

**Invitation to Tender ITT (ITT)** **for establishment of a Framework Agreement for the Provision of Fuel Cards to Purchase Fuel (Diesel) for GOAL Vehicles in Turkey**

**REF: G-TR-ANT-X-29836**

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

# 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](http://www.goalglobal.org).

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

# Proposed Timelines

|  |  |  |
| --- | --- | --- |
| **Line** | **Item** | **Date**  |
| 1 | ITT issued | ~~21~~~~st~~ ~~March 2022~~ 4**th May 2022** |
| 2 | Closing date for clarifications  | 23:59 Dublin Time UTC +1/GMT+1, ~~5th April 2022,~~ **17th May 2022** |
| 3 | Closing date and time for receipt of Tender Submissions | 23:59 Dublin Time UTC +1/GMT+1, ~~20th April 2022,~~ **23rd May 2022** |
| 4 | Tender Opening Location | GOAL Dublin HQ, Ireland |
| 5 | Tender Opening time and date | 12:00 noon, Dublin Time UTC + 1GMT+ ~~1, 21st April 2022,~~ **24th May 2022** |

# Overview of requirements

## Service Specification

GOAL is hereby undertaking a solicitation of bid proposals from prospective Service Providers for the provision of Fuel Cards to Purchase Fuel (Diesel) for GOAL Vehicles in Turkey. Fuel will be purchased using one of the following methods: Service Providers installed Data Chip, Fuel Card, Sticker or other method suggested by Service Provider e.g., Fuel Recognition Ring etc. 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 720,000 |
| Year 2 | TRY 720,000 |
| Year 3 | TRY 720,000 |

*TRY 60,000 per month approx.*

**Please note, GOAL do not expect Service Provider to fix the fuel price for the duration of this Framework Agreement. The requested “pump price at date of offer” will not be a part of the Framework Agreement. Service Provider's then current diesel list price at the pump will form the basis for pricing system. Also, whilst offering a percentage price discount may be advantageous, it is not mandatory.**

##  type of contract – framework agreement (FWA)

A Framework Agreement (FWA) is an agreement with a single Service Provider (or group of Service Providers) 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-Service Provider 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 Provision of Fuel Cards to Purchase Fuel (diesel) for GOAL Vehicles in Turkey, on the conditions set out in the Terms of Reference (Annex 1); Financial Offer to this ITT (Appendix 5): GOAL Supplier Code of Conduct (Appendix 6) and the GOAL Standard Terms and Conditions (Annex 2).

Please note, GOAL do not expect Service Provider to fix the fuel price for the duration of this Framework Agreement. The requested “pump price at date of offer” will not be a part of the Framework Agreement. Service Provider's then current diesel list price at the pump will form the basis for pricing system. Also, whilst offering a percentage price discount may be advantageous, it is not mandatory.

# Terms of the Procurement

## Procurement Process

### This competition is being conducted under GOALs Standard Open International Tender Procedure.

### The Contracting Authority for this procurement is GOAL.

### The services as a result of this Standard Open International Tender G-TR-ANT-X-29836 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.

## Clarifications and Query Handling

### Requests for additional information or clarifications can be made up to **23:59, Dublin Time UTC + 1/GMT+1,** ~~5th April 2022~~, **17th May 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.

## Conditions for completing the ITT

### All documentation must be completed in Turkish or English.

### Service Provider(s) must respond to all requirements set out in this document and complete their offer in the format provided.

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

### Service Provider(s) must disclose all relevant information to ensure that all submissions are fairly and legally evaluated. Service Provider(s) 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 Service Provider(s) knows to be relevant or to mislead GOAL or its evaluation team in any way will result in the disqualification.

### Service Provider(s) 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. Service Provider(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.

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

### GOAL will not be liable in respect of any costs incurred by the Service Provider(s) in the preparation and submission of tenders or any associated work effort.

### 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.

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

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

### Service Provider(s) will seek written approval from GOAL before entering 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.

### GOAL reserves the right to refuse any subcontractor that is proposed by the Service Provider(s).

### GOAL reserves the right to negotiate with the Service Provider(s) who have submitted the lowest bid that fully meets the requirements for the purpose of seeking revisions of such bid to enhance its technical aspects and to reduce the price.

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

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

### Unsuccessful Service Providers will be notified.

### 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 Service Provider(s) 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 Service Providers 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.

### 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 Service Providers that are associated in any way with terrorism or are the subject of any international exclusion orders or sanctions. All Service Providers 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.

##  Submission of ITT

Submissions must be delivered electronically in the following way:

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

* 1. G-TR-ANT-X-29836 Name of Service Provider.
	2. 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 Service Provider. Service Providers will receive an automatic reply from hqtenders@goal.ie when the emails are electronically submitted.

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

## 4.5 Tender Opening Meeting

Tenders will be opened at **12 noon UTC/GMT +1, ~~Thursday, 21 April 2022~~, Tuesday 24th May 2022** at the following location:

**GOAL Head Office,**

**First Floor, Carnegie House,**

**Library Road,**

**Dun Laoghaire,**

**Co. Dublin,**

**A96 C7W7,**

**Republic of Ireland**

One **authorised representative** of each Service Provider may attend the opening of the bids. Service Providers who wish 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 Service Provider and specify the name and role of the person who will attend the opening of the bids on the Service Providers behalf.

