

**Invitation to Tender (ITT) for Rental Vehicle with drivers**

**under a 3-year Framework Agreement (FWA) to cover GOAL Türkiye/Syria Program, contract REF: MRS-X-33150**

|  |
| --- |
| **GOAL is completely against fraud, bribery and corruption**  **GOAL does not ask for money for bids. If approached for money or other favours, of if you have any suspicions of attempted fraud, bribery or corruption please report immediately to email** [**speakup@goal.ie**](mailto:speakup@goal.ie)  **Please provide as much detail as possible with any reports** |

# About GOAL

Established in 1977, GOAL is an international humanitarian and development agency committed to working with communities to achieve sustainable and innovative early response in crises and to assist them to build lasting solutions to mitigate poverty and vulnerability. GOAL has worked in over 60 countries and responded to almost every major humanitarian disaster. We are currently operational in 13 countries globally. For more information on GOAL and its operations please visit <https://www.goalglobal.org/>.

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

# Proposed Timelines

|  |  |  |
| --- | --- | --- |
| **Line** | **Item** | **Date** |
| 1 | ITT published | Thursday, 19th October 2023 |
| 2 | Closing date for clarifications | 19:00 pm Turkiye time (*17:00 Dublin Time*), Thursday 02nd November 2023 |
| 3 | Closing date and time for receipt of Tenders | **23:59 pm Turkiye time**, **Thursday 09th November 2023** |
| 4 | Tender Opening Location | GOAL Dublin HQ, Ireland |
| 5 | Tender Opening Date and time | 14:00 pm **Turkiye time** (*12:00 pm Dublin time*), Friday 10th November 2023 |

# Overview of requirements

## Service or Supply Specification

GOAL invites prospective suppliers to submit their bids as a reply to this Invitation to Tender (ITT) for the provision of **Vehicle Rental services with drivers**, in multiple locations in Turkey. GOAL requires vehicles (SUV, sedan, combi, minivan, or pickup vehicle) for staff movement between offices, airports and areas of operation. Vehicles will be required to be delivered to any city within Turkey GOAL has operation (currently GOAL has operation in Ankara-Hatay-Gaziantep-Adana-Sanliurfa-Mersin). Other cities might be added at a later stage in Turkey depending on GOAL program expansion. Vehicles would be used within cities but also for long-distance travel from one area to another as needed.

The winning Tenderer(s) will be required to enter a contract with GOAL for the provision of vehicle rental services that meet minimum mandatory requirements outlined in the attached Appendix 5.

Suppliers must agree to supply under GOAL’s Standard Terms and Conditions included in Annex 1 and Annex 2 of this document.

It is very difficult to accurately forecast the estimated number of each type of vehicle as our organizational needs change rapidly. The table below is for indicative purposes only and provides estimates based on average usage per month based on a previous six-month period. GOAL reserves the right to split the award by type of vehicle between different suppliers in any combination it deems appropriate, and tenderers are encouraged to apply for one or all Lots of vehicles from below:

|  |  |  |
| --- | --- | --- |
| **LOT nr.** | **Type of engine** | **Type of vehicle** |
| **LOT 1** | **Petrol or Diesel** | SUV |
| Sedan |
| Combi |
| Minivan |
| Pickup |
| **LOT 2.** | **Hybrid (Petrol or Diesel)** | SUV |
| Sedan |
| Combi |

GOAL **estimates 12 vehicles** to be rented from single lot or multiple lots for various type of vehicles and the total number of required vehicles might slightly change.

PLEASE REMEMBER: Due to the nature of humanitarian work in the region, GOAL can in no way guarantee these quantities and so that these quantities are included for indicative purposes only. Actual service requirements might increase or decrease.

Tenderers must demonstrate as part of their tender submission:

• Capacity of fleet available that match the specifications in Appendix 2.

• Ability to deliver the vehicle to specified locations in Turkey within 72 hours of a formal Purchase Order from GOAL.

• Ability to deliver to a designated GOAL office located in Adana, Ankara, Gaziantep, Hatay, Şanlıurfa and Mersin.

Tenderers must provide the following information for validation by GOAL:

• References from 2 other customers (ideally other NGOs/INGOs or government and corporate clients) (See Appendix 1, question ‘1.3 References’)

• Information about previous similar contracts supplying vehicle rental services or related services (see Appendix 4)

• Other related information- please see 6.2. Submission Checklist of this document.

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

## The Goods/service being offered must be in line with the following requirements

GOAL will issue a Purchase Order (PO) under a Framework Agreement to the supplier. After receipt of a duly authorised Purchase Order, the Vehicle Rental supplier shall:

### Arrange the delivery of vehicles stated in the Purchase Order within the agreed timeline to the agreed locations.

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

## Service Requirements

### The vehicle maintenance service should be done every 15,000 Km free of charge. To ensure that requested vehicles have their insurance (Private (Full Casco/Kasko) and Traffic) & tax, In the frame of Full Casco/Kasko (Private Insurance) Service provider acknowledges that the private insurance must cover all kinds of loss/damages or incidents and shall share relevant certificates to GOAL. Seasonal tire changes should be done twice in a year.

