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| **GOAL– SOUTH SUDAN PROGRAMME**  **Invitation to Tender (ITT)**  **for the supply of Motor Bikes**  **REF:G-SS-JUB-X-4050 Motor Bikes & Helmets** |

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# About GOAL

GOAL is an international humanitarian agency, currently operating in 17 countries worldwide, dedicated to alleviating the suffering of the poorest of the poor. We are a non-denominational, non-governmental and non-political organisation. For more information on GOAL and its operations please visit [www.goal.ie](http://www.goal.ie).

GOAL's Mission Statement**:** To work towards ensuring that the poorest of the poor and most vulnerable in our world and those affected by humanitarian crises have access to the fundamental needs and rights of life, for example, food, water, shelter, medical attention and literacy. It is non-denominational, non-governmental and non-political.

# Proposed Timelines

|  |  |  |
| --- | --- | --- |
| **Line** | **Item** | **Date, year, time, and time-zone must be stated** |
| 1 | ITT published | August 26th 2016 |
| 2 | Closing date for queries – 5 working days before the deadline | September 21st 2016, 1700hrs GMT |
| 3 | Closing date and time in 05:00 format (with time zone) for receipt of Tenders | September 26th 2016, 1700hrs GMT |
| 4 | Contract award forecast | October 7th 2016 |

# Overview of required supplies

GOAL invites prospective suppliers to reply to this ITT and submit their bids for the contracted supply of 15 Motor Bikes and 16 Helmets of good quality; the supplies must be new and their parameters must meet or exceed minimum specification requirements outlined below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Parameter/Characteristic/Condition** | **Quantity** | **Unit** | **Minimum specification requirements** |
| 1 | Motor Bike | 15 | Pcs | HONDA XR125L-See Specifications below **or equivalent**   |  | | --- | | **Honda XR125L Specifications** | | Engine Type: 4 - Stroke, Over Head Cam (OHC), Air-Cooled | | Displacement: 124.7 cc | | Bore & Stroke: 52.4 mm x 57.8 mm | | Starting System: Electric & Kick Starter | | Ignition System; DC-CDI | | Transmission Type: Constant Mesh, 5-Speed | | Gear Shift Pattern: Manual / 1-N-2-3-4-5 | | Suspension (Front); Telescopic Fork | | Suspension (Rear): Swing arm Mono-shock | | Brake System (Front): Hydraulic Ventilated Disk | | Brake System (Rear): Mechanical Leading Trailing | | Combination Brake System: N/A | | Tires Size (Front): 90/90 – 19 M/C 52P | | Tires Size (Rear): 110/90 – 17 M/C 60P | | Wheels Type: Spoke | | Over-all Dimensions (LxWxH): 2,100 mm x 820 mm x 1,126 mm | | Wheelbase Dimensions: 1,361 mm | | Dry Weight: 119 kg | | Seat Height: 825 mm | | Ground Clearance: 243 mm | | Fuel Tank Capacity: 12 Liters (Reserved: 3.5 Liters) | | Fuel: Unleaded Gasoline (91+ or above octane rating) | | Fuel System: Carburettor | | Engine Oil Capacity: 1.0 Litre (At Draining) | | Automatic Headlight On (AHO): Equipped | | Parking Brake: N/A | | Key Shutter: N/A | | Side Stand Switch: N/A | | Maximum Horse Power [kW (PS): 8.0 (10.9) @ 8,250 rpm | | Maximum Torque (N.m): 10.4 (1.06 kgf-m) @ 6,500 rpm | |
| 2 | Helmets | 16 | Pcs | Full face guard. Medium Size 21 ¾ - 22 3/8 Inches. 56-57CM. Good Quality for Motor Bikes. |

Each Tenderer is entitled to offer unlimited number of models in its Bid.

The preferred bidder will be required to enter into a contract with GOAL for the supply of the above stated motor bikes and helmets on conditions set out in the Financial Offer to this ITT (Appendix 9.1.), GOAL Standard Terms and Conditions (Appendix 9.2) and other documents which form the Mandatory requirements for response.

