# 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 Service Provider |  | | |
| 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 Service Provider who will benefit from this contract (GOAL compliance matter) |  | | |
| Parent company |  | | |
| Ownership |  | | |
| Does the Service Provider 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 Service Providers organisation: |  |  | |
| No. of years working with the Service Provider: |  |  | |
| 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 provide 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 service was provided |  |
| 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 service was provided |  |
| 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 service was provided |  |
| 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 service was provided |  |
| 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 SERVICE PROVIDER. Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation | | | Yes | No |
| 1 | The Service Provider is bankrupt or is being wound up or its affairs are being administered by the court or has entered 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 Service Provider 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 Service Provider, 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 Service Provider has not fulfilled its obligations relating to the payment of taxes or social security contributions in Ireland or any other state in which the Service Provider is located. | |  |  |
| 5 | The Service Provider, a director or partner has been found guilty of fraud. | |  |  |
| 6 | The Service Provider, a director or partner has been found guilty of money laundering. | |  |  |
| 7 | The Service Provider, a director or partner has been found guilty of corruption. | |  |  |
| 8 | The Service Provider, a director or partner has been convicted of being a member of a criminal organisation. | |  |  |
| 9 | The Service Provider, 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 Service Provider has been guilty of serious misrepresentation in providing information to a public buying agency. | |  |  |
| 11 | The Service Provider has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application. | |  |  |
| 12 | The Service Provider has colluded between themselves and other bidders (a bidding ring), and/or the Service Provider has had improper contact or discussions with any member of GOAL staff and/or members of their family. | |  |  |
| 13 | The Service Provider 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 Service Provider has procedures in place to ensure that subcontractors, if any are used for this contract, apply the same standards. | |  |  |
| 15 | The Service Provider 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 copy 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 Service Provider 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 services/supplies’ 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-29836 for the Provision of Fuel Cards for the Purchase of Fuel (Diesel) 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 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 accept GOAL’s Supplier Code of Conduct.
4. We accept all GOAL’s Policies.
5. We confirm that we have the capability to satisfy the essential criteria listed for the ITT and ability to provide all required documentation.
6. We confirm the validity period of our ITT offer to be (sixty) 60 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 | Each | Device Installation Fee e.g., Recognition ring system, other method (if applicable) |  |  |
| **4** | 1 | Litre | Price per litre - Diesel fuel *(pump price at date of offer)* |  |  |
| **5** |  | % | Percentage discount (%) on pump price |  |  |
| **6** | **OR** | % | Percentage discount (%) on overall contract |  |  |
| **7** | VAT costs | | | |  |
| **8** | Any other costs | | | |  |
| **9** | 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: GOAL Code of Conduct** – attached as a separate document.

# Appendix 7: Technical / Quality 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** | 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.  Alternatively, Service Provider can include 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 *Point 5. Essential Criteria.* | Name of City  1.  2.  3.  4.  5.  6.  7.  8.  9. 10. 11. 12. |
| **2** | 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:  *Plate Number Date Unit Cost Total Number of Litres purchased Total Cost*  *Monthly total per locations e.g., Adana, Ankara etc Please tick as appropriate.* | **Yes, can be provided**  **No, cannot be provided** |
| **3** | Tenderer should provide this service via a Data Chip, Fuel Card data chip or sticker system registered to each vehicle.    *Please tick the method that will be used.*  *Please confirm if recognition ring system will be installed on each vehicles fuel tank? If other, please specify.* | **Data Chip**  **Fuel Card**  **Sticker**  **Other (please specify)**  **Yes No**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **5** | Tenderer should be capable of providing an online Fuel Reporting System, accessible by GOAL. *Please tick as appropriate.* | **Online service will be provided**  **No online service is available** |
| **6** | Tender should include details of any additional service(s) that may enhance your proposal e.g., customer service agent, 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. *Please limit your response to 1 A4 page in pdf.*  *Please tick as appropriate.* | **No Value-Added details attached as pdf**  **Additional Page attached as pdf outlining Value Added Services included in proposal.**  **Environmental Policy attached as pdf No Environmental Policy attached** |
|  | **Optional** documents to be included:  TS-EN-590 Turkish Quality Standard Certificate (Euro /Echo /Diesel) Quality Fuel.  Environmental Policy  Sustainable Measures Document  *Please tick as appropriate.* | **Included in proposal & attached as pdf**  Yes No    Yes No  Yes No |

**Attachments**

**Company & VAT Registration Certificates - *Mandatory***

**Document showing permission to supply / resell fuel - *Mandatory***

**Map showing Fuel Station locations in Turkey &/ or an Excel spreadsheet listing Fuel Station locations – *Mandatory***

**TS-EN-590 Turkish Quality Standard Certificate – *Optional***

**Environmental Policy / Sustainable Measures *Optional***

***Please attach Licenses and Certificates as a separate pdf files.***

**Company Name:**

**Date:**