### Vehicles must have less than 30,000 km (+/- 5%) on the odometer, and this must be proven by an official expert report provided by an independent expert company. Vehicles must be clean, and all safety equipment (First Aid Kits and Fire extinguishers) must be in working condition.

### The vehicle age must be maximum of 2 years at the time of the request.

### Vehicles are required to include a tracking system (GPS system, with username and password). The cost of using the tracking system should be included in the rental cost and presented in the Financial Offer; it will not be accepted as an additional cost.

### The vehicles will be used in GOAL Offices in Turkey.

### Payment Terms in 30 days after service completion and proper documentation submission.

### All vehicles must be registered with GOAL’s contracted rental company. Otherwise, the service provider must provide an official agreement with subcontractor or other companies/individuals.

### Any offered vehicle must be registered as standard vehicle but not as a commercial one.

### Contractor shall be responsible for the performance of his or her employees (drivers).

## Required Driver’s Standards

### Drivers must be qualified and hold appropriate driving license in accordance with the vehicle, local law and/or standards.

### The required driver is legally working with the company.

### The required driver is insured by his/her company.

### Drivers must be available 24/7.

### In case the driver and the vehicle are needed for any emergency trip or any emergency call, the driver must show that he is a relief driver and bring a document from the company he works for there.

### The driver he must comply with GOAL's Policy rules and read and sign the GOAL Driver Policy. Please see below the 3 main objectives of the GOAL Policy.

**GOAL Driver Policy 3 main purposes:**

* The driver is aware of all his/her responsibilities regarding the maintenance and management of the vehicle and related equipment.
* The driver is aware of his responsibilities for the care and safety of passengers.
* The driver must inform his/her company and notify the Fleet Officer or the person responsible for managing the contract with GOAL for each movement.

# Terms of the Procurement

## Procurement Process

### This competition is being conducted under GOALs **Open National Tender Procedure**.

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

### This procurement MRS-X-33150 is funded by a list of different donors and the tender and any contracts or agreements that may arise from it are bound by the regulations of those donors.

## 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 can be made up to **19:00 pm Turkiye Time (*17:00 Dublin Time*), Wednesday 25th October 2023** and no later. Any queries about this ITT should be addressed in writing to GOAL via email to [clarifications@goal.ie](mailto:clarifications@goal.ie), referencing the tender number, and answers shall be collated and shared with all vendors in a timely manner.

## Conditions of Tender Submission

### All documentation must be completed in English or Turkish.

### Vendors must respond to all requirements set out in this ITT and complete their offer in the Response Format.

### Failure to submit documents in the required format will, in almost all circumstances, result in the rejection of the offer. Failure to resubmit a correctly formatted offer within 3 (three) working days of such a request will result in disqualification.

### Vendors must disclose all relevant information to ensure that all submissions are fairly and legally evaluated. Additionally, vendors 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 vendor knows to be relevant or to mislead GOAL and/or its evaluation team in any way will result in the disqualification of the submission.

### Offers must detail all costs identified in this ITT. Additionally, offers 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. Vendors’ attention is drawn to the fact that, in the event of a Contract/ Framework Agreement being awarded to them, the attempted imposition of undeclared costs will be considered a condition for default.

### Any conflicts of interest (including any family relations to GOAL staff) involving a vendor 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 vendor.

### GOAL will not be liable in respect of any costs incurred by respondents in the preparation and submission of offers or any associated work effort.

### GOAL will conduct this ITT, including the evaluation of responses and final awards in accordance with the detail set out at in the Evaluation process. Offers will be opened by at least three designated officers of GOAL.

### GOAL is not bound to accept the lowest, or any offer submitted.

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

### The vendor shall seek written approval from GOAL before entering into any sub-contracts for the purpose of fulfilling this contract. Full details of the proposed subcontracting company and the nature of their services shall be included in the written request for approval. Written requests for approval must be submitted to the contract focal point identified in section 1.

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

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

### Information supplied by respondents will be treated as contractually binding. However, GOAL reserves the right to seek clarification or verification of any such information.

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

### Unsuccessful vendors will be notified.

### 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.

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

### GOAL and all contracted suppliers must act in all its procurement and other activities in full compliance with donor requirements. Any 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.

### **Terrorism and Sanctions:** GOAL does not engage in transactions with any terrorist group or individual or entity involved with or associated with terrorism or individuals or entities that have active exclusion orders and/or sanctions against them. GOAL shall therefore not knowingly purchase supplies or services from companies that are associated in any way with terrorism and/or are the subject of any relevant international exclusion orders and/or sanctions. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company are associated with any known terrorist group or is/are the subject of any relevant international exclusion order and/or sanctions. A contract clause confirming this may be included in an eventual purchase order based on this request.

## Quality Control

3rd party companies may be contracted by GOAL to carry out random quality inspections of work 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 Service Provider.

Sub-contracting: note section II in GOAL Standard Terms and Conditions. **GOAL will perform a site visit to the vendors, including sub-contractors (if any) as part of the evaluation process.**

## Submission of Tenders

Tenders must be delivered in one of the following way:

1. Electronically with your financial and technical offers combined in the same email to[**hqtenders@goal.ie**](mailto:hqtenders@goal.ie) and in the subject field state:
   1. **G-SY-MRS-X-33150 – FWA Vehicle rental service**
   2. **Name of your firm with the title of the attachment**
   3. **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.** Vendors will receive an automatic reply from [hqtenders@goal.ie](mailto:hqtenders@goal.ie) when the emails are electronically submitted.

