Invitation to Tender (ITT)-for  Provision of Vehicle Hiring service for the offices of Kajo Keji, Abyei, Renk, Twic, Gogrial East, and Gogrial West



**Invitation to Tender (ITT) – NATIONAL TENDER - for Provision of Vehicle Hiring services for the field offices of**

**Kajo Keji, Abyei, Renk,Twic, Gogrial East and Gogrial West starting Novemeber 2024 to October 2027 under three (03) Years FWA Ref: KAJ-ZZ4-28428, REN-ZZ9-29040, TWC-ZZ1-28431, and ABY-ZZ3-29035**

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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****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 60 countries and responded to almost every major humanitarian disaster. We are currently operational in 14 countries globally. For more information on GOAL and its operations please visit <https://www.goalglobal.org/>.

GOAL has been working in South Sudan since 1985 with a focus on health, nutrition, WASH, food security and livelihoods and registered with Relief & Rehabilitation Commission (Registration #67). GOAL South Sudan is implementing programmes in Ulang and Renk in Upper Nile State, Twic, in Warrap State, Abyei Special Administrative Area and Kajo Keji in Central Equatorial State. GOAL South Sudan is funded by a number of donors, including Irish Aid, ECHO, WFP, UNICEF, WHO, Bank of Ireland, and South Sudan Humanitarian Fund (SSHF).

# Proposed Timelines

|  |  |  |
| --- | --- | --- |
| **Line** | **Item** |  **Date, year, time, and time-zone** |
| 1 | ITT published  | 18th September, 2024 (GMT +2) |
| 2 | Closing date for clarifications  | 2nd October 2024 at 17:00 hrs Khartoum Time (GMT +2) |
| 3 | Closing date and time for receipt of Tenders | 10th October 2024 at 17:00 hrs Khartoum Time (GMT +2) |
| 4 | Tender Opening Location | GOAL Head office, Juba Located at Juba Na Bari, Tongping |
| 5 | Tender Opening Date and time  | Friday, 11th October 2024 at 11:00hrs Khartoum Time (GMT +2) |
| 6 | Contracting Period | November 2024  |

# note; ALL BIDDERS ARE INVITED FOR THE TENDER OPENING AS SCHEDULED ABOVE.

# Overview of requirements

## 3.1 Services Specification

GOAL invites prospective suppliers/bidders to submit their offers for the 3-years FWA to provide vehicle hire service for the field offices of Kajo Keji, Abyei, Renk and Twic. The technical parameters must meet or exceed minimum requirements outlined for the service delivery at/to GOAL in the Terms of Reference (Appendix 2).

**Bidders can bid for one or two or three or all lots.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lot #** | **Purchase Request #** | **Procurement description** | **Field Office** | **Target contract Period** |
| **Lot A** | KAJ-ZZ4-28428 | Hire of 4WD Toyota Landcruiser Hardtop vehicle (3-door, long wheelbase) or equivalent with minimum load capacity of 12 passengers. | Kajo Keji | Three Years |
| Hire of 4WD pick-up vehicle with minimum load capacity of 1,100 Kg, Toyota Landcruiser or equivalent.  | Kajo Keji | Three Years |
| **Lot B** | ABY-ZZ3-29035 | Hire of 4WD Toyota Landcruiser Hardtop vehicle (3-door, long wheelbase) or equivalent with minimum load capacity of 12 passengers. | Abyei / Agok | Three Years |
| **Lot C** | REN-ZZ9-29040 | Hire of 4WD Toyota Landcruiser Hardtop vehicle (5-door, long wheelbase) or equivalent with minimum load capacity of 4 passengers.  | Renk | Three Years |
| Hire of 4WD Toyota Landcruiser Hardtop vehicle (3-door, long wheelbase) or equivalent with minimum load capacity of 12 passengers. | Renk | Three Years |
| Hire of 4WD drive-pick UP with minimum load capacity 1,100 Kg, Toyota Landcruiser or equivalent. | Renk | Three Years |
| **Lot D** | TWC-ZZ1-28431 | Hire of 4WD ToyotaLandcruiser Hardtop vehicle (3-door,long wheelbase) or equivalent withminimum load capacity of 12 passengers in Warrap State.  | Twic, Gogrial East and Gogrial West | Three Years |
| Hire of tractor with a cart for transportation of nutrition supplies in Warrap State. | Twic, Gogrial East and Gogrial West | Three Years |
| Hire of 4WD drive-pick UP with minimum loadcapacity 1,100 Kg, Toyota Landcruiseror equivalent | Twic, Gogrial East and Gogrial West | Three Years |
| Hire of 5 MT Truck-minimum cargo size 2.5m x 1.8mx1.5m within Warrap state | Twic, Gogrial East and Gogrial West | Three Years |

# Type of Contract – 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 the period of the FWA. GOAL , as contracting authority, does not guarantee any volume of orders under FWAs as all purchases will be based on the needs and activities of GOAL.

The FWA will set prices for the FWA duration (initially for 1 year with the possibility to renew on an annual basis up to a maximum of 3 years) subject to successful performance review and availability of funding. Prices and the quality of the service received will be reviewed jointly on an annual basis by GOAL and framework suppliers to make sure it’s satisfactory and within current market value.

To participate in the FWA, respondents will need to be successful in this tender exercise. When an FWA is established with a supplier, the purchasing mechanism will be based on annual service level agreement (SLA)- so when GOAL requires a supply or service provision, annual SLA will be issued and shall be signed by both parties to confirm the terms. Each SLA shall be be an individual contract based on the agreed terms in the FWA.

The winning tenderer(s) will be required to enter into a Framework Agreement with GOAL for provision of **Vehicle hire service** on the conditions set out into this ITT Terms of Reference (Appendix 2), Financial offer (Appendix 3), GOAL Standard Terms and Conditions (Appendix 4), Supplier Code of Conduct (Appendix 5) and other documents which form the Response Format.

In case of establishing a multi-supplier Framework Agreement the purchasing mechanism will be based on a rotation or priority system, with individual orders placed according to GOAL’s internal priorities at the time of order.

# Terms of the Procurement

## Procurement Process

* + 1. This invitation to tender (ITT) is under an **open national tender**, the basic requirements with which proposals must comply with are detailed in section 5 of this ITT.
		2. This competition is being conducted under GOAL’s Open national Tender Procedure.
		3. The Contracting Authority for this procurement is GOAL.

##  Clarifications and Query Handling

* + 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.
		2. Requests for additional information or clarifications can be made up to 5 working days (as outlined in section 2-Proposed timelines) before the deadline, and no later. Any queries about this ITT should be addressed in writing to GOAL via email on clarifications@goal.ie and answers shall be collated and published online at <https://www.goalglobal.org/tenders> in a timely manner.

## Conditions of Tender Submission

* + 1. Tenders must be completed in English.
		2. Tenders must respond to all requirements set out in this ITT and complete their offer in the Response Format outlined in section 7.
		3. Failure to submit tenders in the required format will, in almost all circumstances, result in the rejection of the bid.
		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.
		5. 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/ Framework Agreement being awarded to them, the attempted imposition of undeclared costs will be considered a condition for default.
		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.
		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.
		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.GOAL is not bound to accept the lowest, or any tender submitted.
		9. GOAL is under no obligation to accept the lowest or any other bid received in response to this tender and reserves its right to reject any or all the bids(part/full) including incomplete bids without assigning reason whatsoever.
		10. GOAL reserves the right to split the award of this contract between different bidders in any combination it deems appropriate, at its sole discretion.
		11. The tenderer 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 envisioned engagement of sub-contractor/s into this contract shall be included in tenderer’s bid.
		12. GOAL reserves the right to refuse any subcontractor that is proposed by the Supplier.
		13. 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.
		14. 4.3.14 Information supplied by respondents will be treated as contractually binding. However, GOAL reserves the right to seek clarification or verification of any such information.
		15. GOAL reserves the right to terminate this competition at any stage.
		16. Unsuccessful tenderers will be notified.
		17. 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.
		18. This document is not construed in any way as an offer to contract.
		19. 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.
		20. **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.
		21. GOAL requires all contracted suppliers and sub-contractors to observe the highest standard of ethics during the procurement process, selection and contract execution of goal’s contracts, and refrain from fraud and corruption. GOAL has zero tolerance for fraud, bribery or corruption in any form and will reject any bids if the organization determines that the bidding company, any of its personnel, or its sub-contractors, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

##  Quality Control

3rd party service providers may be contracted by GOAL to carry out random quality inspections of supplies carried out by the contracted party. The cost of the quality control inspections will be covered by GOAL.

