

DATE: 2nd NOVEMBER 2020

REQUEST FOR PROPOSAL NO: RFP/HCR/ROK/2020/023
FOR THE ESTABLISHMENT
OF A LOCAL FRAME AGREEMENT FOR SUPPLY AND DELIVERY OF FUEL TO UNHCR SUDAN
OPERATIONS.

CLOSING DATE AND TIME: 30TH NOVEMBER 2020 – 23:59 HRS SUDAN LOCAL TIME

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 17,324 people in more than 135 countries continues to help about 79.5 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Sudan, invites qualified suppliers to make a firm offer for the establishment of a Local Frame Agreement(s) for Supply and delivery of fuel through retail outlets based on **Commercial Price** and **Bulk deliveries of Unsubsidized Fuel** to UNHCR offices across the country.

IMPORTANT:

The Terms of Reference (TORS) are detailed in Annex A of this document.

The quantity of fuel per location is provided in **Annex A Terms of References, and is summarized below:**

Monthly Estimated Fuel Requirement for Sudan	
Diesel LTRs	Petrol LTRs
228,240.00	11,600.00

The Frame Agreement(s) will be initially for a duration of 2 (two) year, potentially extendable for a further period of 1 (one) year at the sole discretion of UNHCR subject to satisfactory performance of the supplier which will be determined on the basis of Supplier's performance, flexibility and responsiveness to requirements of UNHCR. The successful bidder will be requested to align the cost of fuel to the prices fixed by the regulatory authorities in Sudan, for the commercial fuel supplied through retail fuel stations.

In addition to the above, the supplier will be required to provide the breakdown of the cost for the supply and delivery of unsubsidized fuel to UNHCR offices as listed in Annex C: (Financial Offer Form) for price components such as cost of price of fuel and cost of delivery to UNHCR offices.

The estimated annual requirement of UNHCR is specified on **Annex A Terms of References– Fuel Requirements.**

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase a minimum quantity of goods / services. Quantities may vary

and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.

Other United Nations Agencies, Funds and Programs shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a Frame Agreement with other UN Agencies.

IMPORTANT:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 30 days' notice, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with **article 19** "settlement of disputes" of the UNHCR General Conditions of Contracts for provision of Goods and Services shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

IMPORTANT

It is strongly recommended that this request for proposal document and its annexes be read thoroughly. Failure to observe the procedures laid out herein will result in disqualification from the evaluation process.

Sub-Contracting: Please take careful note of article 5 of the attached General Terms and Conditions (Annex G).

QUALITY CONTROL THROUGHOUT THE FRAME AGREEMENT:

UNHCR will carry random quality inspections, including specific selected criteria for laboratory test to products or items selected by UNHCR or by an independent surveyor appointed by UNHCR from samples selected during production, upon departure, loading, unloading, arrival to destination or from any storage location. The cost of the quality control inspections and laboratory tests will be covered by UNHCR.

In cases of supplier's quality default, in addition to the good's PO penalty clauses, the inspection and laboratory cost will be charged to the supplier.

Sub-Contracting: Please take careful note of article 5 of the attached General Terms and Conditions (Annex F).

Note: this document is not construed in any way as an offer to contract with your firm.

2. BIDDING INFORMATION:

2.1. RFP DOCUMENTS

The following annexes form integral part of this Request for Proposal:

- Annex A: Terms of Reference (TORs)
- Annex B: Technical Offer Form
- Annex C: Financial Offer Form
- Annex D: Bid Data Sheet
- Annex E: Vendor Registration Form
- Annex F: UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2018
- Annex G: UNHCR Supplier Code of Conduct
- Annex H: Calendar of Activities
- Annex I: How to Join Microsoft Teams without Account

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFP by return e-mail to buyer's e-mail SUDKH-SU@unhcr.org as to:

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid
- The source where you have acquired this tender document (e.g. E-Mail, UNHCR Global website, UNGM website, printed media etc.)

IMPORTANT:

Failure to send the above requested information may result in disqualification of your offer from further evaluation.

2.3 **PRE-BID CONFERENCE AND REQUESTS FOR CLARIFICATION**

We would also like to inform you that UNHCR Representation Office Khartoum will organise a virtual Pre-Bid conference Meeting via Microsoft Teams on the **16th November 2020 at 10:00 Hrs** to discuss details of the Terms of Reference for the tender. All bidders are encouraged to participate in order to ask questions and raise concerns to UNHCR.

Bidders should therefore submit their details including phone number and email address for the purpose of inviting them to the meeting via Microsoft Teams on or before **12th November 2020** for UNHCR to prepare the platform for the virtual meeting.

Bidders are required to submit any request for clarification or any question in respect of this RFP by e-mail to SUDKH-SU@unhcr.org. **The deadline for receipt of questions is on 15TH November 2020 23:59 HRS Sudan Standard Time.** Bidders are requested to keep all questions concise.

