



Invitation to Tender ITT (ITT) for establishment of a Framework Agreement for the Supply of Fuel for GOAL Vehicles in Turkey.

REF: G-TR-ANT-X-24764

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 AND THE SERVICES WE NEED

Established in 1977, GOAL is an international humanitarian and development agent 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 14 countries globally. For more information on GOAL and its operations please visit 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.

2. PROPOSED TIMELINES

Line	Item	Date
1	ITT issued	06 January 2021
2	Closing date for clarifications	23:59 Dublin Time UTC + 00.00/GMT, 13 January 2022
3	Closing date and time for receipt of Tender Submissions	23:59 Dublin Time UTC + 00.00/GMT, 27 January 2022
4	Tender Opening Location	GOAL Dublin HQ, Ireland
5	Tender Opening time and date	12:00 noon, Dublin Time UTC +00.00/GMT, 28 January 2022

3. OVERVIEW OF REQUIREMENTS

1. SERVICE SPECIFICATION

GOAL is hereby undertaking a solicitation of bid proposals from prospective suppliers for the Supply of Fuel (Diesel) for GOAL vehicles nationwide in Turkey. Fuel will be purchased using one of the following methods: Supplier

installed Data Chip, Suppliers Fuel Card, Suppliers Sticker or other method suggested by Supplier. The full Terms of Reference (TOR) for the services required are included as Annex 1 of this ITT Document. *The detail below serves as only a guideline only and does not therefore provide any guarantee of future annual expenditure.*

3 Year FWA	Anticipated Expenditure TRY per Year
Year 1	TRY 300,000
Year 2	TRY 300,000
Year 3	Try 300,000

2. TYPE OF CONTRACT – 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 the period of the FWA. 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 duration (initially for 1 (one) year with the possibility to renew on an annual basis up to a maximum of 3 (three) years with possibility to review the price quarterly to reflect price fluctuation, to make sure it is satisfactory and within current market value.

In the case of establishing a 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.

The winning tenderer(s) will be required to enter into a Framework Agreement with GOAL for the Supply of Fuel on the conditions set out in the Terms of Reference (Annex 1); Financial Offer to this ITT (Appendix 5) and the GOAL Standard Terms and Conditions (Annex 2).

4. TERMS OF THE PROCUREMENT

1. PROCUREMENT PROCESS

- 4.1.1 This competition is being conducted under GOALs Standard Open National Tender Procedure.
- 4.1.2 The Contracting Authority for this procurement is GOAL.
- 4.1.3 The services as a result of this Standard Open National Tender G-TR-ANT-X-24764 will be funded by multiple donors and the tender and any contracts or agreements that may arise from it are bound by the regulations of these donors.

2. CLARIFICATIONS AND QUERY HANDLING

- 4.2.1 Requests for additional information or clarifications can be made up to 23:59, Dublin Time UTC + 00.00/GMT 13 January 2022 and no later. Any queries about this ITT should be addressed in writing to GOAL via email to clarifications@goal.ie, referencing the tender number, and answers shall be collated and shared with all bidders in a timely manner.
- 4.2.2 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.

3. CONDITIONS FOR COMPLETING THE ITT

- 4.3.1 All documentation must be completed in Turkish or English and quoted in Turkish Lira.
- 4.3.2 Suppliers must respond to all requirements set out in this document and complete their offer in the format provided.
- 4.3.3 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 a request will result in disqualification.
- 4.3.4 Suppliers must disclose all relevant information to ensure that all submissions are fairly and legally evaluated. 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 or its evaluation team in any way will result in the disqualification.
- 4.3.5 Suppliers must detail all costs requested in this document and any other costs whatsoever that could be incurred by GOAL in the usage of services or the availing of options that may not be explicitly identified in the ITT. Supplier's attention is drawn to the fact that, in the event of a contract being awarded to them, the attempted imposition of undeclared costs will be considered a condition for default.
- 4.3.6 Any conflicts of interest (including any family relations to GOAL staff) involving a 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.
- 4.3.7 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.
- 4.3.8 GOAL will conduct the ITT, including the evaluation of responses and final awards in accordance with the criteria set out in the ITT. Submissions will be opened by at least 3 (three) designated officers of GOAL.
- 4.3.9 GOAL is not bound to accept any tender submitted.
- 4.3.10 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.
- 4.3.11 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 submitted in accordance with the conditions set out in any subsequent contract.
- 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 requirements for the purpose of seeking revisions of such bid to enhance its technical aspects and to reduce the price.
- 4.3.14 Information supplied by suppliers 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 the tender process at any stage.
- 4.3.16 Unsuccessful suppliers will be notified.
- 4.3.17 This document is not construed in any way as an offer to contract.
- 4.3.18 GOAL's standard payment terms are by bank transfer within 30 (thirty) working days.