# Administrative Arrangements & Terms of Tendering

## Financial Offer Invitation to Tender

GOAL, acting in its capacity as Contracting Authority, invites bidders from suitably qualified interested parties that wish to participate in tender for supply of fifteen Motor bikes and sixteen Helmets

Associated with this ITT is a Mandatory Response to ITT (section 8) and Declarations (section 8.5) which **must** be completed

## Procurement Process

### This competition is being conducted under the Open International Tender Procedure.

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

## Clarifications and Query Handling

### 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.

### Requests for additional information or clarifications must be made up to 5 working days before the deadline. GOAL strictly enforces deadlines and in no circumstances will requests for information or clarifications be accepted after this closing time on the day in question. GOAL will not accept responsibility for any missed communications or deadlines. Any queries about this ITT should be addressed in writing to GOAL via email on [tenders@goal.ie](mailto:tenders@goal.ie) and shall be published online at <https://www.goalglobal.org/tenders> in a timely manner. The subject name of the clarification mail should be **G-SS-JUB-X-4050 Motor Bikes & Helmets-clarification**

## Conditions of Tender Submission

### Tenders must be completed in English.

### Tenderers must respond to all requirements set out in this ITT and complete their offer in Mandatory format for response.

### Tenders must fully conform to the format requirements for response set out at Sections 7 and 8. Failure to submit tenders in the required format will, in almost all circumstances, result in the rejection of the tender. However, GOAL reserves the right to deem a formatting deficiency to be of a minor nature, and in such circumstances to request the tenderer to resubmit the tender in the correct format as set out in this ITT, on the understanding that the resubmitted tender cannot contain any material change to the proposals and terms of the originally submitted tender. Failure to resubmit a correctly formatted tender within 3 (three) working days of such a request will result in disqualification

### 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, regardless of whether such information is explicitly requested or not. 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. In the event of a contract being awarded to a tenderer that has knowingly withheld relevant information or otherwise misled GOAL in the evaluation process in any way, then that contract will be rendered null and void

### Tenders 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

### Any conflicts of interest 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

### Any registerable interest involving the tenderer and GOAL, or their relatives, must be fully disclosed in the response to this ITT, or should be communicated to GOAL immediately upon such information becoming known to the tenderer, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract

### Tenderers must accept that 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, including any attendances, deliveries, collections or research required as part of this tender or in response to any requests for clarification, and GOAL shall not be responsible or liable for any costs or expenses regardless of the conduct or outcome of the tender process

### GOAL will conduct this tender, including the evaluation of responses and final awards in accordance with the detail set out at Section 7. Tenders will be opened by at least three designated officers of GOAL

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

### Information supplied by respondents will be treated as contractually binding. However, GOAL reserves the right to seek clarification or verification of any such information (see details at Section 4.3)

### GOAL reserves the right to terminate this competition at any stage.

### Unsuccessful bidders will be notified, debriefing session will be available upon request.

### **GOAL’s standard payment terms are by bank transfer within 30 days after delivery of the supplies and receipt of documents in order (delivery notes, GID/GRN and Invoice).**

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

### GOAL acts in all its procurement and other activities in full compliance with Donor requirements.

#### This contract will be subject to the relevant special donor provisions that should be considered by your company, satisfied as complied with by GOAL South Sudan when receiving all required documentation.

#### The Vendor shall abide by both GOAL Standard Terms and Conditions, in addition to IAPF Standard Provisions

#### GOAL and its partners must ensure that any procurement using grant funds meet international good practice, untied and free from narrow self-interest, using transparent processes, transparently fair and open competition, and good contract management, including prevention of malpractice.

# Submission of Bids

Offers must be delivered in one of the following ways:

1. In a sealed envelope marked **G-SS-JUB-X-4050-2016 Motor bikes and helmets Not be opened before 26th September 2016 17:00hrs GMT by the tender committee’** to the Private Tender Box in GOAL South Sudan, Juba head office, Plot 354, Block South, Munuki Juba, South Sudan.
2. Softcopy by email to [tenders@goal.ie](mailto:tenders@goal.ie) and in the subject field state:
3. **G-SS-JUB-X-4050-2016 Motor bikes and helmets**
4. ***Name of your firm with the title of the attachment***
5. ***Number of emails that are sent e.g.* 1 of 3, 2 of 3, 3 of 3.**

# Eligibility, Qualification and Evaluation Process & Award Criteria

## Eligibility and Qualification Process

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

### Preliminary Eligibility:

The first phase of evaluation of the responses will determine whether the tender meets the preliminary eligibility criteria set out in section 6.2 below. Only those tenders meeting the preliminary eligibility criteria will go forward to the second phase of the evaluation.