In cases of supplier’s quality default in addition to Liquidated Damages section 21 of GOAL Standard Terms and Conditions the costs of the quality inspections and loading surveyor will be charged to the Contractor.

Sub-contracting: note section 3 in GOAL Standard Terms and Conditions. GOAL may choose to visit vendors, including sub-contractors (if any) as per of the evaluation process.

## Submission of Tenders

Tenders must be delivered in the following way:

1. Electronically with your offers in same email to tender@ss.goal.ie and in the subject field state:
2. **KAJ-ZZ4-28428, ABY-ZZ3-29035, REN-ZZ9-29040 and TWIC-ZZ1-28431 Provision of vehicle Hire Services for the Offices of Kajo Keji, Abyei, Renk, Twic, Gogrial East and Gogrial West under three (3) Year-FWA**
3. **Name of your company with the title of the attachment when applying as a company.**
4. **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.

Links to share drives will not be accepted unless it is necessary due to file size. All documents submitted via links to shared drive must not be modified after the closing date and time for the receipt of bids (timestamp 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.

1. Physical bids - If electronic bid submission is not possible, please submit in a sealed envelope(s) marked **KAJ-ZZ4-28428, ABY-ZZ3-29035, REN-ZZ9-29040 and TWIC-ZZ1-28431, Provision of Vehicle Hire Services for the Offices of Kajo Keji, Abyei, Renk**, **Twic, Gogrial East and Gogrial West** with the words ‘*not be opened before the deadline of 10th October 2024 at 17:00Hrs* South Sudan Local Time *by the tender committee’* with your financial and technical offers inside one envelope marked as Financial Offer and Technical Offer.

Envelope may be sent either by courier services or delivered by hand; and will be accepted during normal working hours for the country of submission. Please note that the GOAL office will not be open during weekends or public holidays.

**! Proof of sending is not proof of reception, either electronically or with post/courier/other physical service. Late delivery will result in your bid being rejected. Envelopes found open at the tender opening will be rejected. All information provided must be perfectly legible.**

## Tender Opening Meeting

Tenders will be opened as per the section 2 at the following location:

GOAL Office

Locate at Juba, South Sudan, Juba Na Bari,Tongping

One authorised representative of each tenderer may attend the opening of the bids. Tenderers 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: tender@ss.goal.ie.

Bidders are invited to attend the Tender Opening Meeting at their own cost.

# Evaluation Process

## Evaluation stages

Tenderers will be considered for participation in the 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 second phase of the evaluation.* |
| 1 | **Administrative instructions** | 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.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:**

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. **Failure to comply with the prescribed format and structure may result in your response being rejected at this stage.** 1. **Confirmation of validity of your proposal:**

The Tenderers must confirm that the period of validity of their proposal is not less than 90 (ninety) days. |
| **2** | Exclusion criteria  | **N/A** |
| **3** | **Essential Criteria** | **Minimum mandatory requirements of specifications or contract performance.**1. The company must submit a valid business registration certificate to operate in South Sudan.
2. Tax clearance certificate.
3. Valid vehicle licence
4. Valid Insurance certificate for the vehicles to be assigned to this FWA
5. Valid driving license for each driver to be engaged on this assignment
6. The company must provide a brief company profile with reference to business owners, years of operations in South Sudan, number of vehicles owned.
7. The company must submit the organogram depicting its personnel who will be responsible for rendering the service(s) to GOAL South Sudan with their full contact information.
 |
| *Each bid that conforms to the Exclusion and Essential Criteria will be evaluated according to the Award Criteria**given below by GOAL.* |
| **4** | **Award Criteria** | Tenders will be awarded marks under each of the award criteria listed in this section to determine the most economically advantageous tenders.(Price – 35%, Quality – 55% and Delivery – 10%) |
| **5** | **Due Diligence Checks**  | Successful bidder/s will be screened in line with Anti-Terrorism and Sanction checks. GOAL will not contract with bidders who do not pass those checks as per clause 5.3.20 of this document. References and other checks will be completed, and quality assessed. In-depth review of financial accounts and other documents submitted will be completed; bidder is judged to have requisite financial stability and legal status. |

## Tender Evaluation

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 tenderer or loss of marks. Responses to requests for clarification shall not materially change any of the elements of the proposals $Type equation here.$submitted. Unsolicited communications from Tenderers will not be entertained during the evaluation period.

## Award Criteria

|  |  |
| --- | --- |
| **Criteria** | **Score** |
| **1. Quality/ Technical 55%** |  |
| * 1. **Qualification and Experience of the company/bidder (30%)**
 |  |
| 1.11. At least 3-5 years of working experience in vehicle rental services in renting land cruiser vehicles, cargo trucks, to UN/INGO/Diplomats or equivalent organisations. | 10 |
| 1.12. Previous vehicles hire service contracts, purchase orders and reference letters from the clients already served. | 5 |
| 1.13. The company must have valid comprehensive insurance cover for each vehicle to be engaged on the assignment or valid third-party insurance cover | 10 |
| 1.14. CVs of the focal persons who will be responsible for operations/ administration, mechanics and drivers who will be deployed to work for GOAL South Sudan assignments. For drivers, copies of valid driving licence to be provided. | 5 |
| * 1. **Vehicles (25%)**
 |  |
| 1.21. The company must directly and solely own a fleet of at least 5 vehicles (Landcruisers (3 No) and cargo trucks (2 No.) whose models are not less than 2010. | 10 |
| 1.22. The company must provide supporting documents to confirm vehicle ownership, and a list of the vehicles attached. In case of vehicle lease, the company must provide lease agreement(s) and the list of vehicles with respective vehicle registration numbers. | 10 |
| 1.23. Proof of ownership of vehicle maintenance workshop or vehicle preventive maintenance plan to guarantee regular maintenance of the vehicles during the assignment |  5 |
| **2. Delivery**2.1. The time it will take to provide the requested vehicle(s) from the time of request by the client |  10 |
| **3. Price**The inverse proportion method shall apply in the price analysis Score vendor = 35 x (price min / price vendor) |  35 |
| **Total** |  **100** |

All prices must be in USD and a comprehensive and clear breakdown of prices must be shown as part of the financial offer- any transport fees, taxes, customs charges, component parts, packing fees etc. must be shown separately.

Prices offered will be evaluated on full cost basis (including all fees and taxes). During the analysis of bids, if bids were not submitted in the required currency, we will convert all bids in USD at the InforEuro rate for the date of bid opening. (See <http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm> )

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

Score = points available x (lowest price offered/ bidder offer price)

**ALL FINANCIAL OFFERS MUST BE MADE ON THE BASIS OF ‘BEST AND FINAL OFFER’.**

# Response Format

All proposals must conform to the response format laid out below.

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

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.