IMPORTANT:

Please note that Bid Submissions are **NOT** to be sent to the e-mail address above. Bid Submissions sent directly to the e-mail address above will result in disqualification of the offer.

UNHCR will compile the questions received and will respond to all the Queries during the virtual pre-bid conference meeting.

2.4 **YOUR OFFER**

IMPORTANT:

Cancellation of Solicitation: UHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

Your offer shall be prepared in English.

Please submit your offer using the submission template provided. It should conform to the requirements and contain all information required. **The offers not conforming to the requested format will not be taken into consideration for evaluation.**

- Annex A: Terms of Reference (TORs)
- Annex B: Technical Offer Form
- Annex C: Financial Offer Form
- Annex D: Bid Data Sheet
- Annex E: Vendor Registration Form
- Annex F: UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2018
- Annex G: UNHCR Supplier Code of Conduct
- Annex H: Calendar of Activities
- Annex I: How to Join Microsoft Teams without Account

IMPORTANT:

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the (“Submission of Bid” section 2.6) of this RFP.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

2.4.1 **CONTENT OF THE TECHNICAL OFFER**

IMPORTANT:

No pricing information should be included in the Technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

The Terms of Reference (TORs) of the goods and services requested by UNHCR can be found in **Annex A**. Clearly state and disclose any discrepancies with the specifications given.

Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

- **Description of the company and the company's qualifications**

A description of your company with the following documents: company profile, registration certificate and last audit reports:

- Year founded;
- If multi location company, specify headquarters location;
- Number of similar and successfully completed projects;
- Number of similar projects currently underway;
- Total number of clients;

Include any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the goods and services.

- **Understanding of the requirements for goods, services, proposed approach, solutions, methodology and outputs.**

- Any comments or suggestions on the TOR, as well as your detailed description of the way your company would respond to the TOR:

- A description of your organization's capacity to provide the goods / services;
- A description of your organization's experience in the supply of these goods / services.
- Compliance to the requirements stated on the TOR.

- **Vendor Registration Form:** If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the (**Annex E: Vendor Registration Form**)

- If your company is already registered with UNHCR, please submit an empty **Vendor Registration Form clearly indicating your UNHCR Vendor ID.**

- **UNHCR General Conditions for Provision of Goods and Services:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods and Services by signing (**Annex F**)

- **Delivery Capacity:** The bidder shall clearly state its monthly and annual delivery capacity. In addition, the bidding firm shall state clearly its ability to provide fuel through its retail network in addition to the bulk delivery to the various locations listed in **Annex A Terms of reference – "Fuel Requirements"** However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of Goods and Services.

- **UNHCR at its own discretion will make a physical verification/ Validation exercise to authenticate the elements in the technical proposal in order to make an informed decision when concluding the final technical Evaluation Report.**

- **Award and bank guarantee:**

The Firm that submitted the successful Proposal will be notified by letter of the award prior to the expiration of the validity period. The letter, referred to as the "Letter of Award" will state the sum of the fees to be paid to the Firm for the services rendered and will indicate the terms under which the Contract must be finalized. The Contract must be signed within 14 days of the issue of the Letter of Acceptance. The successful bidder will be required to furnish us with 10% Bank Guarantee of the contract sum from a reputable bank in the next 7 days, valid for the entire period of the contract works.

2.4.2 **CONTENT OF THE FINANCIAL OFFER**

Signed, stamped and completed **FINANCIAL OFFER FORM**. Your separate Financial offer must in a single currency, US Dollar. The financial offer must cover all the goods / services to be provided (price "all inclusive").

The Financial Offer is to be submitted as per the Financial Offer Form (Annex C). Bids that have a different price structure may not be accepted.

UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT.

You are requested to hold your offer valid for **[180]** days from the deadline for submission. UNHCR will make its best effort to select a company within this period. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (30) days after acceptance of supplier's invoice and delivery of the goods to the and/or acceptance by UNHCR of the services.

2.5 BID EVALUATION:

Each proposal from a Bidder will be considered separately and independently. Bidders shall submit a complete proposal for each solicitation in which they wish to participate. References to previous or on-going proposals will be not considered. Award of a previous contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject.

2.5.1 Supplier Registration:

The qualified supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing;
- Core business;
- Track record;
- Contract capacity.

Failure to provide the abovementioned documentation, might lead to disqualification.