### Qualification Criteria:

The second stage of the evaluation will, as described in section 6.3 below, involve an assessment of the Tenderer’s personal and legal circumstances, economic and financial standing, and technical capacity to fulfil the obligations of the Contract.

### Evaluation Process, Award Criteria:

Each proposal that conforms to the Preliminary Eligibility and Qualification Criteria will be evaluated according to the Award Criteria given in section 6.4 below by GOAL.

GOAL will convene an evaluation team which may include members of the Finance, Logistics, Programmes, Donor Compliance and Internal Audit.

During the evaluation period clarifications may be sought by e-mail from Tenderers. Clarifications may include testimonials from customers in support of particular aspects of a tender, whether such aspects are contained in the original submission or in subsequent responses to requests for clarification. 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 Tenderers will not be entertained during the evaluation period.

## Preliminary Eligibility Criteria

There are seven basic requirements with which offers must comply before being considered for evaluation, as explained below:

### Closing Date:

Offers must have met the deadline stated in section2 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.

### Delivery Format:

Proposals must be delivered in the format specified in section 5 of these Instructions to Tenderers. GOAL will not accept responsibility for tenders delivered in any other format. Tenders delivered in any other format may be rejected.

### Format and Structure of the offer:

Offers must conform to the Format and Structure detailed in section 8 of these Instructions to Tenderers or such revised format and structure as may be notified to Tenderers by GOAL. Failure to comply with the prescribed format and structure may result in the tender being rejected at this stage.

### Potential suppliers must express their consent to -

### Adhere to the principles of humanitarian aid procurement regulations and provisions in respect of principles and procedures applicable to procurement contracts awarded within the framework of humanitarian aid actions financed by the European Union by signing Section 8.7

### The standard Terms and Conditions of GOAL:

Tenderers must have stated their agreement to comply with the terms and conditions of GOAL by signing the document in appendix 9.2.

### Specification of the proposed motor bikes and helmets requirements:

The Specifications of proposed bikes and helmets must match or exceed the minimum requirements given in Section 3 of this ITT.

### Confirmation of ability to comply with Proposed Timeline

As part of Preliminary eligibility Criteria the Tenderer must confirm in writing their ability to deliver required goods requirements within the timeline which not exceed 40 (forty) days. Delivery time means number of days from the date of signing the contract with GOAL till the date of bikes and helmets delivery inclusive.

### Confirmation of validity of your Offer.

The Tenderers must confirm that the period of validity of their proposal is not be less than 90 (ninety) days.

## Qualification Criteria

Tenderers that have met the preliminary eligibility criteria will be assessed on the basis of the following three Qualification Criteria:

### Personal and Legal Circumstances:

The Tenderer must have stated in section 8.5 that neither the Tenderer nor any party involved in the Tenderer’s proposal is disqualified from participation in this tendering exercise for any of the reasons given in section 8.5.

### Technical Ability:

The Tenderer will be deemed qualified if they provide details of two fulfilled similar nature contacts during last two years. The Tenderer can supply at least 2 independent references in support of their proposal

### Economic and Financial Standing:

Tenderers will be deemed qualified to provide the products required if they provide all the information requested at section 7 demonstrating that they have the required level of economic and financial standing.

## Award Criteria

Tenders will be awarded marks under each of the award criteria listed in this section to determine the most economically advantageous tenders.

GOAL is not bound to accept the lowest, or any, Tender. No commitment of any kind, contractual or otherwise will exist unless and until a formal contract has been executed by GOAL. The award will not give rise to any enforceable rights by the Tenderer. GOAL may cancel the process at any time prior to a contract being entered into.

