

**Invitation to Tender (ITT) for establishment of a Framework Agreement (FWA) for the supply of Diesel Fuel for GOAL Supported Water Stations in Idleb & North Aleppo Governates, Northwest Syria**

**REF: G-SY-DUB-W-33535**

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| --- |
| **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**](mailto:speakup@goal.ie)  **Please provide as much detail as possible with any reports** |

# 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 sixty (60) countries and responded to almost every major humanitarian disaster. We are currently operational in thirteen (13) countries globally. For more information on GOAL and its operations please visit <https://www.goalglobal.org/>.

GOAL has been operating in Idleb and Northern Aleppo and neighbouring areas since 2013 across a portfolio of emergency, food security, WASH and shelter response. For more information on GOAL and its operations please visit <https://www.goalglobal.org/>.

# Proposed Timelines

|  |  |  |
| --- | --- | --- |
| **Line** | **Item** | **Date** |
| 1 | ITT published | 22nd March 2024 |
| 2 | Closing date for clarifications | 17:00 Hrs Irish Standard Time (GMT + 01:00 Hrs) ~~31~~~~st~~ ~~March 2024~~, 5th April 2024 |
| 3 | Closing date and time for receipt of Tenders | 17:00 Hrs Irish Standard Time (GMT + 01:00 Hrs) 21st April 2024 |
| 4 | Tender Opening Locations | GOAL Dublin HQ, Ireland |
| 5 | Tender Opening Date and time | 11:00 Hrs Irish Standard Time (GMT + 01:00 Hrs) 22nd April 2024 |

# Overview of requirements

## Supply Overview

GOAL invites well-established and experienced diesel fuel suppliers, who are duly authorized to conduct business for the supply of diesel fuel to Idleb and North Aleppo Governorates in Northwest Syria, to submit their bids for the

supply of diesel fuel to GOAL supported Water Stations and GOAL premises in Northwest Syria, as outlined in Annex 2 – Water Station Information (but not limited to) the following districts:

* + Harim, Idleb, Jisr-Ash-Shugur, Ariha in Idleb Governorate
  + A'zaz and Afrin in Aleppo Governorate.

GOAL is supplying Water, Sanitation and Hygiene (WASH) through support to Water Units where diesel fuel is required to operate diesel generators in Idleb and Northern Aleppo Governorates. This is the primary requirement, and it is essential that suppliers demonstrate a proven track record of fuel supply to Idleb and North Aleppo Governorates as part of their submission.

The winning Supplier(s) will be required to sign a Framework Agreement with GOAL for the supply of diesel fuel to GOAL supported Water Stations and GOAL premises, as outlined (but not limited to) locations listed in Annex 2 - Water Station Information in Idleb and Northern Aleppo.

Diesel Fuel must meet the minimum mandatory specification requirements outlined in Annex 1 – Specifications (Fuel Quality Parameters).

Suppliers must demonstrate as part of their tender submission:

* Capability to provide diesel fuel that meets or exceeds the minimum mandatory requirements of the technical specifications included as Annex 1 to this document.
* Capability to deliver to specified locations in Northwest Syria, the delivery date should not exceed three (3) calendar days after the Purchase Order (PO) has been signed by both parties.
* Capability to deliver supplies to Northwest Syria specifically (but not limited to), Idleb and North Aleppo Governates, DDP including unloading (Incoterms 2020) as per Annex 2 -Water Station Information. Delivery locations are subject to change; however, suppliers will be given sufficient notice of any changes.

Tenderers must provide the following information for validation by GOAL:

* Proven experience / track record supplying diesel fuel into Idleb and North Aleppo areas in Northwest Syria.
* When requested by GOAL, the Supplier should provide a recent Certificate of Analysis (less than one (1) month old) for the diesel fuel that will be supplied.
* Other related information- please see 6.2. Submission Checklist of this document.

The proposed contract type is a GOAL Framework Agreement (FWA) for an initial twelve (12) month period, which may be extended at GOAL’s discretion to two (2) additional twelve (12) month periods, depending on supplier performance, GOAL funding and requirements.

