the Tenderer undertakes to use all reasonable efforts to ensure that it does not provide support to individuals or entities associated with terrorism.</b>		
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 tenders.			
Date			
Name			

Position	
Telephone number	
Signature and full name	

### 3 SELF-DECLARATION OF FINANCE AND TAX

**1. Turnover history**

**Turnover figures entered into the table must be the total sales value before any deductions**

‘Turnover of related products’ is for companies that provide items or services in multiple sectors. Please enter information on turnover of items or services that are similar in nature to the items or services requested under this tender.

Trading year	Total turnover TRY	Turnover of related services TRY
2017		
2016		
2015		

Include a short narrative below to explain any trends year to year

- 2. GOAL operates within the law of the country of operation and within international legal requirements. GOAL expects all companies to fulfil their legal obligations, including meeting their tax liabilities and duties in accordance with the relevant tax legislation. Please comment below if you feel there are any matters you need to bring to GOAL’s attention.**

*Please continue on a separate sheet if necessary.*

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 tenders.

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

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

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

Company Name & Address: \_\_\_\_\_

## APPENDIX 2 – TERMS OF REFERENCE

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The supplier must be able to commence delivery of all services specified in this terms of reference in February 2019.

The services required on a monthly basis, in accordance with GOAL terms and conditions (Appendix 4).

1. General Accountancy Services
  - 1.1. Preparing, notarizing, registering and keeping the legal books of the Company in accordance with the Turkish Commercial Code, Tax Procedural Law and all relevant Turkish legislation in line with Uniform Chart of Accounts (UCA) issued by the Ministry of Finance.
  - 1.2. Preparing trial balance, financial statements in accordance with 1.1 above
  - 1.3. Processing period-end closing procedures and one annual year-end financial statements Annex-8 to be submitted to Ministry of Interior
  - 1.4. Monthly in-person visit to GOAL offices in Antakya to prepare and review the above with GOAL staff
2. Notifications to all relevant authorities described under Turkish Association Law
  - 2.1. Receipt of cash from outside Turkey (excluding transfers from GOAL HQ), reported to all relevant authorities described under Turkish Association Law as applicable.
  - 2.2. Cash payments, regardless whether hard cash or bank transfer payments, reported to all relevant authorities described under Turkish Association Law as applicable.
  - 2.3. Report, in consultation with GOAL, all relevant income and expenditures to all relevant authorities described under Turkish Association Law including monthly tax and SGK reports, one annual VAT report
3. Fixed Assets reporting
  - 3.1. Processing Fixed Asset Ledger in accordance with the relevant Turkish tax procedural law.
4. Tax Returns
  - 4.1. Completion of legal declaration forms
  - 4.2. Preparing monthly tax returns ensuring GOAL as an International Humanitarian Organisation is compliant with all Tax requirements in Turkey (including but not limited to; Income Withholding Tax Returns, Stamp Tax Returns and Social Security Returns).
5. Payroll Processing and Reporting
  - 5.1. Processing payroll information on a monthly basis by the date agreed with GOAL in line with the legal requirements and the Client's policies
  - 5.2. Processing employee registration and deregistration to Social Security Office.
  - 5.3. Preparing personnel pay-slips
  - 5.4. Processing payroll journal entries
  - 5.5. Processing termination procedures for employees in line with Turkish Law. Calculate severance indemnity and inform to necessary offices.
6. Audit support
  - 6.1. Be available to provide on-site GOAL office support to Department of Association and/or Tax audits at short-notice – maximum 48-hour notice period.

7. Timing

7.1. Must be able to commence delivery of all services specified in this Terms of Reference in February 2019.

**GUIDANCE ON TECHNICAL OFFER SUBMISSION:**

The technical offer must show evidence that the tenderer has experience of performing all required points above. Tenderers are advised that technical offers should be no more than 8 pages (excluding CVs) addressing all GOALS requirements described in this Terms of Reference.