The contract will be awarded to the **Most Economically Advantageous Tender** based on evaluation in accordance with the following Award Criteria:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **AWARD CRITERIA** | **No** | **Conditions** | **Marks** | **Maximum Marks** |
| **1** | **Technical parameters and characteristics** | ***1*** | *Adherence to the requested specifications* |  |  |
|  |  |  | Alternative specifications |  |  |
|  | **Maximum scores available for criterion Technical parameters and characteristics** | | | |  |
| **2** | **Delivery time (number of days from the date of signing the contract with GOAL till the date of machines delivery inclusive)** | 1 | < less than 14 days |  |  |
|  | 2 | 15 – 19 days |  |  |
|  | 3 | 20 -24 days |  |  |
|  | 4 | 25 – 29 days |  |  |
|  | 5 | 30-34 days |  |  |
|  | 6 | 35 > days |  |  |
|  | **Maximum scores available for criterion Delivery time** | | | |  |
| **3** | **Delivery Terms (CIP)** | 1 | CIP Juba (South Sudan) |  |  |
|  | 2 | CIP cross border (zero point) |  |  |
|  | **Maximum scores available for criterion Delivery Location (CIP)** | | | |  |
| 4 | **Additional Supplies and Services** |  | Additional supplies, services or functionality you can provide that may enhance your proposal for example, warranty, spare parts, tool kit, after delivery services, maintenance or other services |  |  |
|  | **Maximum scores available for criterion Additional Value features and quality, qualifications and experience of personnel assigned to this contract** | | | |  |
| 5 | **Price** |  | **Maximum scores available for criterion Price Scorevendor= 35 x (pricemin / pricevendor** | |  |
|  | **TOTAL MAXIMUM SCORE AVAILABLE FOR ALL CRITERIA** | | | |  |

All prices must be in USD and will be evaluated on full cost basis (including all fees and taxes).

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

Scorevendor = 35 x (pricemin / pricevendor)

Scores for Tenderer’s Financial Offer will be calculated by comprising maximum available marks (30) by inverse proportion: Offered by Tenderer price divided by the minimum price offered in this Tender.

# Mandatory Format for Submitted Financial Offer

## Introduction

All proposals must conform to the format and structure 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 resubmitted tender cannot contain any material change from the original. Failure to resubmit a correctly formatted tender within 3 (three) working days may result in the disqualification of that tender.

By responding to this ITT, each Tenderer is required to accept the terms and conditions of this ITT and to accept, acknowledge and confirm their acceptance by returning a signed copy of the Confirmation and Compliance Statement attached in Section 8.7 with its Response. Should a Tenderer not comply with these requirements, the 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 with a reference to further supporting material, this reference must be clearly identified, including section and page number.

## Costs and Prices Schedule

Tenderers must set out a clear costs schedule in their Response (Appendix 9.1.). All costs must be quoted in USD. Costs should be completed as per the spreadsheet in Appendix 9.1.

## Mandatory format of response

7.3.1. Section 8 sets out Mandatory Format for Response which must be completed by following instructions stated in point 8.1.:

|  |  |  |
| --- | --- | --- |
| **No** | **Description** | **Reference to Section and Point** |
| 1. | Checklist of required documents | 8.1 |
| 2. | Tenderer Contact Details | 8.2 |
| 3. | Tenderer Business, Financial and Economic Details | 8.3 |
| 4. | References | 8.4 |
| 5. | Declaration re Personal and Legal circumstances | 8.5 |
| 6. | Declaration re Statutory obligations | 8.6 |
| 7. | Confirmation and Compliance Statement | 8.7 |
| 8. | Additional Value Features | 8.8 |
| 9. | Appendices | 9.1 & 9.2 |

|  |
| --- |
| MANDATORY FORMAT FOR RESPONSE TO: **GOAL– SOUTH SUDAN PROGRAMME**  **Request For Financial Offer (ITT) for the supply of fifteen Motor bikes and Helmets REF: G-SS-JUB-X-4050-2016 Motor bikes and helmets** |

