



Invitation to Tender (ITT) for the service of Third Party Inspection Services under a Framework Agreement (FWA)

REF: G-SY-ANT-X-21460 Third Party Inspection Services FWA

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

Please provide as much detail as possible with any reports

1 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 <https://www.goalglobal.org/>.

GOAL has been working in Syria since 2012, responding to the acute needs of conflict affected communities. GOAL is working in Idlib Governorate, in close coordination with local partners, delivering food and non-food aid, cash and voucher programmes, livelihood, shelter and water and sanitation support to highly vulnerable populations.

2 PROPOSED TIMELINES

Line	Item	Date
1	ITT published	Wednesday, March 3 rd , 2021
2	Closing date for clarifications	Friday, March 26 th , 2021, 23:59 GMT
3	Closing date and time for receipt of Tenders	Friday, April 2 nd , 2021, 23:59 GMT
4	Tender Opening Date and time	Monday, April 5 th , 2021 10:00 GM

3 OVERVIEW OF REQUIREMENTS

3.1 SERVICE SPECIFICATION

GOAL invites prospective suppliers to submit tenders for Third Party Inspection Services; the technical parameters must meet or exceed minimum specification requirements as outlined below:

A. Onsite Inspection	
Production Control	
✓	Factory Conditions and Quality Management
✓	Production Compliance with GOAL specifications and Contract
Inspection of Finished Product	
✓	General Status of Cargo
✓	Packaging material, size and performance
✓	Packaging integrity
✓	Content inspection
✓	Net weight and quantity
✓	Marking and shelf life
B. Sampling	
✓	Sampling Protocol
✓	Sampling Report
C. Loading and Off-Loading	
✓	Inspection of Carrier
✓	Supervision of Loading Operation
✓	Visual Quality of Product
✓	Quantity and weight
✓	Supervision of off-loading operation
✓	Loading/Off-Loading Report
D. Reporting	
✓	Daily Report/Photos
✓	Final Report
✓	Records Management

ONSITE INSPECTION

A. PRODUCTION CONTROL

1.a Factory Conditions and Quality Management

- Be present in the factory for the time period required by GOAL (in regular working hours) for production and/or make unannounced visits in frequency specified by GOAL.

Verify the production process,

- Verify QC / QA checks are conducted for products and packaging as per parameters agreed in contract. GOAL will request food supplier(s) to share fortification steps and schedule; consequently GOAL will assign an inspector. Inspection Company shall be responsible to verify condition of premises (expiry dates, brand etc..) that used for fortification. Inspection Company shall also be responsible for monitoring the physical condition of production line. Inspection Company shall perform the inspection and check during working hours.
- Check calibration certificates of all devices and scales used; QC records; fortification log and controls sheet, fumigation records; etc.

2.a Production Compliance with GOAL Specifications and Contract

- Monitor the fumigation process and checking raw material that are going to be packaged.

3.a Inspection of Finished Product

- As part of onsite inspection, the inspector shall check general status of the cargo.
All products that are non-conforming (e.g., wet, mouldy, damaged, dusty, infested, toxic seeds, etc.) **shall be rejected.**
- For grains: Inspector shall perform grading of the grain as per **GAFTA rules.**

3.a.1 General Status of Cargo

Inspector shall check:

- Visual aspects of food quality (Live insect activity or dead insects, Smell, Mould and Moisture etc..)
- Visual aspects of packaging (Damage / leakage / spillage, Cleanliness, Box / Bags printing)
- Visual aspects of NFI-Non-Food Items (Winterization Kits, Hygiene Kits, Kitchen Sets, Household Kits, Engine Oil etc..) Quality assurance shall be completed as per contract requirement such as physical conditions of the items, expiry dates, size, weight, type of material checks, labelling.
- Any other aspect that may cause further deterioration of the product during transportation or listed in specification.