## Submission Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| **Line** | **Item** | **How to submit**  | **Tick attached**  |
| **Electronic submission** | **Physical submission** |  |
| 1 | This checklist  | Ticked, scan and save as ‘Checklist’ | Tick and submit.  |  |
| 2 | Company Must submit a valid business registration certificate to operate in the of South Sudan (SS) | Submit copies, scan and save as ‘Registration’ | Submit copies |  |
| 3 | Tax Clearance Certificate | Submit copies, scan and save as ‘Tax Clarance’ | Submit copies |  |
| 4 | Valid vehicle Licence | Submit copies, scan and save as ‘Vehicle licence’ | Submit copies |  |
| 5 | Valid Comprehensive Insurance certificate for the vehicles to be assigned to this FWA. | Submit copies, scan and save as ‘ Insurance certificate’ | Submit copies |  |
| 6 | Valid driving license for each driver to be engaged on this assignment. | Submit copies, scan and save as ‘ Driving License’ | Submit copies |  |
| 7 | The company must provide a brief company profile with reference to business owners, years of operations in South Sudan (Upper Nile State), number of vehicles owned, and types of vehicles owned by them, their client list, number of staffs working in the office. | Submit copies, scan and save as ‘ company profile’ | Submit copies |  |
| 8 | The company must submit the organogram depicting its personnel who will be responsible for rendering the service(s) to GOAL South Sudan with their full contact information. | Submit copies, scan and save as ‘Personnel reponsible’ | Submit copies |  |
| 9 | Bank statement for the last 6 months (January-June 2024). | Submit copies, scan and save as ‘Bank Statement’ | Submit copies |  |
| 10 | Appendix 1 - Contact Details included section 2 and 3  | Sign, stamp, scan and save as ‘contact Details’ | Sign, stamp and submit. |  |
| 11 | Appendix 2 – Technical Specifications/Terms of Reference signed | Complete, sign & stamp, scan and save as ‘Technical specifications’ | Complete, sign, stamp and submit.  |  |
| 12 | Technical Offer form (under Appendix 2) | Form completed, signed, stamped, scan and save as “Technical offer” | Complete, sign, stamp and submit. |  |
| 13 | Appendix 3 – Financial Offer filled and signed | Complete, sign & stamp, scan and save as ‘Financial Offer’ | Complete, sign, stamp and submit.  |  |
| 14 | Appendix 4 – GOAL Terms and Conditions for Purchase of Works and Services | Complete, sign & stamp, scan and save as ‘GOAL Terms & Conditions’ | Complete, sign, stamp and submit. |  |
|  |  |  |  |  |

**Appendix 1 – COMPANY INFORMATION**

|  |  |
| --- | --- |
| Company Name |  |
| Registered address of the prime Tenderer |  |
| Year Established |  |
| Please state the name of any other persons/organisations (except your company) 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 line below. | Yes/No |
|  |
| Associated company details (if applicable) |  |
| If successful, do you agree to work under GOAL’s Terms and Conditions of contract (attached as Appendix 4). | Yes/No | Comments/Attachments |
|  |  |
| If successful, do you agree to sign the contract as per GOAL’s contract template (attached as Appendix 5) | Yes/No | Comments/Attachments |
|  |  |
| If successful, do you agree to abide by GOAL’s Supplier code of conduct for the delivery of goods/services/works?(attached as Appendix 6) | Yes/No | Comments/Attachments |
|  |  |
|  |  |  |

|  |
| --- |
| 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 UGX**  | **Offered Goods Turnover USD** |
| **2023** |  |  |
| **2022** |  |  |
| **2021** |  |  |

***Note that wining bidder/s will be required to submit further information as part of supplier registration process before finalisation of contract award.***

|  |
| --- |
| By submitting a bid under this Invitation to Tender (ITT **KAJ-ZZ4-28428, ABY-ZZ3-29035, REN-ZZ9-29040 and TWIC-ZZ1-28431** the bidder hereby asserts that the following statements are correct at the time of submission; and further undertakes to inform GOAL of any changes in status of these matters.  |
| The bidder is not bankrupt or is being wound up, neither are its affairs are being administered by the court nor 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 regulation.The bidder is not 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.Neither the bidder, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata nor been guilty of grave professional misconduct in the course of their business.The bidder has fulfilled all its obligations relating to the payment of taxes or social security contributions in Ireland or any other state or country in which the tenderer is located or doing business. Neither the bidder, a Director or Partner has been found guilty of: fraud, money laundering, corruption; convicted of being a member of a criminal organisation; nor of serious misrepresentation in providing information to a public buying agencyThe bidder has not contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application.That all data subjects have specifically consented to the use and storage of their data by GOAL for the purpose of analysing the bids and awarding a contract under this tender; 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 my bid has a validity of **90 days**. *If your bid does not have this validity, please state what bid validity you offer.*

I confirm that the bid 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 Invitation to Tender; 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 bidding.

|  |  |
| --- | --- |
| Signed: |  |
| Print name:  |  | Position: |  |
| Company Name: |  | Date: |  |
| Address: |  |

**APPENDIX 2 – TERMS OF REFERENCE – TECHNICAL OFFER**

 

**TERMS OF REFERENCE**

F**OR THE PROVISSION OF VEHECLE HIRE SERVICE FOR THE GOAL OFFICES OF KAJO KEJI, ABYEI, RENK , TWIC, GOGRIAL EAST, AND GOGRIAL WEST STARTING NOVEMEBER 2024 TO OCT 2027 UNDER THREE (03) YEARS FWA)**

1. **Background**

GOAL is an international humanitarian organization working with the most vulnerable communities to help them respond to and recover from humanitarian crisis and to assist them to build long term solution to mitigate poverty and vulnerability. GOAL has been working in South Sudan since 1985 with focus on health, nutrition, WASH, food security and livelihood and is registered with Relief & Rehabilitation Commission (Registration #67). GOAL is implementing programmes in Ulang and Renk in Upper Nile State, Twic, Gogrial East and Gogrial West in Warrap State, Abyei special Administration Area and Kajo-Keji in Central Equatoria.

1. **Objective**

The main objective to contract a reputable vehicle rental company to provide transportation services for its project operations in the counties of Twic, Gogrial East and Gogrial West, Kajo Keji, Renk and Abyei.

The successful service provider shall perform the required services in line with GOAL South Sudan standards in high level quality and shall follow all applications and directives as prescribed by this ToR.

The transportation services include provision of vehicles inclusive of all costs for tax, comprehensive insurance, fuel, repairs and maintenance, all other licenses and government charges and fixed driver rental services on weekly or monthly basis, quarterly, biannual, and annual basis, as well as ad-hoc drivers and vehicles daily and weekly basis.

**Obligation of the service provider**

1. The service to be provided includes the driver, the vehicle, fuel and other consumables, repairs and maintenance and all other associated costs.
2. Give the name and contact details for the person assigned to GOAL to handle customer service.
3. For each vehicle assigned, to give the name of the vehicle driver, phone contact and registration number of the vehicle.
4. Ensure that the vehicles assigned to GOAL are in good mechanical condition with clean interior and seat belts fitted.
5. Ensure that drivers are qualified and have valid driving license.
6. Provide cars that are insured with comprehensives insurance.
7. Provide GOAL with copies of vehicle logbooks.
8. All drivers should be monitored by the service provider for their driving behaviour, speed, acceleration, harsh braking, alcohol and drugs use, criminal records etc. GOAL reserves the right to request a change of driver at any point. GOAL does not accept drivers with criminal records, alcohol and/or drug use.
9. Vehicles to be inspected by the client representative against the checklist before deployment on GOAL business.
10. **Administration Criteria**

Vehicle hire companies intending to submit a proposal should have the organizational and technical capacity, experience, and professionalism to provide the required services outlined in this Term of Reference. The companies should be able to demonstrate proof of past and/or present experience and resources available to carry out the service requirements and have the integrity and proven reliability to ensure good performance.

1. **Essential Criteria**
2. The company must submit a valid business registration certificate to operate in South Sudan.
3. Tax clearance certificate.
4. Valid vehicle licence
5. Valid Insurance certificate for the vehicles to be assigned to this FWA
6. Valid driving license for each driver to be engaged on this assignment
7. The company must provide a brief company profile with reference to business owners, years of operations in South Sudan and number of vehicles owned.
8. The company must submit the organogram depicting its personnel who will be responsible for rendering the service(s) to GOAL South Sudan with their full contact information.
9. **Award Criteria**

1. Price: 35%
2. Quality: 55% (Qualification and experience of the company - 30% & Vehicle – 25%)

3. Delivery: 10%

**Technical: 55%**
**a) Qualification and Experience of the Company /Bidder (30%)**
•At least 3-5 years of working experience as car rental service provider using landcruiser vehicles to UN/INGO/Diplomats or equivalent organisations.
• Previous certificates of merit or reference letter from the clients already served.
• The company must have full medical & Life insurance covering the driver, passengers and any/all third parties (comprehensive insurance).
• CVs of the focal persons who will be responsible for operations, mechanics and drivers who will be deployed to work for GOAL South Sudan assignments.