## Scope of work

GOAL is seeking to engage with a well-established and experienced Supplier(s), duly authorized to conduct business in the supply of diesel fuel to Idleb and North Aleppo Governorates, (specifically but not limited to) Northwest Syria.

Suppliers will be required to provide the price of fuel each month between the 25th and the 27th of the month valid for the next month, regardless of whether there is a price change from the previous month.

* **Note from GOAL Turkiye:** Please note suppliers who are registered in Türkiye will be required to conduct all their contracting, invoicing, and payment transactions through their Turkish offices**.** This requirement remains in effect, regardless of whether the fuel supplier is also registered in another country. GOAL must contract with the Turkish Entity if the company is registered in Türkiye. This requirement remains in effect

regardless of whether the tenderer is also registered in another country. Tenderers should also provide GOAL with a copy of company registration in Turkiye.

When the need arises, GOAL will issue a Purchase Order (PO) to the winning Supplier (based on Value for Money &/or lead time required) for a specific month under a Framework Agreement. After receipt of a duly authorised Purchase Order, the fuel supplier:

### Shall arrange the delivery of diesel fuel as stated in the Purchase Order within the agreed timeline to the agreed delivery locations.

* + 1. Provide additional supporting documents GOAL may request for example Cerificate of Analysis.
    2. Have an accountant or financial representative who can arrange for invoicing, account management, etc. to coordinate with GOAL staff on invoicing and payments.
    3. Notify GOAL immediately of any problems with planning, expected delays or other difficulties.

## Framework Agreement (FWA)

A Framework Agreement (FWA) is an agreement with a single Supplier (or group of Suppliers) to establish terms governing contracts that may be awarded during a specified period. In other words, it sets out terms and conditions for making specific purchases for a set period. GOAL, as the contracting authority, does not guarantee any volume of orders under Framework Agreements, as all purchases will be based on the needs and activities of GOAL.

The Framework Agreement will be time-bound, initially for a period of twelve (12) months, with the possibility of two (2) further twelve (12) month extensions, up until a maximum period of thirty-three (36) months.

To participate in the Framework Agreement, respondents will need to be successful in this tender exercise. When a Framework Agreement is established with a Supplier(s), the purchasing mechanism will be based on a Purchase Order (PO), when GOAL requires supplies, a Purchase Order will be sent to the Supplier and that will be how each order is confirmed. Each Purchase Order will be an individual contract based on the montly per litre price of fuel, the delivery date should not exceed three (3) calendar days after the Purchase Order (PO) has been signed by both parties.

The contract may be awarded to one (1) Supplier or divided between multiple Suppliers at GOAL’s discretion. For such purposes, GOAL uses a Value for Money approach, which may include (but is not limited to) price, quality, lead time, context and risk analysis of the supply chain environment pertaining to the contract delivery.

GOAL is not bound financially to forecasted volumes or anticipated earnings under the Framework Agreements. GOAL at its sole discretion will require laboratory tests to be conducted on diesel fuel before being shipped to the delivery destination(s). Requested laboratory tests will be indicated in the Purchase Order.

# Terms of the Procurement

## Procurement Process

### This competition is being conducted as an International Invitation to Tender (ITT) with the intention of setting up a Framework Agreement(s).

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

### This procurement is funded by multiple donors and the tender and any contracts or agreements that may arise from it, are bound by the regulations of those donors.

## Clarification and query handling

### 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.

### Requests for additional information or clarifications can be made up the deadline noted in Section 2 above, and no later. Any queries about this ITT should be addressed in writing to GOAL via email at [clarifications@goal.ie](mailto:clarifications@goal.ie) with the reference **G-SY-DUB-W-33535 Clarifications** in the email subject line and answers shall be collated and published online at <https://www.goalglobal.org/tenders> in a timely manner.

## Conditions of Tender Submission

### All documentation must be completed in English.

### Suppliers must respond to all requirements set out in this document and complete their offer in the Response 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 three (3) working days of such a request, will result in disqualification.