4.a Packaging Material, Size, and performance

Inspectors shall check:

- Packaging size, weight (gross, net)
- Technical parameters of packaging material (e.g. resistance of the strapped box thickness of the liner, stacking limitation, grammage (carton, PP woven bag)

5.a Packaging Integrity

Inspector shall check:

- Check all aspects of package integrity including but not limited to packaging, sealing, stitching, punctures, tearing, swelling, leakage, delamination, etc.
- In case of vegetable oil (or other liquid products), randomly selected bottles/jerry cans shall be upturned, squeezed, and check for leaks.

As part of packaging integrity check drop test shall be applied on bags of cereal, pulses, oil seed, flours, bulgur.

There shall be no rupture or loss of contents because of the test (the required minimum number of units to be checked with drop test is 3 cartons per 500mt). If only the carton is damaged, it shall be replaced.

6.a Content Inspection

- Unless otherwise specified, Inspectors shall open the units and visually inspect the content and internal packaging. This inspection must be performed in clean, comfortable condition with supplier representative as a witness.
- Following parameters shall be visually checked (or appropriate methods applied. (E.g., sieving to determine presence of insects):

- . Organoleptic characteristics of products:
 - . colour, odour, texture, taste.
- . Presence of foreign matters, excess dust, toxic seeds.
- . Presence of insect and residues of insects;
 - . Homogeneity of foods.
- . Other parameters as per specification and product specifics.
- . Number of unit(s) having above non-conformities

7.a. Net Weight and Quantity

Inspector shall check:

- Net weight
- Gross weight
- Number of units in Secondary Package & Tertiary Package

Weight and quantity shall meet with signed contract.

8.a Marking and Shelf Life

Inspector shall check:

Always *	Whenever applicable
Name of commodity	Organization marking
Net weight	Contract / PO number
Batch / Lot numbers	Storage condition
Name and address of the supplier	additive check for flour loadings
Country of origin	Certification validity
Production & expiry date	Any other marking as per contract

Findings of **the product control and inspection of finished product** shall be presented through regular **pre-shipment inspection reports**.

B. SAMPLING

1.b Grains, Pulses, Oil Seeds and Flour in Bulk or Bagged in > 5 kg bags.

Unless otherwise specified, inspectors shall apply the **latest version of GAFTA 124 Sampling Rules (Table 1 below)** perform the sampling for the cereals, pulses, oil seeds and flour (e.g., rice, maize, sorghum/millet, split peas, whole peas, split beans, beans, soy beans).

Samples shall be collected, prepared, kept and shipped under hygienic conditions. Each sample shall be secured with numbered tamper proof seal and additionally labelled for easy traceability.

Four identical composite samples have shall be prepared from increments samples:

- one sample for laboratory analysis.
- 2 retention samples
- one sample for the supplier

Retention samples shall be stored for minimum 3 months after the collection date in conditions which safeguard food safety and quality.

Required Sampling Methods:

Drawing samples for lab analysis,

- **Products with net weight ≤1 kg** shall not be opened until they reach the laboratory. Number of drawn unopened units that make one sample set depends on the commodity net weight and laboratory testing procedures.
- **Products with net weight >1 kg** shall be opened, and increment samples shall be taken from different packages. Weight of sample depends on the laboratory testing. In case of oil (e.g., jerry cans 3lt or 5lt), preparing of the sample shall be done with minimal exposure of sample to the air and light. Sample shall be kept in the bottle that is well closed, opaque, and fully filled to avoid subsequent degradation.
- **Sterilized and pasteurized products** (e.g., cans, juices, water) shall be sent to the laboratory unopened, irrespective of the package size.
 - **Required Sampling Methods for Pulse and Flour:**
- Representative samples can be drawn according to international sampling method standards and the bagging section or in the warehouse.
- For packed units, sampling frequency and reference method are showed in sampling rules table. One Laboratory samples of about 3 kg is required by lot or sub-lot of 500MT maximum.
- For the bulk (static and flowing) the sampling must follow the rules described in paragraphs S.2 of ISO 24333-2009.