The technical offer should include as a minimum information on the following points:

- Proposed approach/methodology to meeting or exceeding GOALS requirements under this contract. Proposed approach should address the following:
  - outline of payroll processing process (when information is needed from GOAL, turn-a-round times, what software is used to connect with GOALS systems, calculation of Minimum Living allowance (MLA), what discounts and credits may be available, format of payslips.
  - Details on employee registration to the tax and social security systems.
  - An outline of processes for preparing the book of accounts, bank statement reconciliation process, in order to make the necessary statutory submissions, withholding tax calculations and returns processes.
- Brief summary of the proposed account manager's experience and qualifications
- CVs for the proposed account manager and any other proposed staff which includes details of the level of fluency in English (As Appendices to the Technical Offer)
- Confirmation of commitment to monthly in-person visits to GOAL offices.

Please note that all documents must be in English or translated into English.

## APPENDIX 3 - FINANCIAL OFFER

PLEASE NOTE: GOAL is requesting Tenders from potential providers who can provide **all** of the services outlined in Appendix 2 and will not consider partial tenders. Please ensure you have entered pricing for all service lines below.

<b>All costs must be in Turkish Lira (TRY) including VAT</b>					
	<u>Area of work</u>	<u>Monthly Fee</u>	<u>Yearly Amount for service</u>	<u>Based on (Projected Staff Level &amp; Hours to Provide the Service)</u>	<u>Notes or Exceptions</u>
<b>1</b>	<b><u>General Accountancy Services</u></b>				
1.1	Preparing, notarizing, registering and keeping the legal books of the Company in accordance with the Turkish Commercial Code, Tax Procedural Law and all relevant Turkish legislation in line with Uniform Chart of Accounts (UCA) issued by the Ministry of Finance.				
1.2	Preparing trial balance, financial statements in accordance with 1.1 above				
1.3	Processing period-end closing procedures and one annual year-end financial statements Annex-8 to be submitted to Ministry of Interior				
1.4	Monthly in-person visit to GOAL office in Antakya to prepare and review the above with GOAL staff				
<b>2</b>	<b><u>Notifications to all relevant authorities described under Turkish Association Law</u></b>				
2.1	Receipt of cash from outside Turkey (excluding transfers from GOAL HQ), reported to all relevant authorities described under Turkish Association Law as required.				
2.2	Cash payments, regardless whether hard cash or bank transfer payments, reported to all relevant				

	authorities described under Turkish Association Law as required.				
2.3	Report, in consultation with GOAL, all relevant income and expenditures to all relevant authorities described under Turkish Association Law including monthly tax and SGK reports, one annual VAT report				
<b>3</b>	<b><u>Fixed Assets reporting</u></b>				
3.1	Processing Fixed Asset Ledger in accordance with the relevant Turkish tax procedural law.				
<b>4</b>	<b><u>Tax Returns</u></b>				
4.1	Completion of legal declaration forms as required				
4.2	Preparing monthly tax returns ensuring GOAL as an International Humanitarian Organisation is compliant with all Tax requirements in Turkey (including but not limited to; Income Withholding Tax Returns, Stamp Tax Returns and Social Security Returns).				
<b>5</b>	<b><u>Payroll Processing and Reporting (For approx. 70 staff)</u></b>				
5.1	Processing payroll information on a monthly basis by the date agreed with GOAL in line with the legal requirements and the Client's policies				
5.2	Processing employee registration and deregistration to Social Security Office.				
5.3	Preparing personnel pay-slips				
5.4	Processing payroll journal entries				
5.5	Processing termination procedures for employees in line with Turkish Law. Calculate severance indemnity and inform to necessary offices.				
	<b><u>TOTAL COST OF SERVICES</u></b>				

6	<u>Audit support</u>	<u>Daily Rate</u>		<u>Based on (Projected Staff Level &amp; Hours to Provide the Service)</u>	<u>Exceptions or notes for extra expenses if any</u>
6.1	Be available to provide on-site GOAL office support to Department of Association and/or Tax audits at short-notice – maximum 48-hour notice period *. (*It is estimated that this support may be required in for 3 days per year)				

I confirm that my bid has a validity of 90 days.

I confirm that the proposal and the costs provided to accompany it are an accurate reflection of the costs that will be charged to GOAL according to the information provided in this request for quotation; and that there are no other costs associated with using the service that my company offers. I also confirm that I have the authority to sign on behalf of the company that is bidding.

