Request for Offer (RFO)

GOAL acting in its capacity as Contracting Authority, invites vendors from suitably qualified interested parties that wish to participate for the supply of Office Cleaning Services at GOAL HQ, Dun Laoghaire. Co. Dublin, Ireland. This document is not construed in any way as an offer to a contract. Further information about GOAL can be found at https://www.goalglobal.org/

Bidders should note that any attachements included in addition to this document must include the RFO reference number and must be signed and stamped.

RFO Reference Number(s):	DUB-ADD-54724	**GOAL Country Office:**	Ireland
Date RFO issued:	3rd November 2026	**GOAL Address:**	Carnegie House, Library Road, Dun Laoghaire, A96 C7W7, Co. Dublin,
Deadline for submission of offers:	***17:00 Hrs, Irish Local Time, Wednesday 11th November, 2026***	**GOAL Email:**	tenders@goal.ie

Office address:	Carnegie House, Library Road, Dun Laoghaire, A96 C7W7, Co. Dublin, Ireland.	**Currency of offer requested:**	Euro
Proposed contract start date:	1st January 2027	**Payment Terms**	Monthly, 30 working days credit
Closing date for requests for clarification:	***17:00 Hrs, Irish Local Time, Friday, 6th November, 2026***	**(if payment terms are not agreeable, please suggest alternative terms)**	

Essential Criteria

1	Company must be registared & a legally operating business
2	Able to provide a valid Tax Clearance Certificate
3	Appropriate employer and public liability insurance
4	Compliance with employment legislation and minimum wage requirements
5	Company must have Health & Safety Policies
6	The ability to provide staffing cover for absences and emergencies / clear escalation & issue resolution process
7	Monday - Friday, 3 hours per day (17:00 - 20:00 Hrs Irish Local Time)
8	Cleaning company to provide all cleaning chemicals, along with equipment/materials: Vacuum, mops, etc, *GOAL to provide toilet paper, hand towels and bin bags*
9	Cleaner must set the office alarm when leaving the premises in the evening
10	Monthly spot checks by supervisor

Award Criteria

1	Key Account Manager to manage the GOAL contract
2	Best Value for Money
3	At least 2 relevant client references, for work carried out in the last 12 months

Please answer Yes /No to the following questions:		Yes	No	Attachment included: Yes/No
1	Do you have a Lone Work Policy, if so please attach details			
2	Do you have an Evironmental Sustainability Policy, if so please attach details			
3	Do you conduct vetting/background checks for cleaning staff			
4	Will a cleaning schedule be provided, if so, please attach sample schedule			
5	Any additional documents / brochures, ISO Certificates to support your proposal			
6	GOAL Code of Conduct Form, submitted with proposal			
7	GOAL Supplier Registration Form, submitted with proposal			

All documents should be submitted in pdf format

				For completion by vendor:			
Line Item No.	**Description of Goods/Services**	**Hourly / Daily Rate**	**# of hours / days**	**Unit Price (If applicable)**	**Total Price (Including VAT)**	**Currency (€uro)**	**Comments**
1	Daily Office Cleaning Fee (Mon - Friday 17:00 to 20:00 Hrs)						
2							
3							
4							
5							

Add more lines to the RFO if required

Subtotal	**0**
VAT (if applicable)	
Other costs (if applicable)	
TOTAL	**0** *Total cost MUST include VAT*

Offer Validity Period (minimum 90 calendar days)	

By submitting this offer, you agree to GOAL's Terms and Conditions. Please carefully review the GOAL Terms and Conditions provided. If you do not agree to these terms and conditions, please specify the reasons for non-agreement in the space provided.

Yes/No	Comments/Attachments

By submitting this offer, the supplier confirms that all data subjects have specifically consented to the use and storage of their data by GOAL for the purpose of analysing the offers and awarding a contract under this quote request; and further understood 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.

I confirm that the offer and the costs provided to accompany it are an accurate reflection of the costs that will be charged to GOAL according to the information provided in this request for offer; and that there are no other costs associated. I also confirm that I have the authority to sign on behalf of the company that is submitting the offer.

Print Name		Position	
Company Name		Date	
Company address			

Signature	