**b) Vehicles (25%)**

* The company must directly and solely own all fleet vehicles whose models are not less than 2010 **OR** must provide proof of control over the vehicles to be used on this assignment (e.g vehicle lease agreements).
* The company must provide supporting documents of vehicles ownership such as a list of the vehicles attached to a contracted insurance policy. List of vehicles with registrations numbers to be provided.
* Demonstrate maintenance workshop schedules / arrangements to guarantee regular maintenance of the rented vehicles.

**Technical and Financial weighting allocation**

3. Due diligence: Before GOAL Proceeds to the next level, as part of the due diligence GOAL will be looking at physical verification of the suppliers’ fleet, office setup, license for vehicle and drivers etc.

1. **Person to closely work with**

The Transport Company will work closely with the GOAL South Sudan Area Programme Operations Coordinator or designate or Field Operations Manager.

1. **Geographical Location**

The service will be provided in various GOAL operation locations within the counties of Twic, Gogrial East, Gogrial West, Kaji Keji, Abyei and Renk and other locations where GOAL staff go for organizational work.

1. **Time of available for service**

The service shall be provided from 7:30AM- 6:00PM or at such times as shall be requested by the client.

1. **Payment terms**

Payment shall be within thirty days after the invoice, given that all requisite support documents are presented to GOAL.

|  |  |
| --- | --- |
| Signed: |  |
| Print name:  |  | Position: |  |
| Company Name: |  | Date: |  |
| Address: |  |
|  |  |

**Appendix 3: FINANCIAL OFFER**

Please provide a quote for the coverage as per the requirement in **Appendix 2 Technical Requirements sections.**

**Note: Bidders can bid for one or two or three or all lots.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lot No.** | **PR Reference No.** | **Description** | **Delivery location/ County** | **Hire Rate per day (USD)** |
| A | KAJ-ZZ4-28428 | Hire of 4WD Toyota Landcruiser Hardtop vehicle (3-door, long wheelbase) or equivalent with minimum load capacity of 12 passengers in Kajo Keji County. For a period of three years. Vehicle provided complete with driver, taxes cleared, insurance, fuel, consumables, recovery tools/ equipment, in good mechanical condition and requisite vehicle documents as mentioned in the essential criteria | Kajo Keji |  |
| Hire of 4WD pick-up vehicle with minimum load capacity 1,100 kgs, Toyota Landcruiser or equivalent. For a period of three years. Vehicle provided complete with driver, taxes cleared, insurance, fuel, consumables, recovery tools/ equipment, in good mechanical condition and requisite vehicle documents as mentioned in the essential criteria | Kajo Keji |  |
| B | ABY-ZZ3-29035 | Hire of 4WD Toyota Landcruiser Hardtop vehicle (3-door, long wheelbase) or equivalent with minimum load capacity of 12 passengers in Abyei administrative Area for a period of three years. Vehicle provided complete with driver, taxes cleared, insurance, fuel, consumables, recovery tools/ equipment, in good mechanical condition and requisite vehicle documents as mentioned in the essential criteria | Abyei/Agok |  |
| C | REN-ZZ9-29040 | Hire of 4WD Toyota Landcruiser Hardtop vehicle (5-door, long wheelbase) or equivalent with minimum load capacity of 4 passengers in Renk county upper Nile state For a period of three years. Vehicle provided complete with driver, taxes cleared, insurance, fuel, consumables, recovery tools/ equipment, in good mechanical condition and requisite vehicle documents as mentioned in the essential criteria |  Renk |  |
| Hire of 4WD Toyota Landcruiser Hardtop vehicle (3-door, long wheelbase) or equivalent with minimum load capacity of 12 passengers in Abyei administrative Area for a period of three years. Vehicle provided complete with driver, taxes cleared, insurance, fuel, consumables, recovery tools/ equipment, in good mechanical condition and requisite vehicle documents as mentioned in the essential criteria | Renk |  |
| Hire of 4WD drive-pick UP with minimum load capacity 1,100 kgs, Toyota Landcruiser or equivalent. For a period of three years. Vehicle provided complete with driver, taxes cleared, insurance, fuel, consumables, recovery tools/ equipment, in good mechanical condition and requisite vehicle documents as mentioned in the essential criteria | Renk |  |
| D | TWC-ZZ1-28431 | hire of 4WD Toyota Land cruiser Hardtop vehicle (3-door,long wheelbase) or equivalent with minimum load capacity of 12passengers in Warrap State for a period of three years. Vehicle provided complete with driver, taxes cleared, insurance, fuel, consumables, recovery tools/ equipment, in good mechanical condition and requisite vehicle documents as mentioned in the essential criteria | Twic, Gogrial East, Gogrial West |  |
| Hire of tractor with a cart for transportation of nutrition supplies in Warrap State (Twic, Gogrial East & West) for a period of three years. Tractor be provided complete with driver, taxes cleared, insurance, fuel, consumables, recovery tools/ equipment, in good mechanical condition and requisite vehicle documents as mentioned in the essential criteria | Twic, Gogrial East, Gogrial West |  |
| Hire of 4WDdrive-pick UP with minimum load capacity 1,100 kgs, Toyota Land cruiser or equivalent For a period of three years. Vehicle provided complete with driver, taxes cleared, insurance, fuel, consumables, recovery tools/ equipment, in good mechanical condition and requisite vehicle documents as mentioned in theessential criteria | Twic, Gogrial East, Gogrial West |  |
| Hire of 5 MT Truck-minimum cargo size 2.5m x 1.8mx1.5m within Twic, Gogrial East or Gogrial West for a period of three years. Vehicle provided complete with driver, taxes cleared, insurance, fuel, consumables, recovery tools/ equipment, in good mechanical condition and requisite vehicle documents as mentioned in the essential criteria | Twic, Gogrial East, Gogrial West |  |
| **All costs must be quoted in USD** |  |  |

|  |  |
| --- | --- |
| Signed: |  |
| Print name:  |  | Position: |  |
| Company Name: |  | Date: |  |
| Address: |  |

**Please state your lead time from the period of contract signing to contract implementation**

**Appendix 4 GOAL TERMS AND CONDITIONS FOR PURCHASE OF WORKS AND SERVICES**

1. SCOPE AND APPLICABILITY

These Terms and Conditions of Contract apply to all provisions of works and services made to GOAL notwithstanding any conflicting, contrary or additional terms and conditions in any other communication from the service provider/contractor. No such conflicting, contrary or additional terms and conditions shall be deemed accepted by us unless and until we expressly confirm our acceptance in writing.

1. LEGAL STATUS

The service provider/contractor shall be considered as having the legal status of an independent contractor vis-à-vis GOAL. The service provider/contractor, its personnel and sub-contractors shall not be considered in any respect as being the employees of GOAL. The service provider/contractor shall be fully responsible for all work and services performed by its employees, and for all acts and omissions of such employees.

1. SUB-CONTRACTING

In the event the Service provider/contractor requires the services of a sub-contractor, the Service provider/contractor shall obtain the prior written approval of GOAL for all sub-contractors. The Service provider/contractor shall be fully responsible for all work and services performed by its sub-contractors and service provider/contractors, and for all acts and omissions of such sub-contractors and service provider/contractors. The approval of GOALof a sub-contractor shall not relieve the Service provider/contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

1. ASSIGNMENT OF PERSONNEL

The Service provider/contractor shall not assign any persons other than those accepted by GOALfor work performed under this Contract.

1. OBLIGATIONS

The service provider/contractor shall neither seek nor accept instructions relating to this contract from any authority external to GOAL Service providers/contractors may not communicate at any time to any other person, government or authority external to GOAL, any information known to them by reason of their association with GOAL which has not been made public, except in the course of their duties or by authorization of GOAL: nor shall the service provider/contractor at any time use such information to private advantage. The Service provider/contractor shall refrain from any action that may adversely affect GOALand shall fulfil its commitments with the fullest regard to the interests of GOAL. These obligations do not lapse upon termination/expiration of their agreement with GOAL.