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

## Tender Opening Meeting

Tenders will be opened as per Section 2 Proposed Timelines above at the following location:

**GOAL Head Office,**

**First Floor, Carnegie House,**

**Library Road,**

**Dun Laoghaire,**

**Co. Dublin,**

**A96 C7W7,**

**Republic of Ireland**

One **authorised representative** of each vendor may attend the opening of the bids. If you wish to attend the Tender Opening meeting, then you must submit a separate email ([*tenders@goal.ie*](mailto:tenders@goal.ie)) or envelope marked with the above reference and ‘Tender Opening Attendance’ containing the details of your representative and their contact details. Please be aware the opening meeting may be in GOAL HQ in Ireland. This notification will be advertised on the GOAL tenders web page https://www.goalglobal.org/tenders

Suppliers 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 ITT, or such revised deadline as may be notified to Vendors by GOAL. Vendors 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 and Appendices of this IRC or such revised format and structure as may be notified to Vendors 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 Vendors must confirm that the period of validity of their proposal is not less than 90 (ninety) calendar days. |
| **2** | **Essential Criteria** | **Minimum mandatory requirements of specifications or contract performance.**   * 1. The tenderer must provide valid company VAT registration and Chamber of Commerce registration to operate in Turkey.   2. The tenderer must confirm that each vehicle has a current and valid third-party insurance which covers all risks.   3. The tenderer must confirm their ability to deliver the vehicle to a designated GOAL office located in Ankara, Hatay, Gaziantep, Adana, Şanlıurfa, and Mersin within 72 hours after signing a Purchase Order.   4. The tenderer must confirm that all vehicle servicing is conducted according to vehicle’s service manual.   5. The tenderer must confirm that all vehicles contain fully functional air conditioning. |
| *The second stage of the evaluation will involve an assessment of the Tenderer’s personal and legal circumstances, economic and financial standing, to fulfil the obligations of the contract* | | |
| **3** | **Legal, Economic & Financial Criteria** | In-depth review of financial accounts and other documents submitted; to ensure tenderer is judged to have requisite financial stability. |
| *Each proposal that conforms to the Essential and Qualification 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.   1. **Technical Offer -** maximum 20 points. 2. **Price** - maximum 80 points.   Review of the quality and content of the technical offers further to minimum requirements met will be conducted by the Tender Committee. |
|  | | |
| **5** | **Post selection** | References and other checks are found to be clear and quality is assessed. Tenderers might be required additional documents before contracting (such as annual inspection certificate, vehicle insurance etc.).  **GOAL reserves the right to perform site visits to assess** Tenderer’s quality and capacity to fulfil tender requirements. |

## Tender Evaluation

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

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.

## Award Criteria

### Offers will be awarded marks under each of the award criteria listed in this section to determine best *Value For Money (VFM)*. Technical Proposal: Vehicles, Vendor’s experience: **maximum 20 points.** Minimal passing technical score is 15 points.

### All prices must be in USD currency and a comprehensive and clear breakdown of prices must be shown as part of the financial offer, Appendix 3 – 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 offers, we will convert all bids in [enter currency] at the InforEuro[[1]](#footnote-2) rate for the date of bid opening.

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

**Scorevendor = 80 x (pricemin / pricevendor)**

Scores for the Financial Offer will be calculated by comprising maximum available marks (80) by inverse proportion: Offered by Tenderer price divided by the minimum price offered in this Tender.

|  |  |  |
| --- | --- | --- |
| **No** | **Qualitative award criteria** | **Weighting (maximum points)** |
| 1. | Technical Offer (Vehicles, Vendor’s experience): | 20 |
| *Capacity of fleet available (number of vehicles, age, mileage)* | *(6,2,2)* |
| *Experience working with other NGOs, governments and/or private sector clients in vehicle rental service.* | *(3)* |
| *Environmental commitments* | *(5)* |
| 2. | Price | 80 |
|  | **Total number of points** | **100** |

**All financial offers must be made on the basis of ‘best and final offer’.**

## Award of contract

As per section 4.3.10 above, and following the analysis of bids against the award criteria laid out above in sections 5.1 and 5.3, the contract may be awarded to one supplier or divided between multiple suppliers at GOAL’s discretion. For such purposes, GOAL uses a Value for Money approach, which may include (but is not limited to) price, quality, lead time, context and risk analysis of the supply chain environment pertaining to the contract delivery.

***Vendors that are registered in Turkey will be required to conduct all their contracting, invoicing, and payment transactions through their Turkish offices. This requirement remains in effect regardless of whether the vendor is also registered in another country.***

# Response Format

## Introduction

All proposals must conform to the response format laid out below. Where a tender does not conform to the required format the Tenderer may be requested to resubmit it in the correct format, on the understanding that the resubmission cannot contain any material change from the original. Failure to resubmit in the correct format within 3 (three) working days may result in disqualification.