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

### Suppliers must detail all costs requested in this document. Additionally, Suppliers must detail any other costs whatsoever that could be incurred by GOAL in the usage of services and/or the availing of options that may not be explicitly identified/requested in this document. Suppliers’ attention is drawn to the fact that, in the event of a Contract/ Framework Agreement being awarded to them, the attempted imposition of undeclared costs will be considered a condition for default.

### Any conflicts of interest (including any family relations to GOAL staff) involving a Supplier must be fully disclosed to GOAL, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the Supplier.

### 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.

### GOAL will conduct this Invitation to Tender (ITT), including the evaluation of responses and final awards in accordance with the detail set out at in the Evaluation Process. Tenders will be opened by at least three (3) designated officers of GOAL.

### GOAL is not bound to accept the lowest tender submitted.

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

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

### GOAL reserves the right to refuse any subcontractor that is proposed by the Supplier.

### GOAL reserves the right to negotiate with the Supplier who has submitted the lowest bid that fully meets the technical requirements, for the purpose of seeking revisions of such bid to enhance its technical aspects and/or to reduce the price.

### Information supplied by Suppliers 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 Suppliers will be notified.

### GOAL’s standard payment terms are by bank transfer within thirty (30) working days after the satisfactory implementation and receipt of documents in order. Satisfactory implementation is decided solely by GOAL.

### This document is not construed in any way as an offer to contract.

### GOAL and all contracted suppliers must act in all its procurement and other activities in full compliance with donor requirements. Any Framework Agreement(s) / 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. Donors may also have additional regulations that it is not practical to list here. Submission of an offer under this ITT assumes the supplier’s acceptance of these conditions.

### **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.

## Quality Control

GOAL may provide further information regarding the quality inspection process to chosen Suppliers during the evaluation process. GOAL may also choose to visit Suppliers, including nominated sub-contractors during the evaluation process or at any stage of any subsequent contract that may be awarded following the ITT. Sub-contractors must be pre-approved by GOAL and GOAL reserves the right to refuse any sub-contractor.

Before each delivery by the awarded Supplier, parties nominated by GOAL may carry out random quality inspections from samples of diesel fuel. The cost of the quality control inspections will be covered by GOAL. In cases of a Supplier’s quality default, the costs of additional quality inspections and will be charged to the Supplier.

## Submission of ITT Document

Submissions must be delivered electronically in the following way:

Electronically to [hqtenders@goal.ie](mailto:hqtenders@goal.ie) and in the subject field state:

* 1. G-SY-DUB-W-33535- Fuel Supply to GOAL Supported Water Stations in Idleb & North Aleppo, NW Syria
  2. *Name of supplier*
  3. *Number of emails that are sent e.g. 1 of 3, 2 of 3, 3 of 3*.

All documents submitted must be in scan or PDF format. No word or excel documents will be accepted, except when these documents are expressly requested. Links to share drives will not be accepted unless it is necessary due to file size. All documents submitted via links to a shared drive must not be modified after the closing date and time for the receipt of bids (time stamp must clearly indicate that they haven't been modified).

Documents submitted via links to a shared drive that have been modified after the closing date and time will not be accepted. Suppliers will receive an automatic reply from [hqtenders@goal.ie](mailto: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.

**Important:** Offers transmitted in any other manner or offers received after the deadline date and time, will not be considered. All information provided must be perfectly legible.

## Tender Opening Meeting

Tenders will be opened at 11:00 Hrs Irish Standard Time (GMT + 01:00 Hrs), Monday 22nd April 2024.

**GOAL Head Office,**

**First Floor, Carnegie House,**

**Library Road,**

**Dun Laoghaire,**

**Co. Dublin,**

**A96 C7W7,**

**Republic of Ireland**

One (1) authorised representative from each Supplier may attend the opening of the bids. Suppliers wishing to attend must notify GOAL of their intention by sending an e-mail forty-eight (48) hours in advance to the following e-mail address: [procurement@goal.ie](mailto:procurement@goal.ie). This notification must be signed by an authorised officer of the Supplier and specify the name and role of the person who will attend the opening of the bids on the Supplier's behalf.