1. SERVICE PROVIDER/CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Service provider/contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct. reason of any other claim or demand against the Service provider/contractor.

1. ACCEPTANCE AND ACKNOWLEDGEMENT

Initiation of service or works under this contract by the service provider/contractor shall constitute acceptance of the contract, including all terms and conditions herein contained or otherwise incorporated by reference.

1. WARRANTY

The Services performed warrants upon delivery and for a period of twelve (12) months from the date of completion of the services provided/works completed under this Contract will conform in all aspects to the service and applicable standards specified for such services and any goods or equipment provided as part of the contract and will be free from material defects in workmanship, material and design under normal use. The warranty does not cover damage resulting from misuse, negligent handling, lack of reasonable maintenance and care, accident or abuse by anyone other than the Service provider/contractor.

The Service provider/contractor warrants the services/construction furnished under this Contract conforms to the specifications and to be free from damage and defects in workmanship or materials. This warranty is without prejudice to any further guarantees that the service provider/contractor provides to purchasers. Such guarantees shall apply to the services and works subject to this Contract.

1. CHECKS AND AUDIT

The Service provider/contractor shall allow any external auditor authorised by GOALto verify, by examining the documents and to make copies thereof or by means of on-the-spot checks of original documents, the implementation of the contract and conduct a full audit, if necessary, on the basis of supporting documents for the accounts, accounting documents and any other document relevant to the financing of the project. The Service provider/contractor shall ensure that on-the-spot access is available at all reasonable times. The Service provider/contractor shall ensure that the information is readily available at the moment of the audit and if so requested, that the data be handed over in an appropriate form. These inspections may take place up to 7 years after the final payment.

Furthermore, the Service provider/contractor shall allow any external auditor authorised by GOALcarrying out verifications as required to carry out checks and verification on the spot in accordance with the procedures set out by the donor or in the European Union legislation for the protection of the financial interests of the European Union against fraud and other irregularities.

To this end, the Service provider/contractor undertakes to give appropriate access to any external auditor authorised by GOALcarrying out verifications as required to the sites and locations at which the project is implemented, including its information systems, as well as all documents and databases concerning the technical and financial management of the action and to take all steps to facilitate their work. Access given to agents of any external auditor authorised by GOALcarrying out verifications shall be on the basis of confidentiality with respect to third parties, without prejudice to the obligations of public law to which they are subject. Documents must be easily accessible and filed so as to facilitate their examination and the Service provider/contractor must inform GOALof their precise location.

The Service provider/contractor guarantees that the rights of any external auditor authorised by the GOALcarrying out verifications as required to carry out audits, checks and verification shall be equally applicable, under the same conditions and according to the same rules as those set out in this Article, to the Service provider/contractor's partners, and subcontractors. Where a partner or subcontractor is an international organisation, any verification agreement concluded between such organisation and the donor applies.

GOAL, its donors or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the service provider/contractor which are directly pertinent to the specific program for the purpose of making audits, examinations, excerpts and transcriptions

1. RULE OF ORIGIN AND NATIONALITY

If any rules of origin and nationality are applicable due to donor requirements, limiting the eligible countries for goods, legal and natural persons, such rules shall be stated or referred to in the contract document. In such instances the service provider/contractor must adhere to these rules and be able to document and certify the origin of goods and nationality of legal and natural persons as required.

Failure to comply with this obligation shall lead, after formal notice, to termination of the contract, and GOALis entitled to recover any loss from the service provider/contractor and is not obliged to make any further payments to the service provider/contractor

1. INSPECTION

The duly accredited representatives of GOALor the donor shall have the right to inspect the works goods called for under this Contract at Service provider/contractor’s stores, during manufacture, in the ports or places of shipment, and the Service provider/contractor shall provide all facilitates for such inspection. GOALmay issue a written waiver of inspection at its discretion. Any inspection carried out by representatives of GOALor the donor or any waiver thereof shall not prejudice the implementation of the other relevant provisions of this Contract concerning obligations subscribed by the Service provider/contractor, such as warranty or specifications.

1. FORCE MAJEURE

Force Majeure shall mean Acts of God, strikes, lockouts, discontinuation or termination of donor funding, laws or regulations of operating country, industrial disturbances, acts of the public enemy, civil disturbances, act of war (whether declared or not), explosions blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, and any other similar unforeseeable events which are beyond the parties' control and cannot be overcome by due diligence.

In the event of and as soon as possible and no later than fifteen (15) days after the occurrence of any cause constituting Force Majeure, the Service provider/contractor shall give notice and full particulars in writing to GOALof such occurrence or change if the Service provider/contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Service provider/contractor shall also notify GOALof any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this article, GOALshall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Service provider/contractor of a reasonable extension of time in which to perform its obligations under this Contract, or termination of the Contract if any delay will force an extension to the delivery schedule.

Notwithstanding anything to the contrary in this Contract, the Service provider/contractorrecognizes that the work and services may be performed under harsh or hostile conditions caused by civil unrest. Consequently, delays or failure to perform caused by events arising out of, or in connection with, such civil unrest shall not, in itself, constitute Force Majeure under this contract.

1. DEFAULT

In case the contractor fails to comply with any term of the Contract, including but not limited to failure or refusal to perform the service/works within the time limit specified, they shall be liable for all damages sustained by GOAL, and GOALmay procure the service/works from other sources and hold the contractor responsible for any excess cost occasioned thereby. GOALmay collect damages from the contractor in lieu of purchasing the service/works from other sources. GOALmay by written notice terminate the right of the contractor to proceed with the contract or such part or parts thereof as to which there has been default, or if any service delivery is late, GOALmay cancel such part or the entire Contract.

1. REJECTION

In the case of services performed on the basis of specifications, outcome, pilot or combination thereof, GOALshall have the right to reject the services or any part thereof if they do not conform with the terms of the Contract in the opinion of GOALor is not performed or delivered in due time.

When the services or works or any part thereof have been rejected, GOALshall have the right, without prejudice to the provisions of Article 9, to demand from the Service provider/contractor the immediate re-performance or delivery of acceptable services or works in replacement thereof in accordance with the contract or to purchase other similar services or works elsewhere and to claim from the Service provider/contractor the amount of loss or damages sustained by reason of the default.

Goods or any other part of any works or services, including any built structure thereof in GOAL's possession or at a GOALprogramme site which have been rejected by GOALmust be removed or destroyed and removed at the Service provider/contractor's expense within such period as GOALmay specify in its notice of rejection.

After such notice has been dispatched to the Service provider/contractor, the Goods or any other part of any works or services, including any built structure thereof will be held at the latter's risk. Should the Service provider/contractor fail to remove the goods, part of any works or services or built structure as required by the notice of rejection, GOALmay dispose of them, without any liability to the Service provider/contractor whatsoever, in such manner as it deems fit and may charge the cost of removal to the Service provider/contractor.

1. AMENDMENTS

No change in or modification of this Contract shall be made except by prior agreement between GOALand the Service provider/contractor.

1. ASSIGNMENTS & INSOLVENCY

The Service provider/contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof or of any of the Service provider/contractor’s rights, claims or obligations under this Contract except with the prior written consent of GOAL.

Should the Service provider/contractor become insolvent or should control of the Service provider/contractor change by virtue of insolvency, GOALmay without prejudice to any other rights or remedies, terminate this Contract by giving the Service provider/contractor written notice of termination.

1. PAYMENT

The Service provider/contractor shall invoice GOALand the terms of payment shall be thirty (30) working days after GOALhas internally confirmed acceptance of services/works and presentation of a legal invoice.

1. ANTI-BRIBERY/CORRUPTION

The Service provider/contractor shall comply with all applicable laws, statutes and regulations relating to anti-bribery and anti-corruption including but not limited to the UK Bribery Act 2010 and the United States Foreign Corrupt Practices Act 1977 (“Relevant Requirements”).

