# **Appendices & Annexes**

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**Annex 4 – GOAL Template Supply Contract for Goods (Attached as a separate PDF)**

**Annex 5 – GOAL Supplier Code of Conduct (Attached as a separate PDF)**

**Appendix 1 - Company information**

1. **Contact Details**

This section must include information regarding the individual or company and any partners or sub-contractors:

|  |  |
| --- | --- |
| Name of the supplier  |   |
| 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  | 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 supplier) who will benefit from this contract (GOAL compliance matter)  |   |
| Parent company  |   |
| Ownership  |   |
| Do supplier have associated companies? Tick relevant box. If YES – provide details for each company in the form of additional table as per **Contact Details**  | oYes                                                             oNo  |
|   | **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  |   |   |

**1.1 Professional or Corporate Memberships**

These are with external professional bodies that the supplier is registered with, if any (please note this is not the company/ business registration details). Please attach copies of any relevant certificates or memberships and use more lines if necessary:

|  |  |  |  |
| --- | --- | --- | --- |
| No  | Name of the body  | Year of registration  | Membership Number  |
| 1  |   |   |   |
| 2  |   |   |   |
| 3  |   |   |   |
| 4  |   |   |   |

**1.2 Profile**

Supplier should note that the information requested below will be required under the Essential Criteria. In total the answers to these questions should take no more than 2 pages.

|  |  |  |
| --- | --- | --- |
| **No**  | **Description**  | **Response**  |
| 1  | An outline of the scope of business activities, and in particular details of relevant experience regarding contracts of this nature  |   |
| 2  | The number of years the supplier has been in business in its present form.  |   |
| 3  | Total Production Capacity (metric tonne Per Day). Production Capacity is defined as the quantity in metric tonnes available to ship on a daily basis.   |   |
| 4  | Average Lead Time for an order of 15MT of Dry Yeast. As per Essential Criteria. Lead Times must be less than 30 Days.   |   |
| 5  | Where the supplier proposes to use subcontractors or resellers/ distributors in the execution of the agreement this section should include details of the quality assurance mechanisms used by the supplier to monitor the activities of its subcontractors or resellers/ distributors. Suppliers should note that commitment to quality, as evidenced by the existence of such quality control procedures, will be used as a Qualification Criteria    |   |
| 6  | Any other relevant information  |   |

* 1. **References**

At least two relevant references who may be contacted on a confidential basis to verify satisfactory execution of contracts must be supplied. These references may not be GOAL personnel or related to a GOAL contract. Supplier should supply this information for each of the references in the following format:

|  |  |  |
| --- | --- | --- |
| 1  | Name  |   |
| Organisation  |   |
| Address  |   |
| Phone  |   |
| Fax  |   |
| Email  |   |
| Nature of supply  |   |
| Approximate value of contract  |   |
| 2  | Name  |   |
| Organisation  |   |
| Address  |   |
| Phone  |   |
| Fax  |   |
| Email  |   |
| Nature of supply  |   |
| Approximate value of contract  |   |
| 3  | Name  |   |
| Organisation  |   |
| Address  |   |
| Phone  |   |
| Fax  |   |
| Email  |   |
| Nature of supply  |   |
| Approximate value of contract  |   |
| 4  | Name  |   |
| Organisation  |   |
| Address  |   |
| Phone  |   |
| Fax  |   |
| Email  |   |
| Nature of supply  |   |
| Approximate value 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  |
| **Financial:** |
| 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 has 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. |  |  |
| **Legal:** |
| 4  | 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. |  |  |
| 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.   |  |  |
| **Ethical:** |
| 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 laws, as well as all other relevant employment legislation in the countries of registration and operation. |  |  |
| 14 | The supplier is fully compliant with the minimum terms and conditions of all relevant health and safety regulations in the countries of registration and operation. |  |  |
| 15 | 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.**  |  |  |
| **Social Responsibility** |
| 16 | The supplier is fully compliant with the international standards on hours of work as defined by the International Labour Organisation ensuring that working hours are not excessive and proper rest periods are implemented. |  |  |
| 17 | The supplier has taken all necessary steps to ensure that subcontractors, if any are used for this contract, apply the same standards highlighted in this document, and the standards outlined in GOAL's Supplier Code of Conduct. |  |  |
| **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** |   |

**Appendix 3\_Self-declaration of finance and tax**

|  |
| --- |
| **Turnover history**   |
| **Turnover figures entered into the table 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 EOI. Please indicate the currency.    |
| **Trading year**  | **Total turnover**  |
| **2021**  |   |
| **2020**  |   |
| **2019**  |   |
|  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:  |   |