2.5.2 Technical and Financial evaluation:

For the award of this project, UNHCR has established evaluation criteria which govern the selection of offers received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

The **Technical offer** will be evaluated using inter alia the following criteria and percentage distribution: **[60 %]** from the total score:

Technical Evaluation is divided into mandatory and weighted scoring criteria. If a company fails in one mandatory criterion it will be considered as fail. To qualify in weighted scoring a supplier must obtain a minimum 60% of Score (UNHCR reserves the right to adjust the minimum Passing Score if none of the potential suppliers attains the minimum passing score if it is in the best interest of the organization):

Mandatory Evaluation Items			
S No	Criteria	Pass / Fail	
1	Company Profile, including detailing experience in similar types of goods /services.	Pass	Fail
2	Past Performance and References, no less than one year of reference, mandatory requirement,	Pass	Fail
3	Fuel distribution through commercial fuel stations which is certified and authorized by Government of Sudan	Pass	Fail
4	Provision of an operational plan on how the Service Provider will perform to satisfy the objectives and Terms of Reference	Pass	Fail

Weighted Scoring Criteria			
S No	Technical Criteria:	Maximum Attainable Point	Minimum Passing Score
1	Understanding of the requirement and documentation completeness	20	12
2	Area Coverage, Highest Number of distribution/chain of Fuel stations	25	15
3	Guarantee of Supply/ Availability of Fuel (Petrol/Diesel)-Subsidized and Unsubsidized.	25	15
4	Capacity of delivery	10	6
5	Fleet Card	10	6
6	System of invoicing, record keeping and reporting	10	6
Total and Passing Marks		100	60

Detailed Technical Evaluation Criteria and Scoring Scheme is provided in the TORs (**Annex A**).

The Technical offer score will be calculated according to the percentage distribution for the technical and financial offers.

The cut-off point for submissions to be considered technically compliant will be **36 out of the 60 Points in the technical score**.

Clarifications of Proposals:

To assist in the examination, evaluation and comparison of proposals UNHCR may at its discretion ask the Bidder for clarification about the content of the proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered or accepted.

The **Financial offer** will use the following percentage distribution: **[40]%** from the total score.

The financial component will be analyzed only for those suppliers that pass the technical evaluation.

The maximum number of points **[40%]** will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price; e.g., [total Price Component] x [US\$ lowest] \ [US\$ other] = points for other supplier's Price Component.

2.6 SUBMISSION OF BID:

The offers must bear your official letter head, clearly identifying your company. The bid and can also be sent to the street address of UNHCR offices via Post or Courier or Email at the addresses mentioned below:

By e-mail:

Attention:

THE SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS

Bids should be submitted by e-mail and all attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.).

The Technical and Financial offers shall be clearly separated.

The Technical offer should be sent by E-mail ONLY to: SUDKHTO@unhcr.org

The Financial offer should be sent by E-mail ONLY to: SUDKHFO@unhcr.org

It is your responsibility to verify that all e-mails/documents have been received properly before the deadline. Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of [8] Mb so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

Bid [Number]

Name of your firm with the title of the attachment

Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

For example: RFP/2020/023 Company ABC (email 1 of 3)

SUBMISSION OF OFFERS BY COURIER / POST OR HAND DELIVERY:**Attention:****THE SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS**

REQUEST FOR PROPOSAL NO.: RFP/HCR/ROK/2020/023 FOR THE ESTABLISHMENT OF A LOCAL FRAME AGREEMENT FOR THE SUPPLY AND ELIVERY OF FUEL TO UNHCR SUDAN OPERATIONS.

UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR STREET KHARTOUM

IMPORTANT TO NOTE: The submission of the offers shall be based on two envelop system separating the technical and financial offer;

The outer envelope should be containing two inner envelopes as described below:

Both inner envelopes shall indicate your firm's name and address. The first inner envelope shall be marked "Technical Component" and contain the full technical component of your offer. The second inner envelope shall be marked "Price Component" and include your signed and stamped financial offer.

IMPORTANT: The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification. All bids must be clearly marked: NOT TO BE OPENED BY REGISTRY

Deadline: Monday 30th November 2020 - 23:59 HRS Sudan Local Time.

IMPORTANT: Any bid received after this date or sent to another UNHCR address may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

2.7 BID ACCEPTANCE:

UNHCR reserves the right to accept the whole or part of your bid or allow split or partial awards on this project.

UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Services.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.


Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFP will be made in United States Dollars with United Nations Exchange Rate Prevailing at the date of Issuance of the Purchase Order. Payment will be made in accordance to the General Conditions for the Provision of Goods and Services (**Annex F**) and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.9 **UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES 2018**

Please note that the General Conditions of Contracts for Goods and services 2018 (**Annex F**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.


Muhammad Abdul Mueed Khan
Snr. Supply Officer
UNHCR Representation Office in Sudan



**ANNEX-A: TERMS OF REFERENCES (TORS)
REQUEST FOR PROPOSAL NO: RFP/HCR/ROK/2020/023
FOR THE ESTABLISHMENT
OF A LOCAL FRAME AGREEMENT FOR SUPPLY AND DELIVERY OF FUEL TO UNHCR SUDAN
OPERATIONS.**

1. Introduction

UNHCR is looking for a capable and qualified supplier(s) to establish a Local frame agreement for provision of fuel for its vehicles and generators in several locations across Sudan. Initially for a duration of 2 (two) years and potentially extendable for a further period of 1 (one) year at the sole discretion of UNHCR, the extension of the agreement will be subject to satisfactory performance of the supplier which will be determined on the basis of the Supplier's performance, flexibility and responsiveness to requirements of UNHCR.

