



Invitation to Tender (ITT) for the Supply and Delivery of Office IT Equipment to the GOAL Turkey and Syria Offices

Ref. No: ANK-IT-31768

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

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.

2 PROPOSED TIMELINES

Line	Item	Date
1	ITT published	Thursday 17 November 2022
2	Closing date for clarifications	Monday 28 November 2022, 23:59 pm Irish Time (UTC)
3	Closing date and time for receipt of Tenders	Thursday 8 December 2022, 23:59 pm Irish Time (UTC)
4	Tender Opening Location	GOAL Library Road, Carnegie House – Dun Laoghaire
5	Tender Opening Date	Friday 9 December 2022, 11:00 am Irish Time (UTC)

3 OVERVIEW OF REQUIREMENTS

3.1 PURPOSE

The GOAL Syria IT Department requires the supply of IT equipment for business use. GOAL invites prospective suppliers to submit bids for the supply of IT equipment in an once-off direct supply, including delivery. The equipment sought falls in these areas:

- Peripherals & Accessories
- Security Devices & Licensing

The supplies are expected to be delivered in the GOAL Offices in Azaz, North Aleppo and in the GOAL Offices in Ankara and Antakya in Turkey. Exact locations will be provided to the winning suppliers after the evaluation process is finalized and the contract(s) are in preparation stage.

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Qualified suppliers, possessing the minimum capacity and capability are invited to submit tenders for either lot or all three (3) lots. Each lot will be evaluated separately:

- 1) ANK-IT-31768, ANK-IT-31766 & ANK-IT-31756 LOT 1: Supply and Delivery of Monitors, Multifunction Devices and Consumables DDP Incoterms 2020 Azaz, Ankara, Antakya
- 2) ANK-IT-31767, ANK-IT-31765 & ANK-IT-31754 LOT 2: Supply and Delivery of Monitors, Multifunction Devices, Projectors and Consumables DDP Incoterms 2020 Azaz, Antakya
- 3) ANK-IT-31759 & ANK-IT-31760, LOT 3: Supply and Delivery of Security Devices & Licensing DDP Incoterms 2020 Antakya

Suppliers must bid for every item in any single Lot they are quoting for. Lots where not all line items have quotes submitted, risk the full quote for that lot being eliminated.

The exact deliverables, quantities and delivery locations are listed below.

The technical parameters must meet or exceed minimum specification requirements outlined in Annex 1 to this ITT document.

Prospective suppliers are invited to briefly and concisely outline additional services or functionalities that exceed the specifications outlined in Annex 1 and enhance their proposal in Appendix 1 – Technical Offer.

Note on brand-names:

With the exception of the deliverables under LOT 3, no preference will be given to specific brands at the time of the evaluation. Any mention to brands or makes in this ITT and its Annexes for LOT 1 and LOT 2 is for guidance purposes only and all equivalents which fulfil the minimum specifications and donor requirements are acceptable. When it comes to LOT 3, GOAL IT has standardised firewall technology as Meraki brand-name in order to have global overview and control of IT security. Other brand-names will not be accepted.

The successful supplier(s) may be requested to provide some or all the following upon delivery and/or importation of the goods. This list is not exhaustive. These documents are listed here for information only and do not need to be provided together with the tendered offer:

- Commercial Invoice
- Shipping Invoice
- Packing List
- Certificate(s) of Origin for each commodity item
- Supplier Waybill or Delivery Note
- Proof of Delivery

3.2 DELIVERABLES AND DELIVERY SCHEDULE

LOT 1: Supply and Delivery of Monitors, Multifunction Devices and Consumables DDP Incoterms 2020 Azaz, Ankara, Antakya

No.	Item	Quantity	Delivery Location
1	Office Multifunction Device (Printer and Scanner)	15	Azaz
2	Cartridge compatible with Office Multifunction Device (Printer and Scanner) in line 1.	25	Azaz
3	Heavy Duty Multifunction Device (Printer and Scanner)	1	Antakya
		1	Ankara
4	Cartridge compatible with Heavy Duty Multifunction Device (Printer and Scanner) in line 3.	5	Antakya
		5	Ankara
5	Desktop Monitor	10	Antakya
		10	Ankara

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6	2-metre HDMI Cable compatible with Desktop Monitor in line 5.	10	Antakya
		10	Ankara
7	Portable Mini Projector	4	Antakya
8	5-metre HDMI Cable compatible with Portable Mini Projector in line 7.	4	Antakya

For the items included in the table above, minimum technical specifications can be found in Annex 1 when applicable. All supplies must be handed over with all original packaging and documentation from the manufacturer. All items listed in the table above are to be delivered DDP Incoterms 2020 to the specified locations:

- DDP Incoterms 2020 Antakya
- DDP Incoterms 2020 Ankara
- DDP Incoterms 2020 Azaz – commercial cross border shipment.