**Please include year-end financial documents, tax and Chamber of commerce registrations to support this Declaration**

**Appendix 4 – Certifications**

**Certification**

**Please supply copies of each certificate listed below. Please identify each certificate with the code outlined in the table below. Please note that submission of the mandatory certificates listed below is an essential criterion.**

|  |
| --- |
| **Mandatory Certificates: These must be for the company milling, producing and delivering the Dry Yeast**  |
| **Name of Certificate\***  | **Purpose of Certificate**  |   | Date your Company received this Certificate  | Date this Certificate expires  | Comments from Company  | Code  |
| **Technical Capacity Certificates:**  |
| ISO 9000 stated as ISO 9001:2015 online see <https://www.iso.org/iso-9001-quality-management.html> | Quality Management System Certificate | Submit a valid, up to date copy of this certificate |   |   |   | A |
| ISO 22000 stated as ISO 22000:2018 see <https://www.iso.org/iso-22000-revision.html> | International standard specifies the requirements for a food safety management system that involves the following elements: interactive communication, system management, prerequisite programs, HACCP principles | Submit a valid, up to date copy of this certificate. |   |   |   | B |
| Certificate of Analysis 2022 | Recent certificate of analysis of dry yeast. | Submit a valid, up to date copy of this certificate. |  |  |  | C |
| **Company Certificates:** |
| Chamber of Commerce Registration Certificate | Registration Certificate | Submit a valid, up to date copy of this certificate. |  |  |  | D |
| Tax Registration Certificate | Registration Certificate | Submit a valid, up to date copy of this certificate. |  |  |  | E |

|  |
| --- |
| **Additional Certificates:**  |
| **Name of Certificate\***  | **Purpose of Certificate**  |   | Date your Company received this Certificate  | Date this Certificate expires  | Comments from Company  | Code  |
| ISO 26000 Social Responsibility | Enables suppliers, who are committed to operating in a socially responsible way, to go beyond minimum requirements for employment, health and safety, and environmental laws. | Submit a sample of the most recent certificate. |  |  |  | F |
| ISO 14001 Environmental Quality Management | Enables suppliers to improve their environmental performance through more efficient use of resources and reduction of waste. | Submit a sample of the most recent certificate. |  |  |  | G |
| Chemical Laboratory Analysis Certificate | Chemical level of Analysis of components and structure of each product | Submit a sample of the most recent certificate. |   |   |   |  H |
| Physical Laboratory Analysis Certificate | Physical level of Analysis of components and structure of each product | Submit a sample of the most recent certificate. |   |   |   |  I |
| CE Certificate of Compliance/ EU Declaration of Conformity | With the CE marking on a product, the manufacturer declares that product conforms with the essential requirements of the applicable EC directives | Submit a valid, up to date copy of this certificate. |   |   |   | J |
| Turkish Ministry of Agriculture certification (or equivalent) | Accreditation from the Turkish Government that the product is according to Turkish Ministry of Agriculture food standards. | Submit a sample of the most recent certificate. |  |  |  | K |
| Certification from a TURKAK approved company (or equivalent) | Accreditation from any company that has itself been approved to perform inspections and certifications by the Turkish Accreditation Authority (TURKAK) | Submit a valid, up to date copy of this certificate. |   |   |   | L |

**\* if you have multiple certificates for your company's activities or products, please, provide information additionally in this table**

**APPENDIX 5 Previous contracts**

**Quality and Delivery**

The Technical Specification included as Annex 1 to this document is the World Food Programme (WFP) specification. Please provide details below of contracts in chronological order starting with the most recent, for the milling, production and supply of Dry Yeast.

The supplies are required to be delivered DDP (Incoterms 2020) to GOAL warehouse locations in northwest Syria (specifically (but not limited to) Kafr Takharim, Ma’arrat Misrin and Darkush ) or TRC location at Zero Point (Cilvegözü Turkey - Bab al Hawa Syria). Due to the complicated nature of this supply chain, GOAL would like to see evidence of previous contracts fulfilled to these locations or other locations inside northwest Syria or TRC location at Zero Point (Cilvegözü Turkey - Bab al Hawa Syria) since 2017. This can be in the nature of redacted (edited) contracts or official documentation confirming fulfilment (containing the pertinent contract details). We also require a contact person from the organisation who can validate the delivery.

Please list three contracts that you have completed since 2017 that are specific to dry yeast or food items. The contracts should be similar in volume to our monthly production capacity requirements and should demonstrate experience delivering to our required locations.