1.1 Background

United Nations High Commissioner for Refugees (UNHCR) Sudan Operation seeks to contract a potential supplier of bulk and retail fuel for the running of its Fleet of vehicles and Generators across the country.

UNHCR Sudan operates a fleet of motorized equipment comprising of approximately 364 light vehicles and more than 135 other assets including generators of various sizes and capacity all of them consuming an average of 234,750.00 Liters of Diesel and 11,600.00 Liters of petrol on a monthly basis.

The successful bidder will be required to supply fuel with **Commercial Price** and **Bulk deliveries of Unsubsidized Fuel** to different offices in the country.

1.2 General Requirements:

The Supplier shall have in its current premises all necessary equipment and facilities and shall have enough experience and professionally trained staff to handle minimum requirements of UNHCR. The successful Contractor/Supplier shall have the following minimum qualifications:

- Be duly licensed (registration certificate) by the Government of Sudan, for Supply of Fuel.
- At least 3 years of experience.
- Maintain a good track record in serving international organizations, embassies and multinational Companies.
- Employ competent and experienced staff.
- Be financially capable of rendering service to UNHCR offices and its partners in across Sudan.

1.2.1 Fuel Requirements:

Monthly and Annual Fuel Consumption Per Location					
Monthly Fuel Consumption by Location				Annual Fuel Consumption by Location	
S No	Location	Diesel	Petrol	Diesel	Petrol
1	Kassala	71,600.00	1,500.00	859,200.00	18,000.00
2	Girba	2,200.00	-	26,400.00	-
3	El Fula	7,090.00	-	85,080.00	-
4	Kadugli	13,010.00	-	156,120.00	-
5	Ed Daien	22,020.00	-	264,240.00	-
6	Kosti	27,540.00	-	330,480.00	-
7	El Geneina	12,600.00	1,920.00	151,200.00	23,040.00
8	Khartoum	46,190.00	4,660.00	554,280.00	55,920.00
9	Zalengei	8,060.00	740.00	96,720.00	8,880.00
10	El Obeid	600.00	-	7,200.00	-
11	El Fasher	7,010.00	1,790.00	84,120.00	21,480.00
14	Nyala	10,320.00	990.00	123,840.00	11,880.00
	Total	228,240.00	11,600.00	2,738,880.00	139,200.00

1.3 Special Requirements:

The Supplier shall be willing to comply with the requirements below:

- **Provision of Fuel from the Supplier’s retail outlets**

Except for the Fuel that will be supplied in bulk to UNHCR, in some cases the supplier will be issuing fuel from his/her premises and fuel will be pumped on an on-demand basis.

- **Diesel Fuel Contingency stock**

The supplier shall be willing to keep a contingency stock of **300,000 liters** on behalf of the organization. The stock will always have to be kept on hand to provide for an effective response to unpredicted fuel market disruptions.

- **Offers of 2 different prices**

The supplier shall be able to offer two different prices for Commercialized fuel and Bulk deliveries of Unsubsidized Fuel to UNHCR Sudan in different locations as per the information provided in Annex C: Financial Offer Form.

- **Provision of Fuel to Non-UNHCR vehicles**

In addition to the provision of fuel to UNHCR for the running of its assets, the supplier may be required to provide fuel to vehicles hired by the UNHCR or Private Vehicles owned by its staff across the country for which the payment modality will be through direct payment.

1.4 Support Services:

UNHCR at its discretion might require the following services from the Supplier to upkeep its in-house fuel management infrastructure;

- Provide technical support (Maintenance of pumping stations, calibration of tanks, software systems)
- Supply and delivery of fuel on emergency basis (mobile bowser services)
- Conduct a risk assessment for fire, Safety and spillage,
- Train Fuel attendants

2. Scope of Work and specifications

UNHCR estimates its annual requirement to be **417,600.00** Liters of Petrol (normal) and **8,216,640.00** Liters of Diesel for the three-year period, which may vary depending on the actual needs of the organization.

2.2. The products specifications are as follow:

The supplier will provide high quality fuel products that meet the required fuel standards as recommended by TOYOTA, Considering the UNHCR Sudan’s Fleet composition, below are minimum requirements for fuel to be supplied;

2.2.1 Diesel (Class H)

Characteristic	Specification parameter	Test Method
Appearance	Clear and Bright	Visual (ASTM)
Color, ASTM (Max)	3.0	Visual (ASTM)
Density at 15/15°C	820-870	1298 (ASTM)
Acidity, (inorganic acid)	Nil	
Total Acid Number mgKOH/g, (max)	0.50	
Distillation:		
a. Percentage recovery at 357°C, v/v (min)	90	
b. Final boiling point, °C (max)	385	
Flash point °C (min)	66	93 (ASTM)
Kinematic viscosity at 37.8°C (cSt)	1.6-5.5	
Cloud point, °C (max)	4.4	
Ash (% m/m)	0.01	
Foam vanishing time (sec.)	15 max.	
Biological growth	Nil	
Ethanol/Methanol	Non detectable	
Filter blocking tendency	1.6 max.	
Water (mg/kg)	50 max.	Haze Clarity Index (HCI)

2.2.2 Petrol (Premium Unleaded RON 95-98 with MON 85-88 respectively)

Characteristic	Specification parameter	Test Method
Density 15/15°C	715-780 max	
Distillation range (°C)	35-205	
10% evaporated (OC)	70 max.	
50% evaporated (OC)	125 max.	
Residue % Vol.	2 max	
Odor/ Aromatics (% v/v)	Merchantable/ 50	Smell
Appearance	Clear and Bright	Visual
Color	Orange	Visual (ASTM)
Total Sulphur	10	WWFC Rating
Copper corrosion	Class 1	WWFC Rating
Silver corrosion	Class 1	WWFC Rating
Vapor/liquid	Nil	
Oxidation stability (min.)	360-480 minutes	WWFC Standards
Vapor pressure	90 psi (max.)	
Trace metal	Non detectable	
Washed gums (mg/100 ml)	5	
Unwashed gums (mg/100 ml)	70	
Fuel injector cleanliness (% flow loss)	10	
Intake valve cleanliness	Merit	Visual

2.3. Key deliverables:

- The Supplier should have its fuel station(s) located nearby UNHCR premises and preferably within 5 km radius from the UNHCR compound(s).
- The supplier should provide UNHCR with valid fuel quality certificate (not older than 2 months from the time of submission).
- The supplier should be capable to provide fuel to UNHCR at immediate request on daily basis.
- The fuel must be of the highest quality and free of waxes and containment.
- The Supplier shall maintain and shall make available, all records relating to this goods and service on reasonable notice, for inspection and examination.
- The supplier shall be able to always, provide UNHCR vehicles quality diesel and petrol (normal) at its designated fueling stations within Sudan.
- The price per liter quoted shall remain fixed for the agreed period (**minimum three months**) and will be reviewed on **quarterly basis** with the selected supplier. The quoted price shall be in line with the government fixed price. Any contract amendment should reflect the new price accordingly.
- Price will be set based on the prevailing market rates during which the fuel is provided.
- Price shall not include customs, sales tax and VAT, since UNHCR is exempted from all customs, tax and duties.
- The Supplier shall agree to refuel UNHCR vehicles upon submission of duly filled, signed and stamped fuel coupons from UNHCR. (Preferred method of refueling the vehicles would be via card system if available).
- The Supplier shall record the quantity of fuel served along with the unit price and shall sign and stamp the coupon. Take the original and return the duplicate. UNHCR will remain open for discussion with the selected supplier or to make the issuance of fuel to UNHCR as fast and easy as it can be.
- The Supply of the estimated requirements will be Ex works at the supplier's retail points.
- The Delivery of the estimated requirements will be Delivery at Place for all UNHCR depots.
- The Successful bidder is expected to provide online billing/ monitoring and reporting system for the Delivered and Supplied fuel.
- The supplier will have to designate a staff with a good command of English language to maintain a flow of information (incoming and outgoing), prepare and share monthly Fuel consumption reports and must be reachable at all time for any emergency request.
- If the contract is terminated, the contracted supplier must be willing to transfer all established business processes in full to UNHCR or to the subsequent vendor in order to guarantee continuity of the established UNHCR Fuel management activities

3. Payment Options:

The supplier shall submit to UNHCR within the first working week of each month its monthly bill indicating UNHCR's coupon number, product, quantity, unit price and total cost of product. Invoices shall be subject to verification by UNHCR and communicated to the Supplier within a week if there is any discrepancy.

Payments will be made by bank Transfer; therefore, supplier shall provide a valid bank account. UNHCR reserves the right to terminate the Contract earlier than the expiry date if deemed necessary.

4. Quality control:

The Supplier shall ensure to provide quality of goods and services to UNHCR at all time. Control for quality of goods and services should include an internal control system, covering the entire range of services under the contract, as well as methods of monitoring, identification and correction of deficiencies of service quality, provided to UNHCR. UNHCR shall be informed of any identified deficiencies and actions taken to correct them. UNHCR reserves the right to evaluate quality control of provided fuel, and if necessary, propose possible improvements during the quarterly meetings with the Supplier.

5. Key Performance Indicators evaluation for Supplier Relationship management:

UNHCR will develop a Performance Management System, against which the Service Provider will be evaluated on a quarterly basis. The key performance will be measured on a rating scale of 1 - 4 in which 1 reflects as poor performance and maximum of 4 reflects as excellent performance; the details of which will be defined during contract stage.

The following KPI's will be used to evaluate the performance of the service provider:

- 5.1 Attend all scheduled meetings.
- 5.2 Dispatch a technical support technician within one hour after query has been logged, i.e. pump break down
- 5.3 Availability to deliver fuel to all UNHCR Sudan depots where fuel is required:
 - On normal orders, delivery of fuel must occur within 48hrs after placement of order.
 - On emergency orders, delivery of fuel must be within 2-6 hours after placement of order.
- 5.4 Provide adequate depot dipsticks for diesel annually,
- 5.5 Quarterly cleaning of the fuel pumps,
- 5.6 Pressure and water testing to be done every second year
- 5.7 Quarterly pump and tank calibration,
- 5.8 Confirm delivery time with UNHCR 12 hours prior to making delivery.
- 5.9 Always answer the emergency number afterhours.
- 5.10 In support of services outlined in this Agreement, the Service Provider will respond to service-related incidents and/or requests submitted by the Customer within the following timeframes:
 - 5.10.1 0-6 hours (any day of the week) for issues classified as High priority.
 - 5.10.2 Within 48 hours for issues classified as Medium priority
 - 5.10.3 Within 5 working days for issues classified as Low priority

6. Evaluation criteria:

Bidders should note that only bidders who met the Prequalification Criteria-mandatory requirements of the bid will be evaluated further using a predetermined set of evaluation criteria. The evaluation criteria are designed to reflect the UNHCR's requirements in terms of identifying a suitable Supplier and ensure the selection process is transparent and afford all the bidders a fair opportunity for evaluation and selection.

Mandatory Evaluation Items		
Criteria	Pass / Fail	
Company Profile, including detailing experience in similar types of goods /services.	Pass	Fail
Past Performance and References, no less than one year of reference, mandatory requirement,	Pass	Fail
Fuel distribution through commercial fuel stations is certified and authorized by Government of Sudan	Pass	Fail
Provision of an operational plan on how the Service Provider will perform to satisfy the objectives and Terms of Reference	Pass	Fail

S No	Technical Criteria:	Description of Evaluation Criteria	Maximum Attainable Point
1	Understanding of the requirement and documentation completeness	Demonstrate clear understanding of the statement of the work and add extra services available=20 points (fully) Demonstrate clear understanding of the statement of the work with no extra services available=12 points (mostly) Demonstrate a partial understanding of the statement of the work and no extra services available= 08 point (poor)	20
2	Area Coverage	The supplier Covers 90 % of UNHCR Designated Location = 25 Points (fully) The supplier Covers 70 % of UNHCR Designated Location = 15 Points (mostly) The supplier Covers 60 % of UNHCR Designated Location = 10 Points (mostly) For any coverage above 90% an additional 0.5 marks will be assigned of additional coverage percentage	25
3	Availability of Fuel	The supplier is able to ensure the availability, supply and delivery of fuel at any given time in any quantity in 90 % of UNHCR requirements in designated locations = 25 Points (fully) The supplier is able to ensure the availability, supply and delivery of fuel at any given time in any quantity in 70 % of UNHCR requirements in designated locations = 15 Points (mostly) The supplier is able to ensure the availability, supply and delivery of fuel at any given time in any quantity in 50 % of UNHCR requirements in designated locations = 10 Points (poor) For any coverage 90% 0.5 marks will be assigned of additional percentage availability	25
4	Capacity of delivery in UNHCR Designated Locations	The company has the ability, resources and is ready to deliver bulk quantities of Fuel in UNHCR designated locations with no additional cost for UNHCR = 10 Points (fully) The company has the ability, resources and is ready to deliver bulk quantities of Fuel in UNHCR designated locations on cost sharing basis to UNHCR = 6 Points (Mostly) The company has the ability, resources and is ready to deliver bulk quantities of Fuel in UNHCR designated locations on full cost recovery basis to UNHCR = 4 Points (Fair) The company has neither ability nor resources and is not ready to deliver bulk quantities of Fuel in UNHCR designated locations = 02 Points (poor)	10
5	Fleet Card	The company has fleet card system in 75 % of the locations designated by UNHCR = 10 Points (fully) The company has fleet card system in 60 % of the locations designated by UNHCR = 6 Points (mostly) The company has fleet card system in 45 % of the locations designated by UNHCR = 4 points (poor)	10
6	System of invoicing, record keeping and reporting	System of invoicing, record keeping and reporting is clearly presented and is comprehensive, with online data management solution made available = 10 points (fully) System of invoicing, record keeping and reporting is clearly presented and is comprehensive but requires manual data entry = 06 points (mostly) System of invoicing, record keeping and reporting is not clearly presented and is not comprehensive = 04 points (poor)	10
Total and Passing Marks			100

Annex B: Technical Offer Form

Along with this **Technical Proposal Form (Annex B)**, that must be filled entirely in the spaces indicated and initialled and stamped on every page, the following documents are required to be submitted in the same sealed envelope. **Failure to do so may result in disqualification.**

Annex E (Vendor Registration Form - filled entirely - signed and with stamped)

Annex F: UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2018 signed with stamp on each page.

