

**Invitation to Tender (ITT) for the supply of Heavy-Duty Engine Oil for Diesel Engine Generators**

**REF: G-SY-ANK-W-19497**

|  |
| --- |
| **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** |

# About GOAL

Established in 1977, GOAL is an international humanitarian and development agency committed to working with communities to achieve sustainable and innovative early response in crises and to assist them to build lasting solutions to mitigate poverty and vulnerability. GOAL has worked in over 60 countries and responded to almost every major humanitarian disaster. We are currently operational in 13 countries globally. For more information on GOAL and its operations please visit [www.goalglobal.org](http://www.goalglobal.org).

GOAL has been working in Syria since late 2012, responding to the acute needs of conflict-affected communities in North West Syria, both through direct implementation and through partners, delivering food, non-food programming to highly vulnerable populations, providing Water, Sanitation and Hygiene (WASH) through support to Water units, as well as emergency support to recently displaced households.

# Proposed Timelines

|  |  |  |
| --- | --- | --- |
| **Line** | **Item** | **Date** |
| 1 | ITT published | 02 December 2019 |
| 2 | Closing date for clarifications | 15 December 2019, 23:59 o’clock, UTC/GMT +1 hour |
| 3 | Closing date and time for receipt of Tenders | 02 January 2020, 10am, UTC/GMT +1 hour |
| 4 | Tender Opening Locations | GOAL Dublin HQ, Ireland |
| 5 | Tender Opening Date and time | 12pm, 02 January 2020, UTC/GMT +1 hour |

# Overview of requirements

## Supply Overview

GOAL invites prospective suppliers to reply to this Invitation to Tender (ITT) and submit their bids for Heavy-Duty Engine Oil for Diesel Engine Generators.

The winning Tenderer(s) will be required to enter into a contract with GOAL for the provision of the supply of engine oil that meets minimum mandatory specification requirements outlined in the attached Appendix 6.

Suppliers must agree to supply under GOAL’s Standard Terms and Conditions included in Annex 1 and Annex 2 of this document.

The supplies are required to be delivered DDP (Incoterms 2010) into GOAL warehouse locations in northwest Syria, specifically (but not limited to) Kafr Takharim, Ma'arrat Tamasrin and Darkoush, Idleb Governorate as well as Azzaz in Northern Aleppo area in Syria.

Tenderers must demonstrate as part of their tender submission:

* Capability to provide approximately 60,000 litres/annum supplied in metal or plastic containers (maximum of 25 litres and metal barrels (minimum 100 litres and up to 250 litres). Orders will be placed approximately each 3 months by issuing a Purchase Order (PO) to the supplier.
* Capability to deliver to a specified location in northwest Syria within 30 days of a formal Purchase Order from GOAL.
* Capability to deliver supplies to northwest Syria, specifically (but not limited to) Kafr Takharim, Ma'arrat Tamasrin and Darkoush, Idleb Governorate as well as Azaz in Northern Aleppo in Syria.

Tenderers must provide the following information for validation by GOAL:

* References from 2 other customers (ideally including other NGOs/INGOs) (See Appendix 1)
* Information about previous similar contracts supplying engine oil or other petroleum products (see Appendix 8)
* All mandatory certificates (as of Appendix 5) and any additional certificates.
* Other related information- please see 6.2. Submission Checklist of this document.

The proposed contract type is a GOAL Framework Agreement (FWA) for an initial 12-month period, **which may be extended at GOAL’s discretion to two additional 12-months periods** depending on supplier performance, funding and requirements.

## Scope of work

GOAL will issue a Purchase Order (PO) under a Framework Agreement to the supplier. After receipt of a duly authorised Purchase Order, the Engine Oil supplier:

### Shall arrange the delivery of Engine Oil stated in the Purchase Order within the agreed timeline to the agreed locations.

* + 1. Provide additional supporting documents GOAL may request.
    2. Have an accountant or financial representative who can arrange for invoicing, account management, etc. to coordinate with GOAL staff on invoicing and payments.
    3. Notify GOAL immediately of any problems with making arrangements, expected delays or other difficulties.

## Framework Agreement (FWA)

A framework agreement (FWA) is an agreement with a single supplier (or group of suppliers) to establish terms governing contracts that may be awarded during a specified period. In other words, it sets out terms and conditions for making specific purchases at a set fee. GOAL, as contracting authority, does not guarantee any volume of orders under FWA’s as all purchases will be based on the needs and activities of GOAL.