Important Note: The procurement of the items and quantities under LOT 1 are subject to USAID’s [ADS Chapter 303 Grants and Cooperative Agreements to Non-Governmental Organizations](#), Section 303.3.35.2 Covered Telecommunication and Video Surveillance Equipment or Services (last revision: 07/01/2022, according to which: *“Effective August 13, 2020, a recipient may not procure covered telecommunication equipment or services for the implementation of their program using award funds.*

2 CFR 200.216, applicable to US organizations, and the standard provision “Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment” applicable to non-US NGOs, implement Section 889(b) of the John S. McCain National Defense Authorization Act (NDAA) for Fiscal Year 2019 (Pub. L. 115-232) that prohibits the use of award funds, including direct and indirect costs, cost share and program income, to procure covered telecommunication and video surveillance services or equipment. The statute covers certain telecommunications equipment and services produced or provided by Huawei Technologies Company or ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

Unless otherwise authorized in a special award requirement or standard provision in the award, such covered telecommunication equipment or services are unallowable costs as specified in 2 CFR 200.471. As such, the recipient must not use any award funds for such costs, including direct or indirect costs, cost share, or program income generated under the award for covered telecommunications equipment or services as specified in 2 CFR 200.216. The Section 889 prohibitions do not apply to awards made prior to August 13, 2020.”

In other words, we are unable to accept bids relating to covered telecommunication and video surveillance services or equipment as described above. The supplier must ensure that none of the offered assets marked above are from any of the following sources:

- Huawei Technologies Company or
- ZTE Corporation (or any subsidiary or affiliate of those entities) and
- Hytera Communications Corporation,
- Hangzhou Hikvision Digital Technology Company, or
- Dahua Technology Company (or any subsidiary or affiliate of those entities).

You can find here a [latest list of banned companies](#) covered by the regulation above.

LOT 2: Supply and Delivery of Monitors, Multifunction Devices, Projectors and Consumables DDP Incoterms 2020 Azaz, Antakya

No.	Item	Quantity	Delivery Location
1	Heavy Duty Multifunction Device (Printer and Scanner)	4	Azaz
2	Cartridge compatible with Heavy Duty Multifunction Device (Printer and Scanner) in line 1.	10	Azaz
3	Desktop Monitor	25	Antakya

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4	2-metre HDMI Cable compatible with Desktop Monitor in line 3.	25	Antakya
5	Office Multifunction Device (Printer and Scanner)	2	Antakya
6	Cartridge compatible with Office Multifunction Device (Printer and Scanner) in line 5.	10	Antakya
7	Projector	3	Antakya
8	10-metre HDMI cable compatible with Projector in line 7.	3	Antakya

For the items included in the table above, minimum technical specifications can be found in Annex 1 when applicable. All supplies must be handed over with all original packaging and documentation from the manufacturer. All items listed in the table above are to be delivered DDP Incoterms 2020 to the specified locations:

- DDP Incoterms 2020 Antakya
- DDP Incoterms 2020 Ankara
- DDP Incoterms 2020 Azaz – commercial cross border shipment.

LOT 3: Supply and Delivery of Security Devices & Licensing DDP Incoterms 2020 Antakya, Turkey

No.	Item	Quantity	Delivery Location
1	Cisco Meraki MX 84 Firewall	2	Antakya
2	Cisco Meraki MX84 Advanced Security License including customer support - 3 Years	2	Antakya

Both items listed in the table above are to be delivered DDP Incoterms 2020 to the GOAL Antakya offices. The licence subscription in line 2 must be delivered in a secure digital method (details to be agreed upon contract finalisation with the successful supplier). All supplies must be handed over with all original packaging and documentation from the manufacturer.

4 TERMS OF THE PROCUREMENT (LOT 1, LOT 2 & LOT 3)

4.1 PROCUREMENT PROCESS

- 4.1.1 This competition is being conducted as a GOAL International Tender Procedure.
- 4.1.2 The Contracting Authority for this procurement is GOAL.
- 4.1.3 This procurement is funded by USAID and ECHO and the tender and any contracts or agreements that may arise from it are bound by the regulations of multiple donors.

