Invitation to Tender (ITT) for Repair & Rehabilitation of Shelters inIdleb,
Northwest Syria

دعوّة إلى تقديم المناقشات من أجل إصلاح وإعادة تأهيل المأوى في إدلب، شمال سوريا

الرقم المرجعي 29829

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

لا تطلب غول المال مقابل العروض. إذا طلب منك المال أو أي خدمات أخرى، أو إن كانت لديك أي شكوك حول محاولات الاحتيال أو الرشوة أو
الفساد، نرجو الإبلاغ عنها فوراً على البريد الإلكتروني: speakup@goal.ie

إذا أبلغت عن أي من هذه الحالات، يرجى تقديم أكبر قدر ممكن من المعلومات.

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 www.goalglobal.org.

تأسست منظمة غول في عام 1977 ، وهي وكالة إنسانية وتنموية دولية ملتزمة بالعمل مع المجتمعات المحلية لتحقيق استجابة مبكرة مستدامة ومركزة في الأزمات ومساعدتها على إيجاد حلول دائمة للتخفيف من حدة الفقر والضعف. وقد عملت غول في أكثر من 60
بلداً واستجابت لجميع الكوارث إنسانية الكبرى تقريباً. ونحن نعمل حالياً في 13 بلداً على الصعيد العالمي. لمزيد من المعلومات حول
غول وعملياتها، يرجى زيارة الموقع الإلكتروني التالي: www.goalglobal.org

GOAL has been working in Syria since late 2012, responding to the acute needs of conflict-affected communities in
Northwest 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.

تعمل غول في سوريا منذ العام 2012، وتستجيب للاحتياجات الشديدة للمجتمعات المتضررة جراء الصراع. تعمل غول في شمال غرب
سوريا، وتستخدم برامجها إما بطريقة التنفيذ المباشر أو من خلال شركاء، وتقدم المساعدات الغذائية وغير الغذائية لفئات السكانية
الشديدة الضعف، كما تقدم خدمات المياه والصرف الصحي والإصلاح من خلال دعم وحدات المياه، وتقدم غول أيضاً الدعم الطارئ
للعائلات النازحة حديثاً.

2 PROPOSED TIMELINES

المواعيد الزمنية المقترحة
3 Overview of Requirements

3.1 Supply Overview

GOAL invites eligible and interested companies with proven experience and technical capabilities to reply to this Invitation to Tender (ITT) and submit their bids for the rehabilitation and repair of shelter units in Idleb governorate. Companies or consortia of companies with proven experience and technical capabilities should submit their bids for the rehabilitation and repair of shelter units in Idleb governorate. The winning supplier(s) will be required to enter into contracts with GOAL for the rehabilitation and repair of shelter units that meet minimum mandatory technical requirements outlined in the attached Annex 1. The rehabilitation and repair works will take place in shelters units located in the governorate of Idleb and under supervision of Goal representatives. Exact locations will be provided to winning suppliers after the evaluation process is finalized.

Suppliers must agree to provide services under GOAL’s Standard Terms and Conditions included in Annex 3 of this document.
4.2 **CLARIFICATION AND QUERY HANDLING**

4.2.1 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.

4.2.2 Requests for additional information or clarifications can be made up until the date mentioned in Section 2 of this ITT and no later. Any queries about this ITT should be addressed in writing to GOAL via email on clarifications@goal.ie. Answers shall be collated and shared with all bidders in a timely manner.

4.3 **CONDITIONS OF TENDER SUBMISSION**

4.3.1 All documentation must be completed in English or Arabic.

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 such a request will result in disqualification.

4.3.4 Suppliers must disclose all relevant information to ensure that all tenders are fairly and legally evaluated. Additionally, Suppliers must provide details of any implications they know or believe their response will have on the successful operation of the contract or on the normal day-to-day operations with GOAL. Any attempt to withhold any information that the supplier knows to be relevant or to mislead GOAL and/or its evaluation team in any way will result in the disqualification of the tender.

4.3.5 Tenders must detail all costs requested in this document. Additionally, tenders must detail any other costs whatsoever that could be incurred by GOAL in the usage of services and/or the availing of options that may not be explicitly identified/requested in this document. Suppliers’ attention is drawn to the fact that, in the event of a Contract/ Framework Agreement being awarded to them, the attempted imposition of undeclared costs will be considered a condition for default.
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 this Invitation to Tender (ITT), including the evaluation of responses and final awards in accordance with the detail set out at in the Evaluation process. Tenders will be opened by at least three designated officers of GOAL.

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 in accordance with the conditions set out in any subsequent contract.

4.3.12 GOAL reserves the right to refuse any subcontract 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 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 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 including USAID and/or their agents have rights of access to GOAL and/or any of its suppliers for audit purposes. GOAL may also have additional regulations that it is not practical to list here. Submission of an offer under ITT assumes the supplier’s acceptance of these conditions.

4.3.19 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
GOAL may also choose to visit suppliers, including nominated sub-contractors during the evaluation process or at any stage of any subsequent contract that may be awarded following the ITT. Sub-contractors must be pre-approved by GOAL and GOAL reserves the right to refuse any sub-contractor.

4.5 SUBMISSION OF ITT
Submissions must be delivered in one of the 2 following ways:

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

   و يجب ذكر ما يلي في خانة الموضوع:

   a) G-SY-HRM-S-29829 – Repair & Rehabilitation of Shelters in Idleb
   b) Name of supplier
   c) Number of emails that are sent, e.g. 1 of 3, 2 of 3, 3 of 3.

   عدد الرسائل الإلكترونية التي تم إرسالها مثلا: 1 من 3, 2 من 3, 3 من 3.

   All documents attached to emails must be in PDF or scan form (links to share drives will not be accepted). 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. Suppliers will receive an automatic reply from hqtenders@goal.ie when the emails are electronically submitted.

Documents submitted solely in excel, word or other ‘soft copy’ format shall lead to the bid being rejected. Suppliers will receive an automatic reply from hqtenders@goal.ie when the emails are electronically submitted.

2. Hard copy in a sealed envelope in Syria office in Ma’arrat Misrin GOAL office in Idleb.

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.

4.6 TENDER OPENING MEETING

Tenders will be opened at 10.00 am, 21 March 2022, UTC/GMT +1 hour at the following location:

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

5 EVALUATION PROCESS

5.1 EVALUATION STAGES

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

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.

“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.”

"ملاحظة: نظراً للطبيعة المتطرفة والمتغيرة للوضع الحاضر كوفيد-19، سيتم إبلاغ الشركات التي ترسل بريدًا إلكترونيًا للإخطار بالنطاق المتغير ما إذا كان سيتم إجراء فتح العلني للمناقصة. وسيكون هذا القرار متوافقاً مع لوائح الحكومة المحلية وقرار غول عن يتعلق بالصحة والسلامة في ذلك الوقت."
The first phase of evaluation of the responses will determine whether the tender has been submitted in line with the administrative instructions and meets the essential criteria. Only those tenders meeting the essential criteria will go forward to the award criteria phase of the evaluation.

**1. Administrative instructions**

<table>
<thead>
<tr>
<th>Phase #</th>
<th>Evaluation Process Stage</th>
<th>The basic requirements with which proposals must comply with</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Closing Date:</td>
<td>Proposals must have met the deadline stated in section 2 of these instructions to suppliers, or such revised deadline as may be notified to suppliers by GOAL. Suppliers must note that GOAL is prohibited from accepting any proposals after that deadline.</td>
</tr>
<tr>
<td></td>
<td>Submission Method:</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Format and Structure of the Proposals:</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Confirmation of validity of your proposal:</td>
<td>The suppliers must confirm that the period of validity of their proposal is not less than 90 (ninety) days.</td>
</tr>
</tbody>
</table>