The Service provider/contractor shall have and maintain in place throughout the term of any contract with GOALits own policies and procedures to ensure compliance with the Relevant Requirements.

No monies are payable to GOALby the Service provider/contractor in association with the execution of this contract. If the Service provider/contractor is approached by a GOALmember of staff for a payment, commission, ‘kickback’ or associated payment or any other advantage of any kind, they are obliged to report the request or payment directly to GOAL’s Country Director within thirty-six hours. Failure to report any request for payment by a GOALmember of staff or actual payment by the Service provider/contractor to a GOALmember of staff to the GOALCountry Director shall result in the immediate termination of any contract and may result in disqualification of the Service provider/contractor from participation in future contracts with GOAL.

1. ANTI-PERSONNEL MINES

The Service provider/contractor guarantees that it is not engaged in the sale or manufacture, either directly or indirectly, of anti-personnel mines or any components produced primarily for the operation thereof. Any breach of this representation and warranty shall entitle GOALto terminate this Contract immediately upon notice to the Service provider/contractor, at no cost to GOAL.

1. ETHICAL PROCUREMENT AND PROCUREMENT PRACTICE

The Service provider/contractor represents and warrants that neither it, nor any of its service provider/contractors is engaged in any practice inconsistent with the following code of conduct for service provider/contractors: Employment is freely chosen, freedom of association and the right to collective bargaining are respected, working conditions are safe and hygienic, no child labour/protection of children is ensured, living wages are paid, working hours are not excessive, no discrimination is practiced, regular employment is provided, no harsh or inhumane treatment is allowed, any harm to the environment shall be avoided or limited. Any breach of this representation and warranty shall entitle GOALto terminate this Contract immediately upon notice to the Service provider/contractor, at no cost to GOAL. The service provider/contractor must adhere to the principles of humanitarian aid.

1. OFFICIALS NOT TO BENEFIT

The Service provider/contractor warrants that no official of GOALhas received or will be offered by the Service provider/contractor any direct or indirect benefit arising from this Contract or the award thereof. The Service provider/contractor will notify GOALimmediately in case any official from GOALrequests any unofficial, or additional payment, or gift to their personal account. The Service provider/contractor agrees that breach of this provision is a breach of an essential term of this Contract.

1. PRIOR NEGOTIATIONS SUPERSEDED BY CONTRACT

This Contract supersedes all communications, representations, arrangements, negotiations, requests for proposals and proposals related to the subject matter of this Contract.

1. INTELLECTUAL PROPERTY INFRINGEMENT

The Service provider/contractor warrants that the use or supply by GOALof the services sold under this Contract does not infringe on any patent, design, trade-name or trade-mark.

In addition, the Service provider/contractor shall, pursuant to this warranty, indemnify, defend and hold GOALharmless from any actions or claims brought against GOALpertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Contract.

All maps, drawings, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Service provider/contractor under this Contract shall be the property of GOAL, and shall be treated as confidential and shall be delivered only to GOALs authorized officials on completion of work under this Contract

Unless authorised in writing by GOAL, the Service provider/contractor shall not advertise or otherwise make public the fact that he is a Service provider/contractor to GOALor use the name, emblem or official seal of GOALor any abbreviation of the name of GOALfor advertising purposes or for any other purposes.

1. TITLE RIGHTS

GOAL shall be entitled to all property rights including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided to the organisation by the Service provider/contractor. At the request of GOAL, the Service provider/contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such property rights transferring them to the organisation in compliance with the requirements of the applicable law.

Title to any equipment and supplies which may be furnished by GOALand any such equipment shall be returned to GOALat the conclusion of this Contract or when no longer needed by the Service provider/contractor. Such equipment, when returned to GOAL, shall be in the same condition as when delivered to the Service provider/contractor, subject to normal wear and tear.

1. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by GOALshall rest with GOALand any such equipment shall be returned to GOALat the conclusion of this Contract or when no longer needed by the Service provider/contractor. Such equipment, when returned to GOAL, shall be in the same condition as when delivered to the Service provider/contractor, subject to normal wear and tear. The Service provider/contractor shall be liable to compensate GOALfor equipment determined to be damaged or degraded beyond normal wear and tear.

1. PACKING

The Service provider/contractor shall pack any goods with new, sound materials and with every care, in accordance with the normal commercial standards of export packing for the type of goods specified herein. Such packing materials used must be adequate to safeguard the goods while in transit. The Service provider/contractor shall be responsible for any damage or loss that can be shown to have resulted from faulty or inadequate packing.

1. SHIPMENT AND DELIVERY

All services and works shall be delivered at the agreed place of delivery as stated in the Contract, at the Service provider/contractor's risk, unless otherwise provided for in the Contract.

1. INSURANCE

The service provider/contractor shall provide and thereafter maintain for the duration of this contract and any extension thereof all appropriate workmen’s compensation insurance or its equivalent with respect to its employees to cover claims for personal injury and death in connection with this contract. The service provider/contractor shall, upon request, furnish proof to the satisfaction of the GOAL, of such liability insurance. The service provider/contractor shall further provide such health and medical insurance for its agents and employees, as the service provider/contractor may consider advisable. The service provider will in all cases ensure they have third party liability cover for the duration of the contract.

1. INDEMNIFICATION

The Supplier agrees to indemnify, hold and save GOALharmless and defend at its own expense GOAL, its officers, agents and employees from and against all suits, claims, demands and liability of whatever nature or kind, including costs and expenses thereof and liability arising there from, with respect to, arising from or attributable to acts or omissions of the Supplier or its employees or sub-contractors in or relating to the performance of this Contract. This provision shall extend to, but shall not be limited to, product liability claims.

GOALwill promptly notify the Supplier of any such suit, claim, proceeding, demand or liability within a reasonable period of time after having received written notice thereof, and will reasonably cooperate with the Supplier, at the Supplier’s expense, in the investigation, defence or settlement thereof, subject to the privileges and immunities of GOAL.

The Supplier shall not permit any lien, attachment or other encumbrance by any person or entity to remain on file in any public or official office or on file with GOALagainst any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Supplier.

1. TERMINATION OF CONTRACT

Either party may cancel this Contract before the expiry date of the Contract by giving notice in writing to the other party. The period of notice shall be 5 days in the case of contracts with a total period of less than two months or 14 days in the case of contracts with a longer period.

In the event of the Contract being terminated prior to its due expiry date in this way, the Service provider/contractor shall be compensated on a pro rata basis for no more than the actual amount of work performed to the satisfaction of GOAL. Additional costs incurred by GOALresulting from the termination of the Contract by the Service provider/contractor may be withheld from any amount otherwise due to the Service provider/contractor from GOAL.

This contract shall be automatically terminated, and the Service provider/contractor shall have no right to any form of compensation, if it emerges that the award or execution of the contract has given rise to unusual commercial expenses.

Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commissions paid to a company which has every appearance of being a front company

GOALreserves the right to withhold payments while any investigation is taking place into suspected wrongdoing or breaches of policy. GOALreserves the right to make no payment of sums due (even when goods or services have been supplied), in instances where wrongdoing is present.

1. DATA PROTECTION

The service provider/contractor hereby acknowledges that it shall comply with all applicable requirements of The General Data Protection Regulation (EU 2016/679); The Data Protection Acts 1988-2018; and The E-Privacy Directive 2002/58/EC, as amended from time to time (the “**Data Protection Legislation**”) should Personal Data be accessed, viewed or in any way Processed by the Supplier. If during the term of the Contract it is contemplated that the Supplier will Process Personal Data, the Supplier shall only engage in such Processing where a data processing agreement has been put in place. GOALreserves the right to rescind any Contract should the Supplier’s data protection and security procedures be considered (in GOAL’s sole opinion) non-compliant with the Data Protection Legislation. Defined terms in this clause 31 will have the meaning set out in the Data Protection Legislation as defined above.

1. CONFIDENTIALITY

The Supplier shall not advertise or otherwise make public the fact that he is a Supplier to GOALwithout specific approval from GOAL. Nor shall the Supplier in any manner whatsoever use the name of GOAL, or any abbreviation thereof, in connection with his business or otherwise. Non-observance of these conditions shall entitle GOALto cancel the Contract, or any part thereof, and to hold the Supplier liable for any damages which GOALhas sustained as a result thereof.