4.2 CLARIFICATIONS AND QUERY HANDLING

- 4.2.1 GOAL has taken care to be as clear as possible in the language and terms it has used in compiling this ITT. Where any ambiguity or confusion arises from the meaning or interpretation of any word or term used in this document or any other document relating to this tender, 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 tender.
- 4.2.2 Requests for additional information or clarifications can be made as per Section 2 'Proposed Timelines' and no later. Any queries about this ITT should be addressed in writing to GOAL via email on clarifications@goal.ie with the reference **Invitation to Tender (ITT) for the Supply and Delivery of Office IT Equipment to the GOAL Turkey and Syria Offices** in the email subject line and answers shall be collated and published online at <https://www.goalglobal.org/tenders> in a timely manner.

4.3 CONDITIONS OF TENDER SUBMISSION

- 4.3.1 Tenders must be completed in English or Turkish. In the case of discrepancies between the two versions, the English version shall prevail.

- 4.3.2 Tenders must respond to all requirements set out in this ITT and complete their offer in the Response Format.
- 4.3.3 Failure to submit tenders in the required format will, in almost all circumstances, result in the rejection of the tender. Failure to resubmit a correctly formatted tender within 3 (three) working days of such a request will result in disqualification.
- 4.3.4 Tenderers must disclose all relevant information to ensure that all tenders are fairly and legally evaluated. Additionally, tenderers 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 tenderer 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 Tenderers must detail all costs identified in this ITT. 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 ITT. Tenderers' 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.
- 4.3.6 Any conflicts of interest (including any family relations to GOAL staff) involving a tenderer 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 tenderer.
- 4.3.7 GOAL will not be liable in respect of any costs incurred by respondents in the preparation and submission of tenders or any associated work effort.
- 4.3.8 GOAL will conduct this tender, 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 the lowest, or any tender submitted.
- 4.3.10 Information supplied by respondents will be treated as contractually binding. However, GOAL reserves the right to seek clarification or verification of any such information.
- 4.3.11 GOAL reserves the right to split the award of this contract between different bidders in any combination it deems appropriate, at its sole discretion.
- 4.3.12 The Supplier shall seek written approval from GOAL before entering into any sub-contracts for the purpose of fulfilling this contract. Full details of the proposed subcontracting company and the nature of their services shall be included in the written request for approval. Written requests for approval must be submitted to the contract focal point.
- 4.3.13 GOAL reserves the right to refuse any subcontractor that is proposed by the Supplier.
- 4.3.14 GOAL reserves the right to terminate this competition at any stage.
- 4.3.15 Unsuccessful tenderers will be notified.
- 4.3.16 GOAL's standard payment terms are by bank transfer within 30 days after satisfactory implementation and receipt of documents in order. Satisfactory implementation is decided solely by GOAL.
- 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 and those donors and/or their agents have rights of access to GOAL and/or any of its suppliers or contractors for audit purposes. These donors may also have additional regulations that it is not practical to list here. Submission of an offer under this ITT assumes Service Provider acceptance of these conditions.

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4.3.19 **Terrorism and Sanctions:** 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.

4.3.20 **Award to runner up clause:** If for any reason it is not possible to award the contract to the designated successful tenderer emerging from this competitive process, or if having awarded the contract, the GOAL considers that the successful tenderer has not met its obligations, GOAL reserves the right to award the contract to the next highest scoring tenderer on the basis of the terms advertised. This shall be without prejudice to the right of GOAL to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

4.4 SUBMISSION OF TENDERS

Tenders must be delivered in the following way only:

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

- a) **Invitation to Tender (ITT) for the Supply and Delivery of IT Equipment to the GOAL Turkey and Syria Offices**
- b) **Name of your company**
- c) **Title of the attachment**
- d) **Number of emails that are sent e.g. 1 of 3, 2 of 3, 3 of 3.**

All documents attached to emails must be in PDF or scan form. 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.

Proof of sending is not proof of reception. Late delivery will result in your bid being rejected. All information provided must be perfectly legible. Each page must be signed and stamped by the Supplier. Suppliers will receive an automatic reply from hqtenders@goal.ie when the emails are electronically submitted.

4.5 TENDER OPENING MEETING

Tenders will be opened at as per Section 2 *Proposed Timelines* 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 tenderer may attend the opening of the bids. Companies wishing to attend are requested to notify their intention by sending an e-mail at least 48 hours in advance to the following e-mail address: clarifications@goal.ie. This notification must be signed by an authorised officer of the tenderer and specify the name of the person who will attend the opening of the bids on the tenderer's behalf. Suppliers are invited to attend the Tender Opening Meeting 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.