The FWA will set prices for the FWA duration (initially for 1 year with the possibility to renew on an annual basis up to a maximum of 3 years).

To participate in the framework, respondents will need to be successful in this tender exercise. When a framework is established with a supplier, the purchasing mechanism will be based on a Purchase Order - so when GOAL requires supplies, a Purchase Order will be sent to the supplier and that will be how each order is confirmed. Each Purchase Order will be an individual contract based on the rate contained within the FWA.

In case of establishing multi-supplier Framework Agreement the purchasing mechanism may be based on a rotation or priority system, with individual orders placed according to GOAL’s internal priorities at the time of order.

GOAL may at its sole discretion request laboratory tests to be conducted on goods before they are shipped to final destination. Requested laboratory tests will be indicated in the Purchase Order.

# Terms of the Procurement

## Procurement Process

### This competition is being conducted as an Open International Invitation to Tender (ITT). The Contracting Authority for this procurement is GOAL.

## Clarification and query handling

### GOAL has taken care to be as clear as possible in the language and terms used to compile this Invitation to Tender (ITT). Where any ambiguity or confusion arises from the meaning or interpretation of any words or terms used in this document or any other document relating to this ITT, 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 ITT.

### Requests for additional information or clarifications can be made up until **15 December 2019** and no later. Any queries about this ITT should be addressed in writing to GOAL via email on clarifications@goal.ie. Answers shall be collated and shared with all bidders in a timely manner.

## Conditions of Tender Submission

### All documentation must be completed in English.

### Suppliers must respond to all requirements set out in this document and complete their offer in the format provided.

### Failure to complete any documentation in the required format will, in almost all circumstances, result in the rejection of the tender. Failure to re-submit correctly formatted documents within 3 (three) working days of such a request will result in disqualification.

### Suppliers must disclose all relevant information to ensure that all tenders are fairly and legally evaluated. Additionally, Suppliers 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 supplier knows to be relevant or to mislead GOAL and/or its evaluation team in any way will result in the disqualification of the tender.

### Tenders must detail all costs requested in this document. 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 document. Suppliers attention is drawn to the fact that, in the event of a Contract/ Framework Agreement being awarded to them, the attempted imposition of undeclared costs will be considered a condition for default.

### Any conflicts of interest (including any family relations to GOAL staff) involving a supplier 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 supplier.

### GOAL will not be liable in respect of any costs incurred by suppliers in the preparation and submission of tenders or any associated work effort.

### GOAL will conduct this Invitation to Tender (ITT), 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.

### GOAL is not bound to accept any tender submitted.

### GOAL reserves the right to split the award of any resulting contract between different suppliers in any combination it deems appropriate, at its sole discretion.

### Suppliers will seek written approval from GOAL before entering into any sub-contracts for the purpose of fulfilling any resulting contract. Full details of the proposed subcontracting company and the nature of their services will be included in the written request for approval. Written requests for approval must be in accordance with the conditions set out in any subsequent contract.

### GOAL reserves the right to refuse any subcontractor that is proposed by the supplier.

### 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.

### Information supplied by suppliers will be treated as contractually binding. However, GOAL reserves the right to seek clarification or verification of any such information.

### GOAL reserves the right to terminate the tender process at any stage.

### Unsuccessful suppliers will be notified.

### 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.

### This document is not construed in any way as an offer to contract.

### GOAL and all contracted suppliers and suppliers appointed to restricted lists, 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 including USAID and/or their agents have rights of access to GOAL and/or any of its suppliers for audit purposes. Donors may also have additional regulations that it is not practical to list here. Submission of an offer under ITT assumes the supplier’s acceptance of these conditions.

### 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.

## Quality Control

Quality inspection will be carried out before the final contract award to verify the quality of the engine oil matches the requirements. GOAL will provide further information regarding the quality inspection process to chosen suppliers during the evaluation process. GOAL may also choose to visit suppliers, including nominated sub-contractors during the evaluation process or at any stage of any subsequent contract that may be awarded following the ITT. Sub-contractors must be pre-approved by GOAL and GOAL reserves the right to refuse any sub-contractor.

Before each delivery by the awarded supplier, parties nominated by GOAL may carry out random quality inspections from samples. The cost of the quality control inspections will be covered by GOAL. In cases of a supplier’s quality default the costs of additional quality inspections and will be charged to the supplier.