1. DISPUTES - ARBITRATION

Any claim or controversy arising out of or relating to this or any contract resulting here from, or to the breach, termination or invalidity thereof, shall be, unless settled amicably through negotiation, submitted to arbitration in accordance with Irish law.

1. SETTLEMENT OF DISPUTES

The parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of or in connection with this Contract including any disputes regarding the existence, validity or termination. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

Unless, any such dispute, controversy or claim between the parties arising out of or relating to this Contract or the breach, existence, termination or invalidity thereof is settled amicably under the preceding paragraph of this article within sixty (60) days after receipt by one party of the other party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either party to arbitration in accordance with the UNCITRAL Arbitration rules as at present in force, including its provision on applicable law. The place of arbitration shall be Ireland and the language to be used in the proceedings shall be English. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in this Contract, the arbitral tribunal shall also have no authority to award interest. The parties shall be bound by any arbitration award rendered as a result of such arbitration and as being the final adjudication of any such dispute, controversy or claim.

1. WITHHOLDING TAX

GOALreserves the right to deduct withholding tax from the service provider/contractor's invoice if so required by law. This will apply unless the service provider/contractor has supplied in advance the required documentation proving its exemption from withholding tax (e.g. withholding tax exemption certificate).

1. GOVERNING LAW AND JURISDICTION

These Terms and Conditions shall be governed by the laws of Ireland and subject to the exclusive jurisdiction of the Irish Courts.

1. BANK GUARANTEE

When specifically requested by GOAL, a bank guarantee from a well reputed bank acceptable to GOALin the currency in which the Contract is payable and for an amount to be prescribed by GOALshall be obtained by the Service provider/contractor at his expense and deposited with GOALbefore start of the Contract. In the event of any loss, damage and/or extra costs incurred by GOALby reason of the Service provider/contractor's default, negligence or failure to perform the terms and conditions of the Contract or any part thereof, that part of any such loss, damage and/or extra costs which is represented by the full or by any lesser amount of such guarantee shall be immediately and initially reimbursable to GOALfrom such guarantee without prejudice to its right to hold the Service provider/contractor liable for the full amount of such loss, damage and/or extra cost. The guarantee shall be valid for a period of not less than 30 days after the services or works are confirmed as concluded by GOAL.

1. ENVIRONMENTAL STANDARDS

Service provider/contractors should as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas which should be considered are:

* Waste Management
* Packaging and Paper
* Conservation
* Energy Use
* Sustainability
* Include something about raw materials/sourcing.
1. HUMAN TRAFFICKING

GOALhas adopted a policy supporting the prohibition of trafficking in persons including the trafficking-related activities for any purpose, including the use of forced labour. Service providers/contractors and their employees, and agents shall not: —

* Engage in severe forms of trafficking in persons during the period of performance of the contract;
* Procure commercial sex acts during the period of performance of the contract;
* Use forced labor in the performance of the contract;
* Destroy, conceal, confiscate, or otherwise deny access by an employee to the employee’s identity or immigration documents, such as passports or drivers' licenses, regardless of issuing authority;
* Use misleading or fraudulent practices during the recruitment of employees or offering of employment, such as failing to disclose, in a format and   language accessible to the worker, basic information or making material misrepresentations during the recruitment of employees regarding the key terms and conditions of employment, including wages and fringe benefits, the location of work, the living conditions, housing and associated costs (if employer or agent provided or arranged), any significant cost to be charged to the employee, and, if applicable, the hazardous nature of the work

Should the Service provider/contractor become aware of, or suspect, human trafficking activities during the execution of the contract the Contractor must immediately inform GOALto enable appropriate action to be taken.

In respect to any contract funded by the UK Government the Service provider/contractor is expected to be familiar with the terms of the UK Modern-Slavery Act 2015, and to abide by the conditions of the Act.

|  |  |
| --- | --- |
| Signed: |  |
| Print name:  |  | Position: |  |
| Company Name: |  | Date: |  |
| Address: |  |

**APPENDIX 5: SUPPLIER CODE OF CONDUCT**

In this Supplier Code of Conduct, reference to GOAL will include reference to GOAL in Ireland, GOAL (International) in the UK, GOAL US Fund in the US and all GOAL branches and/or liaison offices, as well as other entities established in programme countries from time to time (together, hereinafter referred to as “GOAL”). This Supplier Code of Conduct should be read in conjunction with the relevant contract entered into between the Supplier and GOAL (“Contract”), GOAL’s Terms and Conditions for Contracts for Procurement of Goods or Services (as applicable), and any other GOAL policy which GOAL may send the Supplier from time to time during the Contract.

Each supplier of GOAL (“Supplier”) is expected to comply with the following Supplier Code of Conduct and is responsible for requiring its employees and any subsidiary, subcontractor and any other third party that the Supplier may use to carry out its obligations under a contract entered into with GOAL (together, “Third Parties”) to abide by this Supplier Code of Conduct, and to provide a copy of this Supplier Code of Conduct to those entities and individuals.

The Supplier Code of Conduct applies to all Suppliers who are requested by GOAL to sign it and all Third Parties who must confirm that they uphold its standards as far as applicable to their status. GOAL recognises that reaching some of the standards in this Supplier Code of Conduct is a dynamic, continuous process and encourages Suppliers to continually improve their workplace conditions and ensure they have adequate systems and controls in place to monitor Third Parties to ensure compliance with this Supplier Code of Conduct. In line with the size and nature of their business, GOAL expects the Supplier to have management systems in place to support compliance with laws, regulations, and the expectations related to or addressed expressly within this Supplier Code of Conduct. GOAL encourages Suppliers to implement their own written code of conduct.

1. RESPECT FOR HUMAN RIGHTS

The Supplier represents and warrants that neither it nor any Third Party violates the fundamental human rights as set out in the European Convention on Human Rights from 1950 (as may be amended from time to time) including all protocols to the convention.

The Supplier represents and warrants that it will have respect for all fundamental human rights and, in particular, it will respect the dignity and worth of all persons including respect for the equal rights of men and women.

The Supplier undertakes that it and any Third Party will not discriminate directly or indirectly on the grounds of gender, marital status, family status, sexual orientation, religion, age, disability, race, political affiliation, social status, or membership of an ethnic community.

1. ILLEGAL ACTIVITY

The Supplier represents and warrants that neither it nor any Third Party are engaged in any sort of illegal activities.

The Supplier represents and warrants that neither it nor any Third Party will excuse or ignore or participate in any corrupt, fraudulent, exploitative, or unethical activities. This includes but is not limited to the trafficking of people, participating in any armed, political, or religious conflict, dealing in illegal drugs, gems or arms or using the services of a sex worker.

The Supplier represents and warrants that neither it nor any Third Party will be under the influence of alcohol or drugs, which includes illegal drugs and misused prescription medication, while engaged by GOALunder a Contract and will be fit to carry out its responsibilities and obligations under that Contract.

1. ANTI-CORRUPTION, ANTI-BRIBERY, ANTI-FRAUD, ANTI-MONEY LAUNDERING & CONFLICT OF INTEREST

GOALhas zero tolerance for corruption, bribery, fraud, and money laundering.

The Supplier and each Third Party shall comply with all applicable laws, statutes and regulations relating to anti-bribery, anti-corruption, anti-fraud and anti-money laundering including but not limited to the Irish Criminal Justice (Money Laundering and Terrorist Financing Act 2010), the Irish Criminal Justice (Corruption Offences) Act 2018, the UK Bribery Act 2010, the UK Proceeds of Crime Act 2002, the UK Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017, the UK Terrorism Act 2000, the United States Foreign Corrupt Practices Act 1977 and the United States Anti-Money Laundering Act 2020, as may be amended from time to time) (together the “Relevant Requirements”).

Corruption includes benefiting from gifts, advantages, and sexual favours. Therefore, the Supplier and all its Third Parties shall not:

* Exchange money, employment, goods, or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance.
* Engage in any sexual relationships with beneficiaries of assistance since they are based on inherently unequal power dynamics.