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

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 | Appendix 1: Company Details (including 1.3. References) | Complete, sign & stamp, scan and Return as separate PDF entitled ‘Appendix Company details’ | Complete, sign, stamp and submit. |  |
| 3 | Appendix 2: Technical Offer | Complete, Sign, Stamp and Return as separate PDF entitled ‘Appendix 2 Technical Offer’. | Complete, sign, stamp and submit. |  |
| 4 | Appendix 3: Financial Offer | Complete, Sign, Stamp and Return as separate PDF entitled ‘Appendix 3 Financial Offer’. | Complete, sign, stamp and submit. |  |
| 5 | Appendix 4: List of Contracts | Complete, sign & stamp, scan and save as PDF ‘Appendix 4 – List of Contracts’) | Complete, sign, stamp and submit. |  |
| 6 | Appendix 5: ITT Statement | Sign & stamp; scan and save **as PDF** ‘Appendix 5 - ITT Statement’ | Sign, stamp and submit. |  |
| 7 | Annex 1 – GOAL Standard Form Framework Agreement | Review – Sign & Stamp and save **as PDF** ‘GOAL Standard Form Framework Agreement’ | Sign, stamp and submit. |  |
| 8 | Annex 2 - GOAL Standard Terms and Conditions for Services & Works | Review – Sign & Stamp and save **as PDF** ‘GOAL Standard Terms and Conditions for Services & Works’ | Sign, stamp and submit. |  |
| 9 | Annex 3 - GOAL Supplier Code of Conduct | Review – Sign & Stamp and save **as PDF** ‘GOAL Supplier Code of Conduct’ | Sign, stamp and submit. |  |

# Appendices & Annexes

**Appendices:**

**Appendix 1 – Company Details** (1.Contact Details, 1.1 Professional or Corporate Memberships, 1.2 Profile, **1.3 References**, 2.Declaration re Personal and Legal Circumstances, 3.Self-Declaration of Finance and Tax etc. **- see below)**

**Appendix 2 – Technical offer (see below, page 16-22)**

**Appendix 3 – Financial Offer (see below, page 23-24)**

**Appendix 4 – List of contracts (see below, page 25-26)**

**Appendix 5 – ITT Statement (see below, on page 27)**

**Annexes:**

**Annex 1 – GOAL FWA Template (attached as a separate PDF file)**

**Annex 2 – GOAL Terms&Conditions (attached as a separate WORD file)**

**Annex 3 – GOAL Supplier Code of Conduct (attached as a separate PDF file)**

# Appendix 1 - Company details

# Contact Details

This section must include the following information regarding the Individual or Company and any 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/TVA/Tax Registration Number |  | | |
| Directors names and titles and any other key personnel |  | | |
| 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 **Contact Details** | 🞏Yes 🞏No | | |
|  | **Primary Contact** | **Secondary Contact** | |
| Name |  |  | |
| Current Position in the Organisation: |  |  | |
| No. of years working with the Organisation: |  |  | |
| Email address |  |  | |
| Telephone |  |  | |
| Mobile |  |  | |
| Other Relevant Skills: |  |  | |
| Institution (Date from – to) |  |  | |
| Degrees or Diplomas |  |  | |

## Professional or Corporate Memberships

These are with external professional bodies that your company is registered with (please note this is not the company/ business registration details). Please attach copies of any relevant certificates or memberships and use more lines if necessary:

|  |  |  |  |
| --- | --- | --- | --- |
| No | Name of the body | Year of registration | Membership Number |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

## Profile

Tenderers should note that the information requested below will be required under the Essential Criteria. In total the answers to these questions should take no more than 2 pages

|  |  |  |
| --- | --- | --- |
| **No** | **Description** | **Response** |
| 1 | An outline of the scope of business activities, and in particular details of relevant experience regarding contracts of this nature |  |
| 2 | Provide details of two contracts of a similar nature carried out in the last two years (please state customer name, delivery location, value of contract, and dates) |  |
| 3 | The number of years the Tenderer has been in business in its present form |  |
| 4 | Where the Supplier proposes to use subcontractors or resellers/ distributors in the execution of the agreement this section should include details of the quality assurance mechanisms used by the Supplier to monitor the activities of its subcontractors or resellers/ distributors. Suppliers should note that commitment to quality, as evidenced by the existence of such quality control procedures, will be used as a Qualification Criteria |  |
| 5 | Any other relevant information |  |

## 

## References

At least 2 (two) relevant references who may be contacted on a confidential basis to verify satisfactory execution of contracts must be supplied. These references may not be GOAL personnel or related to a GOAL contract. Respondents should supply this information for each of the references in the following format:

|  |  |  |
| --- | --- | --- |
| 1 | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |
| 2 | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |
| 3 | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |
| 4 | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |

## 

By including the above information, tenderers confirm that they have consent from the data subject to share this information with GOAL for the purpose of providing a reference, to allow GOAL to analyse offers and award a contract under this tender; and that the data subject understands that the personal data may be shared internally within GOAL and externally if required by law and donor regulations; and may be stored for a period of up to 7 years from the award of contract.