|  |  |
| --- | --- |
| **Name of the Tenderer** |  |

## Checklist and Instructions for BID submission

### For submission by softcopy to email [tenders@goal.ie](mailto:tenders@goal.ie)

|  |  |  |  |
| --- | --- | --- | --- |
| **Line** | **Item** | **How to submit** | **Tick attached** |
| 1 | Financial Offer – see Appendix 9.1. | Complete, sign, scan and save as ‘Financial Offer’,  also save form in excel format |  |
| 2 | Standard GOAL Terms and Conditions -  see Appendix 9.2. | Sign, scan and save as ‘GOAL Terms and Conditions’ |  |
| 3 | Tenderer contact details per company –see section 8.2. | Complete, scan and save as ‘Tenderer Contact Details’ |  |
| 4 | Tenderer business, financial and economic details - see section 8.3. | Complete, scan and save as ‘Tenderer Business Details’ |  |
| 5 | References - see section 8.4. | Complete, scan and save as ‘References’ |  |
| 6 | Declaration re Personal & Legal circumstances - see section 8.5. | Copy onto company letterhead and must be signed by authorised company signatory, scan and save as ‘Declaration re Personal & Legal circumstances’ |  |
| 7 | Declaration re. Statutory obligations - see section 8.6. | Copy onto company letterhead and must be signed by authorised company signatory, scan and save as ‘Declaration Statutory Obligations’ |  |
| 8 | Confirmation and Compliance Statement-see section 8.7. | Copy onto company letterhead and must be signed by authorised company signatory, scan and save as ‘Confirmation Compliance Statement’ |  |
| 12 | Additional Value Features – see sections 8.8.1, 8.8.2. and 8.8.3 | Fill in relevant sections 8.8.1, 8.8.2. and 8.8.3. and save as “Additional Value Features” |  |
| 13 | A statement to the effect that both the Tenderer and every party to the Tenderer’s proposal is fully tax compliant | Attach Valid Tax Clearance Certificate issued by Turkish Tax Authorities or relevant authority in country of operation and save as ‘Tax Clearance’ |  |
| 16 | Please attach copy of relevant certificates or business membership confirmation | Attach copies and save as ‘Certificates’ |  |

### For submission by hand delivery to GOAL office located in Munuki Juba, South Sudan.

|  |  |  |  |
| --- | --- | --- | --- |
| **Line** | **Item** | **How to submit** | **Tick attached** |
| 1 | Financial Offer – see Appendix 9.1. | Complete and sign |  |
| 2 | Standard GOAL Terms and Conditions -  see Appendix 9.2. | Complete and sign |  |
| 3 | Tenderer contact details per company –see section 8.2. | Complete |  |
| 4 | Tenderer business, financial and economic details - see section 8.3. | Complete |  |
| 5 | References - see section 8.4. | Complete |  |
| 6 | Declaration re Personal & Legal circumstances - see section 8.5. | Copy onto company letterhead and must be signed by authorised company signatory |  |
| 7 | Declaration re. Statutory obligations - see section 8.6. | Copy onto company letterhead and must be signed by authorised company signatory |  |
| 8 | Confirmation and Compliance Statement-see section 8.7. | Copy onto company letterhead and must be signed by authorised company signatory |  |
| 12 | Additional Value Features – see sections 8.8.1, 8.8.2. and 8.8.3 | Fill in relevant sections 8.8.1, 8.8.2. and 8.8.3. |  |
| 13 | A statement to the effect that both the Tenderer and every party to the Tenderer’s proposal is fully tax compliant | Enclose copy of Valid Tax Clearance Certificate issued by Republic of South Sudan Tax Authorities or relevant authority in country of operation |  |
| 16 | Please attach copy of relevant certificates or business membership confirmation | Enclose copies |  |

## Tenderer Contact Details

This section must include the following information regarding the Tenderer and the Tenderer’s partners or sub-contractors:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the prime Tenderer |  | | |
| Registered address of the prime Tenderer |  | | |
| Company Name |  | | |
| Address |  | | |
| Previous Name(s) if applicable |  | | |
| Registered Address if different from above |  | | |
| Registration Number |  | | |
| Telephone |  | | |
| E-mail address |  | | |
| Website address |  | | |
| Year Established |  | | |
| Legal Form. Tick the relevant box | 🞏Company  🞏Partnership | | 🞏 Joint Venture  🞏 Other (specify): |
| VAT Number |  | | |
| Directors names and titles |  | | |
| Please state name of any other persons/organisations (except tenderer) who will benefit from this contract (GOAL compliance matter) |  | | |
| Parent company |  | | |
| Ownership |  | | |
| Do you have associated companies? Tick relevant box. If YES – provide details for each company in the form of additional table as per **A: Tender Contact Details** | 🞏Yes 🞏No | | |
|  | **Primary Contact** | **Secondary Contact** | |
| Name |  |  | |
| Title |  |  | |
| Email address |  |  | |
| Telephone |  |  | |
| Mobile |  |  | |
| Do you want to attend Bid Opening Meeting at GOAL offices? Yes/No | 🞏Yes | 🞏No | |
| If Yes, state the name of your representative and their contact details |  | | |

