

**Invitation to Tender (ITT) for**

**GOAL– SIERRA LEONE PROGRAMME**

**Invitation to Tender (ITT) for the Provision of External Audit of GOAL Sierra Leone 2024-2026 under a Framework Agreement Contract**

**FRT-FIN-32382**

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| --- |
| **GOAL is completely against fraud, bribery and corruption.**  **GOAL does not ask for money for bids.**  **If you have any serious concern over wrong doing please report it at**[**www.safecall.co.uk/report**](http://www.safecall.co.uk/report)**or email** [**goal@safecall.co.uk**](mailto: goal@safecall.co.uk) **. All information is treated confidentially by Safecall and you may remain anonymous if you wish** |

# 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. For more information on GOAL and its operations please visit <https://www.goalglobal.org/>.

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](http://www.goalglobal.org).

GOAL has a 19-year presence in Sierra Leone with activities in Freetown Western Area, Kenema, Bombali, Moyamba, and Kambia Districts. The GOAL Sierra Leone programme contributes to poverty and vulnerability reduction through the implementation of multi-sectorial, integrated programmes. The SL programmes specifically focus on systems strengthening and community level behaviour change programming, targeting improved maternal & child health through nutrition and hygiene, sanitation, and water activities as well as child protection and empowerment interventions.

# Proposed Timelines

|  |  |  |
| --- | --- | --- |
| **Line** | **Item** | **Date, Time and Time Zone** |
| 1 | ITT published | 18th July 2024 |
| 2 | Closing date for clarifications | 23rd July 2024 – 16:00pm GMT |
| 3 | Closing date and time for receipt of tenders | 24th July 2024 at 16:00pm GMT |
| 4 | Tender opening date and time | 25th July 2024 – 11.00am |

# Overview of requirements

* 1. **Service Specification**

GOAL is looking for an audit firm registered in Sierra Leone for the 2024-2026 audit for GOAL Sierra Leone, a total of three years. The process outlined below will be expected in each of the three years of the agreement and may be subject to updates as the time progresses.

GOAL invites prospective service providers to reply to this ITT and submit their bids according to the requirements listed in Appendix 2

* 1. **Comprehensive details of responsibilities for the service providers could be seen in Appendix 2**

To audit GOAL Sierra Leone financial statements which will be part of GOAL Group audit for which Deloitte, Dublin will be the lead auditors. This part will be conducted based on the brief provided by GOAL, Dublin; it will be made available to the auditors prior to their commencement of the assignment.

* Audit the Financial statements of GOAL Sierra Leone
* Checking of authenticity of vouchers and basis for an appropriate sample of transactions for the period not covered by the interim audit, as per the books of accounts.
* Verifying the entries thereof into the correct account heads and rectification if any material discrepancy arises thereof.
* Verifying of journal entries ensuring adherence to satisfactory accounting system in relation to accrual basis.
* Recommend necessary entries to this effect if material.
* Verification of Fixed assets and depreciation schedule.
* Verification of necessary reports of financial statements including notes to financial statements from the books of accounts (SAGE) in the format as suggested by GOAL, Dublin.
* Verifying the correctness and authenticity of financial statements in the format as suggested by Dublin.
* Discuss any findings with the FC and a member of staff from GOAL Dublin.
* Issue of Management letter, if appropriate.
* Submit all audit deliverables to the Lead Auditor (Deloitte Dublin) in the timeframe provided by the Lead Auditor.

The above must be discussed further at the briefing meeting when the audit starts.