By submitting this offer, I confirm that all data subjects have specifically consented to the use and storage of their data by GOAL for the purpose of analysing the offers and awarding a contract under this tender; and further understood that the personal data may be shared internally within GOAL and externally if required by law and donor regulations; and may be stored for a period of up to 7 years from the award of contract

Signed:		Address:	
Print name:		Position:	
Company Name:		Date:	

## **APPENDIX 4 - GOAL NON-DISCLOSURE AGREEMENT (NDA)**

GOAL NON DISCLOSURE AGREEMENT (NDA) INCLUDED AS A SEPARATE PDF DOCUMENT FOR REVIEW AND SIGNATURE BY THE  
TENDERER

## **APPENDIX 5 - GOAL TERMS AND CONDITIONS**

THE GOAL TERMS AND CONDITIONS TO BE USED FOR THE RESULTING SERVICE CONTRACT ARE INCLUDED AS A SEPARATE PDF DOCUMENT FOR REVIEW AND SIGNATURE BY THE TENDERER

## APPENDIX 6 – SPECIAL DONOR CONDITIONS

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Tenderers should note that this contract may be funded by any donor; the conditions contained in this Appendix are only a short list of the most pertinent special donor conditions at the time of tender.

These and other donors may have additional regulations that it is not practical to list here. Submission of an offer under this ITT assumes Service Provider acceptance of those conditions, whether noted here below or not.

### **USAID:**

The Vendor shall abide by both GOAL Standard Terms and Conditions provided in Annex 2, in addition to USAID Standard Provisions (<https://www.usaid.gov/sites/default/files/documents/1864/303maa.pdf>), in particular, but not limited, to:

- M1. Allowable costs
- M2. Accounting, Audit and Records
- M6. USAID Eligibility Rules for Procurement of Commodities and Services
- M7. Title to and Use of Property
- M10. Award Termination and Suspension
- M11. Recipient and Employee Conduct
- M12. Debarment and Suspension (full provision except for paragraphs c (2) to (4))
- M14. Preventing Terrorist Financing
- M15. Trafficking in Persons (paragraph a (1) to (3) only)

The following are required as applicable (RAA) Standard Provisions:

- RAA8. Travel and International Air Transportation
- RAA9. Ocean Shipment of Goods
- RAA10. Reporting Host Government Taxes

It is the responsibility of the Vendor to ensure that all Terms and Conditions are understood by it (including all relevant employees, agents and sub-contractors) and obligations under the USAID Standard Mandatory Provisions and other USAID requirements in this contract are met.

### **DFID:**

This contract will be subject to the relevant DFID (Department for International Development - UK - <https://www.gov.uk/government/organisations/department-for-international-development/about/procurement> special donor provisions that should be considered by your company, satisfied as complied with by GOAL Syria when receiving all required documentation.

The Vendor shall abide by both GOAL Syria Standard Terms and Conditions, in addition to DFID Standard Provisions ([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/69774/Humanitarian-Response-Funding-Guidelines.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69774/Humanitarian-Response-Funding-Guidelines.pdf)), in particular, but not limited, to:

GOAL and its partners must ensure that any procurement using grant funds meet international good practice, untied and free from narrow self-interest, using transparent processes, transparently fair and open competition, and good contract management, including prevention of malpractice.

GOAL and its partners should source goods and services from suppliers that clearly offer value for money, and whose work place practices meet corporate social responsibility standards. All DFID partners are required to respect

existing and future applicable sanctions legislation. It is the responsibility of the Vendor to ensure that all terms and conditions are understood and obligations under the DFID guidelines and any other DFID requirements in this contract are met. Complete texts of the above guidelines (including revisions to reflect this Present Contract) are available at the web link referenced above.

***ECHO***

This contract will be subject to the relevant ECHO (European Commission's Humanitarian Aid and Civil Protection department - [http://ec.europa.eu/echo/files/partners/humanitarian\\_aid/Procurement\\_Guidelines\\_en.pdf](http://ec.europa.eu/echo/files/partners/humanitarian_aid/Procurement_Guidelines_en.pdf)) special provisions.