



**Terms of Reference (TOR)**

**G-TR-ANT-X-29836**

**Provision of Fuel Cards for the purchase of Diesel for  
GOAL Vehicles in Turkey**

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**1. INTRODUCTION**

GOAL is an international emergency and development NGO dedicated to alleviating the suffering of the poorest and most vulnerable. GOAL was established in 1977 and is currently operational in 14 countries world-wide. GOAL has been working in Syria since 2013, responding to the acute needs of conflict-affected communities. GOAL has been contributing to the urban refugee responses in Turkey since 2016, with a focus on responding to needs in health service delivery and protection of vulnerable and marginalized refugees in Southern Turkey.

**Purpose of Service**

GOAL vehicles are used for donor funded program purposes and general administrative duties across GOAL locations in Turkey. GOAL requires a Service Provider(s) with a nationwide network of fuel stations in Turkey. GOAL will purchase fuel from the Service Provider(s) using one of the following methods: Data Chip, Fuel Card, Sticker or an alternative method suggested by Service Provider(s). GOAL will require a Service Provider(s) who can preferably electronically monitor GOAL fuel usage and provide an online reporting system. The Service Provider(s) should be capable of producing monthly consolidated invoices based on the total number of transactions and fuel usage for all GOAL vehicles. GOAL vehicles are located in the following Districts: Adana, Ankara, Antakya, Gaziantep, SanliUrfa and Tarsus.



**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.**

## 2. SUMMARY OF REQUIRED SERVICES FOR SUPPLY OF FUEL CARDS FOR GOAL VEHICLES - TURKEY

<b>Timeframe</b>	<p>GOAL Turkey aim to sign 3 Year Framework Agreement with a Service Provider(s) who have a network of Fuel Stations, including nationwide availability in Turkey.</p> <p>Preference will be given to Service Providers who are able meet GOAL Turkey's requirements listed below.</p>	
<b>Specific Objectives</b>	<ul style="list-style-type: none"> <li>• <b>Tenderer should be capable of providing an online Fuel Reporting System, accessible by GOAL</b></li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Tenderer can provide certificate / documentation confirming Tenderer has permission / authority to supply fuel.</b></li> </ul> <p><b>If Tenderer is an intermediary, third party service provider / reseller, they should provide documentation outlining they have permission to resell fuel on behalf of fuel station/operator.</b></p>	
	<ul style="list-style-type: none"> <li>• <b>Installation of Fuel Ring or similar device - delivery / installation lead time. (Please outline &amp; confirm if installation is free of charge or a fee applies).</b></li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>It would be advantageous for the Tenderer to have previous experience in this sector, providing a similar service.</b></li> </ul>	



	<ul style="list-style-type: none"> <li>Tenderer should outline if any Value-Added Service will be provided, e.g., Customer Service Agent will be appointed to GOAL Account etc.</li> </ul>	
<b>Essential Criteria</b>	1. Tenderer must submit Company’s Registration and VAT Registration Certificates.	
	2. Tenderer should provide monthly invoices, with an itemised breakdown of transactions / charges per vehicle etc.	
	3. Terms of Payment	
	4. Tenderer should have a network of fuel stations, including nationwide availability / locations in Turkey.	
<b>Locations</b>	A nationwide network of fuel stations in Turkey.	

### 3. Documents (Mandatory & Optional)

1. Company & VAT Registration Certificates - **Mandatory**
2. Document showing permission to supply / resell fuel - **Mandatory**
3. Map showing Fuel Station locations in Turkey &/ or an Excel spreadsheet listing Fuel Station locations – **Mandatory**
4. TS-EN-590 Turkish Quality Standard Certificate – **Optional**
5. Environmental Policy / Sustainable Measures **Optional**

### 4. PAYMENT TERMS

Wire transfer within 30 (thirty) working days of receipt of monthly consolidated invoice.

Please outline payments terms if different to the above.