* 1. **Executive Summary of Proposal and Work Plan**

The executive summary must be concise, precise, and less than 5 pages long. It should summarise:

* 1. Your company profile and the period which your firm has been in active existence in Sierra Leone as an auditing firm.
  2. Your approach/methodology you would use to carrying out the audit.
  3. The number of clients for which you have done audit for in the past.
  4. The number of audit executives you have and their CVs.
  5. Your workplan which includes the timelines for this assignment.
  6. Provide evidence of similar work done for NGO.
  7. **Added Value Features**

3.4.1 Please list down additional services that you can provide that may enhance your proposal.

a) Managing director summarised CV

1. Head of operations/operations manager summarised CV

|  |  |
| --- | --- |
| **STANDARD PRESENTATION FORMAT** | |
| Proposed position in the contract: |  |
| First name(s): |  |
| Surname: |  |
| Third Level Education: | |
| Institution (Date from – to) | Degrees or Diplomas |
|  |  |
|  |  |
| Other Relevant Skills: |  |
| Current Position in the Organisation: |  |
| No. of years working with the Organisation: |  |

* + 1. Additional services or functionality you can provide that may enhance your proposal e.g. financial analysis etc.
    2. Any other information relevant to your proposal

# Type of contract

*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 review on an annual basis up to a maximum of 3 years). 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.*

*The winning tenderer(s) will be required to enter into a Framework Agreement with GOAL for [enter services/ supplies requested] on the conditions set out in the TORT (Appendix 2), the GOAL Standard Terms and Conditions (Appendix 3) 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.*

GOAL invites prospective suppliers to submit tenders that meet or exceed GOAL’s requirements as outlined in

# Terms of the Procurement

## Procurement Process

### This competition is being conducted under GOAL's National Tender Procedure.

### The contracting authority for this procurement is GOAL.

### This procurement is funded by GOAL and other donors and the tender and any contracts or agreements that may arise from it are bound by the regulations of those donors. 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 before the deadline noted in section 2 above, and no later. Any queries about this ITT should be addressed in writing to GOAL via email on [clarifications@goal.ie](mailto: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.

### Tenderers must respond to all requirements set out in this ITT and complete their bid in the response format outlined in Section 7.

### Failure to submit tenders in the required format will, in almost all circumstances, result in the rejection of the bid.

### 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 bids 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 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.

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

### 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 of envisioned engagement of sub-contractor/s into this contract shall be included in tenderer’s bid.

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

### GOAL reserves the right to negotiate with the bidder 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 tenderers 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 bid under this ITT assumes Tenderer 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.

### 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 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.

GOAL may choose to visit vendors' premises, including sub-contractors (if any) to perform additional checks as part of the evaluation process. Vendors will be notified in advance of a visit.

## Submission of Tenders

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

1. Soft copy with your financial and technical offers in separate emails to [tenders@goal.ie](mailto:tenders@goal.ie) and in the subject field state:
2. **FRT-FIN-32382- Eternal Audit Services FWA**
3. ***Name of your firm with the title of the attachment***
4. ***Number of emails that are sent e.g.* 1 of 3, 2 of 3, 3 of 3.**
5. If electronic bid submission is not possible, please submit in a sealed envelope marked ‘**FRT-FIN-32382; External Audit services FWA. Not to be opened before 25th July 2024 – 11.00am with** your financial and technical offers inside in two separate envelopes marked as Financial Offer and Technical Offer to the tender box c/o GOAL Sierra Leone Head Office, 6 The Maze Off King Street, Freetown, Sierra Leone

Envelopes may be sent through postal or 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.**

## 5.6 Tender Opening Meeting

Tenders will be opened on **25th July 2024 – 11.00am** at the following location:

**GOAL Sierra Leone Head Office**

**6 The Maze, Off King Street, Freetown, Sierra Leone**

One **authorised representative** of each tenderer may attend the opening of the bids. Companies 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: [procurementfreetown@sl.goal.ie](mailto:procurementfreetown@sl.goal.ie). This notification must be signed by an authorised officer of the tenderer and specify the name of the person who will attend the opening of the bids on the tenderer's behalf.

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 5.5 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 7 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. **Minimum mandatory requirements of specifications or contract performance.**  * Registration to operate in Sierra Leone * Branch in Sierra Leone * Relevant professional certificate from a recognized international institution * Evidence of Provision of similar audits to at least two INGOs * Commitment to Complete Audit in line with GOAL HQ deadlines * Commitment to complete audit in line with International Standards on Auditing (ISA) * One of the Big 4 Audit firms, or tier 2 Audit firms |
| *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** | 1. In-depth review of financial accounts submitted; 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. Quality [65 marks] 2. Price [35 marks]   Quality assessment will be based on the parameters below;   1. Quality of the Proposal 2. A draft plan for the completion of the Annual Audit 3. Qualifications and CVs of audit team 4. Evidence of provision of similar services for NGO |
|  | | |
| **5** | **Due Diligence** | **ATCS – Screening**  **Site Visit** |

## Tender Evaluation

GOAL is committed to the highest standards of fairness and equality across our organisation and ensures impartiality in tender evaluations. GOAL will convene a comprehensive evaluation team which may draw from diverse expertise including 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 tenders submitted. Unsolicited communications from tenderers will not be entertained during the evaluation period.

## Award Criteria

1. Quality [65 marks]
2. Price [35 marks]

**Quality:**

**As per the essential Criteria indicated in 6.1**

**Delivery time: (if applicable)**

**Refer to the timelines as indicated in the Terms of Reference**

**Price:**

All prices must be in SLE, and a comprehensive and clear breakdown of prices must be shown as part of the financial offer.

Prices offered will be evaluated on full cost basis (including all fees and taxes)

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 bids 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 Details (appendix 1) | Complete, sign & stamp, scan and save as ‘Company Details’ | Complete, sign, stamp and submit. |  |
| 3 | Terms of Reference (APPENDIX 2) | Complete, sign & stamp, scan and save as ‘Terms of Reference’ | Complete, sign, stamp and submit. |  |
| 4 | Financial Offer (Appendix 3) | Complete, sign & stamp, scan and save as ‘Financial Offer’ | Complete, sign, stamp and submit. |  |
| 5 | GOAL Supplier Code of Conduct (APPENDIX 6 ) | Sign, scan and save as ‘GOAL Code of Conduct’ | Complete, sign, stamp and submit. |  |
| 6 | Three years of Financial Accounts (Balance sheet and Income Statement for 2021 to 2023. | Scan and attach copies of Financial Accounts (Balance sheet and Income Statement for 2021 to 2023. | Submit copies of Financial Accounts (Balance sheet and Income Statement for 2021 to 2023. |  |
| 7 | Self-declaration of finance and tax | Complete, sign & stamp; scan and save as ‘Self declaration of finance & tax’ | Complete, sign, stamp and submit Self declaration of finance & tax. |  |
| 8 | Declaration Re-Personal Circumstance | Complete, sign & stamp; scan and save as ‘Declaration Re-Personal Circumstance | Complete, sign, stamp and submit ‘Declaration Re-Personal Circumstance’ |  |
| 9 | Certificate of business registration / certificate of incorporation | Attach scan copies of certificate of business registration / certificate of incorporation | Submit copies of certificate of business registration / certificate of incorporation |  |
| 10 | Update Tax Clearance Certificate | Attach scan copies of updated tax clearance certificate | Submit copies of updated tax clearance certificate |  |
| 11 | Confirmation letter from Ministry of labour and social welfare | Attach scan copy of confirmation letter from Ministry of Labour and social welfare and save as “letter from Ministry” | Submit copy of confirmation letter from Ministry of labour and social welfare |  |
| 12 | Letters of recommendation from at least three INGOs or corporates who have been previous clients | Attach scan copies of letters of recommendation from at least three INGOs or corporate companies who have been previous clients | Submit copies of letters of recommendation from at least three INGOs or corporate companies who have been previous clients |  |
| 13 | Executive Summary and Work Plan (part 3.3) | Copy onto company letterhead and must be signed by authorised company signatory, scan and save as ‘Executive Summary’. | Submit copies of Executive Summary and Work Plan |  |
| 14 | Additional Value Features | Fill in relevant sections 3.4.1, 3.4.2 and 3.4.3 Save as “Additional Value Features” | Submit copies of Additional Value Features |  |
| 25 | Vendor Registration Form – Appendix 7 | Scan, sign and stamp save as vendor registration form | Submit copy of sign and stamp vendor registration form |  |

# 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 |
|  |  |

* 1. **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 |  |  |  |

* 1. **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 | A statement of overall turnover and turnover in respect to the goods and services offered under the proposed agreement for the last three years as per the following table: | | |
| **Year** | **Overall Turnover USD** | **Offered Goods Turnover USD** |
| **2023** |  |  |
| **2022** |  |  |
| **2021** |  |  |
| 5 | 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 |  | |
| 6 | Any other relevant information |  | |

* 1. **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 Service |  |
| Approximate value of contract |  |
| 2 | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of Service |  |
| Approximate value of contract |  |
| 3 | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of Service |  |
| Approximate value of contract |  |
| 4 | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of Service |  |
| Approximate value of contract |  |

1. **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 | |  | | |

1. **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** |
| **2023** |  |  |
| **2022** |  |  |
| **2021** |  |  |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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) FRT-FN-32382, 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 agency  The 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 **21** 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

GOAL is an international humanitarian agency dedicated to alleviating the suffering of the poorest of the poor for over forty years. GOAL has responded to natural and manmade disasters in the developing world implementing relief, rehabilitation in a number of developing countries.

GOAL is looking for an audit firm registered in Sierra Leone for the 2024-2026 audit for GOAL Sierra Leone, a total of three years. **The process outlined below will be expected in each of the three years of the agreement and** may be subject to updates as the time progresses.

**Objectives of the Annual Audit**

The financial year for GOAL is a twelve-month period starting 1st January and ending 31st December. The annual statutory audit is conducted at the end of the financial year. Audited financial statements are required for GOAL Sierra Leone statutory purposes, and these are then shared with GOAL Global HQ for the consolidated Group statutory reporting in Ireland. Each year the Group consolidated financial statements are published in hard copy and uploaded on to the GOAL website.

The ultimate objective is to ensure that the Field Organisation has completed and signed their 2024 financial statements by **28 February 2025**. The dates for future years (2025 and 2026) will be confirmed prior to the commencement of the audit.

**Annual Audit**

**Audit Scope**

To audit GOAL Sierra Leone financial statements in accordance with International Standards of Auditing (IASs), which will be part of GOAL Group audit for which Deloitte, Dublin will be the lead auditors. This part will be conducted based on the brief provided by GOAL, Dublin; it will be made available to the auditors prior to their commencement of the assignment. The ultimate objective is to ensure that the Field Organisation has completed and **signed their 2024 financial statements by** **28 February 2025.**

Interim Audit

The purpose of the interim audit is to enable the auditor to perform detailed planning procedures which will improve the overall efficiency throughout the total period. The ultimate objective is to ensure that the Field Organisation has completed and **signed their 2024 financial statements by** **28 February 2025.** The interim audit will also enable the auditors to undertake their risk assessment review of the control environment and conduct a significant sample of testing on the Income Statement in advance of year end.

**Interim Audit Scope**

The detailed audit planning procedures should directly replace time at the end of the audit as the auditors are moving procedures, they would normally perform at the end of the audit to earlier in the process. Such procedures, which are normally focused on the Income Statement should include the following.

• A preliminary analytical review of the 9-month period to **30th September 2024**, to understand the performance of the field/programme year to date

• A detailed audit planning process to include **risk assessment and fraud assessment**

• A review of the control environment

• Detailed transaction testing on **journal entries** for the 9 months

• Detailed transaction testing on **income** for the 9 months

• Detailed transaction testing on **payroll** for the 9 months

• Detailed transaction testing on **non-payroll expenditure** for the 9 months

* Detailed testing of Donations in Kind (DIK’s) for the 9 months
* Discuss any findings with the Financial Controller for GOAL Sierra Leone so that, if necessary, adjustments can be made to the accounts before the end of the financial year.
* Complete and submit audit deliverables to the Lead Auditor (Deloitte Dublin) by 8 December 2024. A list of requirements will be provided by the Lead Auditor before commencement of the interim audit.

No financial statements will be produced for the period to 30th September 2024. The auditor will be provided with the following:

* Trial Balance as of 30th September 2024
* Sage Profit/Loss
* Sage Balance Sheet
* Nominal Ledger transaction listing
* Supporting documentation as requested by the auditor.

There will be **no Balance Sheet audit** carried out at this time; this would be done at year end only.

**Annual Audit**

To audit GOAL Sierra Leone financial statements which will be part of GOAL Group audit for which Deloitte, Dublin will be the lead auditors. This part will be conducted based on the brief provided by GOAL, Dublin; it will be made available to the auditors prior to their commencement of the assignment.

* Audit the Financial statements of GOAL Sierra Leone
* Verification of closing cash balance and stock as on 31/12/2024
* Checking of authenticity of vouchers and basis for an appropriate sample of transactions for the period not covered by the interim audit, as per the books of accounts.
* Verifying the entries thereof into the correct account heads and rectification if any material discrepancy arises thereof.
* Verifying of journal entries ensuring adherence to satisfactory accounting system in relation to accrual basis.
* Recommend necessary entries to this effect if material.
* Verification of Fixed assets and depreciation schedule.
* Verification of necessary reports of financial statements including notes to financial statements from the books of accounts (SAGE) in the format as suggested by GOAL, Dublin.
* Verifying the correctness and authenticity of financial statements in the format as suggested by Dublin.
* Discuss any findings with the FC and a member of staff from GOAL Dublin.
* Issue of Management letter, if appropriate.
* Submit all audit deliverables to the Lead Auditor (Deloitte Dublin) in the timeframe provided by the Lead Auditor.

The above must be discussed further at the briefing meeting when the audit starts.

**Process to be undertaken and GOAL Sierra Leone expectations:**

Once the audit is formally commenced, the Audit representative will meet the GOAL Sierra Leone finance team to brief them regarding the timeframe and their requirements in relation to all documentation and access to information.

GOAL Sierra Leone in turn will ensure all requested information and documentation is readily available.

Audit firm will ensure that a team of experienced staff, preferably with NGO audit experience, will undertake the assignment.

It is expected that the entire audit team will be briefed about GOAL and its work in GOAL Sierra Leone prior to undertaking the assignment. In case any briefing from GOAL is required in this regard, this should be requested prior to the audit.

As GOAL Sierra Leone finance is extremely busy it is important that the audit team is aware of the following:

* All documentations, information required to facilitate the audit will be made available however prior notification is required.
* The GOAL Sierra Leone Finance team will facilitate the auditors as best they can. However, in light of GOAL’s ongoing work commitments, the finance team will appreciate if all queries and/or clarifications are sought based on the timeframe agreed during the briefing meeting, and that all information requirements are notified well in advance. This will facilitate both GOAL and the auditors to meet their respective agendas. **It is very important that the communication between the auditors and GOAL Sierra Finance team strictly follows the process outlined in the brief prior to the commencement of the audit. This is to avoid duplication of effort.**
* Access to GOAL Sierra Leone office is restricted to working hours 8:00 am to 4:00 pm (This may change, especially considering security considerations)
* GOAL Sierra Leone office is not accessible on weekends or holidays.

On completion of the audit a review meeting will be held at the GOAL Sierra Leone office with the audit representative and the GOAL Sierra Leone finance team together with the Country Director if necessary.

All copies of the reports as submitted to Dublin will be shared with GOAL Sierra Leone.

**Dates of Engagement**

We estimate that the time required for the interim audit should be approximately 1 week and will commence on 21 October 2024.