## Submission of ITT

Submissions must be delivered electronically in the following way:

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

* 1. G-SY-ANK-W-19497 Engine Oil
  2. *Name of supplier*
  3. *Number of emails that are sent e.g. 1 of 3, 2 of 3, 3 of 3*.

All documents submitted must be in scan or PDF format and sent as an attachment (links to share drives will not be accepted). No word or excel documents will be accepted. Each page must be signed and stamped by the supplier. Suppliers will receive an automatic reply from [hqtenders@goal.ie](mailto:hqtenders@goal.ie) when the emails are electronically submitted.

Proof of sending is not proof of receipt. GOAL accepts no responsibility for technical or system malfunctions that prevent bids from being properly received. Late delivery will result in your bid being rejected. All information provided must be perfectly legible.

## Tender Opening Meeting

Tenders will be opened at 12pm, 2 January 2020, UTC/GMT +1 hour 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 supplier may attend the opening of the bids. Suppliers wishing to attend must notify GOAL of their intention by sending an e-mail 48 hours in advance to the following e-mail address: [procurement@goal.ie](mailto:procurement@goal.ie). This notification must be signed by an authorised officer of the supplier and specify the name and role of the person who will attend the opening of the bids on the supplier's behalf.

Suppliers are invited to attend at their own cost.

# Evaluation Process

## Evaluation stages

Suppliers will be considered for an award of contract subject to the following qualification process:

|  |  |  |
| --- | --- | --- |
| **Phase #** | **Evaluation Process Stage** | **The basic requirements with which proposals must comply with** |
| *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 award criteria phase of the evaluation.* | | |
| **1** | **Administrative instructions** | 1. **Closing Date:**   Proposals must have met the deadline stated in section 2 of these Instructions to suppliers, or such revised deadline as may be notified to suppliers by GOAL. Suppliers must note that GOAL is prohibited from accepting any proposals after that deadline.   1. **Submission Method:**   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.   1. **Format and Structure of the Proposals:**   Submissions must conform to the response format laid out in section 6 of this document, and the Appendices, or such revised format and structure as may be stipulated by GOAL. Failure to comply with the prescribed format and structure may result in the submission being rejected.   1. **Confirmation of validity of your proposal:**   The suppliers must confirm that the period of validity of their proposal is not less than 90 (ninety) days. |
| **2** | **Essential Criteria** | 1. Copies of all mandatory certificates requested in Appendix 5 to this document must be submitted. 2. Submissions must demonstrate ability to meet minimum mandatory requirements of technical specifications included as Appendix 6 to this document. 3. Submissions must demonstrate capability to deliver within minimum 30 calendar days of date of order, excluding the time taken for external sample testing to be completed. 4. The supplier must confirm their capability to make ready the whole quantity within the agreed timeline after a PO is approved for random sampling to be collected by GOAL’s nominated third-party testing laboratory in Turkey. |
| *Each proposal that conforms to the Administrative and Essential will be evaluated according to the Award Criteria given below by GOAL.* | | |
| **3** | **Award Criteria** | Tenders will be awarded marks under each of the following award criteria listed in this section to determine overall Value For Money (**VFM**):   1. Quality 2. Price |
| *Qualification checks occur throughout the tender process* | | |
| **4** | **Qualification Checks** | References and other checks will be reviewed to ensure supplier has required capacity and quality.  In-depth review of financial accounts and other documents submitted; supplier is judged to have requisite financial stability and legal status. |

## Tender Evaluation

GOAL will assemble an evaluation team which may include members of the Finance, Logistics, Programmes, Donor Compliance and Internal Audit, as well as 3rd Party technical input.

During the evaluation period, clarifications may be sought by e-mail from suppliers. 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 suppliers will not be entertained during the evaluation period.

## Award Criteria

Tenders will be awarded marks under each of the award criteria listed in this section to determine best Value For Money (**VFM**).

**Quality (30 Marks)**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Score available | Maximum score |
| Oil Category Offered\* | CK | 15 | 15 |
| CJ | 12 |
| CI | 10 |
| CH | 8 |
| CG | 4 |
| Previous Contracts | Provided 2 or more previous contracts | 7 | 7 |
| Provided 1 previous contract | 4 |
| Experience delivering in North West Syria | Provided 2 or more previous contracts | 8 | 8 |
| Provided 1 previous contract | 5 |
|  | **Total:** | | **30** |
|  |  |  |  |

**\*Note:** Suppliers must offer one type of oil category only. If more than 1 category of oil is offered, GOAL will evaluate the lowest cost accepted oil category only and disregard the rest of the offered categories.