- 4.3.19 GOAL and all suppliers appointed to this requirement, must act in all its procurement and other activities in full compliance with GOAL's donor requirements. Any contracts that arise from the ITT may be financed by multiple donors or their agents who have rights of access to GOAL and any of its suppliers or contractors for audit purposes. Donors may also have additional regulations that are not practical to list here. Submission of an offer under the ITT assumes acceptance of these conditions.
- 4.3.20 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 or sanctions against them. GOAL will not purchase supplies or services from suppliers that are associated in any way with terrorism or are the subject of any international exclusion orders or sanctions. All suppliers making submissions under the ITT guarantee that neither they nor any affiliate or a subsidiary controlled by them are associated with any known terrorist group or are the subject of any international exclusion order or sanctions. Any contract entered into subsequent to the ITT will reflect this requirement.

4.4 SUBMISSION OF ITT

Submissions must be delivered electronically in the following way:

Electronically to hgtenders@goal.ie and in the subject field state:

- a) G-TR-ANT-X-24764 Name of Supplier.
- b) Number of emails that are sent e.g. 1 of 3, 2 of 3, 3 of 3.

All documents submitted must be in PDF format. No word documents will be accepted, links to share drives will not be accepted. Each page must be signed and stamped by the supplier. Suppliers will receive an automatic reply from hgtenders@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.

4.5 TENDER OPENING MEETING

Tenders will be opened at **12 noon UTC/GMT, 28 January 2022** at the following location:

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

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 (forty-eight) hours in advance to the following e-mail address: 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.

Note: Due to the evolving nature of the Covid-19 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

Phase #	Evaluation Process Stage	The basic requirements with which proposals must comply with
1	Administrative instructions	<ol style="list-style-type: none"> 1. Closing Date: Submissions must have met the deadline stated in Section 2 of this document, or such revised deadline as may be notified by GOAL. 2. Submission Method: Submissions must be delivered in the method specified in Section 4.4 of this document. 3. 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. 4. Confirmation of validity of your proposal: The supplier must confirm that their proposal is valid for 90 (ninety) days.
2	Essential Criteria	<ol style="list-style-type: none"> 1. Copies of Company & VAT Registration Certificates. 2. Tenderer must be licenced to import &/or sell fuel in Turkey. 3. Tenderer must provide Certificates of Origin and Source of all fuel that will be supplied. 4. Tenderers should adhere to TS-EN-590 Turkish Quality Standards (Euro/Echo/Diesel) Quality Fuel and provide relevant certificates. 5. Tenderers must have a network of fuel stations, including nationwide availability / locations in Turkey. Please provide a map &/or list of locations. 6. Tenderers should provide this service using a Data Chip / Fuel Card or sticker system. Please confirm which method is used. 7. Tenderer to provide monthly invoices, which an itemised breakdown of transactions / charges.
3	Award Criteria	<p>Submissions will be evaluated as per the award criteria listed in this section to determine optimal Value for Money (VFM) in this context:</p> <ol style="list-style-type: none"> 1. Quality / Technical – 60 Points 2. Price – 40 Points
4	Legal, Economic & Financial Criteria	In-depth review of legal and financial information submitted. Tenderer is assessed to have requisite financial stability and legal status.
5	Qualification Criteria	All due diligence checks are found to be clear including but not limited to Anti-Terror Checks.

5.2 AWARD CRITERIA FURTHER INFORMATION

Award Criteria Quality & Technical (60 Points)

Quality Technical / Experience & Service Level Questions	Weighting score
Quality / Technical proposal	20
Previous Experience in a similar sector working with INGO's, government bodies or the private sector clients	15
Service Level offered	25
Total Points:	60

Award Criteria Price (40 Points)

All prices must be in TRY Turkish Lira (TRY) and will be evaluated on full cost basis (including all fees and taxes), any additional costs must be clearly indicated. 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 5 - Financial Offer.

Price	Weighting score
Discount Offered	40
Total Points:	40

No	Qualitative Award Criteria	Weighting maximum score
1.	Quality /Technical / Experience / Service Level	60
2.	Price	40
	Total number of Points	100

- Total cost of prices (as per Appendix 5): All prices must be in Turkish Lira (TRY). Please round two decimal places throughout. Any financial offers that contain more than two decimal places will be rounded. Further details are included in Appendix 5 -Financial Offer and Appendix 6 -Technical Questionnaire.