Suppliers are invited to attend at their own cost.

# Evaluation Process

## Evaluation stages

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

|  |  |  |
| --- | --- | --- |
| **Phase #** | **Evaluation Process Stage** | **The basic requirements with which proposals must comply with** |
| *The first phase of evaluation of the responses will determine whether the tender has been submitted in line with the administrative instructions and meets the essential criteria. Only those tenders meeting the essential criteria will go forward to the award criteria phase of the evaluation.* | | |
| **1** | **Administrative instructions** | 1. **Closing Date:**   Proposals must have met the deadline stated in Section 2 of these Instructions to suppliers, or such revised deadline as may be notified to suppliers by GOAL. Suppliers must note that GOAL is prohibited from accepting any proposals after that deadline.   1. **Submission Method:**   Proposals must be delivered in the method specified in Section 4.5 of this document. GOAL will not accept responsibility for tenders delivered by any other method. Responses delivered in any other method may be rejected.   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 suppliers must confirm that the period of validity of their proposal is not less than ninety (90) calendar days. |
| **2** | **Essential Criteria** | 1. Suppliers must demonstrate an ability to meet minimum mandatory requirements of technical specifications included as Annex 1 (Fuel Quality Parameters) to this document. 2. Suppliers must demonstrate a proven track record for the delivery of fuel to Idleb & North Aleppo Governates, Northwest Syria. Specifically, but not limited to the locations listed in Annex 2 – Water Station Information. 3. Suppliers must demonstrate the capabilility to deliver fuel within three (3) calendar days after a formal Purchase Order is signed by both parties. |
| *Each proposal that conforms to the Administrative and Essential will be evaluated according to the Award Criteria given below by GOAL.* | | |
| **3** | **Award Criteria** | Tenders will be awarded marks under each of the following award criteria listed in this section to determine overall Value for Money (**VFM**):   1. Technical Capacity 2. Price |
| *Qualification checks occur throughout the tender process.* | | |
| **4** | **Due Diligence Checks** | References and other checks will be reviewed to ensure that the Supplier(s) has the required capacity and quality to satisfactorily fufil GOAL’s requirements.  In-depth review of financial accounts and other documents submitted; Supplier is judged to have requisite financial stability and legal status.Financial documents e.g. Year End Accounts, Balance Sheets may be requested during Due Diligence Checks. |

## Tender Evaluation

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

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

## Award Criteria

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

**Quality** - Technical Capacity (40 Points)

|  |  |  |
| --- | --- | --- |
| **Qualitative Award Criteria** | **Comments** | **Weighting** (maximum points) |
| **Technical Capacity** | Technical quality should meet or exceed the minimum requirememts as stated in the specifcations Annex 1 – Specifications (Fuel Quaity Parameters). Supplier should provide evidence of country of origin & source of diesel fuel, grade, type of diesel fuel & fleet size / capacity. | 10 |
| **Previous Experience** | 1. Evidence of previous experience. At least two (2) previous contracts of a similar nature which were carried out in the last two (2) years. Previous contracts preferably from NGOs / INGOs, (excluding GOAL) if available.  2. At least two (2) References preferably from NGOs / INGOs, (excluding GOAL) preferably within the last two (2) years. | 10 |
| **Delivery locations** | Supplier can deliver to **all** delivery locations as listed in Annex 2 – Water Station within three (3) calendar days. Please see Appendix 4- Technical Questionnaire Question #5. | 10 |
| **Stock Levels** | Suppliers’ ability to hold stock of fuel in Syria for urgent distribution, when required by GOAL.  Priority will be given to GOAL to access this stock when required. Please see Appendix 4- Technical Questionnaire Question #6 & stock keepinmg ability & related costs below. | 8 |
| **Sustainability** | Please confirm if you have a Sustainability Policy / Statement | 2 |
|  | **Total Number of Points** | **40** |

**Price** (60 Points)

All prices must be in United States Dollars (USD). Please round to two (2) decimal places throughout. Any financial offers that contain more than two (2) decimal places will be rounded.

Prices offered will be evaluated on full cost basis (including all fees and taxes) as per Appendix 2

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

**Score supplier = 60 x (Price Minimum / Price Supplier)**

|  |  |  |
| --- | --- | --- |
| **No** | **Qualitative award criteria** | **Weighting (maximum points)** |
| 1. | Quality | 40 |
| 2. | Price | 60 |
|  | **Total number of points** | **100** |

# Response Format

## Introduction

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

By responding to this ITT, each supplier is required to accept the terms and conditions of this ITT. Should a supplier not comply with these requirements, GOAL may, at their sole discretion, reject the response.

## Submission Checklist - Invitation To Tender (ITT)

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

* **Note from GOAL Turkiye:** Please note suppliers who are registered in Türkiye will be required to conduct all their contracting, invoicing, and payment transactions through their Turkish offices**.** This requirement remains in effect, regardless of whether the electricity supplier is also registered in another country. GOAL must contract with the Turkish Entity if the company is registered in Türkiye. This requirement remains in effect regardless of whether the bidder is also registered in another country. Bidders should also provide GOAL with a copy of company registration in Turkiye.

|  |  |  |
| --- | --- | --- |
| **Line** | **Item** | **Administrative Instruction** |
| 1 | Appendix 1 – Company Information | Complete, sign, stamp and return as separate PDF entitled ‘Appendix 1 Company Information’.  ***Please also submit the below documents as appropriate:***  1. Company Registration Certificate  2. Valid Tax Certificate, if applicable  3. Extract from the Offical Journal, if applicable  4. Chamber of Commerce Certificate, if applicable |
| 2 | Appendix 2 – ITT Statement | Complete, sign, stamp and return as separate PDF entitled ‘Appendix 2 ITT Statement |
| 3 | Appendix 3 – Financial Offer | Complete, sign, stamp and return as separate PDF entitled ‘Appendix 3 Financial Offer’ |
| 4 | Appendix 4 – Technical Questionnaire | Complete, sign, stamp and return as separate PDF entitled ‘Appendix 4 Technical Capacity Questionnaire’ |
| 5 | Appendix 5 – Declaration of Personal and Legal CIrcumstances | Complete, sign, stamp and return as separate PDF entitled ‘Appendix 5 Personal and Legal Circumstances’ |
| 6 | Appendix 6 – GOAL Standard Terms and Conditions | Complete, sign, stamp and return as separate PDF entitled ‘Appendix 6 GOAL Standard Terms and Conditions’ |
| 7 | Appendix 7 – GOAL Supplier Code of Conduct | Complete, sign, stamp and return as separate PDF entitled ‘Appendix 7 GOAL Supplier Code or Conduct’ |
| 8 | Annex 1- Technical Specifications | Sign, stamp and return as separate PDF entitled ‘Annex 1- Technical Specifications’  Please submit a copy of Certificate of Analysis of the offered fuel not older than one (1) month from submission date. |
| 9 | Annex 2- Water Station Information in Idleb & North Aleppo, Northwest Syria | Please review this document. |
| 10 | Annex 3 – Terms of Reference | Please review this document. |
| 11 | Annex 4 – Sample Framework Agreement | Please review this document. |
| 12 | Additional Documents to be submitted:  1**. Company Registration Certificate.**  **2. Valid Tax Certificate (if applicable)**  **3. Extract from Official Journal (if applicable)**  **4. Chamber of Commerce Certificate (if applicable)**  **5. At least two (2) References** preferably from NGOs / INGOs (excluding GOAL). References preferably within the last two (2) years.  **6.** **At least two (2) previous contracts** of a similar nature preferably carried out in the last two (2) years. Previous contracts preferably from NGOs / INGOs (excluding GOAL), if available.  **7. Sustainability Policy / Statement,** if available.  8. Evidence of Source / Origin for fuel /diesel. |  |