**Price (70 Marks)**

All prices must be in United States Dollars (USD). Please round two decimal places throughout. Any financial offers that contain more than two decimal places will be rounded.

Prices offered will be evaluated on full cost basis (including all fees and taxes) as per Appendix 6

Price offers will be scored according to the calculation formula below:

**Score supplier = 70 x (price min / price supplier)**

|  |  |  |
| --- | --- | --- |
| **No** | **Qualitative award criteria** | **Weighting (maximum points)** |
| 1. | Quality | 30 |
| 2. | Price | 70 |
|  | **Total number of points** | **100** |

# Response Format

## Introduction

It is critical that suppliers read and fully understand the instructions given in this section. All submissions must conform to the response format laid out below. Where a submission does not conform to the required format, the supplier 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 supplier is required to accept the terms and conditions of this ITT. Should a supplier not comply with these requirements, GOAL may, at their sole discretion, reject the response.

## Submission Checklist - Invitation To Tender (ITT)

Suppliers must follow the checklist below. Failure to comply with this instruction will almost certainly mean your submission will be unsuccessful.

|  |  |  |
| --- | --- | --- |
| **Line** | **Item** | **Administrative Instruction** |
| 1 | Appendix 1 - Company Details | Complete, sign, stamp and return as separate PDF entitled ‘Appendix 1 Company Details’ and **a copy** of company **registration certificate** with the Chamber of commerce. |
| 2 | Appendix 2 - Declaration of personal and legal circumstances | Complete, sign, stamp and return as separate PDF entitled ‘Appendix 2 Declaration Personal & Legal circumstances’ |
| 3 | Appendix 3 - Self declaration of finance and tax | Complete, sign, stamp and return as separate PDF entitled ‘Appendix 3 Declaration Finance & Tax’ |
| 4 | Appendix 4 - ITT Statement | Complete, sign, stamp and return as separate PDF entitled ‘Appendix 4 ITT Statement’ |
| 5 | Appendix 5 - Certifications | Please supply copies of each certificate in PDF format naming each PDF with the Certification Title e.g. API Certificate |
| 6 | Appendix 6 - Technical Specifications | Sign, stamp and return as separate PDF entitled ‘Appendix 6 Technical Specifications’ |
| 7 | Appendix 7 - Financial Offer | Complete, sign, stamp and return as separate PDF entitled Appendix 7 Financial Offer |
| 8 | Appendix 8 - Previous Contracts | Complete, Sign, Stamp and Return as separate PDF entitled ‘Appendix 8 Previous Contracts’. |

# Appendices & Annexes

**Appendix 1 - Company Information**

**Appendix 2 - Declaration Re Personal and Legal Circumstances**

**Appendix 3 - Self Declaration Tax**

**Appendix 4 - ITT Statement**

**Appendix 5 - Certifications**

**Appendix 6 - Technical Specifications**

**Appendix 7 - Financial Offer**

**Appendix 8 - Previous Contracts**

**Annex 1 - Goal Standard Terms and Conditions (Attached as Separate PDF)**

**Annex 2 - GOAL Standard Form Framework Agreement (Attached as Separate PDF)**

# 

# Appendix 1 - Company details

## 7.1.1. Contact Details

This section must include information regarding the individual or company and any partners or sub-contractors:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the contact person |  | | |
| Registered address of the supplier |  | | |
| 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 | o Company  o Partnership | | o Joint Venture  o 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 supplier) who will benefit from this contract (GOAL compliance matter) |  | | |
| Parent company |  | | |
| Ownership |  | | |
| Does supplier have associated companies? Tick relevant box. If YES – provide details for each company in the form of additional table as per **Contact Details** | o Yes o No | | |
|  | **Primary Contact** | **Secondary Contact** | |
| Name |  |  | |
| Current Position in supplier’s organisation: |  |  | |
| No. of years working with the supplier: |  |  | |
| Email address |  |  | |
| Telephone |  |  | |
| Mobile |  |  | |
| Other Relevant Skills: |  |  | |
| Institution (Date from – to) |  |  | |
| Degrees or Diplomas |  |  | |