Any conflict of interest on the part of the Supplier or Third Party shall be immediately disclosed to GOAL. The Supplier affirms that it or any Third Party has no current or prior business, professional, personal, financial, political, family, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of its responsibilities and obligations under any Contract. If any such actual or potential conflict of interest arises under any Contract, the Supplier shall immediately inform GOALin writing of such conflict.

1. TERRORISM

The Supplier represents and warrants that neither it nor any of its Third Parties are engaged in any transactions with, and/or the provisions of resources and support to, individuals and organizations associated with terrorism.

The Supplier represents and warrants that neither it nor any of its Third Parties are engaged in any transactions with, and/or the provision of resources and support to, individuals and organizations associated with, receiving any type of training for, or engaged in, any act or offense described in Article 2, Sections 1,3,4 and 5 of the International Convention for the Suppression of the Financing of Terrorism, adopted by the General Assembly of the United Nations in Resolution 54/109 of 9 December 1999.

1. ENVIRONMENT

The Supplier represents and warrants that neither it nor any Third Party are violating any international environmental agreements.

The Supplier undertakes to support a precautionary approach to environmental challenges and not in any way cause damage, destruction, or any harm to the environment. Further, the Supplier undertakes to encourage the development and diffusion of environmentally friendly technologies and undertake initiatives to promote environmental responsibility and sustainability.

1. MINES AND WEAPONS

The Supplier represents and warrants that neither it nor any Third Party are actively and directly or indirectly engaged in patent activities, development, assembly, production, trade, or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of anti-personnel mines.

The Supplier represents and warrants that neither it nor any Third Party are actively and directly or indirectly engaged in patent activities, development, assembly, production, stockpiling, trade, or manufacture of weapons including but not limited to firearms, chemical weapons, biological weapons, and nuclear weapons.

1. CHILD AND ADULT SAFEGUARDING

The Supplier represents and warrants that it and all its Third Parties are protecting all people from abuse and exploitation, meaning any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another. Similarly, the term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Specifically, the Supplier and all its Third Parties will not:

* Engage in sexual activity with anyone under the age of 18, regardless of the age of consent locally (mistaken belief of age being no defence).
* Sexually abuse or exploit children.
* Subject a child to physical, emotional, or psychological abuse, or neglect.
* Engage in any commercially exploitative activities with children including child labour or trafficking.
* Sexually abuse or exploit vulnerable adults.
* Subject a vulnerable adult to physical, emotional, or psychological abuse, or neglect.
1. CHILD PROTECTION

The Supplier represents and warrants that neither it, nor any Third Party are engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or interfere with the child’s education, or to be harmful to the child’s health or physical, mental, spiritual, moral, or social development.

The Supplier represents and warrants that it and all its Third Parties will comply with this requirement, and that it will raise any concerns or suspicions they have, actual or perceived, of any breach of this clause directly to GOAL.

1. FORCED LABOUR

The Supplier represents and warrants that employment is freely chosen and neither it nor any Third Party are using any form of forced, bonded or compulsory labour.

1. WORKING CONDITIONS

The Supplier represents and warrants that neither it nor any Third Parties are allowing working conditions that violate the Convention on Occupational Safety and Health from 1981 including the Protocol from 2002, the Convention on Minimum Wage Fixing from 1970 and the Conventions on Hours of Work of the International Labour Organization (ILO) (as may be amended from time to time).

The Supplier represents and warrants that it and all its Third Parties are protecting workers from any acts of physical, verbal, sexual or psychological harassment abuse or threats in the workplace by either their fellow workers or their managers, and that the rights of staff to freedom of association and collective bargaining are respected.

1. DISCRIMINATION IN WORKING CONDITIONS

The Supplier represents and warrants that neither it nor any Third Party are discriminating any of its workers regarding race, colour, gender, language, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, health status, age, disability, or other distinguishing characteristics.

The Supplier represents and warrants that neither it nor any Third Party are making employment-related decisions, from hiring to termination and retirement which are not based only on relevant and objective criteria.

1. TRANSPARENCY, HONESTY, INTEGRITY AND ACCOUNTABILITY

The Supplier represents and warrants that it and any Third Party shall uphold the highest standards of integrity, honesty and transparency.

The Supplier undertakes a duty of full disclosure of any relevant material at any time and at the sole discretion of GOALfor GOALto examine any alleged breach of this Supplier Code of Conduct.

1. HUMAN TRAFFICKING & MODERN SLAVERY

The Supplier and each Third Party shall comply with all applicable human trafficking and anti-slavery laws, statutes, regulations, and conventions in force and the Supplier warrants that it has instructed its named personnel, staff, employees, and all its Third Parties to refrain from engaging in human trafficking and/or forced labour. The failure of the Supplier to investigate allegations of human trafficking for whatever purpose, including forced labour, against its staff or related to its activities or to take corrective action when any allegations have been proven to have occurred shall entitle GOALto end the Contract immediately and without penalty upon notice to the Supplier, at no cost to GOAL.

Suppliers and their employees, and Third Parties (including labour recruiters, brokers, and agents) shall not:

* Engage in trafficking in persons during the period of performance of the contract.
* Procure commercial sex acts during the period of performance of the contract.
* Use forced labour in the performance of the Contract.
* Destroy, conceal, confiscate, or otherwise deny access by an employee to the employee’s identity or immigration documents, regardless of issuing authority.
* Use misleading or fraudulent practices during the recruitment of employees or offering of employment, such as failing to disclose, in a format and language accessible to the worker, basic information; or making material misrepresentations during the recruitment of employees regarding the key terms and conditions of employment; or use recruiters who do not comply with local labour law
* Charge recruitment fees to employees or potential employees
* Fail to provide or pay for return transportation at the end of employment for employees who are not nationals of the country and were brought into the country for the express purpose of working on a GOALcontract or subcontract, unless that individual is legally permitted to and chooses to remain, or the employer is exempted from this requirement in writing by GOAL
* Where applicable, fail to provide or arrange housing that fails to meet national standards for housing and safety
* Fail to provide an employment contract, recruitment agreement or other required work document in writing, in a language the employee understands, as required by law.

Should the Supplier become aware of, or suspect, human trafficking activities during the execution of the contract the Contractor must immediately inform GOALto enable appropriate action to be taken.

1. WHISTLEBLOWING AND REPORTING

The Supplier represents and warrants that it and any Third Party shall raise any genuine concerns about actual or perceived wrongdoing by GOALstaff members, board members, partners of GOAL, other suppliers, contractors, volunteers, and communities.

GOALalso expects each Supplier to provide their own employees with avenues for raising legal or ethical issues or concerns without fear of retaliation. We expect each supplier to take action to prevent, detect, and correct any retaliatory actions. If the Supplier does not have its own reporting mechanism then it should provide their employees with GOAL’s email address: speakup@GOAL.ie to raise any legal or ethical issues or concerns; or through the externally managed hotline, Safecall: [www.safecall.co.uk/report](http://www.safecall.co.uk/report), GOAL@safecall.co.uk.,

**BREACH**

Any breach of the representations and warranties of this Supplier Code of Conduct will be considered as gross misconduct and abusive behavior, which cannot be tolerated. As such, GOALwill have the right to withhold payment and postpone the goods or services (as applicable) to be provided under the Contract to enable GOALto undertake a thorough investigation of any alleged breach of any representation, warranty or undertaking given by the Supplier or Third Party of this Supplier Code of Conduct. Upon the outcome of the investigation, GOALwill inform the relevant Supplier of its findings and will either (i) continue the Contract making such necessary amendments to the Contract as may be required to strengthen the terms of the Contract; or (ii) terminate the Contract with the Supplier immediately at no cost to GOAL. Upon such termination, GOALreserves the right to make no payment of remaining sums due under the Contract (even when goods or services have been supplied), in instances where GOALhas found that the Supplier or Third Party has breached a representation, warranty or undertaking under this Supplier Code of Conduct.

This Supplier Code of Conduct is hereby acknowledged and agreed by: