

INVITATION TO BID

FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR THE SUPPLY AND DELIVERY OF

GASOLINE, DIESEL FUELS (PMS & AGO) FOR VEHICLES & GENERATORS

ITB DOCUMENTS

- Annex A: Technical Specifications
- Annex B: Technical Offer Form
- Annex C: Financial Offer Form
- Annex D: UNHCR General Conditions of Contracts for the provision of Goods / Goods and Services - 2018
- Annex E: UN Supplier Code of Conduct.

ITB KEY DATES:

ITB Issue Date	6th August 2026
Pre-bid attendance confirmation deadline	17th August 2026
Questions submission deadline	17th August 2026
Pre-bid conference date	20th August 2026
ITB Submission deadline	3rd September 2026

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1 Overview

1.1 General Information

Title	NGA - UNHCR ITB 3361 - Fueling Services
Synopsis	ITB for the Establishment of a Frame Agreement for The Supply & Delivery of Gasoline, Diesel Fuels (PMS & AGO) For Vehicles & Generators.

Introduction

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 6,600 people in more than 110 countries continues to help about 60 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>.

REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR) Nigeria Representation invites qualified suppliers to make a firm offer for the establishment of Frame Agreement (s) for the supply & Delivery of Gasoline, Diesel Fuels (PMS & AGO) For Vehicles & Generators.

UNHCR may award Frame Agreement(s) / Service Contract / Contract with initial duration of 1 years, potentially extendable for a further period of 2 years (1 one) year each, for supplying its operations. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

The estimated requirement of UNHCR is one hundred twenty-one thousand & three thousand, six hundred (199,560 & 21,200 liters for both AGO & PMS) for the duration of the agreement.

The estimated requirement of UNHCR is also specified in the financial offer form attached under the Requirements section and Annex A terms of reference.

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 require the totality of the above quantity. 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 Programmes 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 18 "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.

It is strongly recommended that this Invitation to Bid (ITB) document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Sub-Contracting: Please take careful note of **article 4** of the General Terms and Conditions attached under the "Requirements" Section.

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

INTENTION TO BID:

Bidders intending to participate in this tender are requested to create a draft response to this ITB in the ERP system.

REQUEST FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this ITB directly in this ERP portal using the messaging functionality. **The deadline for receipt of questions is 23 :59 hrs WAT on 17/08/2026.** Bidders are requested to keep all questions concise.

UNHCR will reply to the received questions as soon as possible using the messaging functionality in this ERP portal an/or by attaching the list of Questions and Answers to this ITB in this ERP portal.

IMPORTANT

Please note that bids are **NOT** to be sent using the messaging functionality. Bids sent using the messaging functionality will result in disqualification of the offer.

PRE-BID CONFERENCE

UNHCR will organize a supplier pre-bid conference **on 20/08/2026 at 3 :00 PM via Microsoft teams**. In order to participate the pre-bid conference, bidders are required to express their interest by sending a message using the messaging functionality in tis ERP system at least two working days in advance A maximum of two representatives per company is allowed. Names and contact details of the company's representatives must be provided in the message.

Participation to the pre-bid conference is **strongly recommended given the complexity of the requirements**. However, after the supplier conference, a Questions & Answers document will be prepared, shared via the messaging functionality and added to the list of attached documents in this ERP portal.

YOUR OFFER

Your offer shall be prepared in **English**.

Please submit your offer using the Annexes provided under the requirement section. Offers not conforming to the requested formats may not be taken into consideration.

IMPORTANT

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff will result in disqualification of the offer.

SUBMISSION OF BID:

Bids should be submitted directly in the ERP portal, and all attachments should be uploaded 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 submitted in the specified sections. Failure to do so may result in disqualification.

The bid submission deadline is specified in the Overview section. Any bid received after this deadline or outside of the online ERP portal will be rejected.

It is your responsibility to verify that your offer has been submitted properly in the portal before the deadline. Please be aware that the system requirements employed by UNHCR limits the size of attachments to a maximum of

24 Mb in each required field, as specified in the Requirements Section.

UNHCR will not be responsible for locating or securing any information that is not identified in the proposal. 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.

IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the technical specifications

BID ACCEPTANCE

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

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 Goods.

UNHCR may at its discretion, extend the bid submission deadline and the notifications will be sent to all prospective bidders directly in the online portal. The extension of the deadline may accompany a modification of the requirements 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.

UNHCR reserves the right, at any time during the tendering process and throughout the duration of any resulting contract, to verify whether a bidder or contractor is included on any applicable United Nations ineligibility or sanctions list, including but not limited to:

- The United Nations Security Council Consolidated List (CUNSCSL);
- The World Bank Listing of Ineligible Firms and Individuals;
- The World Bank List of Non-Responsible Vendors; and
- Any sanctions or suspension lists maintained by United Nations organizations.