## 7.1.2. PROFILE

Suppliers 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 | The number of years the supplier has been in business. |  |
| 3 | Outline any previous experience delivering goods to NW Syria |  |
| 4 | Where the supplier proposes to use subcontractors or resellers/ distributors in the execution of the agreement this section should include details of the quality assurance mechanisms used by the supplier to monitor the activities of its subcontractors or resellers/ distributors. Suppliers should note that commitment to quality, as evidenced by the existence of such quality control procedures, will be used as a Qualification Criteria. |  |
| 5 | Any other relevant information. |  |

## 7.1.3. REFERENCES

At least 2 (two) relevant references 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. Suppliers 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 |  |

# Appendix 2 - Declaration of Personal and Legal circumstances

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE SUPPLIER. Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation | | | Yes | No |
| 1 | The supplier 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 supplier 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 supplier, 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 supplier has not fulfilled its obligations relating to the payment of taxes or social security contributions in Ireland or any other state in which the Supplier is located. | |  |  |
| 5 | The supplier, a director or partner has been found guilty of fraud. | |  |  |
| 6 | The supplier, a director or partner has been found guilty of money laundering. | |  |  |
| 7 | The supplier, a director or partner has been found guilty of corruption. | |  |  |
| 8 | The supplier, a director or partner has been convicted of being a member of a criminal organisation. | |  |  |
| 9 | The supplier, 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 supplier has been guilty of serious misrepresentation in providing information to a public buying agency. | |  |  |
| 11 | The supplier has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application. | |  |  |
| 12 | The supplier has colluded between themselves and other bidders (a bidding ring), and/or the Supplier has had improper contact or discussions with any member of GOAL staff and/or members of their family. | |  |  |
| 13 | The supplier 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 supplier has procedures in place to ensure that subcontractors, if any are used for this contract, apply the same standards. | |  |  |
| 15 | The supplier will ensure during the term of any contract granted under the ITT that it will maintain appropriate policies in force with a reputable insurance company, and will, on GOAL’s request, produce a copy of the insurance certificate providing details of the cover and a copies of receipts for all premiums paid. | |  |  |
| 16 | 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, **the** Supplier **undertakes to use all reasonable efforts to ensure that it does not provide support to individuals or entities associated with terrorism.** | |  |  |
| I certify that the information provided above is accurate and complete to the best of my knowledge and belief.  I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in future tenders. | | | | |
| Date | |  | | |
| Name | |  | | |
| Position | |  | | |
| Telephone number | |  | | |
| Signature and full name | |  | | |

# Appendix 3 - Self-declaration of finance and tax

|  |  |
| --- | --- |
| **Turnover history** | |
| **Turnover figures entered in the table below 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 ITT. Please indicate the currency. | |
| **Trading year** | **Total turnover** |
| **2018** |  |
| **2017** |  |
| **2016** |  |
| Include a short narrative below to explain any trends year to year | |
|  | |
| **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): |  | | |
| Print  name: |  | Date: |  |
| Company Name: |  | Company Stamp: |  |

# Appendix 4 - Invitation to Tender (ITT) statement

[Complete and return the following form ‘Invitation to Tender (ITT) Statement’, printed, signed and stamped]

**ITT STATEMENT**

**TO:** GOAL

**RE: ITT:** Invitation to Tender for the supply of approximately 60,000 litres per annum of Heavy-Duty Engine Oil to GOAL warehouse locations in Northwest Syria, specifically (but not limited to) Kafr Takharim, Ma'arrat Tamasrin and Darkoush (Idleb Governorate) as well as Azaz (Northern Aleppo) in Syria Ref: ANK-W-19497 and to issue a Framework Agreement (FWA).