5.3 TENDER EVALUATION

GOAL will convene an evaluation team which may include members of the Finance, Logistics, Programmes, Donor Compliance, and Internal Audit teams, as well as Third 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.

6. RESPONSE FORMAT

6.1 INTRODUCTION

All submissions must conform to the response format set out in this document. Where a submission does not conform to the required format this may result in disqualification.

By responding to the ITT, the supplier accepts the terms and conditions of the ITT. Should a supplier not comply with these requirements, GOAL may, at their sole discretion, reject the response.

6.2 SUBMISSION CHECKLIST ITT

Please ensure that you have read and thoroughly understand the instruction given in the table below.

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 and VAT Registration certificates.
2	Appendix 2 - Declaration of Personal & 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 – Financial Offer	Complete all the required fields in "Appendix 5: Technical & Financial Offer" and return the completed document. and Sign, Stamp and Return as separate PDF entitled "Appendix 5: Technical & Financial Offer".
6	Appendix 6 – Technical Questionnaire - Additional documentation required	Please also include the following licenses /certificates / location map &/or Excel list of Fuel Station network, in Turkey, to include opening hours and days, as separate PDF's: License to be submitted: License to import &/or sell fuel in Turkey. Certificates to be submitted: Certificate showing Origin & Source of fuel. TS-EN-590 Turkish Quality Standard Certificate. (Any other certificates as may be relevant.) Map & / or Excel spreadsheet (saved in pdf format) showing / listing Fuel Station network in Turkey to include opening hours & days of the week. Environmental Policy if available, attach as separate PDF. Value

		Added details or Sustainability Measures implement by your organisation, details limited to 1 Page, attach as separate PDF.
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7 APPENDICES & ANNEXES

Appendix 1	Company Information
Appendix 2	Declaration of Personal & Legal Circumstances
Appendix 3	Self Declaration of Finance & Tax
Appendix 4	ITT Statement
Appendix 5	Financial Offer
Appendix 6	Technical Questionnaire - Additional Documentation – Licenses, Certificates, Environmental Policies, Map &/or Excel. Spreadsheet showing / lists fuel network in Turkey. Details of Value-Added Services / Sustainable Measures that will be included in the offer.

Annex 1	Terms of Reference (ToR)
Annex 2	GOAL Terms & Conditions

APPENDIX 1 - COMPANY DETAILS

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	<input type="radio"/> Company <input type="radio"/> Partnership	<input type="radio"/> Joint Venture <input type="radio"/> 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	<input type="radio"/> Yes	<input type="radio"/> 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		

1.2. REFERENCES

Provide three relevant references who may be contacted on a confidential basis to verify satisfactory execution of contracts must be supplied. These references may or not be the same contacts provided in section 1.3- Previous Contracts. Tenderer should supply this information for each of the references in the following format:

1	Name	
	Organisation	
	Address	
	Phone	
	Email	
	Nature of Service / Supply	
	Approximate value of contract	
2	Name	
	Organisation	
	Address	
	Phone	
	Email	
	Nature of Service / Supply	
	Approximate value of contract	
3	Name	
	Organisation	
	Address	
	Phone	
	Email	
	Nature of Service / Supply	
	Approximate value of contract	

1.3. PREVIOUS CONTRACTS

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	
Service 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	
Service 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	
Service 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	
Service supplied	
Location where goods were supplied to	
Value of contract	
Contact person to confirm contract details, include phone and email contact information.	

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.

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
2020	
2019	
2018	

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: ITT STATEMENT

ITT STATEMENT

TO: GOAL

RE: Invitation to Tender (ITT) Ref: G-TR-ANT-X-24764 for the Supply of Fuel for GOAL Vehicles in Turkey.

Having examined all Sections, Appendices and Annexes to the ITT we hereby agree and declare the following:

1. We accept all of the Terms and Conditions of this ITT.
2. We confirm our understanding that if successful, we will be commercially engaged under a GOAL Standard Form Contract and will be given time to review the Terms and Conditions contained within that contract.
3. We confirm that we have the capability to satisfy the essential criteria listed for the ITT and ability to provide all required documentation.
4. We confirm the validity period of our ITT offer to be 90 (ninety) Days from date of submission.