UNHCR shall not enter into, nor continue, any contractual relationship with any entity that is identified as sanctioned or ineligible under any of the above-referenced lists at any stage of the procurement process or contract implementation. In the event that a contractor is, at any time, found to be sanctioned or listed as ineligible, UNHCR reserves the right, at its sole discretion, to suspend and/or terminate the contract for cause, without prejudice to any other rights or remedies available.

CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of Goods and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

This is a two stage negotiation and all responses will be evaluated in two stages.

1.2 Schedule

Preview Date		Open Date	5-8-26 7:58 PM
Close Date	3-9-26 5:59 PM	Award Date	
Time Zone	Central European Time		

1.3 Negotiation Controls

Response Visibility **Sealed**

Lines Settings

Rank Indicator **1,2,3...**
Ranking Method **Price only**

1.4 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
☒	Suppliers are allowed to respond to selected lines
☒	Suppliers are allowed to revise their submitted response

1.5 Terms

Agreement Start Date	Agreement End Date
Agreement Amount (NGN)	Minimum Release Amount (NGN)
Payment Terms HCR Net 30	Freight Terms
Shipping Method	FOB
Negotiation Currency NGN (Naira)	☐ Buyer managed transportation
	Price Precision 2

1.6 Attachments

File Name or URL	Type	Description
Annex A Terms of Reference Sup	File	
Annex B- Technical Offer Form	File	

2 Requirements

**Response is required*

Dear Supplier,

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so. Failure to send the above requested information may result in disqualification of your offer from further evaluation.

Technical evaluation:

The technical component of the submission will be evaluated using the criteria PASS or FAIL by using the exact same structure as outlined in the Technical Offer Form and based on the requirements indicated in the Technical Specifications.

Financial evaluation:

All bids from pre-qualified suppliers will be evaluated based on :

- Compliance with the established UNHCR specifications
- Delivery capacity

UN Global Compact and other factors: UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

2.1 Section 1. Mandatory Requirements (Technical)

Section Maximum Score: 5

***1. General Conditions of Contracts**

Please note that the General Conditions of Contracts will be strictly adhered for the purpose of any future contract.

Do you accept the UNHCR General Conditions of Contracts for the provision of Goods / Goods and Services ?

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex D UNHCR General Conditions of Contracts	File	

Hint: Please download the attached UNHCR General Conditions of Contracts and upload a signed copy.

Select one of the following:-

☐ a. Yes, Accepted (Response attachments are required)

☐ b. No

Comments:

***2. Company Documents**

Please submit the following documents:

Company CAC registration certificate /license.

Valid (CAC) Business Registration or Incorporation Certificate submission

Maximum Score: 1

Select one of the following:-

- ☐ a. Documents uploaded(*Response attachments are required*)
☐ b. Documents Missing(*Response attachments are optional*)

Comments:

- *3. Please submit your company Valid Tax Clearance Certificate Submission (certificate must have validity date of 2023 2024 & 2025)

Three years tax clearance certificate.

Maximum Score: 1

Select one of the following:-

- ☐ a. Yes Valid Document uploaded(*Response attachments are required*)
☐ b. No Valid document Uploaded

Comments:

- *4. **Eligibility and Commercial/ Supplier Registration Check:** As a prerequisite for a supplier to be deemed eligible for an award of contract, the company should not, or should not be associated with a company or individual, under procurement prohibition by the United Nations, such as prohibitions derived from the consolidated United Nations Security Council Sanctions List (available at: www.un.org/securitycouncil/sanctions/information), UN Secretariat Procurement Division list of suspended or removed vendors, UNGM/World Bank list of suspended or debarred vendors. The qualified supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form (Annex J) and supporting documents. The investigation involves consideration of several factors such as: - Core business; - Track record; - Contract capacity.

Maximum Score: 1

Select one of the following:-

- ☐ a. Eligible(*Response attachments are optional*)
☐ b. Not Eligible(*Response attachments are optional*)

Comments:

- *5. **Acknowledgment of UN Supplier Code of Conduct:**

Do you Accept All terms of UN Supplier Code of Conduct attached under this requirement?

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex E UN Supplier Code of Co	File	

Hint: In case you accept the terms, please upload a signed copy of the document.

Select one of the following:-

- ☐ a. Accepted(*Response attachments are required*)
☐ b. Not accepted

Comments:

- *6. Vendor Registration Form (submit empty VRF if an existing UNCHR supplier otherwise, kindly fill VRF and submit if a new vendor)

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

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

Hint: Upload a filled Vendor Registration Form by downloading from the attachment the form

Select one of the following:-

- ☐ a. Fill & Attach the UNHCR Vendor Registration Form(*Response attachments are required*)

Comments:

2.2 Section 2. Technical Offer (Technical)

Section Maximum Score: 6

*1. Content of the TECHNICAL OFFER

The technical details of the products requested by UNHCR can be found in the technical specification - Annex A attached here.