Table 1. GAFTA 124 Sampling Rules

Lot or subplot size (MT)	Number of increments	Palace of sampling	Reference
≤100	3% of bags and minimum 50bags (e.g.,60 increments for a lot of 100MT. Packed in 50 kg bag)	Warehouse or during production	GAFTA 124-2
101-200	3% of bags and minimum 50bags (e.g.,120 increments for a lot of 200MT. Packed in 50 kg bag)		
201-300	3% of bags and minimum 50bags (e.g.,180 increments for a lot of 300MT. Packed in 50 kg bag)		
301-400	3% of bags and minimum 50bags (e.g.,240 increments for a lot of 400MT. Packed in 50 kg bag)		
401-500	3% of bags and minimum 50bags (e.g.,300 increments for a lot of 500MT. Packed in 50 kg bag)		

Sampling Report Requirements

Inspection Company shall share the image of sealed sample with GOAL before sending to laboratory. Sampling reports should cover below.

- 1- Purchase Order No
- 2- Sampling Location
- 3- Sampling Method
- 4- Batch No
- 5- Seal No
- 6- Size of the Presented Party
- 7- Photos of sample. Photos should reflect; batch no, production date expiry date, brand name (if any), weight of the sample, packaging condition, etc.
- 8- Sampling/Delivery Date
- 9- Name of the Lab company that will receive analyse the sample.

*****The final sampling report shall be shared with GOAL by email within 1-day after sampling, However, GOAL requires timely updates during the sampling process. Inspection company shall provide images through Skype or equivalent platform while performing the service.**

C. LOADING / OFF- LOADING

1.c Truck and Other Transport Vehicles

Inspectors are requested to:

- conduct empty **carrier inspection for** cleanliness potential leakage, dryness, fitness, damages, odours, insects, and previous cargo remains. Carrier doors shall be checked for proper closing including condition of rubber seals and compression bars; and rain/water/dust/theft/tamper protection.
- Inspect the carrier floor for damages.
- **reject carriers if found unsuitable** for carriage of food commodities.

2.c Supervision of Loading Operation

Inspection Company shall protect the interests of GOAL: keep GOAL informed of any circumstances or practices harmful to GOAL commodities including any losses and/or damages; and shall report the failure of any party, such as stevedores or agents, to fulfil their responsibilities in respect of GOAL commodities. This includes **lodging a formal notice to the relevant party immediately when bad practice is noted.**

Inspectors are requested to,

- ensure **proper stowage** so that there is minimum free movement of commodities during transit.
- ensure minimum of 20 cm of **'breathing space' between top of cargo stow and carrier**

roof for the bagged cargo.

In case **fumigation** is required:

- It shall be done as specified in the GAFTA Standard for Fumigation.
- Only phosphine gas can be employed during fumigation.
- apply inspection **company unique seal** to the carriers.

Ensure that nylon sheets are placed on the bottom of bagged flour.

3.c Visual Quality of Product

Inspector shall check.

- Visual aspects of food quality:
 - Infestation
 - Live or dead insects
 - Smell
 - Mould
 - Moisture
- Visual aspects of packaging:
 - Damage / leakage / spillage, etc.
 - Cleanliness.

4.c. Quantity and Weight

Inspection shall:

- ensure **proper tally** and confirm number of units, net/gross weight loaded/offloaded.
- confirm **correspondence between packing list** prepared by the supplier and **actual cargo** loaded/off-loaded.
- check **spare bags/cartons** loaded/offloaded.

5.c. Supervision of Off-loading Operation (If required)

Inspector shall:

- Perform **visual quality (sifting for flour), quantity and weight** check of the product.
- Check, that **instructions/requirements at loading** were properly followed e.g., number of desiccants; nylon / plastic sheets; dunnage; fumigation; etc.)
- Compare the delivered quantities with those stated in the **cargo documents**.

6.c Loading/Off-loading Reports

The report shall reflect,

- Actual dates of loading/off-loading.

D. REPORTING

Both daily and final reports must contain followings,

- truck plate numbers, (container numbers, if any)
- seal numbers (when applicable)

- numbers of units loaded/ off-loaded.
- net and gross weight loaded/offloaded.