## Tenderer Business, Financial and Economic Details

### Professional or Corporate Registrations

|  |  |  |  |
| --- | --- | --- | --- |
| No | Name of the body | Year of registration | Membership Number |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Profile

Tenderers should note that the information requested below will be required under the Qualification Criteria in section 6.3. In total the answers to these questions should take no more than 5 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 Tenderer has been in business in its present form |  | |
| 3 | 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: | | |
|  | **Year** | **Overall Turnover USD** | **Offered Goods Turnover USD** |
| **2015** |  |  |
| **2014** |  |  |
| **2013** |  |  |
| 4 | Any other relevant information |  | |

## References

At least 2 (two) references who may be contacted on a confidential basis to verify satisfactory execution of contracts must be supplied. Respondents should supply this information for each of the references in the following format:

### Reference No.1

|  |  |
| --- | --- |
| References | |
| Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |

### Reference No.2

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |

### Reference No.3

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |

## DECLARATION re Personal & Legal circumstances

**THIS DECLARATION, DULY COMPLETED, MUST BE SUBMITTED BY ALL TENDERERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Tenderer:** | |  | | |
| **Address:** | |  | | |
| **Country:** | |  | | |
| THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE TENDERER’S ORGANISATION. Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation. | | | | |
|  |  | | Yes | No |
| 1 | The Tenderer 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 Tenderer 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 Tenderer, 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 Tenderer has not fulfilled its obligations relating to the payment of taxes or social security contributions in Ireland or any other State in which the tenderer is located | |  |  |
| 5 | The Tenderer, a Director or Partner has been found guilty of fraud | |  |  |
| 6 | The Tenderer, a Director or Partner has been found guilty of money laundering | |  |  |
| 7 | The Tenderer, a Director or Partner has been found guilty of corruption | |  |  |
| 8 | The Tenderer, a Director or Partner has been convicted of being a member of a criminal organisation | |  |  |
| 9 | The Tenderer has been guilty of serious misrepresentation in providing information to a public buying agency | |  |  |
| 10 | The Tenderer has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application | |  |  |

**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 |  |

## Declaration re Statutory Obligations

To: **GOAL**

Regarding the Invitation for Tender for:

**The supply of Bikes and Helmets**

**REF: G-SS-JUB-X-4050 / 2016 Bikes and Helmets**

We, *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Tenderers name)*

Confirm that

a) We are 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 (list relevant countries).

AND

b) We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Confirmation and Compliance Statement

We the undersigned hereby agree and declare that we accept the terms and conditions of this ITT and shall be fully bound thereby.

We acknowledge that the documentation submitted comprises our Proposal and Financial Offer as outlined below.

We agree to adhere to the principles of humanitarian aid procurement as stated in the relevant regulations and provisions in respect of principles and procedures applicable to procurement contracts awarded within the framework of humanitarian aid actions financed by the European Union.

As a potential Vendor we understand that it’s our responsibility to ensure that all terms and conditions are understood and obligations under the IAPF guidelines and any other requirements in this contract are met. ***We have read and understand*** guidelines (including revisions to reflect this Present Contract) ***which were provided by Contracting Authority (GOAL) in*** Sections ***4.4.15.1 and 4.4.15.2.***

We undertake that if our Tender is accepted we shall commence the provision of the Supply for the Fixed Fee in accordance with the pricing document attached Appendix 9.1 “Financial Offer”.

This Tender will remain irrevocably open for acceptance by GOAL for a period of 90 days from the Closing Date for receipt of Tender and it will remain binding upon us for that period or such other period as we may agree with GOAL.

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2016

Name of Person, Firm or Company Tendering:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registered Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed for and on behalf of Person, Firm or Company

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Capacity or Authority\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Value Added Features

### Additional services or functionality you can provide that may enhance your proposal.

### Any other information relevant to your proposal

# Appendices

## Financial Offer

## Standard GOAL terms and conditions