**2. Essential Criteria**

<table>
<thead>
<tr>
<th>Phase #</th>
<th>Evaluation Process Stage</th>
<th>The basic requirements with which proposals must comply with</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tenderer to submit copies of company registration certificate with Chamber of Commerce or Local council</td>
<td>على مقدم العرض تقديم نسخ من شهادات تسجيل الشركة لدى غرفة التجارة أو المجلس المحلي.</td>
</tr>
<tr>
<td></td>
<td>Tenderer to submit copy of Contractor Classification certificate as per section 5.1 of Appendix 5 -Technical Offer</td>
<td>على مقدم العرض تقديم نسخة من شهادة تصنيف المقاول وفقًا لقسم 5.1 من الملحق 5 - العرض الفني.</td>
</tr>
<tr>
<td></td>
<td>Proposal to demonstrate at least one civil or architectural engineer in the proposed technical team.</td>
<td>يجب أن يوضح العرض وجود مهندس مدني أو مهندس معماري واحد على الأقل في الفريق الفني المفترض.</td>
</tr>
</tbody>
</table>
4. **Tenderers to provide evidence of 2 previous completed projects in similar areas** (Construction, Shelter rehabilitation, infrastructure projects) completed in NW Syria of at least 100 K each in USD value. Bidders are permitted to remove sensitive data from contracts.

5. **Maximum total execution period must not exceed the 45 days after PO is signed.**

Each proposal that conforms to the Administrative and Essential will be evaluated according to the Award Criteria given below by GOAL.

| Award Criteria | Tenders will be awarded marks under each of the following award criteria listed in this section to determine overall Value For Money (VFM):
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Technical Capability</td>
<td>العقل العالية للمنافسة بمجرد كل معيار من معايير الإشراف التالية الواقعة في هذا الفئة لتحديد القيمة الشاملة التي يتم تحقيقها مقابل التكلفة (VFM) للمقدرة الفنية</td>
</tr>
<tr>
<td>2. Expertise &amp; Qualifications of proposed technical team</td>
<td>الخبرة ومهارات الفريق الفني المفترض</td>
</tr>
<tr>
<td>3. Price</td>
<td>السعر</td>
</tr>
</tbody>
</table>

Qualification checks occur throughout the tender process.

<table>
<thead>
<tr>
<th>Qualification Checks</th>
<th>References and other checks will be reviewed to ensure supplier has required capacity and quality.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review of financial accounts and other documents submitted; supplier is judged to have requisite financial stability and legal status.</td>
<td>مراجعة الحسابات المالية وغيرها من المستندات الأخرى المقدمة. ومن ثم يُ формиров ما إذا كان المورد يتمتع بالاستقرار المالي والوضع القانوني المطلوب.</td>
</tr>
</tbody>
</table>

5.2 **TENDER EVALUATION**

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

During the evaluation period, clarifications may be sought by e-mail from suppliers. Deadlines will be imposed for the receipt of such clarifications and failure to meet these deadlines may result in the disqualification of the tender or loss of marks. Responses to requests for clarification shall not materially change any of the elements of the proposals submitted. Unsolicited communications from suppliers will not be entertained during the evaluation period.
Price offers will be scored according to the calculation formula below:

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

Any financial offers that contain more than two decimal places will be rounded.

Price (50 Marks)

Quality (50 Marks)

<table>
<thead>
<tr>
<th>Expertise &amp; Qualifications of proposed technical team</th>
<th>Maximum score</th>
</tr>
</thead>
<tbody>
<tr>
<td>الخبرة والمؤهلات لدى الفريق الفني المقترح</td>
<td>20</td>
</tr>
<tr>
<td>Technical Capability</td>
<td></td>
</tr>
<tr>
<td>المقدرة الفنية</td>
<td></td>
</tr>
<tr>
<td>a. Workplan (20 points)</td>
<td>30</td>
</tr>
<tr>
<td>b. Risk Assessment Questionnaire (10 points)</td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>50</td>
</tr>
</tbody>
</table>

Price (50 Marks)

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

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

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

-seجري تقييم الأسعار المعروضة على أساس التكلفة الكلمئة (بما في ذلك جميع الرسوم الضرائب) وفقًا للملحق 6.