Your technical offer should clearly state whether or not the goods you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies with the specifications given.

Technical Offer Form:

Please fill in the attached Annex B- Technical offer form and attach a copy in PDF under this requirement

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.

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex A Terms of Reference Sup	File	
Annex B- Technical Offer Form	File	

Hint: Please refer to the attached Annex A and download a copy of Annex B (Technical Offer Form) which need to be filled and attached with your offer

Select one of the following:-

- ☐ a. Technical Offer Form attached(*Response attachments are required*)
☐ b. Technical Offer Form not attached

Comments:

***2. Company Experience and Past Performance :**

Provide evidence of relevant experience in the Supply of similar categories. Evidence of the ability to supply PMS and AGO (Supply and delivery of Gasoline, Diesel Fuels (PMS & AGO) Demonstrate experience by attaching (5) five minimum executed Work or Purchase orders, award letters, and matching Goods delivery note job completion certificates.

Provide a compiled list of (5) five minimum references/contact details (email addresses and phone numbers) of Clients to who you have supplied similar categories in the past.

UNHCR will contact the reference company via official registered email address as performance reference check.

Required evidence (5)

- Copies of purchase orders/contracts/LTAs
- Completion certificates or reference letters
- Client contact details

Maximum Score: 1

Select one of the following:-

- ☐ a. Meets the requirement(*Response attachments are required*)
- ☐ b. Does not meet the requirements(*Response attachments are optional*)

Comments:

***3. Financial Capacity & Standing**

Provide your Valid Company Audited statement of account for at least Two years period (preferably 2024 and 2025) UNHCR expects a Minimum of N 50,000,000 million Naira turnover.

The statement has to be stamped and signed.

Maximum Score: 1

Hint: upload a copy of the audited financial account stamped and signed

Select one of the following:-

- ☐ a. Meets the requirements(*Response attachments are required*)
- ☐ b. Does not meet the requirements(*Response attachments are optional*)

Comments:

***4. Supply Capacity and Distribution Network. (Fuel Supply Methodology)**

Supply Capacity and Distribution Network. The bidder shall demonstrate the ability to provide uninterrupted fuel supply across all required UNHCR operational locations.

Requirement nationwide/regional supply network including all required UNHCR locations with own or contracted filling stations/storage facilities-

The bidder shall submit a maximum one (1) page methodology describing how it proposes to manage the vehicle fueling process under this contract.

Where the bidder intends to provide fuel for UNHCR vehicles through a fuel card system, electronic card system, or fuel coupon/voucher system, the methodology shall include, at a minimum :

- Description of the proposed fuel card, electronic card, or coupon/voucher system.
- Procedures for issuance, replacement, and control of fuel cards or coupons.
- Fuel authorization and dispensing process.
- Transaction recording, reconciliation, and reporting mechanisms.
- Measures to prevent misuse, fraud, or unauthorized fueling.
- Availability of real-time or periodic fuel consumption reports.
- Geographic coverage of participating filling stations.

If the bidder does not intend to provide vehicle fueling services only interested in the bulk storage to UNHCR storage facilities, the bidder shall clearly state this in its methodology and describe its proposed approach for bulk fuel delivery, storage replenishment, delivery scheduling, and quality assurance.

Required Evidence.

Bidders shall also provide the following supporting documentation, as applicable:

- A list of filling stations that will be used to provide fuel for UNHCR vehicles, including their physical addresses and locations.
- Addresses of fuel depots and/or bulk storage facilities from which fuel will be supplied.
- Valid Memoranda of Understanding (MoUs), partnership agreements, dealership agreements, or other legally binding arrangements with fuel marketers and/or filling station operators, where the bidder relies on third-party facilities for fuel supply and distribution.

Maximum Score: 1

Select one of the following:-

- ☐ a. Meet requirement(*Response attachments are required*)
- ☐ b. Does not meet requirement

Comments:

***5. Regulatory Compliance and Quality Assurance :**

Regulatory Compliance and Quality Assurance : The bidder shall demonstrate compliance by providing licences with Nigerian regulatory requirements and quality assurance measures. Regulated permit from Nigerian Upstream Petroleum Regulatory Commission (NUPRC)/ Nigerian Midstream and Downstream Petroleum Regulatory Authority (NMDPRA)/ Nigerian National Petroleum Company Limited NNPCCL licence to market petroleum products.