# Appendices & Annexes

**Appendix 1 – Company Details**

**Appendix 2 – ITT Statement**

**Appendix 3 – Financial Offer**

**Appendix 4 – Technical Questionnaire**

**Appendix 5 – Declaration of Personal and Legal Circumstances**

**Appendix 6 - GOAL Terms and Conditions (attached as a separate pdf)**

**Appendix 7 - GOAL Supplier Code of Conduct (attached as a separate pdf)**

**Annex 1- Technical Specifications – Fuel Quality Parameters(attached as a separate pdf)**

**Annex 2-** **Water Station Information (attached as a separate pdf)**

**Annex 3- Terms of Reference (attached as a separate pdf)**

**Annex 4 - GOAL Framework Agreement Template (attached as a separate pdf)**

# Appendix 1- Company Information

Please complete all sections:

## 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 |  | | |
| Does the 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 your company is registered with (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

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 | 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. |  |
| 4 | Lead Time for an order of 50,000 litres of diesel for delivery to Idleb.  Lead Time for an order of 50,000 litres of diesel for delivery to North Aleppo.  As per Essential Criteria. Lead Times must be maximum three (3) calendar days | Idleb  North Aleppo |
| 5 | Total daily delivery capacity in litres. |  |
| 6 | Any other relevant information |  |

## 1.3 References

At least 2 (two) relevant references for contracts of a similar nature carried out in the last two (2) years (please state customer name, delivery location, value of contract, and dates) 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. Respondents 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 |  |

**1.4 Previous Contracts**

|  |  |
| --- | --- |
| Provide details of at least two (2) contracts of a similar nature carried out in the last two (2) years (please state customer name, delivery location, value of contract, and dates) |  |
| **Contract 1:** |  |
|  |  |
| **Contract 2:** |  |
|  |  |
| **Contract 3:** |  |
|  |  |

**1.5 Self Declaration of Finance and Tax**

|  |  |  |
| --- | --- | --- |
| A statement of overall turnover and turnover in respect to the goods and services offered under the proposed agreement for the last three years as per the following table:  بيان بإجمالي حجم الأعمال ودوران السلع والخدمات المقدمة بموجب الاتفاقية المقترحة للسنوات الثلاث الماضية حسب الجدول التالي: | | |
| **Yearالسنة** | **Offered Turnover in US Dollars ($)**  **حجم التداول المعروض بالدولار الأمريكي ($)** | **Overall Turnover in US Dollars ($)**  **إجمالي قيمة التداول بالدولار الأمريكي ($)** |
| **2023 (if available)** |  |  |
| **2022** |  |  |
| **2021** |  |  |
| **2020** |  |  |

*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- ITT Statement

**ITT STATEMENT**

**TO:** GOAL

**RE:** G-SY-DUB-W-33535 Supply of Fuel to GOAL Water Stations in Idleb and North Aleppo Governates.

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

1. We confirm that we have read and understood the requested specifications as outlined in Annex 1 – Specifications (Fuel Quality Parameters) as the minimum requirement.
2. We confirm we can supply fuel to the locations as outlined in Annex 2 – Water Station Information & Annex 3 – Terms of Reference. We understand that the deliery locations may be subject to change.
3. We confirm that we agree to deliver fuel to water stations and GOAL premises within a maximum delivery time of three (3) calendar days following signing of the Purchase Order.
4. We accept the Terms and Conditions of this Invitation to Tender and GOAL’s Standard Terms and Conditions, included as Appendix 6.
5. We confirm that we have fully reviewed GOAL’s Supplier Code of Conduct, included as Appendix 7 and agree to observe these regulations.
6. We confirm that we understand, vendors that are registered in Türkiye will be required to conduct all their contracting, invoicing, and payment transactions through their Turkish offices. This requirement remains in effect regardless of whether the vendor is also registered in another country. These vendors should also provide GOAL with a copy of company registration in Turkiye, extract from the Official Journal and Tax Certificate.
7. We confirm that we hold the requested company registration certificates.
8. We confirm the validity period of our financal offer to be ninety (90) calendar days from date of submission. ***If your bid is not valid for ninety (90) calendar days, please confirm that maximum validity you can offer. Bid validity­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­ is\_\_\_\_\_\_\_\_\_ calendar days.***
9. We confirm that we have the capability to satisfy all the Essential Criteria of this Invitation to Tender.