Having examined all sections, appendices and annexes of your Invitation to Tender (the “ITT”) we hereby agree and declare the following:

1. We accept all of the Terms and Conditions of the ITT, GOAL’s Standard Terms and Conditions for Contracts of Services and The Terms and Conditions of GOAL’s Framework Agreement (FWA) included as Annex 1 & 2 within this ITT.
2. We confirm we have fully reviewed and can fully meet the detailed Technical Specifications included in Appendix 6 of this document.
3. Following PO approval, we confirm we can make the whole quantity ready within the agreed timeline for random sampling to be collected by GOAL’s nominated third-party testing laboratory in Turkey. Orders will be placed approximately each 3 months by issuing a Purchase Order (PO) to the supplier.
4. We confirm we can meet the required Lead Time of maximum 30 Calendar Days with Lead Time meaning Date from formal receipt of a PO to final delivery to a designated location inside North West Syria on DDP Incoterms excluding the time needed for quality testing by a third-party laboratory in Turkey appointed by GOAL.
5. We confirm that the period of validity of our proposal is not less than 90 (ninety) days.

|  |  |
| --- | --- |
| Date: |  |
| Full Name: |  |
| Position: |  |
| Signature and company stamp: |  |

**APPENDIX 5 - CERTIFICATIONS**

**Certification**

**Please supply copies of each certificate listed below. Please identify each certificate with the code outlined in the table below. Please note that submission of the mandatory certificates listed below is an essential criterion.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Mandatory Certificates:** | | | | | |
| **Name of Certificate\*** | **Purpose of Certificate** |  | Date  This Certificate is issued | Date this Certificate expires | Comments from Company |
| **Chamber of Commerce registration certificate** | Company registration confirmation | Submit a valid, up to date copy of this certificate. |  |  |  |
| **ISO Certificate 9001** | Quality Management System Certificate | Submit a valid, up to date copy of this certificate. |  |  |  |
| **Certificate of Credit from API or equivalent** | Quality Management Certificate | Submit a valid, up to date copy of this certificate. |  |  |  |
| **Material Safety Data Sheet (MSDS)** | Occupational safety and health for the use of the product | Submit a valid, up to date copy of this certificate |  |  |  |
| **Technical Data Sheet (Typical Characteristics) for the product** | Product composition, methods of use, operating requirements, common applications, warnings etc. | Characteristics must contain the specified properties from Appendix 6 |  |  |  |

**Additional certificates:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Certificate\*** | **Purpose of Certificate** |  | Date your Company received this Certificate | Date this Certificate expires | Comments from Company |
| **Company Tax certificate** | Confirms that company’s tax affairs are in order | Submit a valid, up to date copy of this certificate. |  |  |  |
| **Authorised Signatory list of the company** | List of authorized personnel who can sign documents for company | Submit a valid, up to date copy of this certificate. |  |  |  |
| **Certificate of Analysis of the product** | Chemical level of Analysis of components and structure of each product | Submit an example copy of a recent certificate. |  |  |  |
| **Certificate of Origin for the product** | Confirmation that goods are wholly obtained, produced, manufactured or processed in particularly country | Submit a valid, up to date copy of this certificate |  |  |  |

**\* if you have multiple certificates for your company's activities or products, please provide information additionally in this table**

**APPENDIX 6 - Technical Specifications**

* Oil should be provided with multi-viscosity grade 20 W 50 especially for diesel engines.
* In accordance with American Petrol Institute (API) specifications, the categories CA / CB / CC / CD / CE /CF are not accepted (i.e., for each category, if the second letter with Alphabetical order is less than G, it will be excluded and will not considered for evaluation).
* Accepted categories of engine oil are CK, CJ, CI, CH, CG.
* Accepted categories of engine oil for diesel engines must fall within the minimum and maximum value specified in the following table:

|  |  |  |  |
| --- | --- | --- | --- |
| **Properties** | **Test method** | **MIN** | **MAX** |
| Viscosity (Cst) @ 100 °C | ASTM D 445 | 16.3 | 21.9 |
| Viscosity index | ASTM D 2270 | 120 | - |
| Viscosity (cp) @ -15 °C | ASTM D 5293 | - | 9500 |
| Pour point | ASTM D 97 | - | -23 °C |
| Flash point | ASTM D 92 | 220 | - |
| High–Shear Viscosity (cp) @150 °C | ASTM D 6483 | 3.7 | - |
| Total Base Number (T.B.N) (mg KOH / g) | ASTM D 2896 | 9.9 | - |
| Sulphated Ash %Wt. | ASTM D 874 | - | 1.8 |
| Copper Strip Corrosion 3hrs/100° C | ASTM D 130 | - | 2a |
| Foaming Tendency /Stability | ASTM D 892 | - | 10/50/10 |
| Evaporation Loss (Weight loss after(1hrs) at 250C° | ASTM D 5800 | - | 16% |
| Zinc Content %Wt. max | ASTM D 4628 | - | 0.1 |

* Engine Oil must be supplied in two types of containers:

1) Metal or plastic container with capacity of maximum of 25 litres, and

2) Metal barrels with capacity minimum 100 litres and up to 250 litres.