5 EVALUATION PROCESS

5.1 EVALUATION STAGES

Tenderers will be considered for participation in the Contract subject to the following qualification process:

Phase	Evaluation Stage	Basic Requirements
<p><i>The first phase of evaluation of the responses will determine whether the tender has been submitted in line with the Administrative Instructions. Only those tenders meeting these criteria will go forward to the second phase of the evaluation.</i></p>		
1	<p>Administrative Instructions: LOT 1, LOT 2, LOT 3</p>	<p>1. Closing Date: Proposals must have met the deadline stated in section 2 of these Instructions to Tenderers, or such revised deadline as may be notified to Tenderers by GOAL. Tenderers must note that GOAL is prohibited from accepting any proposals after that deadline.</p> <p>2. Submission Method: Proposals must be delivered in the method specified in section 4.4 of this document. GOAL will not accept responsibility for tenders delivered by any other method. Responses delivered in any other method may be rejected.</p> <p>3. Format and Structure of the Proposals: Proposals must conform to the Response Format laid out in section 6 of these Instructions to Tenderers or such revised format and structure as may be notified to Tenderers by GOAL. <u>Failure to comply with the prescribed format and structure may result in your response being rejected at this stage.</u></p> <p>4. Confirmation of validity of your proposal: The Tenderers must confirm that the period of validity of their proposal is not less than 90 (ninety) calendar days.</p>
<p><i>Second phase: Prospective suppliers who fulfilled the Administrative Instructions will be assessed against the Essential Criteria.</i></p>		
2	<p>Essential Criteria:</p>	<p>LOT 1 & LOT 2:</p> <ul style="list-style-type: none"> • Specifications of Offered items must meet or exceed the specifications laid out in Annex 1. <p>Applicable for LOT 1 only: The tenderer must confirm their offer is in compliance with USAID regulation “Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment” as outlined in Section 3.2 of the ITT document. <u>Evidence:</u> Appendix 2 – Technical Proposal and attached brochures or links</p> <ul style="list-style-type: none"> • Minimum warranty of one (1) year for all peripherals, accessories and devices offered where applicable (standard manufacturer warranty). <p><u>Evidence:</u> Appendix 2 – Technical Proposal</p> <ul style="list-style-type: none"> • Maximum acceptable Delivery Lead Time of 30 business days <p><u>Evidence:</u> Appendix 2 – Technical Proposal and Appendix 3 – Financial Proposal</p> <ul style="list-style-type: none"> • Company registration <p><u>Evidence:</u> Chamber of Commerce Registration and Tax Registration with the relevant authorities.</p> <ul style="list-style-type: none"> • Capability and capacity to deliver DDP Incoterms 2020 to the specified locations. <p><u>Evidence:</u> Appendix 2 – Technical Proposal and copies of at least three (3) successfully completed past supply contracts or purchase orders delivered in the last five (5) years, DDP Incoterms at a minimum value of USD 15,000. One contract or order must concern a location in North-Western Syria as the delivery location (no minimum value). Sensitive business or personal data can be redacted (hidden).</p>

		<p>LOT 3:</p> <ul style="list-style-type: none"> • Specifications of Offered items must meet or exceed the specifications laid out in Annex 1. <u>Evidence:</u> Appendix 2 – Technical Proposal • Minimum warranty of one (1) year for the devices offered (standard manufacturer warranty). <u>Evidence:</u> Appendix 2 – Technical Proposal • Company registration <u>Evidence:</u> Chamber of Commerce Registration and Tax Registration with the relevant authorities. • Maximum acceptable Delivery Lead Time of 30 business days <u>Evidence:</u> Appendix 2 – Technical Proposal and Appendix 3 – Financial Proposal
<p><i>Third phase: Each proposal that conforms to the Essential Criteria will be evaluated against the Award Criteria given below by GOAL. Tenders will be awarded marks under each of the award criteria listed in this section to determine the most economically advantageous tenders (optimal Value for Money). Quality and overall content of the Technical Offer further to minimum requirements is evaluated.</i></p>		
3	<p>Award Criteria (out of 100 points) LOT 1, LOT 2, LOT 3</p> <p>Weightings: Quality: 30% Delivery: 10% Price: 60%</p>	<p>1. Quality 1a. Added-Value Features: variation of technical quality over and above the minimum stated specifications which may include added-value features. Maximum 20 points. 1b. Environmental Accreditations and Environmentally Sound Practices: Maximum 10 points</p> <p>2. Delivery: Total Lead Time. Maximum 10 points.</p> <p>3. Total Price Quoted. Maximum 60 points.</p>
<p><i>Qualification criteria: these are being assessed through-out the evaluation process and before the award decision is taken.</i></p>		
1	Legal & Financial Criteria	<p>Tenderer has requisite financial stability. <u>Evidence:</u></p> <ul style="list-style-type: none"> • Review of Declaration Re Personal and Legal Circumstances, Finance and Tax (Appendix 1, Section 2) • Review of financial information and other documents submitted. (Appendix 1, Section 3).
2	Post-Selection	<p>All due diligence checks are found to be clear including but not limited to Reference Surveys and Anti-Terror & Sanctions Checks, based on the information provided in Appendix 1.</p>