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

APPENDIX 5: FINANCIAL OFFER

Please complete all sections

Please complete the following table:

Currency offered:		TRY Turkish Lira			
Quotation validity period:					
Payment terms:					
#	Quantity	Unit	Specification	Unit Cost	Total Cost
1	1	Each	Account establishment fee (if applicable)		
2	1	Each	Monthly account administrative fee per data chip/fuel card/sticker (if applicable)		
3	1	Liter/litre	Price per litre - diesel fuel (<i>pump price at date of offer</i>)		
4		%	Percentage discount (%) on pump price		
5	OR	%	Percentage discount (%) on overall contract		
6				VAT costs	
7				Any other costs	
8				Total cost	

Should your offer include costs that are not provided for in this table, please fill in the total cost here and attach your own cost breakdown.

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

APPENDIX 6: TECHNICAL QUESTIONNAIRE

Demonstrated technical expertise and capacity is an important criteria GOAL will use to evaluate tender submissions, so it is critical this form is completed appropriately. Please answer the questions below by inserting your answers in the table:

	Question	Answer
1	<p>Tenderer should have a network of fuel stations, including nationwide availability / locations in Turkey. Please outline fuel station locations in Turkey, please enter city locations here e.g., Adana, Ankara, Antakya etc.</p> <p>Please separately provide a location map &/or a list (in pdf Excel format) of fuel network/ locations throughout Turkey, including the number of fuel station in each location -as per <i>Point 5. Essential Criteria. (To also include opening hours & days of the week)</i></p>	<p><u>Name of City</u></p> <p>1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.</p>
2	<p>Tenderer can provide a monthly consolidated invoice, with an itemised breakdown of transactions /charges to capture the below or similar information for each fuel station/location:</p> <p><i>Plate Number</i> <i>Date</i> <i>Unit Cost</i> <i>Total Number of Litres purchased</i> <i>Total Cost</i> <i>Monthly total per locations e.g., Adana, Ankara etc</i> <i>Please tick as appropriate.</i></p>	<p>Yes, can be provided <input type="checkbox"/></p> <p>No, cannot be provided <input type="checkbox"/></p>
3	<p>Tenderer should provide this service via a Data Chip, Fuel Card data chip or sticker system registered to each vehicle.</p> <p><i>Please tick the method that will be used.</i></p>	<p>Data Chip <input type="checkbox"/></p> <p>Fuel Card <input type="checkbox"/></p> <p>Sticker <input type="checkbox"/></p> <p>Other (please specify)</p>
4	<p>Tenderer must provide certificates to show the origin and source of all fuel supplied.</p> <p><i>Please tick as appropriate.</i></p>	<p>Certificate attached in pdf format <input type="checkbox"/></p> <p>No certificate attached <input type="checkbox"/></p>

5	Tenderer should be capable of providing an online Fuel Reporting System, accessible by GOAL. <i>Please tick as appropriate.</i>	Online service will be provided <input type="checkbox"/> No online service is available <input type="checkbox"/>
6	Tenderer should adhere to TS-EN-590 Turkish Quality Standards (Euro /Echo /Diesel) Quality Fuel. <i>Please tick as appropriate.</i>	Certificate attached in pdf format <input type="checkbox"/> No certificate attached <input type="checkbox"/>
7	Tender must be licensed to import &/or sell fuel in Turkey. <i>Please tick as appropriate.</i>	License attached in pdf format <input type="checkbox"/> No license attached <input type="checkbox"/>
8	Tender should include details of any additional service(s) that may enhance your proposal e.g., sustainability measures, companies Environmental Policy. Please elaborate on proposed value-added service(s), as this will be considered during the evaluation and scoring of award criteria. <i>Please limit your response to 1 A4 page in pdf. Please tick as appropriate.</i>	<input type="checkbox"/> No Value-Added details attached as PDF <input type="checkbox"/> Additional Page attached as PDF outlining Value Added Services included in proposal. <input type="checkbox"/> Environmental Policy attached as PDF <input type="checkbox"/> No Environmental Policy attached

License to be submitted:

- 1. License to import &/or sell fuel in Turkey**

Certificates to be submitted:

- 1. Company & VAT Registration Certificates.**
- 2. Certificate showing Origin & Source of fuel.**
- 3. TS-EN-590 Turkish Quality Standard Certificate.**
(Any other certificates as may be relevant)
- 4. Please also attach a Map showing Fuel Station locations in Turkey &/ or an Excel spreadsheet listing locations.**
- 5. Environmental Policy – if available.**

Please attach Licenses and Certificates as a separate pdf files.

Company Name: _____

Date: _____