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**Request for Expression of Interest (EOI) for Provision of supplies works and services to GOAL Relief and Development Organization.**

**REF:****UG- EO1 2025-2028**

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| **GOAL is completely against fraud, bribery and corruption.**  **GOAL does not ask for money for submissions.**  **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 Uganda would like to prequalify suppliers via this EOI to support in the procurement of goods, Services and works. In Addition to our Country Office headquarter located in Kampala, we have regional offices located in the following cities; Jinja, Mbale, Lira, Fort Portal, Agago and Moroto. We also interest suppliers based in these regions/cities to participate in the Expression of Interest to be added onto the overall Country supplier list.

# Proposed Timelines

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| **Line** | **Item** | **Date, Time and Time Zone** |
| 1 | EOI published | 24th March 2025 |
| 2 | Closing date and time for receipt of offers | 14th April 2025,17.00hours |

# Overview of requirements

This Expression of Interest (EOI) is a technical and quality assessment in order to create a prequalified supplier list for the aforementioned office locations for the provision of various works, supplies and services as listed in Annex A. The list will be valid for maximum period of [3 years/ or less].

Prequalified suppliers will then be issued Invitation to Restricted competition (IRC) document and invited to submit offers including a financial offer at a later stage. This EOI itself is NOT a Request for Offer (RFO) or an Invitation to Tender (ITT).

No financial offers are requested or should be submitted at this stage.

# Terms of the Procurement

## Procurement Process

### This competition is being conducted under GOAL’s Expression of Interest (EOI) procedure.

### The Contracting Authority for this procurement is GOAL

### This procurement is funded by various donor(s) and the offer or 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 EOI. 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 EOI, 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 EOI.

### Requests for additional information or clarifications can be made before the deadline noted in section 2 above. Any queries about this EOI should be addressed in writing to GOAL via email at [clarifications@goal.ie](mailto:clarifications@goal.ie) with the reference **UG- EO1 2025-2028**. Clarifications and answers shall be collated and published online at <https://www.goalglobal.org/tenders> in a timely manner.

## Conditions of EOI Submission

### 4.3.1. Submissions must be completed in English.

### 4.3.2. Submissions must respond to all requirements set out in this EOI.

### 4.3.3. Failure to submit the required information will, in almost all circumstances, result in the rejection of submissions.

### 4.3.4. Vendors must disclose all relevant information to ensure that all submissions are fairly and legally evaluated. Additionally, vendors must provide details of any implications they know or believe their response will have on the successful operation of the contract or on the normal day-to-day operations with GOAL. Any attempt to withhold any information that the vendor knows to be relevant or to mislead GOAL and/or its evaluation team in any way will result in the disqualification of the offer.

### 4.3.5. Any conflicts of interest (including any family relations to GOAL staff) involving a vendor must be fully disclosed to GOAL particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the vendor.

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

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

### 4.3.8. GOAL reserves its right to reject any or all the offers(part/full) including incomplete offers without assigning reason whatsoever.

### 4.3.9. GOAL reserves the right to prequalify multiple suppliers as a result of this EOI , at its sole discretion.

### 4.3.10. The vendor shall seek written approval from GOAL before entering into any sub-contracts for the purpose of fulfilling a future contract. Full details of the proposed subcontracting company and the nature of their services shall be included in the written request for approval. Written requests for approval must be submitted to the contract focal point identified in section 4.

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

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

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

### 4.3.14. Unsuccessful vendors will be notified.

### 4.3.15. 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.

### 4.3.16. This document is not construed in any way as an offer to contract or an obligation on the part of GOAL to invite any offers from any vendors who have taken part in this process.

### 4.3.17. 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 EOI 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 EOI assumes Service Provider acceptance of these conditions.

### **4.3.18. 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 an offer based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company are associated with any known terrorist group or is/are the subject of any relevant international exclusion order and/or sanctions. A contract clause confirming this may be included in an eventual purchase order based on this request.

## Quality Control

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 method

Submissions must be delivered in the following way:

Offers must be delivered in the following way:

1. Electronically to GOAL tender email address [tenders@goal.ie](mailto:tenders@goal.ie) and in the subject field state:
   1. ***Expression of Interest.***

**OR**

1. Physical submissions- please submit in a sealed envelope marked **UG- EO1 2025-2028.** *Physical bids can be submitted to any of GOAL Uganda office locations in Kampala, Jinja, Mbale, Lira, Fort Portal, Agago and Moroto.*

## Evaluation stages

Vendors will be considered for participation subject to the following qualification process:

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| **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 offer has been submitted in line with the administrative instructions and meets the exclusion and essential criteria. Only those offers meeting the exclusion and essential criteria will go forward to the second phase of the evaluation- due diligence checks.* | | |
| 1 | **Administrative instructions** | 1. **Closing Date:**   Proposals must have met the deadline stated in section 2 of this EOI, or such revised deadline as may be notified to vendors by GOAL. Vendors must note that GOAL is prohibited from accepting any proposals after that deadline.   1. **Submission Method:**   Proposals must be delivered in the method specified in section 4.5 of this document. GOAL will not accept responsibility for offers delivered by any other method. Responses delivered in any other method may be rejected. |
| **2** | **Essential Criteria** **(Pass/Fail)** | Tax Registration Certificate or equivalent.  Certificate of Incorporation  Valid Operational Licences  Valid Tax clearance certificate  Powers of attorney  Memorandum and Articles of Association  Failure to submit these will lead to elimination from further assessment |
| **4** | **Due Diligence Checks** | References and other checks are found to be clear and quality is assessed.  In-depth review of financial accounts and other documents submitted; supplier is judged to have requisite financial stability and legal status.  Suppliers will be screened in line with Anti-Terrorism and Sanction checks. |

# Response Format

## Introduction

All proposals must conform to the response format laid out below. Where an offer does not conform to the required format the Vendor 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 imposed timeframe may result in disqualification.

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

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

## Submission Checklist

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| --- | --- | --- |
| **Line** | **Item** | **How to submit** |
| 1 | Appendix 1- Company Information | Sign, stamp and attach |
| 2 | Annex A -Statement of Requirements | Attach all essential documents supporting the Category and Lot Expressed. |
| 3 | Documents evidencing previous experience and other company capacity | Attach |

# Appendix 1 – Company Information

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| --- | --- | --- |
| Company Name |  | |
| Registered address of the vendor |  | |
| 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 abide by GOAL’s Supplier code of conduct for the delivery of goods/services/works?  (attached as Appendix 6) | Yes/No | Comments/Attachments |
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Note that successful vendors will be required to submit further information as part of supplier registration process before finalisation of contract award.

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| By submitting an offer under this Expression of Interest (EOI) , the vendor 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 vendor 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 vendor 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 vendor, 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 vendor 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 vendor is located or doing business.  Neither the vendor, 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 vendor 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 offers 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. |

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

# Annex A- Statement of requirements

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| **LOT NO;** | **CATEGORY DESCRIPTION OF SUPPLIES.** | **Essential Requirements** |
| 1. | General Office Stationery and supplies. | Trade License, Tax Registration certificate, certificate of incorporation, company profile, Audited Books of Accounts (2022-2024) |
| 2. | Computers, Computer Equipment and Accessories (Desktops, Laptops, Projectors, printers, photocopiers, scanners, Toner Cartridges, UPSs, Jabra, network equipment etc.) | Trade License, Tax Registration certificate, certificate of incorporation, company profile, Audited Books of Accounts (2022-2024) |
| 3. | Office furniture and fittings. | Trade License, Tax Registration certificate, certificate of incorporation, company profile, Audited Books of Accounts (2022-2024) |
| 4. | Supply of motorcycle accessories | Trade License, Tax Registration certificate, certificate of incorporation, company profile, Audited Books of Accounts (2022-2024) |
| 5. | Branded items (Banners all types, T-shirts, engraving, signages and flayers | Trade License, Tax Registration certificate, certificate of incorporation, company profile, Audited Books of Accounts (2022-2024) |
| 6. | Personal Protective wear & Equipment (head gears, riding, shoes, gloves, elements, suits etc) | Trade License, Tax Registration certificate, certificate of incorporation, company profile, Audited Books of Accounts (2022-2024) |
| 7. | Agricultural Inputs/Seeds and Seedlings, Tools and Equipment | Trade License, Tax Registration certificate, certificate of incorporation, company profile, NARO or MAAIF or NAADS Certificate, Audited Books of Accounts (2022-2024) |

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| **LOT NO;** | **CATEGORY DESCRIPTION OF SERVICES.** | **Essential Requirements** |
| 01 | Hire of vehicles (Land cruisers-hard top (7-10) seater, saloon cars, station wagons, bus, trucks, super custom etc.) | Trade License, Tax Registration certificate, certificate of incorporation, company profile, Vehicle logbooks, Driving permits of company drivers, Audited Books of Accounts (2022-2024) |
| 02 | Repairs & maintenance of computers and photocopiers | Trade License, Tax Registration certificate, certificate of incorporation, company profile, Audited Books of Accounts (2022-2024) |
| 03 | Supply, Maintenance & repair of electrical equipment | Trade License, Tax Registration certificate, certificate of incorporation, company profile, Audited Books of Accounts (2022-2024) |

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| **LOT NO;** | **CATEGORY DESCRIPTION OF WORKS.** |  |
| 01. | Borehole Drilling, Motorisation, Borehole rehabilitation, Solarisation and Pipe works, Well Construction, installation and repair maintenance Water Network Connection. | Trade License, Tax Registration certificate, certificate of incorporation, drilling certificates, company profile, Audited Books of Accounts (2022-2024) |
| 02. | Construction Services, Engineering Works; Building, Renovation, and Refurbishment works. | Trade License, Tax Registration certificate, certificate of incorporation, company profile, Audited Books of Accounts (2022-2024) |
| 03. | Solar Works and accessories | Trade License, Tax Registration certificate, certificate of incorporation, company profile, Audited Books of Accounts (2022-2024) |