Please refer to Section 5.1 Evaluation Criteria /Essential Criteria for further details.

1. We confirm we have read and understand Annex 3 - Terms of Reference.

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

**APPENDIX 3 (A) - Financial Proposal Idleb Governate**

|  |  |  |
| --- | --- | --- |
| **Item description** | **Unit Price per Litre (USD)** | |
| Diesel fuel for Water Stations as per specifications outlined in Annex 1 – Fuel Quality Parameters |  | |
| **Price per litre** of fuel to include transportation & unloading costs - DDP Incoterms 2020 to all destinations( including water stations, GOAL offices & warehouses) in **Idleb Governate,** Northwest Syria as outlined in Annex 2 - Water Station Information. | **Please enter** | |
| Customs charges & Import Duties (if applicable) | **Please enter** | |
| Insurances (if applicable) | **Please enter** | |
| TOTAL COST DDP Incoterms 2020 (in USD)  (including VAT if applicable) | **-** | |
|  |  | |
| Lead time (delivery to final destination in Idleb Governate) (in calendar days).  \**Note that delivery will be required weekly, bi-weekly or monthly.* | please enter |  |
| **Country of Origin of Diesel fuel** | please enter |  |

**Validity of Quotation­­­­­­­­­­ – please confirm offer validity below.**

|  |  |  |
| --- | --- | --- |
| ***Price (Unit Cost) is valid for:*** | ***Yes*** | ***No*** |
| 30 Calendar Days |  |  |
| 60 Calendar Days |  |  |
| 90 Calendar Days |  |  |
| 6 Months |  |  |
| 9 Months |  |  |
| 12 Months |  |  |

**Please outline below any additional charges that will apply to supply of fuel to GOAL Supported Water Stations.**

**Please outline the source, grade / type of fuel that will be supplied:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Payment Terms** | | GOAL operates on a standard 30 calendar days credit, from the date of receipt of the commercial Invoice. Please confirm that you agree with these terms. | **Please state Yes or No** | | | *If these payment terms are unacceptable, please state your preferred payment terms.* |
|  | |  |  | | |  |
| Print Name |  | | | Position: |  | |
| Signature and Company Name: |  | | | Date: |  | |
| Signed: |  | | | | | |

**APPENDIX 3 (B) - Financial Proposal north aleppo Governate**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item description** | | **Unit Price per Litre (USD)** | |
| Diesel fuel for Water Stations as per specifications outlined in Annex 1 – Fuel Quality Parameters | |  | |
| **Price per litre** of fuel to include transportation & unloading costs - DDP Incoterms 2020 to all destinations (including water stations, GOAL offices & warehouses) in **Northern Aleppo Governate**, Northwest Syria as outlined in Annex 2 - Water Station Information | | Please enter | |
| Customs charges & Import Duties (if applicable) | | Please enter | |
| Insurances (if applicable) | | Please enter | |
| **TOTAL COST DDP Incoterms 2020 (in USD)**  **(including VAT if applicable)** | | **-** | | |
|  |  | | |
| Lead time (delivery to final destination) (in calendar days).  \**Note that delivery will be required weekly, bi-weekly or monthly.* | | please enter |  |
| **Country of Origin of Diesel fuel** | | please enter |  |

**Validity of Quotation­­­­­­­­­­ – please confirm offer validity below.**

|  |  |  |
| --- | --- | --- |
| ***Price (Unit Cost) is valid for:*** | ***Yes*** | ***No*** |
| 30 Calendar Days |  |  |
| 60 Calendar Days |  |  |
| 90 Calendar Days |  |  |
| 6 Months |  |  |
| 9 Months |  |  |
| 12 Months |  |  |

**Please outline below any additional charges that will apply to supply of fuel to GOAL Supported Water Stations.**

**Please outline the source grade / type of fuel that will be supplied:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Payment Terms** | | GOAL operates on a standard 30 calendar days credit, from the date of receipt of the commercial Invoice. Please confirm that you agree with these terms. | **Please state Yes or No** | | | *If these payment terms are unacceptable, please state your preferred payment terms.* |
|  | |  |  | | |  |
| Print Name |  | | | Position: |  | |
| Signature and Company Name: |  | | | Date: |  | |
| Signed: |  | | | | | |

**Stock keeping ability and related costs**

Please confirm your company’s ability to keep stocks of fuel inside Syria on behalf of GOAL ***if requested***, for the below quantities under the Framework Agreement.