Annex G: UNHCR Supplier Code of Conduct

Documents to accompany Annex A (in the Technical Envelope)

- Brief description of the company and the qualifications of the company, including:**
 - o Year of creation and location of the headquarters
 - o Description of the ability of the company to provide the goods and service required
 - o Description of projects in connection with the supply and delivery of fuel for UNHCR Offices in Sudan for period (2 years + 1 year) total 3 years
 - o Understanding of the requirement and documentation completeness
 - o Geographical coverage in Sudan
 - o Availability of Fuel
 - o Storage in UNHCR Designated Locations
 - o System of invoicing, record keeping and reporting

- Audit reports for the past 3 years**
 - o Any other documents attesting to the company’s financial situation and credit risk rating

- Compliance with the requirements of the industry and relevant regulatory bodies**
 - o Document(s) for registration of the company with the relevant national authorities
 - o Document(s) for registration of the company with the national tax services
 - o Certificates to be provided demonstrating compliance with the national regulations enforced in Sudan and in-line with industry standards

- Documentation concerning:**
 - o Customer service abilities
 - o Proposed timeline for the preparation and launching of the project

- Compliance on reporting requirements**
 - o Key performance indicators proposed by the company

Suggest the company’s ability to meet UNHCR Requirements by providing reference to company profile and by subdividing your technical offer accordingly:

S No	Technical Criteria:	Suppliers' Offer and Comments on UNHCR requirements	Ability to meet UNHCR requirement (Yes / No)
1	Understanding of the requirement and documentation completeness		
2	Area Coverage		
3	Availability of Fuel		
4	Storage in UNHCR Designated Locations		
5	Fleet Card		
6	System of invoicing, record keeping and reporting		

ANNEX C: FINANCIAL OFFER FORM (Part – 1)

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

THE PROPOSED DISCOUNTS WILL BECOME AN INTEGRAL PART OF YOUR BID SUBMISSION

PAYMENT TERMS: ACCEPTANCE OF UN PAYMENT TERMS (I.E. 30 DAYS NET FROM RECEIPT OF DOCUMENTS)

 YES N

BIDDERS NAME:

Financial Offer Form for Commercialized fuel						
Monthly Fuel Requirement by Location				Monthly Fuel Cost by Location in USD		
S No	Location	Diesel Litre	Petrol Litre	Currency of Offer	Unit Price Diesel in Indicated Currency	Unit Price Petrol in Indicated Currency
1	Kassala	71,600.00	1,500.00			
2	Girba	2,200.00	-			
3	El Fula	7,090.00	-			
4	Kadugli	13,010.00	-			
5	Ed Daien	22,020.00	-			
6	Kosti	27,540.00	-			
7	El Geneina	12,600.00	1,920.00			
8	Khartoum	46,190.00	4,660.00			
9	Zalengei	8,060.00	740			
10	El Obeid	600	-			
11	El Fasher	7,010.00	1,790.00			
14	Nyala	10,320.00	990			
Total		228,240.00	11,600.00			

Note: UNHCR agrees to review fuel prices with the selected supplier every three months and to apply the prevailing rates accordingly subject to a price change regulated by a government authority.

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO SIGN BID FOR AND ON BEHALF OF: _____

OFFICIAL STAMP: _____

ANNEX C: FINANCIAL OFFER FORM (Part – 2)

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

THE PROPOSED DISCOUNTS WILL BECOME AN INTEGRAL PART OF YOUR BID SUBMISSION

PAYMENT TERMS: ACCEPTANCE OF UN PAYMENT TERMS (I.E. 30 DAYS NET FROM RECEIPT OF DOCUMENTS)

 YES N

BIDDERS NAME:

Financial Offer Form for Bulk Deliveries of Unsubsidized Fuel						
Monthly Fuel Requirement by Location				Monthly Fuel Cost by Location in USD		
S No	Location	Diesel Litre	Petrol Litre	Currency of Offer	Unit Price Diesel in Indicated Currency	Unit Price Petrol in Indicated Currency
1	Kassala	71,600.00	1,500.00			
2	Girba	2,200.00	-			
3	El Fula	7,090.00	-			
4	Kadugli	13,010.00	-			
5	Ed Daien	22,020.00	-			
6	Kosti	27,540.00	-			
7	El Geneina	12,600.00	1,920.00			
8	Khartoum	46,190.00	4,660.00			
9	Zalengei	8,060.00	740			
10	El Obeid	600	-			
11	El Fasher	7,010.00	1,790.00			
14	Nyala	10,320.00	990			
Total		228,240.00	11,600.00			

Note: UNHCR agrees to review fuel prices with the selected supplier every three months and to apply the prevailing rates accordingly subject to a price change regulated by a government authority.