# Declaration re Personal and Legal circumstances

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE TENDERERS’ 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, a Director or Partner is under investigation, or has been sanctioned within the preceding three (3) years by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice. | |  |  |
| 10 | The Tenderer has been guilty of serious misrepresentation in providing information to a public buying agency | |  |  |
| 11 | The Tenderer has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application | |  |  |
| 12 | The Tenderer has colluded between themselves and other bidders (a bidding ring), and/or the Tenderer has had improper contact or discussions with any member of GOAL staff and/or members of their family | |  |  |
| 13 | The Tenderer is fully compliant with the minimum terms and conditions of the Employment Law and with all other relevant employment legislation, as well as all relevant Health & Safety Regulations in the countries of registration and operations | |  |  |
| 14 | The Tenderer has procedures in place to ensure that subcontractors, if any are used for this contract, apply the same standards. | |  |  |
| 15 | Consistent with numerous United Nations Security Council resolutions including S/RES/1269 (1999), S/RES/1368 (2001) and S/RES/1373 (2001), GOAL is firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. It is the policy of GOAL to seek to ensure that none of its funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism. In accordance with this policy, **the Tenderer undertakes to use all reasonable efforts to ensure that it does not provide support to individuals or entities associated with terrorism.** | |  |  |
| I certify that the information provided above is accurate and complete to the best of my knowledge and belief.  I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in future tenders. | | | | |
| Date | |  | | |
| Name | |  | | |
| Position | |  | | |
| Telephone number | |  | | |
| Signature and full name | |  | | |

# self-declaration of finance and tax

|  |  |  |
| --- | --- | --- |
| **Turnover history** | | |
| **Turnover figures entered into the table must be the total sales value before any deductions**  ‘Turnover of related products’ is for companies that provide items or services in multiple sectors. Please enter information on turnover of items or services that are similar in nature to the items or services requested under this tender. | | |
| **Trading year** | **Total turnover** | **Turnover of related products** |
| **2017** |  |  |
| **2016** |  |  |
| **2015** |  |  |
| Include a short narrative below to explain any trends year to year | | |
|  | | |
| 1. **GOAL operates within the law of the country of operation and within international legal requirements. GOAL expects all companies to fulfil their legal obligations, including meeting their tax liabilities and duties in accordance with the relevant tax legislation. Please comment below if you feel there are any matters you need to bring to GOAL’s attention.** | | |
| *Please continue on a separate sheet if necessary.* | | |

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

# 

# Appendix 2 – Technical Offer

**2.1 Please complete the table below:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Lot nr. (LOT1/LOT2)** | **Type of the vehicle (SUV/Sedan/ Combi/Minivan/Pick-up 4x2)** | **Vehicle registration plate number** | **Model (Make)** | **Year of manufacturing** | **Odometer reading at the time of offer** | **Engine size** | **Fuel type (diesel/ptrol/hybrid)** | **Air-condition available**  **(Yes/No)** |
| **1** |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |  |  |  |
| **13** |  |  |  |  |  |  |  |  |  |
| **14** |  |  |  |  |  |  |  |  |  |
| **15** |  |  |  |  |  |  |  |  |  |
| **16** |  |  |  |  |  |  |  |  |  |
| **17** |  |  |  |  |  |  |  |  |  |
| **18** |  |  |  |  |  |  |  |  |  |
| **19** |  |  |  |  |  |  |  |  |  |
| **20** |  |  |  |  |  |  |  |  |  |

\*Add rows as needed to present your complete offer

**2.2 SERVICE requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **The company should adhere to the following conditions.** | | **Yes** | **No** | **Comments** |
| 1 | The vehicle must have a third-party insurance (full Casco) and GOAL will not hold any responsibility of accidents, breaking in or theft of vehicle. |  |  |  |
| 2 | The company will deliver the vehicle to GOAL office in 72 hours after signing the Purchase Order. | Please specify if shorter than 72 hours. |  |  |
| 3 | In case of any accident or maintenance needs, the company shall provide an alternative vehicle with the same specifications within 24 hours (or maximum up to 48 hours). | Please specify:   1. 1) Within 24 hours 2. OR 3. 2) 24-48 hours |  |  |
| 4 | All vehicle servicing must be conducted outside of working hours. |  |  |  |
| 5 | All vehicle servicing must be conducted according to vehicle’s service manual. |  |  |  |
| 6 | Payment for each vehicle is based on the actual rental period (agreed number of days, weeks or months rented). |  |  |  |
| 7 | Payment terms are 30 days after invoice submission, following satisfactory service completion. For longer than 1-month rental period, payments will be on a monthly basis. (Payment term of 30 days assumes that all paperwork submitted is complete and does not require any additional clarification or corrections.) |  |  |  |
| 8 | Allow GOAL the flexibility to deploy cars to different locations in Turkey according to the programme needs without the need to notify the company. |  |  |  |
| 9 | Ability to deploy vehicles to GOAL offices located in Adana, Ankara, Gaziantep, Hatay Şanlıurfa, and Mersin (more cities might be added according to GOAL program expansion). Specify if all or some locations. |  |  |  |

# 2.3 General Vehicle specifications

|  |  |  |
| --- | --- | --- |
| **All vehicles should be equipped as follows:** | | Comments |
| 1 | Roadworthy tyres with **a minimum of 4mm** depth of tread across the whole of each tyre’s surface for summer tyres |  |
| 2 | Roadworthy tyres with **a minimum of 6mm** depth of tread across the whole of each tyre’s surface for winter tyres |  |
| 3 | One reserve set of roadworthy tyres with a minimum of 2mm depth of tread across the whole tyre surface |  |
| 4 | Fitted working seat belts for all seats |  |
| 5 | Break Systems ESP-AEB |  |
| 6 | Lane Assist System |  |
| 7 | Cruise Control Systems |  |
| 8 | Complete standard first aid kit |  |
| 9 | Full working vehicle fire extinguisher |  |
| 10 | Wheel jack with handle in good working condition |  |
| 11 | Wheel nut brace |  |
| 12 | Set of emergency repair tools |  |
| 13 | Insulation tape |  |
| 14 | Towing cable |  |
| 15 | Battery start cables |  |
| 16 | Triangular reflector hazard sign |  |
| 18 | Valid annual registration card, with proof that the vehicle passed its annual check-up test |  |
| 19 | All vehicles must contain fully functional systems including air conditioning, lights, etc. |  |
| 20 | Vehicle odometers must be less than 30,000 km at the time of order. |  |
|  | Odometer should be checked and approved by an authorized manufacturer’s service provider to ensure that they are not falsified and provide a report at the delivery of the vehicle. |  |
|  | Vehicles must be in good working condition with no external damage. |  |
|  | Routine maintenance checks must be completed for offered vehicles, preferably by an authorized by manufacturer service provider. |  |

# 2.4 Vehicle Technical Requirements

**Lot 1 – Diesel/Petrol engine**

|  |  |  |
| --- | --- | --- |
| **A.** | **Technical Specs for SUV için Teknik Özellikler** | |
|  | Vehicle Type / Araç Türü | SUV (B-C Segment) |
|  | Age Of vehicle / Araç Yaşı | No more than 2 years / 2 yıldan fazla değil |
|  | KM Limit / Kilometresi | 30.000 KM (Maximum) |
|  | Engine Size / Motor Gücü | Within 1.0 - 2.0 / 1.0 - 2.0 Arasında |
|  | Gear / Vites | Gear (Automatic/Manual). / (Otomatik / Manuel) Vites |
|  | Type of Fuel / Yakıt Türü | (Petrol-Diesel) / (Benzin-Dizel) |
|  | Passenger Capacity / Yolcu Kapsitesi | 4+1 Seats / 4+1 Koltuk |
|  | Traction / Çekiş Gücü | 4x2 |

|  |  |  |
| --- | --- | --- |
| **B.** | **Technical Specs for Sedan için Teknik Özellikler** | |
|  | Vehicle Type / Araç Türü | Sedan (B-C Segment) |
|  | Age Of vehicle / Araç Yaşı | No more than 2 years / 2 yıldan fazla değil |
|  | KM Limit / Kilometresi | 30.000 KM (Maximum) |
|  | Engine Size / Motor Gücü | Within 1.0 - 2.0 / 1.0 - 2.0 Arasında |
|  | Gear / Vites | Gear (Automatic/Manual). / (Otomatik / Manuel) Vites |
|  | Type of Fuel / Yakıt Türü | (Petrol-Diesel) / (Benzin-Dizel) |
|  | Passenger Capacity / Yolcu Kapsitesi | 4+1 Seats / 4+1 Koltuk |
|  | Traction / Çekiş Gücü | 4x2 |

|  |  |  |
| --- | --- | --- |
| **C.** | **Technical Specs for Minivan için Teknik Özellikler** | |
|  | Vehicle Type / Araç Türü | Minivan (MPV) |
|  | Age Of vehicle / Araç Yaşı | No more than 2 years / 2 yıldan fazla değil |
|  | KM Limit / Kilometresi | 30.000 KM (Maximum) |
|  | Engine Size / Motor Gücü | Within 1.0 - 2.0 / 1.0 - 2.0 Arasında |
|  | Gear / Vites | Gear (Automatic/Manual). / (Otomatik / Manuel) Vites |
|  | Type of Fuel / Yakıt Türü | (Petrol-Diesel) / (Benzin-Dizel) |
|  | Passenger Capacity / Yolcu Kapsitesi | 4+1 Seats / 4+1 Koltuk |
|  | Traction / Çekiş Gücü | 4x2 |

|  |  |  |
| --- | --- | --- |
| **D.** | **Technical Specs for Pickup için Teknik Özellikler** | |
|  | Vehicle Type / Araç Türü | Pickup |
|  | Age Of vehicle / Araç Yaşı | No more than 2 years / 2 yıldan fazla değil |
|  | KM Limit / Kilometresi | 30.000 KM (Maximum) |
|  | Engine Size / Motor Gücü | Within 1.0 - 2.0 / 1.0 - 2.0 Arasında |
|  | Gear / Vites | Gear (Automatic/Manual). / (Otomatik / Manuel) Vites |
|  | Type of Fuel / Yakıt Türü | (Petrol-Diesel) / (Benzin-Dizel) |
|  | Passenger Capacity / Yolcu Kapsitesi | 4+1 Seats / 4+1 Koltuk |
|  | Traction / Çekiş Gücü | 4x2 |

|  |  |  |
| --- | --- | --- |
| **E.** | **Technical Specs for Combi/Kombi için Teknik Özellikler** | |
|  | Vehicle Type / Araç Türü | Combi |
|  | Age Of vehicle / Araç Yaşı | No more than 2 years / 2 yıldan fazla değil |
|  | KM Limit / Kilometresi | 30.000 KM (Maximum) |
|  | Engine Size / Motor Gücü | Within 1.0 - 2.0 / 1.0 - 2.0 Arasında |
|  | Gear / Vites | Gear (Automatic/Manual). / (Otomatik / Manuel) Vites |
|  | Type of Fuel / Yakıt Türü | (Petrol-Diesel) / (Benzin-Dizel) |
|  | Passenger Capacity / Yolcu Kapsitesi | 4+1 Seats / 4+1 Koltuk |
|  | Traction / Çekiş Gücü | 4x2 |

**Lot 2 – HYBRID (Disel or Petrol) engine**

|  |  |  |
| --- | --- | --- |
| **A.** | **Technical Specs for SUV için Teknik Özellikler** | |
|  | Vehicle Type / Araç Türü | SUV (B-C Segment) |
|  | Age Of vehicle / Araç Yaşı | No more than 2 years / 2 yıldan fazla değil |
|  | KM Limit / Kilometresi | 30.000 KM (Maximum) |
|  | Engine Size / Motor Gücü | Within 1.0 - 2.0 / 1.0 - 2.0 Arasında |
|  | Gear / Vites | Gear (Automatic/Manual). / (Otomatik / Manuel) Vites |
|  | Type of Fuel / Yakıt Türü | HYBRID (Petrol-Diesel) / HYBRID (Benzin-Dizel) |
|  | Passenger Capacity / Yolcu Kapsitesi | 4+1 Seats / 4+1 Koltuk |
|  | Traction / Çekiş Gücü | 4x2 |

|  |  |  |
| --- | --- | --- |
| **B.** | **Technical Specs for Sedan için Teknik Özellikler** | |
|  | Vehicle Type / Araç Türü | Sedan (B-C Segment) |
|  | Age Of vehicle / Araç Yaşı | No more than 2 years / 2 yıldan fazla değil |
|  | KM Limit / Kilometresi | 30.000 KM (Maximum) |
|  | Engine Size / Motor Gücü | Within 1.0 - 2.0 / 1.0 - 2.0 Arasında |
|  | Gear / Vites | Gear (Automatic/Manual). / (Otomatik / Manuel) Vites |
|  | Type of Fuel / Yakıt Türü | HYBRID (Petrol-Diesel) / HYBRID (Benzin-Dizel) |
|  | Passenger Capacity / Yolcu Kapsitesi | 4+1 Seats / 4+1 Koltuk |
|  | Traction / Çekiş Gücü | 4x2 |

|  |  |  |
| --- | --- | --- |
| **C.** | **Technical Specs for Combi/Kombi için Teknik Özellikler** | |
|  | Vehicle Type / Araç Türü | Combi |
|  | Age Of vehicle / Araç Yaşı | No more than 2 years / 2 yıldan fazla değil |
|  | KM Limit / Kilometresi | 30.000 KM (Maximum) |
|  | Engine Size / Motor Gücü | Within 1.0 - 2.0 / 1.0 - 2.0 Arasında |
|  | Gear / Vites | Gear (Automatic/Manual). / (Otomatik / Manuel) Vites |
|  | Type of Fuel / Yakıt Türü | HYBRID (Petrol-Diesel) / HYBRID (Benzin-Dizel) |
|  | Passenger Capacity / Yolcu Kapsitesi | 4+1 Seats / 4+1 Koltuk |
|  | Traction / Çekiş Gücü | 4x2 |

# 2.5 Environmental commitments

|  |  |  |
| --- | --- | --- |
| **No.** | **Question** | **Answer/comments** |
| 1 | Does your company have a sustainability or environmental management policy in place? If yes, please provide details. |  |
| 2 | Do you commit to offset your transport carbon emissions? (Examples may include the supplier investing in alternative energy sources, or carbon offsetting programmes. If yes, please provide details. |  |
| 3 | Do you carry out sustainable business practices? (example: Waste management, recycling, green technologies etc.) Please elaborate as needed. |  |
| 4 | Are you able to provide economical vehicles with low MPG (kilometres per litre) or vehicles with low emissions (e.g. CO2)? |  |

**Signed: (Director) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX 3 - Financial Offer**

Tenderers offer must meet the Technical Requirements specified in Appendix 2. Financial offers should contain the below information:

|  |  |
| --- | --- |
| **LOT 1 (as per section 2.4. of Appendix 2)** | |
| **Vehicle type** | **Monthly rate (USD)** |
| **SUV** |  |
| **Sedan** |  |
| **Combi** |  |
| **Minivan** |  |
| **Pickup vehicle** |  |
| **Additional Costs** | |
| **VAT (if applicable)** |  |
| **Additional charges (if applicable)** |  |
| **Total** |  |

|  |  |
| --- | --- |
| **LOT 2, Hybrid (as per section 2.4. of Appendix 2)** | |
| **Vehicle type** | **Monthly rate (USD)** |
| **SUV** |  |
| **Sedan** |  |
| **Combi** |  |
| **Additional Costs** | |
| **VAT (if applicable)** |  |
| **Additional charges (if applicable)** |  |
| **Total** |  |