**APPENDIX 7 - Financial Offer**

**FINANCIAL OFFER:**

Tenderers must quote for both item specification, Engine Oil (delivered in metal or plastic containers) and Engine Oil (delivered in metal barrels). Tenderers do not have to quote for all oil categories per item specification and litres capacity, but they must be aware of the award criteria as set out at section 5.3. Tenders will be awarded based on the category of oil, price and previous experience.

Tenderers must meet the minimum mandatory requirements of specifications. Detailed specifications can be found in Appendix 6.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Engine Oil Prices** | | | | | | | |
| Specifications | | Unit | Quantity required in litres (approx. for 1 year) | Oil Category offered (CK, CJ, CI, CH, CG)\*\* | Capacity and type of containers/barrels | | Unit Cost (USD) (including VAT) | Total Cost (USD)  (including VAT) |
| Heavy duty engine oil for diesel engines with grade 20W-50.  To be supplied in **metal or plastic containers**. Capacity of containers must be **maximum 25 litres**).  Detailed specification as per Appendix 6. | | Litre | 10,000\* |  |  | |  |  |
| Heavy duty engine oil for Diesel engines with grade 20W-50.  To be supplied in **metal barrels** with capacity of **minimum 100 litres and up to 250 litres.**  Detailed specification as per Appendix 6. | | Litre | 50,000\* |  |  | |  |  |
|  | **Additional Costs** | | | | | | | |
| Transportation Cost | | | | |  | | | |
| Other charges including customs charges/ import duties, packing fees, fuel cost (for delivery), insurance and any other additional costs | | | | |  | | | |
|  | **Total Cost (USD) (including VAT)** | | | |  | | | |
|  | **Lead Times** | | | | | | | |
| Lead time for sample collection (order ready for shipment) (calendar days) | | | | |  |  | | |
| Lead time from sample approval to delivery to specific location in North West Syria (calendar days) | | | | |  |  | | |
| Validity of quote (days) | | | | |  |  | | |
| Delivery terms and location | | | | |  | DDP INCOTERMS (2010) | | |
|  | Quality Specifications | | | | | | | |
| List any quality control tests/analysis that will be conducted on the engine oil. Suppliers will be asked to include these results with the delivery of the engine oil. | | | | |  | | | |

**\*Note:** Required quantity is estimated for a period of 1 year and will be used for evaluation purposes. Separate Purchase Orders (PO) will be issued to the winning supplier outlining exact quantity required for each delivery. Transport costs will depend on the volume of each PO.

**\*\*Note:** Suppliers must offer one type of oil category only. If more than 1 category of oil is offered, GOAL will evaluate the lowest cost accepted oil category only and disregard the rest of the offered categories.

**APPENDIX 8: previous Contracts**

## Quality and Delivery

Please provide details below of any similar contracts in chronological order starting with the most recent, for the provision of similar services.

|  |  |
| --- | --- |
| Contract 1 |  |
| Contract with? (Organisation name) |  |
| Start and end date of contract |  |
| Goods supplied |  |
| Location where goods were supplied to |  |
| Value of contract |  |
| Contact person to confirm contract details, include phone and email contact information. |  |

|  |  |
| --- | --- |
| Contract 2 |  |
| Contract with? (Organisation name) |  |
| Start and end date of contract |  |
| Goods supplied |  |
| Location where goods were supplied to |  |
| Value of contract |  |
| Contact person to confirm contract details, include phone and email contact information. |  |

|  |  |
| --- | --- |
| Contract 3 |  |
| Contract with? (Organisation name) |  |
| Start and end date of contract |  |
| Goods supplied |  |
| Location where goods were supplied to |  |
| Value of contract |  |
| Contact person to confirm contract details, include phone and email contact information. |  |
|  |  |
| Contract 4 |  |
| Contract with? (Organisation name) |  |
| Start and end date of contract |  |
| Goods supplied |  |
| Location where goods were supplied to |  |
| Value of contract |  |
| Contact person to confirm contract details, include phone and email contact information. |  |

# Annex 1 – Goal Standard Terms and Conditions for goods

Attached as separate PDF

# Annex 2 – GOAL Standard Form Framework Agreement

Attached as separate PDF