|  |  |
| --- | --- |
| **Contract 1** |  |
| **Contract with (Organisation name)** |   |
| **Start and end date of contract** |   |
| **Goods Supplied** |   |
| **Did the goods delivered satisfy the WFP specification included as Annex 1 to this EOI (Y/N)** |   |
| **Value of contract** |   |
| **Point of Delivery** |   |
| **Contact person to confirm contract details, include phone and email contact information.** |   |

|  |  |
| --- | --- |
| **Contract 2** |  |
| **Contract with (Organisation name)** |   |
| **Start and end date of contract** |   |
| **Goods Supplied** |   |
| **Did the goods delivered satisfy the WFP specification included as Annex 1 to this EOI (Y/N)** |   |
| **Value of contract** |   |
| **Point of Delivery** |   |
| **Contact person to confirm contract details, include phone and email contact information.** |   |

|  |  |
| --- | --- |
| **Contract 3** |  |
| **Contract with (Organisation name)** |   |
| **Start and end date of contract** |   |
| **Goods Supplied** |   |
| **Did the goods delivered satisfy the WFP specification included as Annex 1 to this EOI (Y/N)** |   |
| **Value of contract** |   |
| **Point of Delivery** |   |
| **Contact person to confirm contract details, include phone and email contact information.** |   |

**Appendix 6: EOI statement**

**[Complete and return the following form ‘EOI Statement’ printed, signed, and stamped]**

**EOI STATEMENT**

**TO:** [GOAL]

**RE:** Expression of Interest Ref: ANT-BK-31549 To create a Restricted Suppliers List for the supply of Dry Yeast for delivery in GOAL warehouses in North West Syria or Turkish Red Crescent location at Zero Point (Cilvegözü Turkey - Bab al Hawa Syria).

Having examined all sections, appendices, and annexes to the EOI we hereby agree and declare the following:

1. We confirm we have fully reviewed and can fully meet the detailed Technical Specifications for Dry Yeast included as Annex 1 to this document.
2. We confirm we have fully reviewed and can fully conform to the restrictions on Source and Origin 2022 included as Annex 2 to this document.
3. We accept all of the Terms and Conditions of the EOI, GOAL’s Standard Terms and Conditions for Contracts of Goods, and GOAL’s Supplier Code of Conduct included as Annex 3, 4 and 5 to the EOI.
4. We confirm our ability to deliver on DDP Incoterms into GOAL warehouse locations in northwest Syria specifically (but not limited to) Kafr Takharim, Ma’arrat Misrin and Darkush or TRC (Zero Point Cilvegozu (bab el hawa) Reyhanli/Turkey).
5. We confirm the validity period of our EOI submission to be 120 Days from date of submission.

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **APPENDIX 7: TECHNICAL QUESTIONNAIRE  Please complete all sections. Attach additional information as required.  Note that the answers provided may be further confirmed with a site visit from a GOAL committee.**  |  |
|  |  |
|  |  |  |  |  |  |  |
|  | **1. Company Profile and Facilities**  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Is your company a manufacturer, reseller, subcontractor (or other) of dry yeast? |  |  |
|  |  |  |  |  |  |  |
|  | If you are not a manufacturer of dry yeast, please state the name and address of the dry yeast manufacturer. |  |  |
|  |  |  |  |  |  |  |
|  | What is the monthly production capacity of dry yeast at your company? If you are not a manufacturer of dry yeast, please give the monthly production capacity of the manufacturer. |  |  |
|  |  |  |  |  |  |  |
|  | Please list the source and origin of the dry yeast your company intends to supply |  |  |
|  |  |  |  |  |  |  |
|  | How many employees does your company employ in each facility? |  |  |
|  |  |  |  |  |  |  |
|  | How many facilities does your company own? |  |  |
|  |  |  |  |  |  |  |
|  | What type of facilities? E.g., Office, Warehouse, Factory etc |  |  |
|  |  |  |  |  |  |  |
|  | How many square metres in each? (Please list all applicable) |  |  |
|  |  |  |  |  |  |  |
|  | Does your company have the capacity to store food goods? If yes, at what capacity? |  |  |
|  |  |  |  |  |  |  |
|  | Does your company own its own fleet? |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **2. Safety and Security**  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Are your facilities monitored 24/7? If yes, please specify how they are monitored (e.g., camera, guards etc) |  |  |
|  |  |  |  |  |  |  |
|  | Are all Health and Safety procedures clearly visible, accessible and up-to-date? |  |  |
|  |  |  |  |  |  |  |
|  | Please list any health & safety procedures your company is implementing, and measures taken to improve any issues.  |  |  |
|  |  |
|  |  |  |  |  |  |  |
|  | Are all emergency exits clearly visible and accessible? |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **3. Care & Maintenance**  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Are the facilities well maintained? |  |  |
|  |  |  |  |  |  |  |
|  | How often does the company perform inspections to the infrastructure? |  |  |
|  |  |  |  |  |  |  |
|  | Do warehouse facilities (if any) have insulation systems? |  |  |
|  |  |  |  |  |  |  |
|  | How does your company keep stock in good condition? |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **4. Financial**  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Can you provide year-end financial documents for the past 3 years? (e.g., balance sheet, tax declaration, trial balance) If yes, please attach copies of these documents with your EOI. |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | 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)** |  |  |  |
|  | **Date:**  |  |  |  |
|  | **Print Name:** |  |  |  |
|  | **Company Name:**  |  |  |  |
|  | **Address:** |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |