

**Invitation to Tender (ITT) for the service/ supply for cash payments to programme beneficiaries and for cash transfer between GOAL Ireland and GOAL Iraq under a FWA Contract**

**REF: DOH-LIV-0311**

|  |
| --- |
| **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****Please provide as much detail as possible with any reports** |

# About GOAL

GOAL is an international humanitarian agency, currently operating in 13 countries worldwide, dedicated to alleviating the suffering of the poorest of the poor. We are a non-denominational, non-governmental and non-political organisation. For more information on GOAL and its operations please visit www.goalglobal.org

GOAL began working in Iraq in 2015 with a modest NFI program and an assessment of the agricultural sector (with a focus on sheep and dairy). GOAL currently has two livelihood projects based in Dohuk. The first is a 24 month (September 2016 to August 2018) PRM funded project to support livelihood development through vocational and business training, apprenticeships, grants to small businesses and market linkages in Zakho, Summel, Bardarash and Shekhan districts. The second is a GIZ funded project to increase livelihood skills with a focus on agricultural knowledge and productivity in Dohuk and Zakho districts and small business development in Dohuk City. GOAL is working with both internally displaced communities and local host communities.

# Proposed Timelines

|  |  |  |
| --- | --- | --- |
| **Line** | **Item** | **Date**  |
| 1 | ITT published  | 18th December 2017 |
| 2 | Closing date for clarifications | 10th January 2018 16:30 Iraq local time |
| 3 | Closing date and time for receipt of Tenders | 18th January 2018 16:30 Iraq local time |

# Overview of requirements

## Service or Supply Specification

GOAL invites prospective suppliers to submit tenders for cash payments to programme beneficiaries in USD and IQD in Duhok governorate initially, and potentially other governorates at a later date; and for cash transfer between GOAL’s head office in Ireland and GOAL Iraq; the technical parameters must meet or exceed minimum specification requirements outlined in Appendix 4.

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

The services must meet or exceed the specifications in Appendix 4.

# Terms of the Procurement

## Procurement Process

### This competition is being conducted under GOALs International Tender Procedure.

### The Contracting Authority for this procurement is GOAL

### This procurement is funded by multiple donors, including (but not limited to) the United States Bureau of Population, Refugees and Migration (BPRM) and Deutsche Gesellschaft für Internationale Zusammenarbeit GmBH (GIZ); 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 the date outlined in section 2, and no later. Any queries about this ITT should be addressed in writing to GOAL via email to 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

### Tenders must be completed in English.

### Tenders must respond to all requirements set out in this ITT and complete their offer in the Response Format outlined in section 6 and the appendices to this ITT.

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

### Tenderers must disclose all relevant information to ensure that all tenders are fairly and legally evaluated. Additionally, tenderers must provide details of any implications they know or believe their response will have on the successful operation of the contract or on the normal day-to-day operations with GOAL. 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.

### 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.

### 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.

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

### GOAL will conduct this 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.

### 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 tenderers will be notified.

### GOAL’s standard payment terms are by bank transfer within 10 working 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.

## Submission of Tenders

Tenders must be delivered in one of the following two ways:

* Submit in a sealed envelope marked DOH-LIV-0311 with the documents required in clause 6.2 stating “*not be opened before the deadline 3rd December 2017 16:30 PM Local Time by the tender committee”* to the Private Tender Box which will be placed in GOAL office:

Iraq-Duhok-Zirka Qr. Haji Jundi Street

Envelopes may be delivered by hand and be placed in the private tender box. Please note that the GOAL office will not be open during weekends or public holidays.

* Electronically with the documents required to tenders@goal.ie and in the subject field state:
	+ ***Money Transfer FWA REF: DOH-LIV-0311***
	+ ***Name of your firm with the title of the attachment***
	+ ***Number of emails that are sent e.g. 1 of 3, 2 of 3, 3 of 3.***

Proof of sending is not proof of reception. 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.

GOAL is not responsible for any technical or electronic faults that prevent offers from being properly received.

# 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 4.4 of this document. GOAL will not accept responsibility for tenders delivered by any other method. Responses delivered by 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 the appendices 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** | **Essential Criteria** | 1. Ability to provide both USD and IQD in the distribution location in agreement with GOAL program managers and willing to distribute in distribution points that GOAL provides (Akre, Shekhan, Amedi, Duhok, Zakho, Bardarash and Summel districts) and other locations in Iraq to be identified as per the project needs.
2. Registration in Iraq and KRG for money transfer services, with an office setup in Dohuk.
3. Experience in providing cash distribution and exchange services as outlined in Appendix 4
 |
| *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** | Review of financial accounts submitted; tenderer is judged to have requisite financial stability and capability to perform the services.  |
| *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. Price
2. Quality:
	1. Ability to provide cash distribution services in a timely manner upon request
	2. Number of years’ experience in providing similar services
	3. Risk guarantee/security mechanisms in place
	4. Data protection and security measures in place
	5. Overall quality of the technical offer presented
 |
| **5** | **Post selection**  | References and other due diligence checks are found to be clear and quality is assessed. |

## 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.

## Financial scoring

Prices offered will be evaluated on full cost basis.

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

**Scorevendor =** **40 x (pricemin / pricevendor)**

Scores for the Financial Offer will be calculated by comprising maximum available marks (40) by inverse proportion: Offered by Tenderer price divided by the minimum price offered in this Tender.

# 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.

The Tenderer shall provide a response to this ITT document on a paragraph-by-paragraph basis, in the order presented in this document.

If the Tenderer wishes to supplement their Response to any section of the ITT specifications with a reference to further supporting material, this reference must be clearly identified, including section and page number.

## Submission Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| **Line** | **Item** | **How to submit** | **Tick attached**  |
| 1 | Company Profile | Company profile containing relevant experience of the company and relevant company information. |  |
| 2 | Company Registration | Attach copy with English translation |  |
| 3 | Company Details (Appendix 1) | Complete, sign, stamp (if company) and submit.  |  |
| 4 | Declaration re Personal and Legal Circumstances (Appendix 2) | Complete, sign, stamp (if company) and submit.  |  |
| 5 | Self-declaration of finance and tax (Appendix 3) | Complete, sign, stamp (if company) and submit. |  |
| 6 | Technical offer (Appendix 4) | All questions answered, sign, stamp and submit.  |  |
| 7 | Financial Offer (Appendix 5) | Complete, sign, stamp (if company) and submit |  |
| 8 | GOAL Terms and Conditions (Appendix 6) | Sign, stamp and submit. |  |

# Appendix 1 - Company details

# 1.1 Contact Details

This section must include the following information regarding the 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 |  |  |

## 1.2 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 |  |

##

# Appendix 2: 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 has been guilty of serious misrepresentation in providing information to a public buying agency |  |  |
| 10 | The Tenderer has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application |  |  |
| 11 | 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 |  |  |
| 12 | 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  |  |  |
| 13 | The Tenderer has procedures in place to ensure that subcontractors, if any are used for this contract, apply the same standards. |  |  |
| 14 | 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 |  |

# Appendix 3: self-declaration of finance and tax

|  |
| --- |
| **Turnover history** |
| **Turnover figures entered into the table must be the total sales value before any deductions. This is for companies only; individuals do not need to fill this table.**   |
| **Trading year** | **Turnover** |
| **2016** |  |
| **2015** |  |
| **2014** |  |
| 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 4 – Services Required

**Service 1 – Money transfer and distribution to beneficiaries:**

Locations: initially Duhok Governorate of Iraq, including but not limited to locations throughout Zakho, Shekhan, Duhok, Amedi, Akri, Summel and Bardarash districts.

The service provider will provide cash payments on behalf of GOAL to programme beneficiaries in accordance with programme activities as per each requirement and agreed terms and conditions.

The service provider will make cash payments in either USD or IQD every two weeks or monthly in Duhok Governorate based on instructions from GOAL. All payments will be attended by GOAL staff or a representative acting on behalf of GOAL. Where an exchange rate is applied this will be agreed in writing prior to the payments being made.

GOAL is implementing two projects where the estimated grant distribution for the two projects in one year is the distribution of 340,000 USD or its equivalent in IQD within multiple tranches and payments. Individual payments are estimated around USD 15,000 with each payment, which are broken down into pay-outs of approximately USD 300 (or IQD equivalent) per programme beneficiary. Both the total and per-beneficiary amounts may be more or less at any one time.

As noted below, the maximum amount distributed per month is estimated at USD 40,000. The service provider will be requested to provide the full payment amount as well as the correct denominations of banknotes to ensure the correct per-beneficiary amounts.

To receive payment, the service provider must submit an invoice and supporting paperwork of payments made. Payments by GOAL to the service provider will be bank transfer or cheque only. All payments will be in arrears upon reconciliation by GOAL between the service provider’s paperwork and GOAL’s internal paperwork. Any discrepancy between GOAL and service provider paperwork will result in the service provider being asked to resubmit a corrected invoice.

The service provider is responsible for ensuring all the correct denominations as specified by GOAL are available for all payments to ensure exact payments are made to beneficiaries.

The service provider will accept full liability for all payments, including (but not limited to) the security of the cash up to point of handover to final beneficiary; and the security and liability for the service providers employees, associates and subcontractors.

Service standards:

* Deliver cash in either USD or IQD to individual beneficiaries named, at the specified location and time, within 48 hours of the Purchase Order being confirmed.
* The maximum amount of cash requested to be disbursed in any one month is estimated to be 40000 USD or equivalent in IQD.
* Customer facing cash agents must abide by GOAL code of conduct when disbursing cash to beneficiaries.

**Service 2 – Provision of liquidity to GOAL offices:**

Location: initially, Duhok Governorate, Duhok.

The service provider will receive transfers from GOAL’s head office in Ireland and provide the equivalent sum in USD or IQD cash as and when required. Service providers must note that this service is requested as an emergency measure only and is not currently in use by the GOAL office in Duhok.

Service standards:

* Deliver cash in US dollars (USD) and Iraqi dinars (IQD) to GOAL offices in the requested amount and denominations, within 5 days of the Purchase Order being confirmed.
* The maximum amount of cash requested in any one month is estimated to be $300,000 or its equivalent in IQD.

**General/minimum service standards (applicable to both services):**

* Invoices must contain the full company name & address, bank details and be signed by an authorised representative of the company.
* Exchange rates, where applicable, will be agreed in writing at least 24 hours before any disbursement or delivery of funds.
* Transactions will be confirmed with a signed GOAL Purchase Order, including all necessary details, which the service provider must also sign.
* Funds must be available in the currency and denominations requested.
* Funds must be available within the designated timeframe.
* All supporting documentation must be completed correctly and submitted to GOAL finance as soon as all payments are made.
* Service provider is compliant with relevant national, international and donor laws and regulations on cash disbursements, including (but not limited to) Know Your Customer (KYC) and Anti-Money Laundering (AML) regulations; and informs GOAL in a timely manner of any requirements or information needed from GOAL.
* Security of cash and cash agents is the responsibility of the service provider until it is signed over to either beneficiaries or GOAL, and GOAL is not responsible for any losses of cash until this point.
* All personal data of GOAL employees, programme beneficiaries or other cash recipients must be received, transmitted and stored securely, and treated as highly confidential. Any data breach may result in serious legal consequences for the service provider.

# Technical Response

Tenderers should note that some of the information requested below will be required under the Essential Criteria and some of the information will be used for the Award criteria.

|  |  |  |
| --- | --- | --- |
| **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 | Details of security measures and any other risk management measures  |  |
| 5 | Details of data protection and data security measures |  |
| 5 | Degree of association with other Money Traders and/or member of any money trade organisation that may exist. |  |
| 6 | Any other relevant information that can support your technical ability to run this proposed contract – any added value items? |  |

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 proposal and the costs provided to accompany it are an accurate reflection of the costs that will be charged to GOAL according to the information provided in this request for quotation; and that there are no other costs associated with using the service that my company offers. 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 5 - Financial Offer

|  |  |  |
| --- | --- | --- |
| Enter your rate for transferring USD 300,000 or its equivalent in IQD to GOAL Office in Iraq (please enter for both currencies) | If USD % | If IQD % |
| Enter your rate for transferring money to beneficiaries in the districts named in Appendix 4 for both USD and IQD. Your rate will include the distribution within Duhok governorate. | If USD % | If IQD % |
| Enter your rate for transferring money to beneficiaries in Ninewa Governorate | If USD % | If IQD % |
| Enter your rate for transferring money to beneficiaries in Baghdad and south-central governorates | If USD % | If IQD % |
| Enter your rate for transferring money to beneficiaries in Erbil and Sulimaneya Governorates | If USD % | If IQD % |

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 proposal and the costs provided to accompany it are an accurate reflection of the costs that will be charged to GOAL according to the information provided in this request for quotation; and that there are no other costs associated with using the service that my company offers. 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 6 – GOAL terms and conditions

These are attached as a separate document.

# END