The format of reports shall be specified by service provider upon Goal's requirements.

Reports must include detailed photos of inspections.

1.d Daily Reports/Photos

All findings shall be recorded, and all non-conformities/deviations shall be reported in the daily and final reports. Reports shall include detailed photos.

Inspectors shall provide a **daily report (by email)** to inform GOAL on the progress of cargo production and inspection findings. And Inspector shall directly inform to Goal's related departments through direct calls, emails, Skype)

Inspectors shall inform GOAL of any unconformity and its severity (e.g. number of defective units + description of the defect) such as:

- Bad/poor organoleptic characteristics;
- Quality heterogeneity;
- Non-conforming packaging materials poor sealing, leaking, swollen or stained cans;
- Wrong/incorrect marking;
- Broken items;
- Underweight packages;
- Missing items;
- Re- labelling of the product or changes in original marking (e.g. covering original best before date with another best before date);
- Missing of quality documents that should be submitted by the supplier;
- Incompliant shelf-life;
- Any other non-conformity.

Inspection Company shall keep GOAL informed on planned, ongoing and executed activities as well as on expected changes (any source of delays in process or any differentiation on commodity's specs).

Daily reports shall include on-site pre-shipment and loading inspection reports.

All observed nonconformities shall be highlighted in the daily report in **red colour**.

2.d Final Report

Unless otherwise specified in the inspection work order, the Inspection Company shall consolidate the information in the FINAL LOADING / SAMPLING INSPECTION REPORT as per the form specified by service provider according to GOAL's requirements, no later than 2 days after the last inspection day.

3.d Records Management

Service provider is responsible to provide any records when required by GOAL.

All correspondence and reports in relation to this TOR shall be in English and submitted via email within 24 hours of service completion with hard copy signed and stamped to a GOAL contact point as agreed in the contract.

The locations of suppliers will be changed depending on EOI (expression of Interests) results.

Our shortlisted suppliers' locations are as below.

Notice Period per Geographical Location

Location	Notice Period (Day)
Adana	Max. 2
Ankara	Max. 2
Istanbul	Max. 2
Kirklareli	Max. 2
Mersin	1
Gaziantep	Max. 2
Hatay	Max. 2

Type of Inspection Required as per Commodity

Commodity	Requires Production Inspection	Requires Packaging Inspection	Requires Loading Inspection
Flour	Yes	Yes	Yes
Food Kit	Only for Grains	Yes (if items produced by the supplier)	Yes
RTE	Yes (if items produced by the supplier)	Yes (if items produced by the supplier)	Yes
NFI (Hygiene materials, Household Materials, Kitchen Materials etc..)	No	Yes (if required)	Yes (at the port or supplier facility)
Engine Oil	No	Yes (if required)	Yes

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

GOAL would like to see the following issues addressed in the technical proposal (Appendix 4):

1. Accreditations and Certifications

- Accreditation from TURKAK regulatory body and/or any other relevant bodies such as GAFTA
- ISO certifications 9001:2015 and 17020 and/or other relevant certifications
- Relevant government approval and necessary licenses to be able to perform Third Party Inspection Services such as Registration with the Turkish Ministry of Economics, Category A or B
- Inspection history/record (audit/compliance from external regulatory body) to show proof of competency

2. Internal Protocols

- Summary of the Quality Control procedures
- Method statements for production control, monitoring, inspection of finished products, sampling dispatch & loading procedures including a workplan for all services.
- List the names of inspectors who will perform the inspections and attach their C.V.s
- Include any applicable and necessary information regarding the company profile and organogram
- Attach sample reports for the following: production control, inspection of finished products, sampling dispatch and loading inspection. The reports must have a narrative summary highlighting findings and recommendations if any issues stated

3.3 EXECUTIVE SUMMARY OF PROPOSAL

The executive summary of your proposal must be concise, precise and less than 2 pages long. It must summarise how you will approach and execute this service contract from a management and logistical perspective.