Please indicate any associated costs and location of warehouse.

|  |  |  |  |
| --- | --- | --- | --- |
| **Stock requirement** | **Cost per month (USD)** | **Location of storage** | **Comments** |
| ***100,000 litres*** | Please enter | Please enter |  |
| ***200,000 litres*** | Please enter | Please enter |  |
| ***300,000 litres*** | Please enter | Please enter |  |
| ***400,000 litres*** | Please enter | Please enter |  |

# Appendix 4- Technical 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** | What is the maximum monthly quantity of fuel your company is can supply to GOAL? Please provide an indication of monthly capacity. |  |
| **2** | Please list the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work planned to be subcontracted, if applicable. |  |
| **3** | Do you confirm the ability to fix the price of fuel for a period of ninety (90) calendar days with the possibility to review quarterly if justified depending on the market fluctuations?  If not, please confirm that maximum price can be fixed. |  |
| **4** | Do you confirm you have previously delivered fuel to Idleb and North Aleppo Governorates?  If so, please provide details and attach a copy of at least two (2) previous contracts of a similar nature carried out in the last two (2) years. Previous contracts preferably from NGOs / INGOs (excluding GOAL), if available when submitting your bid. |  |
| **5** | Please confirm your ability to deliver fuel to the water stations listed in Annex 2 – Water Station Information & locations listed in whether the water stations are in communities or camps.  If the answer is NO for some of the locations, please indicate which locations. |  |
| **6** | What is the Lead time (in calendar days) for delivery of:  100,000 litres of fuel to designated locations in:  Idleb:  North Aleppo:  200,000 litres of fuel to designated locations in:  Idleb  North Aleppo  As per Annex 2 – Water Station Information locations listed after a formal Purchase Order is signed by both parties? |  |
| **7** | Does your company have the abillity to keep stocks of fuel on behalf of GOAL inside Syria if required?  If yes, please confirm what quantities and where the fuel will be stored.  Please see above section  Stock keeping ability and related costs.  Please confirm that proirity will be given to GOAL to access this stock when required. |  |
| **8** | Please provide details of the distribution capacity of your company. (Fleet size, owned or rented fleet, number of workers that will be accompany each GOAL delivery (driver & fuel pump operator, etc |  |
| **9** | Please list any other benefits your company can provide to GOAL. |  |

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

# Appendix 5- 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 |
| 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, 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 supplier has not 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. | |  |  |
| 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. | |  |  |
| 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 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 supplier has procedures in place to ensure that subcontractors, if any are used for this contract, apply the same standards. | |  |  |
| 15 | The supplier 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 copies 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** Supplier **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 6 : Goal Terms & Conditions

Attached as a separate pdf document, please sign, date, stamp & scan as a pdf document, titled ‘Appendix 6 GOAL Terms & Conditions’,

# Appendix 7 : Goal Supplier Code of Conduct

Attached as a separate pdf document, please sign, date, stamp & scan as a pdf document, titled ‘Appendix 7 GOAL Supplier Code of Conduct’,

# Annex 1 – Specifications (Fuel Quality Parameters)

Attached as a separate PDF, please sign, date, stamp & scan as a pdf document, titled ‘Annex 1 GOAL

# Annex 2 – Water Station Information

Attached as a separate PDF, please review this document.

# Annex 3 – Terms of Reference

Attached as a separate PDF, please review this document.

# Annex 4 - GOAL Framework Agreement Template

Attached as a separate PDF, please review this document.