The year-end statutory audit should take place early February 2025, and we estimate the time required will be no more than 2 weeks.

**Timeframe**

Detailed audit fieldwork to commence early February 2025, with any outstanding queries/items to be resolved and the signed financial statements to be completed by 28 February 2025.

# Appendix 3 - Financial Offer

**The prospective bidder is expected to give a comprehensive financial offer which includes all taxes as per the Sierra Leone Government Tax Regulations**

# Appendix 4 - GOAL terms and conditions

Attached as a separate document.

# Appendix 5 - GOAL contract template

Attached as a separate document.

# Appendix 6 - GOAL Supplier code of conduct

**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 GOAL under 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**

GOAL has 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 GOAL in 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 GOAL for GOAL to 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 GOAL to 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 GOAL contract 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 GOAL to 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 GOAL staff members, board members, partners of GOAL, other suppliers, contractors, volunteers, and communities.

GOAL also 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](mailto: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](mailto:goal@safecall.co.uk).,

1. **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, GOAL will have the right to withhold payment and postpone the goods or services (as applicable) to be provided under the Contract to enable GOAL to 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, GOAL will 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, GOAL reserves the right to make no payment of remaining sums due under the Contract (even when goods or services have been supplied), in instances where GOAL has 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:

|  |  |
| --- | --- |
| On behalf of |  |
| Name |  |
| Signature |  |
| Date |  |
| Place |  |

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|  |  |  | **Vendor Registration Form** | | | | | | | |  |  |
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|  |  |  | **Instructions:** Vendors are kindly requested to complete all fields in this form. Company refers to company / sole trader / individual / or other entity | | | | | | | |  |  |
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|  | **Company Name:** |  |  | | | | | | | |  |  |
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|  | **Company Address:** |  |  | | | | | | | |  |  |
|  | **Street Name** |  |  |  |  | |  |  |  |  |  |  |
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|  | **Phone Number:** |  |  | |  | **Country Code** |  |  | | |  |  |
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|  | **Email Address of Key Contact** |  |  | | | | | | | |  |  |
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|  | **Registration Body** |  |  | | | | | | | |  |  |
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|  | **Year Established:** |  |  | | | | | | | |  |  |
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|  | **Company website:** |  |  | | | | | | | |  |  |
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|  | **Parent Company:** |  |  | | | | | | | |  |  |
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|  | **Associated Companies:** |  |  | | | | | | | |  |  |
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|  | **Tax Registration Number:** |  |  | | | | | | | |  |  |
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|  | **Nature of Business:** |  | **Manufacturer** |  |  |  | **Authorised Agent** |  |  |  |  |  |
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|  |  |  | **Trader** |  |  |  | **Consulting Company** | |  |  |  |  |
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|  |  |  | **Sole Trader** |  |  |  | **Other (please specify)** | | | | |  |
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|  | **Key Capabilities/ Areas of Expertise:** | | |  |  | |  |  |  |  | |  |
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|  |  |  | **Services** |  |  |  |  |  |  |  | |  |
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|  |  |  | **Works** |  |  |  |  |  |  |  | |  |
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|  | **If you are contracted by GOAL, do you agree to provide the following information if requested?** |  |  | | |  |  |  |  |  | |  |
|  | **-** Tax Registration Document |  |  |  |  | |  |  |  |  | |  |
|  | **-** Company Registration Document |  |  |  |  | |  |  |  |  | |  |
|  | **-** Bank Verification Form |  |  |  |  | |  |  |  |  | |  |
|  | - Copies of I.D.s (for the purpose of donor-required Anti-Terrorist and Sanction Checks) |  |  |  |  | |  |  |  |  | |  |
|  | **I certify that the information provided above is accurate and complete to the best of my knowledge and belief.** | | | | | | | | | | |  |
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|  | **Name of Authorised Representative** |  |  | | | | | | | |  |  |
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|  | **Signature** |  |  | | | | | | | |  |  |
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