3.4 ADDED VALUE FEATURES

Give details of any additional services or functionality may enhance your proposal (limit to 1 page)

3.5 TYPE OF CONTRACT

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 the period of the FWA. GOAL, as contracting authority, does not guarantee any volume of orders under FWAs as all purchases will be based on the needs and activities of GOAL.

The FWA will set prices for the FWA duration (prices are set initially for 1 year with the possibility to review on an annual basis up to a maximum of 3 years). Prices and the quality of the service received will be reviewed jointly on an annual basis by GOAL and framework suppliers to make sure it's satisfactory and within current market value.

To participate in the FWA, respondents will need to be successful in this tender exercise. When an FWA is established with a supplier, the purchasing mechanism will be based on a Purchase Order - so when GOAL requires a supply or service provision, a Purchase Order will be sent to the supplier to contract each specific order and confirm terms. Each Purchase Order will be an individual contract based on the agreed terms in the FWA.

In case of establishing a multi-supplier Framework Agreement the purchasing mechanism will be decided at the time of contract award, with individual orders placed according to GOAL's internal priorities at the time of order.

4 TERMS OF THE PROCUREMENT

4.1 PROCUREMENT PROCESS

- 4.1.1 This competition is being conducted under GOALs Open International Tender Procedure.
- 4.1.2 The Contracting Authority for this procurement is GOAL
- 4.1.3 This procurement is funded by Food for Peace (FFP) and the tender and any contracts or agreements that may arise from it are bound by the regulations of those donors.

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 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 with the reference **G-SY-ANT-X-21460 Third Party Inspection Services FWA 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.
- 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/ Framework Agreement 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. Written requests for approval must be submitted to the contract focal point.
- 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 document 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.

4.4 QUALITY CONTROL

3rd 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.

In cases of supplier's quality default, in addition to Liquidated Damages, as stated in GOAL Standard Terms and Conditions, the costs of the quality inspections and loading surveyor will be charged to the Service Provider.

Sub-contracting: as per 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:

1. Electronically with your financial and technical offers in separate emails to hqtenders@goal.ie and in the subject field state:
 - a) *G-SY-ANT-X-21460 Third Party Inspection Services FWA*
 - b) *Name of your firm with the title of the attachment*
 - 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, either electronically or with post/courier/other physical service. Late delivery will result in your bid being rejected. Envelopes found open at the tender opening will be rejected. All information provided must be perfectly legible.

!

4.6 TENDER OPENING MEETING

Tenders will be opened as per Section 2 Proposed Timelines above at the following location:

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

If you wish to attend the Tender Opening meeting then you must submit a separate email, 48 hours in advance to the following email address: procurement@goal.ie, marked with the above reference and 'Tender Opening Attendance' containing the details of your **authorised representative** and their contact details. This notification must be signed by an authorised officer of the Tenderer and specify the name and role of the person who will attend the opening of the bids on the Tenderer's behalf. Please be aware the opening meeting may be in GOAL HQ in Ireland. This notification will be advertised on the GOAL tenders web page <https://www.goalglobal.org/tenders>.

Suppliers are invited to attend the Tender Opening Meeting at their own cost.

Note: Due to the evolving nature of the Covid19 situation, companies who send an email to notify their intention to attend will be informed by return of email whether the tender public opening will proceed. This decision will be in line with local government regulations and GOAL's health and safety decision at that time.

5 EVALUATION PROCESS

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
<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>		
1	Administrative instructions	<ol style="list-style-type: none"> 1. Closing Date: 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. 2. 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. 3. Format and Structure of the Proposals: 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. <u>Failure to comply with the prescribed format and structure may result in your response being rejected at this stage.</u> 4. Confirmation of validity of your proposal: The Tenderers must confirm that the period of validity of their proposal is not less than 90 (ninety) days.
2	Essential Criteria	<ol style="list-style-type: none"> 1. Minimum mandatory requirements of specifications as per section 3 & Appendix 4 & Appendix 5 2. Accreditation from Turkak regulatory body 3. Valid ISO Certifications: minimum required 9001:2015 and 17020 4. Registration with the Turkish Ministry of Economics, Category A or B 5. Valid Tax Clearance Certificate 6. Valid Business Registration Certificate 7. Minimum four completed similar contracts during the last four years 8. Minimum two independent and no GOAL references
<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>		
3	Legal, Economic & Financial Criteria	In-depth review of financial accounts and other documents submitted; tenderer is judged to have requisite financial stability.
<i>Each proposal that conforms to the Essential and Qualification Criteria will be evaluated according to the Award Criteria given below by GOAL.</i>		