5.2 TENDER EVALUATION

GOAL will convene an evaluation team which may include members of the Finance, Logistics, Programmes, Donor Compliance and Internal Audit, as well as third party technical input.

During the evaluation period clarifications may be sought by e-mail from Tenderers. Clarifications may include requests for missing information or documentation. Deadlines of usually 2-3 working days 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 Tenderers will not be entertained during the evaluation period.

5.3 AWARD CRITERIA (LOT 1, LOT 2 & LOT 3)

Tenders will be awarded marks under each of the award criteria listed in this section to determine best Value For Money (VFM).

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Quality: weighting of 30%

- **Added-Value**

Added – Value features included in the Technical Proposal (Appendix 1) which demonstrate exceeding of the minimum technical specifications will be awarded points up to the maximum score for all LOTS. These features could refer (but not limited to) the following, where applicable:

For multifunction devices and printers (LOT 1, LOT 2):

- Scan speed
- Memory capacity
- Hard Disk availability and capacity
- Wireless connectivity

For desktop monitors (LOT 1, LOT 2):

- Response time
- Resolution

For projectors (LOT 1, LOT 2):

- Lumen
- Display quality
- Lamp life

For Cisco Meraki Mx 84 Firewall and Mx84 Advanced Security License (LOT 3):

- Threat Grid integration
- Customer support
- Security of delivery method

Tenderers who wish to be considered for LOT 3 are invited to briefly outline the customer support offered for Cisco Meraki Mx84 licence holders in Turkey and Syria, including: security of digital delivery method for the licences, duration of the support in relation to any warranty, quality of customer support and resolution lead time.

- **Environmental Accreditations and Environmentally Sound Practices**

GOAL strives to green its procurement practice, especially under the light of donor requirements. In this context, GOAL will evaluate any certificates or labels or policies the supplier hold. Equally, GOAL will evaluate the supplier's commitments to certain practices.

GOAL will attempt to distribute points in the following way:

- 1) The supplier holds ISO: 14001 Environmental Management System certification or an equivalent from an accredited national body (in Turkey or internationally) or is in the process of being certified: 10 points
- 2) The supplier holds a detailed corporate environmental policy outlining with clear procedures the environmental management of systems: 8 points
- 3) the supplier applies sustainable procurement and encourages their suppliers to abide to certain environmental standards or commits to offset transport carbon emissions: 6 points
- 4) the supplier commits to use environmentally friendly secondary (and if possible and applicable, primary) packaging: 4 points
- 5) the supplier offers recyclable compatible cartridges (for the delivery locations in Turkey) and/or other sustainable product offerings for GOAL: 2 points

Delivery – Total Lead Time: weighting of 10%

Lead time is the total of *business* days that it takes from date of order until the goods are delivered to the agreed upon delivery locations. Points will be awarded in the following way:

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- Up to 5 days: 10 points (maximum score – Excellent)
- Between 6-11 days: 8 (Good)
- Between 12-17 days: 6 (Satisfactory)
- Between 18-23 days: 4 (Fair)
- Between 24-30 days: 2 (Poor)

Price: weighting of 60%

All prices must be in United States Dollar (USD) and a comprehensive and clear breakdown of prices must be shown as part of the Financial Offer.

Transport fees, applicable taxes, additional warranty, customs charges and handling or packing fees must be shown separately. VAT rate(s) where applicable should be indicated separately.

Prices offered will be evaluated on full cost basis (including all fees and taxes).