**\*Note: Total cost will be calculated based on the estimated consumption of the 12 vehicles. Financial proposals will be evaluated on a total cost basis.**

|  |  |
| --- | --- |
| **Driver Cost (Without Vehicle)\*** | **Rate (USD)** |
| Daily |  |
| Weekly |  |
| Monthly |  |

\*Driver might be required max 2 months during the 3 years period

GOAL requires an offer for weekly and daily rentals as per the below table. These offers will be used to form an additional rate card that will be included in the contract and utilised should weekly and daily rental services be required. Please note that while this cost breakdown must be submitted, the total cost will be calculated and evaluated based on the monthly rates.

|  |  |  |
| --- | --- | --- |
| **Lot 1** | | |
| **Vehicle type** | **Weekly rate (USD)** | **Daily rate (USD)** |
| **SUV** |  |  |
| **Sedan** |  |  |
| **Combi** |  |  |
| **Minivan** |  |  |
| **Pickup vehicle** |  |  |
| **Total** |  |  |

|  |  |  |
| --- | --- | --- |
| **Lot 2** | | |
| **Vehicle type** | **Weekly rate (USD)** | **Daily rate (USD)** |
| **SUV** |  |  |
| **Sedan** |  |  |
| **Combi** |  |  |
| **Total** |  |  |

**Other charges:**

|  |  |  |
| --- | --- | --- |
| **Service:** | **Description** | **Rate (USD)** |
| **Delivery and collection** | Please specify if charges apply for delivery and collection of vehicles to/from GOAL office and other locations. |  |
| **Out of hours charge** | If GOAL requires the vehicle to be delivered out of office hours; Monday to Friday (after 6.00pm and before 8.00am), Saturday (after 1.00pm and before 9.00am) and Sunday (all day), please specify if an additional fee will apply to that hire. |  |
| **Lost Keys** | Please specify if a charge shall apply in case the  customer loses the car keys. |  |
| **Other charges** |  |  |

**Signed: (Director) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX 4: Previous Contracts**

## Quality and Delivery

Please provide details below of any similar contracts in chronological order starting with the most recent, for the provision of similar services.

|  |  |
| --- | --- |
| Contract 1 |  |
| Contract with? (Organisation name) |  |
| Start and end date of contract |  |
| Services provided |  |
| Location where services were provided |  |
| Value of contract |  |
| Contact person to confirm contract details, include phone and email contact information. |  |

|  |  |
| --- | --- |
| Contract 2 |  |
| Contract with? (Organisation name) |  |
| Start and end date of contract |  |
| Services provided |  |
| Location where services were provided |  |
| Value of contract |  |
| Contact person to confirm contract details, include phone and email contact information. |  |

|  |  |
| --- | --- |
| Contract 3 |  |
| Contract with? (Organisation name) |  |
| Start and end date of contract |  |
| Services provided |  |
| Location where services were provided |  |
| Value of contract |  |
| Contact person to confirm contract details, include phone and email contact information. |  |
| Contract 4 |  |
| Contract with? (Organisation name) |  |
| Start and end date of contract |  |
| Services provided |  |
| Location where services were provided |  |
| Value of contract |  |
| Contact person to confirm contract details, include phone and email contact information. |  |

# Appendix 5 – ITT Statement

*[Vendors shall complete and return the following IRC Statement printed, signed and stamped by the vendor, to tender for any LOT as below]*

**ITT STATEMENT**

**TO:** GOAL

**RE:** Invitation to Open National Tender ref: G-SY- MRS-X-33150, Rental Vehicle with drivers

under a 3-year Framework Agreement (FWA).

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

1. We confirm we have fully reviewed and can fully meet the Technical Requirements included as Appendix 2 to this ITT.
2. We accept all of the Terms and Conditions of the ITT and also GOAL Standard Terms and Conditions and the GOAL’s Framework Agreement (FWA included as Annex 2 and Annex 1 to the ITT.
3. We confirm we have fully reviewed the GOAL Supplier Code of Conduct included as Annex 3 to the ITT and agree to observe the regulations.
4. We confirm that we hold the requested registration certificates.
5. We confirm our company’s ability to deploy vehicles to GOAL offices located in Adana, Ankara, Gaziantep, Hatay, Şanlıurfa, and Mersin (more cities might be added according to GOAL program expansion).
6. Following PO approval, we confirm we can provide the requested number of rental vehicles in the agreed locations within 72 hours.
7. We assume full responsibility and we are accountable for the performance of all drivers.
8. We have fully reviewed and can fully meet the service requirements as per sections 3.1, 3.2, 3.3 and 3.4 of this ITT document and Appendices.
9. We understand and accept the proposed type of contract and we have read and agree with all Terms of the FWA.
10. We have read and fully understand the Financial Offer (Appendix 3) and the guidance notes as per section 4.2.
11. We confirm that all vehicle servicing is conducted according to vehicle’s service manual.
12. We confirm that each vehicle has a current and valid third-party insurance which covers all risks.
13. We confirm that the period of validity of our proposal is not less than 90 (ninety) days.

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

1. <http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm> [↑](#footnote-ref-2)