4	Award Criteria	<p>Tenders will be awarded marks under each of the award criteria listed in this section to determine the most economically advantageous tenders.</p> <ol style="list-style-type: none"> 1. Price 2. Quality <p>Review of the quality and content of the technical offers further to minimum requirements met will be conducted by the Tender Committee.</p>
5	Post selection	<ol style="list-style-type: none"> 1. References and other checks will be reviewed to ensure supplier has required capacity and quality. 2. In-depth review of financial accounts and other documents submitted; supplier is judged to have requisite financial stability and legal status.

5.2 TENDER EVALUATION

GOAL will convene 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 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 **USD \$** and a comprehensive and clear breakdown of prices must be shown as part of the financial offer – any transport fees, taxes, customs charges, component parts, packing fees etc. must be shown separately.

Prices offered will be evaluated on full cost basis (including all fees and taxes). During the analysis of offers, we will convert all bids in **USD \$** currency at the InforEuro¹ rate for the date of bid opening.

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

$$\text{Score}_{\text{vendor}} = 80 \times (\text{price}_{\text{min}} / \text{price}_{\text{vendor}})$$

Scores for the Financial Offer will be calculated by comprising maximum available marks (80) by inverse proportion: Offered by Tenderer price divided by the minimum price offered in this Tender.

No.	Quality Marks	Maximum score
1	Cancellation Fees	4
2	Number of available inspection staff	5
3	Method Statements	3
4	Notice Period	5
5	Sample Reports	3
Total Quality Score		20

¹ http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

ALL FINANCIAL OFFERS MUST BE MADE ON THE BASIS OF 'BEST AND FINAL OFFER'.

5.4 AWARD OF CONTRACT

As per section 4.3.10 above, and following the analysis of bids against the award criteria laid out above in sections 5.1 and 5.4, the contract may be awarded to one supplier or divided between multiple suppliers at GOAL's discretion. For such purposes, GOAL uses a Value for Money approach, which may include (but is not limited to) price, quality, lead time, context and risk analysis of the supply chain environment pertaining to the contract delivery.

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 required to accept the terms and conditions of this ITT and to acknowledge and confirm their acceptance by returning a signed copy with its response. Should a Tenderer not comply with these requirements, GOAL may, at their sole discretion, reject the response.

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	Tick attached	
		Electronic submission	
1	This checklist	Ticked, scan and save as 'Checklist'	
3	1. Appendix 1 Company Details 2. Appendix 2 Declaration re Personal and Legal circumstances 3. Appendix 3 Self-declaration of finance and tax	Complete, sign, and stamp all sub-sections of Appendices 1, 2 & 3: <ul style="list-style-type: none"> • Contact Details • Professional or Corporate Membership • Profile • References • Declaration Re Personal & legal Circumstances • Self-declaration of Finance and Tax 	