Marks for cost will be awarded on the inverse proportion principle (shown below):

$$\text{Score}^{\text{vendor}} = 60 \times (\text{price}^{\text{min}} / \text{price}^{\text{vendor}})$$

Scores for the Financial Offer will be calculated by comprising maximum available marks by inverse proportion: Offered by Tenderer price divided by the minimum price offered in this Tender.

Quality: 30% Weighting	
Added-Value Features	20/100 Points
Environmental Accreditations and Environmentally Sound Practices	10/100 Points
Delivery Total Lead Time: 10% Weighting	10/100 Points
Total Price: 60% Weighting	60/100 Points

6 RESPONSE FORMAT (LOT 1, LOT 2 & LOT 3)

6.1 INTRODUCTION

All proposals must conform to the response format laid out below. Where a tender does not conform to the required format the Tenderer 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 Tenderer is required to accept the terms and conditions of this ITT and to acknowledge and confirm their acceptance by returning a signed copy with its response. Should a Tenderer not comply with these requirements, GOAL may, at their sole discretion, reject the response.

The Tenderer shall provide a response to this ITT document on a paragraph-by-paragraph basis, in the order presented in this document.

If the Tenderer wishes to supplement their Response to any section of the ITT specifications Annex 1 with a reference to further supporting material, this reference must be clearly identified, including section and page number.

6.2 SUBMISSION CHECKLIST

Line	Item	How to submit
		Electronic submission
1	Appendix 1 – Company Information, Declaration on Personal and Legal Circumstances, Declaration on Finance and Tax	Complete, sign and stamp, save and attach as PDF ‘Appendix 1 – Self-Declaration – LOT 1 / LOT 2 /LOT 3’

2	Appendix 2 – Technical Proposal LOT 1 / LOT 2 / LOT 3	Complete, sign and stamp, save and attach as PDF ‘Appendix 2 – Technical Proposal — LOT 1 / LOT 2 /LOT 3’
3	Appendix 3 – Financial Proposal LOT 1 / LOT 2 / LOT	Complete, sign and stamp, save and attach as PDF and EXCEL ‘Appendix 3- Financial Offer – LOT 1 / LOT 2 /LOT 3’.
4	Annex 1 – Technical Specifications	Review, sign and stamp, save and attach as PDF ‘Annex 1 – Technical Specifications – LOT 1 / LOT 2 /LOT 3’
5	Annex 2 – Supplier Code of Conduct	Review, sign and stamp, save and attach as PDF ‘Annex 2 – Supplier Code of Conduct’
6	Annex 3 – GOAL Standard Terms and Conditions for Supplies	Review, sign and stamp, save and attach as PDF ‘Annex 3 – GOAL Standard Terms and Conditions for Supplies’
7	Annex 4 - Model Supply Contract (GOAL Purchase Order)	Review, sign and stamp, save and attach as PDF ‘Annex 4 - Model Supply Contract (GOAL Purchase Order)’
8	<p>Other supporting documents to be included in the proposal:</p> <ul style="list-style-type: none"> • Past contracts as required under 5.1. of the ITT • Chamber of Commerce Registration (copy) • Tax Registration (copy) • Brochures, catalogues or web-links outlining the specifications of the offered products for LOT 1, LOT 2 and/or LOT 3. • Copies of any professional memberships, certifications or accreditations mentioned in Appendix 1, section 1.1. or Appendix 2 for LOT 1, LOT 2 and/or LOT 3. • Copies of an environmental policy if mentioned in Appendix 2 for LOT 1, LOT 2 and/or LOT 3. • Year-End Financial Documents for the last three years for which accounts have been closed. 	Scan and save in PDF, entitled accordingly for LOT 1/ LOT 2. LOT 3.

7 APPENDICES & ANNEXES (LOT 1 / LOT 2 / LOT 3)

Appendix 1 – Company Information, Declaration on Personal and Legal Circumstances, Declaration on Finance and Tax (Company Information & Self-Declarations)– Attached as a separate WORD document

Appendix 2 – Technical Proposal – Attached as a separate WORD document

Appendix 3 –Financial Proposal– Attached as a separate EXCEL document

Annex 1 –Technical Specifications – Attached as a separate PDF document

Annex 2 – GOAL Supplier Code of Conduct – Attached as a separate PDF document

Annex 3 - GOAL Standard Terms and Conditions for Supplies – Attached as a separate PDF document

Annex 4 – Model Supply Contract (GOAL Purchase Order) - Attached as a separate PDF document