Maximum Score: 1

Hint: Upload copies of the required licences

Select one of the following:-

- ☐ a. Meets the requirements(*Response attachments are required*)
- ☐ b. Does Not meet the requirements

Comments:

***6. Key Personnel and Organizational Capacity:**

The bidder shall demonstrate that it has qualified personnel with the experience and capacity to manage the fuel supply contract efficiently. All required personnel provided with relevant qualifications and experience supported by CVs. Bidders shall submit CVs, academic qualifications, professional certifications (where applicable), and an organizational structure showing the reporting lines of the proposed personnel. Minimum 2 staff members.

Maximum Score: 1

Hint: Upload compiled CVs, organogram and qualification of staff

Select one of the following:-

- ☐ a. CVs, organogram documents provided(*Response attachments are required*)
- ☐ b. CVs, organogram documents provided not provided

Comments:

2.3 Section 3. Financial Offer (Commercial)

Section Maximum Score: 1

***1. Financial Offer: Annex C**

Your Financial Offer must contain an overall offer in a single currency Nigeria naira NGN

Important : Please carefully consider the pricing model applicable to this invitation tender

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.

Unit costs: The bidder shall quote the unit price DAP for bulk storage to the UNHCR delivery location.

UNHCR is exempt from all direct taxes and customs duties. With this regards, 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. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Frame Agreement. 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.

Pleased upload PDF and Excel copies of the Annex C

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex C_Financial Offer Fuel N	File	

Select one of the following:-

- ☐ a. Financial Offer form submitted(*Response attachments are required*)
- ☐ b. Financial Offer form is not submitted(*Response attachments are optional*)

Comments:



3 Lines

Instructions	Please note that the unit price must match the price indicated in the Financial Offer form Annex C.
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3.1 Line Information

Line	Estimated Quantity	UOM	Response Price	Line Amount	Response Minimum Release Amount
1-UNHCR Office Locations) Lot 1					
1.1-Pump, Fuel	29,960	Each			
1.2-Pump, Fuel	15,000	Each			
2- (UNHCR Office Locations) Lot 2					
2.1-Pump, Fuel	48,180	Each			
2.2-Pump, Fuel	28,320	Each			
2.3-Pump, Fuel	3,600	Each			
3-(UNHCR Office Locations) Lot 3					
3.1-Pump, Fuel	55,000	Each			
3.2-Pump, Fuel	17,600	Each			
3.3-Pump, Fuel	23,100	Each			

3.2 Line Details

3.2.1 Line 1.1 Pump, Fuel

Group	UNHCR Office Locations) Lot 1	
Category Name	Fuel supplies	
Item	FL-FP-10006	Revision
Allow Alternate Lines	No	
Target Minimum Release Amount (NGN)		
Start Price (NGN)		

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.2 Line 1.2 Pump, Fuel

Group	UNHCR Office Locations) Lot 1	
Category Name	Fuel supplies	
Item	FL-FP-10006	Revision
Allow Alternate Lines	No	
Target Minimum Release Amount (NGN)		

Start Price (NGN)

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.3 Line 2.1 Pump, Fuel

Group (UNHCR Office Locations) Lot 2
 Category Name **Fuel supplies**
 Item **FL-FP-10006** Revision
 Allow Alternate Lines **No**
 Target Minimum Release
 Amount (NGN)
 Start Price (NGN)

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.4 Line 2.2 Pump, Fuel

Group (UNHCR Office Locations) Lot 2
 Category Name **Fuel supplies**
 Item **FL-FP-10006** Revision
 Allow Alternate Lines **No**
 Target Minimum Release
 Amount (NGN)
 Start Price (NGN)

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.5 Line 2.3 Pump, Fuel

Group (UNHCR Office Locations) Lot 2
 Category Name **Fuel supplies**
 Item **FL-FP-10006** Revision
 Allow Alternate Lines **No**
 Target Minimum Release
 Amount (NGN)

Start Price (NGN)

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.6 Line 3.1 Pump, Fuel

Group (UNHCR Office Locations) Lot 3
 Category Name **Fuel supplies**
 Item **FL-FP-10006** Revision
 Allow Alternate Lines **No**
 Target Minimum Release
 Amount (NGN)
 Start Price (NGN)

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.7 Line 3.2 Pump, Fuel

Group (UNHCR Office Locations) Lot 3
 Category Name **Fuel supplies**
 Item **FL-FP-10006** Revision
 Allow Alternate Lines **No**
 Target Minimum Release
 Amount (NGN)
 Start Price (NGN)

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

3.2.8 Line 3.3 Pump, Fuel

Group (UNHCR Office Locations) Lot 3
 Category Name **Fuel supplies**
 Item **FL-FP-10006** Revision
 Allow Alternate Lines **No**
 Target Minimum Release
 Amount (NGN)

Start Price (NGN)

Price Breaks

You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.

Location	Quantity	Pricing Basis (Circle One Value)	Response Value