4	Technical Offer Appendix 4	Complete, sign, stamp and return as a separate PDF entitled "Technical Offer"	
5	Financial Offer Appendix 5	Complete, sign, stamp and return as a separate PDF entitled "Financial Offer"	
6	TURKAK Accreditation Certificate & other (if any)	Please attach copies of TURKAK and Other accreditation certificates and return as separate PDF entitled as "TURKAK and Other Accreditation Certificates". Certificates must be in English or translated into English and valid.	
7	ISO Certifications • 9001:2015 • 17020	Please attach copies of ISO 9001:2015 and 17020 certificates and return as a separate PDF entitled as "ISO Certifications". Certificates must be in English or translated into English and valid.	
8	Registration Certificate with the Turkish Ministry of Economics, Category A or B	Please attach a copy of the Registration certificate and return as a separate PDF entitled as "Registration Certificate with Ministry of Economics". The Certificate must be in English or translated into English and valid.	
11	Tax Clearance Certificate	Please attach a copy of Tax Clearance Certificate and return as a separate PDF entitled as "Tax Clearance Certificate". The Certificate must be in English or translated into English and valid.	
12	Business Registration certificate	Please attach a copy of Business Registration Certificate and return as a separate PDF entitled as "Business Registration Certificate". The Certificate must be in English or translated into English and valid.	
13	Inspection history/record (audit/compliance from external body) to show proof of competency	Please attach a copy of or copies of inspection history/record and return as a separate PDF entitled "Inspection History/Record". The copy or copies must be in English or translated into English	
14	Summary of Quality Control Procedures	Please attach a copy of Summary Quality Control procedures and return as a separate PDF entitled as "Summary of Quality Control Procedures". The copy must be in English or translated into English	

15	Methods Statements for production control, monitoring, inspection of finished products, sampling dispatch and loading procedures including a workplan for all services	Please attach a copy of or copies of Method Statements and return as a separate PDF entitled as "Method Statements". The copy or copies must be in English or translated into English	
16	Inspectors' C.V.s	Please attach a list of lead inspectors' names and their C.V.s and return as a separate PDF entitled "Inspectors' C.V.s"	
17	Sample reports for on-site production control, inspection of finished products, sampling dispatch and loading inspection	Please attach copies of all reports and return as a separate PDF entitled "Sample Reports" The copies must be in English or translated into English	
18	Executive Summary	Please attach the executive summary proposal and return as separate PDF entitled as "Executive Summary of Proposal". The Executive summary must be in English or translated into English	
19	AUDITED financial accounts for the financial year 2020, including details of profit and loss and cash flow.	Please attach copies of audited accounts and return as separate PDF entitled as 'Audited Accounts'. The copies must be in English or translated into English and audited by external party	
20	Value Added Features	Please attach, save appropriately and return any value added features (if any)	
21	GOAL Terms & Conditions	Please sign, stamp and return as separate PDF entitled "GOAL Terms & Conditions Appendix 6"	
22	GOAL FWA Template	Please sign, stamp and return as separate PDF entitled "FWA Template Appendix 7"	
23	Minimum four (4) similar completed contracts the last four years	Please attach copies of the sample contracts and return as separate PDF entitled "Sample Contracts".	

APPENDIX 1. COMPANY DETAILS

CONTACT DETAILS

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

Name of the prime Tenderer		
Registered address of the prime Tenderer		
Company Name		
Address		
Previous Name(s) if applicable		
Registered Address if different from above		
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 be benefit from this contract (GOAL compliance matter)		
Parent company		
Ownership		
Do you have associated companies? Tick relevant box. If YES – provide details for each company in the form of additional table as per Contact Details	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Primary Contact	Secondary Contact
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		

PROFESSIONAL OR CORPORATE MEMBERSHIPS

These are 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			

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		
4	A statement of overall turnover and turnover in respect to the goods and services offered under the proposed agreement for the last three years as per the following table:		
	Year	Overall Turnover USD	Offered Goods Turnover USD
	2020		
	2019		
	2018		
5	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		
6	Any other relevant information		

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. 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.

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

APPENDIX 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, the Tenderer 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

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	Turnover of related products
2020		
2019		
2018		

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

- 3. 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 4. TECHNICAL OFFER

Attached as separate PDF

APPENDIX 5. FINANCIAL OFFER

Attached as separate excel file. To be submitted in PDF signed and stamped.

APPENDIX 6. GOAL TERMS AND CONDITIONS

Attached as separate PDF

APPENDIX 7. GOA FRAMEWORK AGREEMENT TEMPLATE

Attached as separate PDF