Score supplier = 50 x (price min / price supplier)

| علامة المورد = 50 x ( أقل سعر / سعر المورد) |

6 RESPONSE FORMAT

6.1 INTRODUCTION

Page 9 of 11
It is critical that suppliers read and fully understand the instructions given in this section. All submissions must conform to the response format laid out below. Where a submission does not conform to the required format, the supplier may be requested to resubmit it in the correct format, on the understanding that the resubmission cannot contain any material change from the original. Failure to resubmit in the correct format within 3 (three) working days may result in disqualification.

By responding to this ITT, each supplier is required to accept the terms and conditions of this ITT. Should a supplier not comply with these requirements, GOAL may, at their sole discretion, reject the response. Failure to resubmit in the correct format within 3 (three) working days may result in disqualification.

6.2 SUBMISSION CHECKLIST - INVITATION TO TENDER (ITT)

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

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Administrative Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Appendix 1 - Company Details</td>
<td>Complete, sign, stamp and return as separate PDF entitled 'Appendix 1 Company Details' and a copy of company registration certificate with the Chamber of commerce or Local council.</td>
</tr>
<tr>
<td>2</td>
<td>Appendix 2 - Declaration of personal and legal circumstances</td>
<td>Complete, sign, stamp and return as separate PDF entitled 'Appendix 2 Declaration Personal &amp; Legal circumstances'</td>
</tr>
<tr>
<td>3</td>
<td>Appendix 3 - Self declaration of finance and tax</td>
<td>Complete, sign, stamp and return as separate PDF entitled 'Appendix 3 Declaration Finance &amp; Tax'</td>
</tr>
<tr>
<td>4</td>
<td>Appendix 4 – ITT Statement</td>
<td>Complete, sign, stamp and return as separate PDF entitled 'Appendix 4 ITT Statement'</td>
</tr>
</tbody>
</table>
| 6    | Appendix 5 – Technical Offer | I. Complete, Sign, Stamp and Return as separate PDF entitled 'Appendix 5 Technical Offer'.

- Complete, sign, stamp and return as separate PDF entitled 'Appendix 5 Technical Offer'.
- CVs of engineers leading the project
- Contracts / Certificates of completion of 2 similar projects of 100K USD value each
- Contractor classification certificates
- Risk Assessment Narrative as separate PDF signed, dated and stamped.

It is critical that suppliers read and fully understand the instructions given in this section. All submissions must conform to the response format laid out below. Where a submission does not conform to the required format, the supplier may be requested to resubmit it in the correct format, on the understanding that the resubmission cannot contain any material change from the original. Failure to resubmit in the correct format within 3 (three) working days may result in disqualification.

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Appendix 6 – BOQ / Financial Offer (Attached as separate excel file)

الملحق 6 – جدول الكميات/العرض المالي (يرفق على شكل ملف إكسيل منفصل)

Annex 1 – Technical Specifications (Attached as separate PDF)

المرفق 1 – المواصفات الفنية (يرفق على شكل ملف دي إف إكس منفصل).

Annex 2 – Goal Supplier Code of Conduct (Attached as separate PDF)

المرفق 2 – مدونة قواعد سلوك الموردين (يرفق على شكل ملف دي إف إكس منفصل)

Annex 3 - Goal Standard Terms and Conditions for Services & Works (Attached as separate PDF)

المرفق 3 – الشروط والأحكام القانونية للخدمات والأعمال لدى غول (يرفق على شكل ملف دي إف إكس منفصل)