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO SIGN BID FOR AND ON BEHALF OF: _____

OFFICIAL STAMP: _____

ANNEX C: FINANCIAL OFFER FORM (PART – 3)

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

THE PROPOSED DISCOUNTS WILL BECOME AN INTEGRAL PART OF YOUR BID SUBMISSION

PAYMENT TERMS: ACCEPTANCE OF UN PAYMENT TERMS (I.E. 30 DAYS NET FROM RECEIPT OF DOCUMENTS)

 YES NO

BIDDERS NAME:

Financial Offer Form for Support services in each location with fuel dispenser						
Projected Fuel capacity storage for all offices		Support Services Cost by Location in USD				
S. No	Location	Currency of Offer	Unit Price inclusive of Maintenance and calibration of Tanks, Dispensers and Digital Gauges.	Risks Assessment for Fire, Safety and Spillage	Training of Fuel Attendants	All-inclusive Total Cost Per Location
1	Kassala	USD				
2	El Fula	USD				
3	Kadugli	USD				
4	Ed Daien	USD				
5	Kosti	USD				
6	El Geneina	USD				
7	Khartoum	USD				
9	Zalengei	USD				
10	El Obeid	USD				
11	El Fasher	USD				
14	Nyala	USD				

Description of Offer on Costing Model	Yes / No	Percentage	
		UNHCR	Supplier
Please Indicate if the company has the ability, resources and is ready to provide UNHCR with Maintenance, Calibration of tanks, dispensers and Digital Gauges, Risks Assessment for Fire, Safety and Spillage and Training of Fuel Attendants in UNHCR designated locations with no additional cost for UNHCR			
Please Indicate if the company has the ability, resources and is ready to provide UNHCR with Maintenance, Calibration of tanks, dispensers and Digital Gauges, Risks Assessment for Fire, Safety and Spillage and Training of Fuel Attendants in UNHCR designated locations on cost sharing basis to UNHCR			
Please Indicate if the company has the ability, resources and is ready to provide UNHCR with Maintenance, Calibration of tanks, dispensers and Digital Gauges, Risks Assessment for Fire, Safety and Spillage and Training of Fuel Attendants in UNHCR designated locations on full cost recovery basis to UNHCR			

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF:

DULY AUTHORIZED TO SIGN BID FOR AND ON BEHALF OF: _____

OFFICIAL STAMP: _____

ANNEX D: BID DATA SHEET

THE FOLLOWING SPECIFIC DATA FOR THE GOODS TO BE PROCURED SHALL COMPLEMENT, SUPPLEMENT OR AMEND THE PROVISION IN THE INSTRUCTIONS TO BIDDERS. WHENEVER THERE IS A CONFLICT, THE PROVISION HEREIN SHALL PREVAIL.

DEADLINE FOR SUBMISSION OF BIDS	MONDAY 30 November 2020 1159 Hrs. (Sudan local Time) BIDS TO BE MARKED:	
SUBMISSION OF BIDS:	SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM	BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, POST OR COURIER ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM REQUEST FOR PROPOSAL NO: RFP/HCR/ROK/2020/023 FOR THE ESTABLISHMENT OF A LOCAL FRAME AGREEMENT FOR SUPPLY AND DELIVERY OF FUEL FOR UNHCR SUDAN OPERATIONS Clearly Marked: NOT TO BE OPENED BY REGISTRY
LATE SUBMISSION OF OFFERS:	OFFERS SHOULD BE SUBMITTED IN GOOD TIME TO BE RECEIVED BY CLOSING DATE AND TIME. IMPORTANT NOTE: BIDS RECEIVED AFTER THE DEADLINE FOR SUBMISSION OF BIDS AND BIDS TRANSMITTED IN ANY OTHER MANNER THAN THOSE INDICATED ABOVE WILL NOT BE CONSIDERED.	
BID VALIDITY PERIOD:	180 DAYS	
PRICE VALIDITY PERIOD:	180 DAYS	
SPECIFICATIONS:	FOR THE FUEL(PETROL/DIESEL) SPECIFICATION ARE CAPTURED WELL IN THE TOR BUT ALTERNATIVES, TO THE REQUESTED SPECIFICATIONS MAY BE CONSIDERED IF IT CONFIRMS TO THE PRESCRIBED QUALITY AND STANDARD OF THE UN AND SUDAN GOVERNMENT.	
DELIVERY SCHEDULE:	DELIVERY TIME: IN DAYS:	
LANGUAGE OF THE BID:	ENGLISH	
BID SUBMISSION	UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM	
REQUESTS FOR ADDITIONAL INFORMATION:	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR ENQUIRIES IN RESPECT OF THIS INVITATION TO BID BY E-MAIL TO: SUDKH-SU@unhcr.org BEFORE 1159 HRS on Sunday 15 November 2020 (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	
BID EVALUATION CRITERIA:	BIDS WILL BE EVALUATED BASED ON THE FOLLOWING CRITERIA <ul style="list-style-type: none"> ➤ Understanding of the requirement and documentation completeness ➤ Area Coverage ➤ Availability of Fuel ➤ Storage in UNHCR Designated Locations ➤ Fleet Card ➤ System of invoicing, record keeping and reporting 	