Service Providers 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.***

# Evaluation Process

##  Evaluation Stages

|  |  |  |
| --- | --- | --- |
| **Phase #** | **Evaluation Process Stage**  | **The basic requirements with which proposals must comply with** |
| 1 | **Administrative****instructions** | 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.1. **Submission Method:**

Submissions must be delivered in the method specified in Section 4.4 of this document. 1. **Format and Structure of the Proposals:**

Submissions must conform to the response format laid out in Section 6 of this document, and the Appendices, or such revised format and structure as may be stipulated by GOAL. Failure to comply with the prescribed format and structure may result in the submission being rejected.1. **Confirmation of validity of your proposal:**

The Service Provider must confirm that their proposal is valid for 60 (sixty) days. |
| **2** | **Essential Criteria** | 1. Copies of Company & VAT Registration Certificates.
2. Tenderer to provide monthly invoices, with an itemised breakdown of transactions / charges.
3. Terms of Payment.
4. Tenderers must have a network of fuel stations, including nationwide availability / locations in Turkey. Please provide a map &/or list of locations.
 |
| **3** | **Award Criteria** | Submissions will be evaluated as per the award criteria listed in this section to determine optimal Value for Money (VFM) in this context:1. Technical / Quality– 80 Points
2. Price – 20 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.  |

##  Award Criteria further information

**Award Criteria Technical / Quality (60 Points)**

|  |  |
| --- | --- |
| **Technical / Experience & Service Level Questions** | **Weighting score** |
| **Technical proposal** | **60** |
| **Previous Experience in a similar sector** | **10** |
| **Service Level offered** | **10** |
| **Total Points:** | **80** |

**Award Criteria Price (40 Points)**

**Please note, GOAL do not expect Service Providers to fix the fuel price for the duration of this Framework Agreement. The requested “pump price at date of offer” will not be a part of the Framework Agreement. Service Provider's then current diesel list price at the pump will form the basis for pricing system. Also, whilst offering a percentage price discount may be advantageous, it is not mandatory.**

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 accordingly.

Prices offered will be evaluated on full cost basis (including all fees and taxes) as per Appendix 5 - Financial Offer.

|  |  |
| --- | --- |
| **Price** | **Weighting score** |
| **Financial Offer / (Discount Offered if applicable)** | **20** |
| **Total Points:** | **20** |

|  |  |  |
| --- | --- | --- |
| **No**  | **Technical / Qualitative Award Criteria**  | **Weighting maximum score** |
| 1.  |  Technical / Experience / Service Level |  80 |
|  2. |  Financial Offer / (Discount Offered if applicable) | 20 |
|   |  **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 accordingly. Further details are included in Appendix 5 -Financial Offer and Appendix 7 -Technical / Quality Questionnaire.

##  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 Service Providers. 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 Service Providers will not be entertained during the evaluation period.

# Response Format

##  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 Service Provider(s) accepts the terms and conditions of the ITT. Should a Service Provider not comply with these requirements, GOAL may, at their sole discretion, reject the response.

##  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: Financial Offer” and return the completed document.**and**Sign, stamp and return as separate pdf entitled “Appendix 5: Financial Offer”. |
| 6 | Appendix 6 – GOAL Supplier Code of Conduct | Complete, sign, stamp and return as separate pdf entitled “Appendix 6 GOAL Supplier Code of Conduct”. |
| 7 | Appendix 7 – Technical / Quality Questionnaire | Complete, sign, stamp and return as separate pdf.  Tenderer can provide certificate / documentation confirming Tenderer has permission / authority to supply / sell fuel. If Tenderer is an intermediatory, third party service provider, they should be able to provide documentation outlining they have permission to resell fuel on behalf of fuel station/operator. Please provide a **Map & / or Excel spreadsheet (saved in pdf format)** showing / listing Fuel Station network in Turkey. ***Optional:*** **TS-EN-590 Turkish Quality Standard Certificate**.**Environmental Policy** if available, attach as separate pdf. **Sustainability Measures** implement by your organisation**,** details limited to 1 Page, attach as separate pdf.(Any other certificates / licences as may be relevant to support your proposal). |

# 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**  **GOAL Code of Conduct**

**Appendix 7** **Technical Questionnaire**

***Optional documents which may be included in the proposal:***

**Certificates e.g., TS-EN-590 Turkish Quality Standards.
Environmental Policies.**
**Details of Value-Added Services / Sustainable Measures that will be**   **included in the offer.
Additional Documentation e.g., Fuel Licences (Source / Origin)**

**Annex 1 Terms of Reference (TOR)**

**Annex 2**  **GOAL Terms & Conditions - Works & Services**

# 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 Companyo Partnership | o Joint Ventureo 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.

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

# Appendix 5: Financial Offer

**Please complete all sections**

**Please note, GOAL do not expect Service Provider to fix the fuel price for the duration of this Framework Agreement. The requested “pump price at date of offer” will not be a part of the Framework Agreement. Service Provider's then current diesel list price at the pump will form the basis for pricing system. Also, whilst offering a percentage price discount may be advantageous, it is not mandatory.**

Please complete the following table:

|  |  |
| --- | --- |
| **Currency offered:** |  TRY Turkish Lira |
| **Quotation validity period:** | **\*\*PLEASE NOTE GOAL DO NOT EXPECT SERVICE PROVIDERS TO SET THE FUEL PRICE FOR THE DURATION OF THIS TENDER- VALIDITY IS OPTIONAL NOT MANDATORY.GOAL UNDERSTAND THE PRICE OF FUEL IS SUBJECT TO MARKET FLUCTUATIONS.** |
| **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)* \*\* **to be evaluated to form the basis of the pricing system ONLY.** |   |   |
| **5** |   | %  | Percentage discount (%) on pump price, **whilst offering a percentage price discount may be advantageous, it is NOT MANDATORY** |   |   |
| **6** |  | % | Percentage discount (%) on overall contract **whilst offering a percentage price discount may be advantageous, it is NOT MANDATORY** |  |  |
| **7** | VAT costs |   |
| **8** | Any other costs  |   |

***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 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**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **4** | 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** |
| **5** | 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 –O*ptional***

**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:**