NGA - UNHCR ITB 3361: ANNEX A TERMS OF REFERENCE

INVITATION TO BID FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR THE SUPPLY OF FOR THE SUPPLY AND DELIVERY OF GASOLINE, DIESEL FUELS (PMS & AGO) FOR VEHICLES & GENERATORS IN OGOJA, ABUJA, LAGOS, MAKURDI, MAIDUGURI & YOLA

Background:

The United Nations High commissioner for Refugees, Local Procurement Committee will undertake the negotiated procurement of Unleaded Petrol and Diesel AGO through (Fuel card, Bank transfers, bank cards, voucher/Coupon) for its official vehicles, generators and any operated equipment requiring fuel. This is a major operational requirement essential for delivery of services, implementation of activities benefiting various stakeholders in its operations. The initial contract/agreement will be for a period of one (1) year with the option to renew for up to a minimum of (2) two years at the discretion of UNHCR, subject to satisfactory performance by the contractors.

Objective:

The main objective of the Fuel contract/agreement is to provide the United Nations High Commissioner for Refugees offices with efficient, secured, convenient, continuous, and steady supply of petroleum products and services, which must be economically manageable with an efficient, secured, convenient, continuous, and steady supply of petroleum products and services. The estimated volume of various petroleum fuel types procured by UHNCR per year is mentioned below.

Description (UNHCR Office Locations) Lot 1	**UOM**	**AGO Diesel Quantity**	**PMS Petrol Quantity**	**AGO Cost per liter (NGN)**	**AGO Total cost (NGN)**	**PMS Cost per liter (NGN)**	**PMS Total cost (NGN)**
UNHCR **(ABUJA) Office**	Liters	**29,960.00**	**n/a**				
UNHCR(**LAGOS) Office**	Liters	**15,000.00**	**n/a**				
Sub Total Cost	**Liters**	**39,960.00**	**n/a**				
Description (UNHCR Office Locations) Lot 2	**UOM**	**AGO Diesel Quantity**	**PMS Petrol Quantity**	**AGO Cost per liter (NGN)**	**AGO Total cost (NGN)**	**PMS Cost per liter (NGN)**	**PMS Total cost (NGN)**
UNHCR **(Ogoja) Office**	Liters	**48,180**	**3,600**				
UNHCR **(Makurdi) Office**	Liters	**28,320**	**n/a**				
Sub Total Cost	Liters	**76,500**	**3,600**				
Total Qty/Cost	**Liters**	**121,460**	**3,600**				

Description (UNHCR Office Locations) Lot 3	UOM	AGO Diesel Quantity	PMS Petrol Quantity	AGO Cost per liter (NGN)	AGO Total cost (NGN)	PMS Cost per liter (NGN)	PMS Total cost (NGN)
UNHCR (Maiudguri) Office	Liters	55,000	17, 600				
UNHCR (Yola) Office	Liters	23,100	n/a				
Sub Total Cost	Liters	78,100	17,600				
Total Qty/Cost	Liters	199,560	21,200				

Technical Offer Requirement & Qualification of the Service Provider

To be considered, your application must meet the following minimum requirements:

The following details shall be provided in the Technical Offer in clear PDF copies, which will be evaluated and awarded a pass or fail. You need to score a pass in all the seven (7) requirements before your offer will be considered for the financial evaluation.

1. Provision of Certificate or evidence of regulatory approval to operate a fuel station for retailing petroleum product in Nigeria issued by the Nigerian Midstream and Downstream Petroleum Regulatory Authority (NMDPRA)

2. Your company has a minimum of three (3) years' experience in the present field of business (the ability to supply PMS and AGO.)

3. Your company accepts the UNHCR General Conditions of Contract for the Provision of Goods and/or Services- 2018 and Payment Terms. See Annex C.

4. The UNHCR Vendor Registration Form is duly and fully completed and signed see Annex D, for vendors not already registered with UNHCR.

5. Please ensure the required documents are attached (Corporate Affairs Certificate (CAC), company/business registration certificate, licenses and permits, quality assurance certificates or quality control records, and any other important documents related to your company.

6. Tax Clearance Certificate FIRS 2023-2025.

7. Audited Financial Statement of company for the past two years (2024 & 2025)

Applications who do not meet the above indicated ***minimum requirements*** will not be retained nor acknowledged or considered for the financial evaluation stage.

Interested suppliers should provide detailed explanations and methodology and send the below listed qualification documents and information as indicated in section below to prove the capacity and experience of your company in providing the services.

- Status: The provider shall be a profit institution operating in the field of Fuel Supply and Distribution Industry with proven expertise in Supply, Storage and Distribution.
- Accreditations: An accreditation (LICENCE) by a certified accreditation body will be an asset. Nigerian Upstream Petroleum Regulatory Commission (NUPRC)/ Nigerian Midstream and Downstream Petroleum Regulatory Authority (NMDPRA)/ NNPCl license to market petroleum products.
- Staffing: Staff dedicated to the Project, or specified phases thereof, on a full-time basis/part-time basis: number of staff; required profile, experience, education, skills; back-up / contingency plan should be provided.

Prospective bidders should note that award shall be made to either one or more suppliers, depending on capacity to meet the following requirements:

- Provision of customized Card System, in addition to the requirements mentioned above, the successful company shall have an electronic fuel management system that facilitates monitoring of fuel usage and consumption per vehicle (Card System) and nominate a Customer Relations Manager or similar, responsible for the smooth running and execution of orders placed by the UNHCR offices in Nigeria.
- For the Coupon system, in addition to the requirements mentioned above, the successful company shall have fuel management system that facilitates coupon monitoring and shall nominate a Customer Relations Manager or similar.
- Bidders must provide a schedule of service station network across the 3 three major Lots- office location (**Lot 1 - Abuja & Lagos office**, **Lot 2- Ogoja and Makurdi, and Lot 3- Maiduguri & Yola**) as above indicating where they are represented and the applicable fuel system (e-card or coupon) available at these points.
- The special arrangements below shall apply on all systems.
- Reporting: monthly report on fuel consumption by UNHCR, Special bonus programme or provision of corporate discounts will be an added advantage.

Scope of Service

- Have a wide Service station network nationwide to dispense the fuel and other requirements of the UNHCR following the terms and conditions set in the contract.
- The Service provider, through its card system, shall provide a reliable technology. It must ensure that the Fuel Card technology is protected from duplications or hacking.
- Service provider, through its fuel coupons, should ensure the existence of security features to avoid any imitation or counterfeit.
- The service Station/branch shall load fuel ONLY to the vehicle indicated in the fuel card (plate number etc…) and no excess shall be allowed outside of maximum allocation.
- A transaction slip/receipt/invoice shall be issued every time fuel is withdrawn or services are provided.
- The statement of Account should be accurate with the receipt/invoice issued by the service station.

- Orientation on the use of Fleet cards: The winning bidder shall conduct an end user orientation on the use of the fleet & individual staff cards upon delivery.
- Have a web-based program for data tracking or monitoring reflecting monthly purchases by UNHCR and in which the Focal representative will be given access.
- The fuel card system should be able to have a control system that detects anomalies like Mileage anomaly, Invalid card, Tank Capacity Exceeded, etc.
- The Fuel Card Service provider shall provide UNHCR a vehicle specific fuel card to contain the following: **Card Number, Agency Name, Vehicle Details (if possible), Expiry date.**
- UNHCR has installed a diesel monitoring system to track fuel deliveries to its auxiliary tanks. The successful bidder will be required to report to the UNHCR office(s) to conduct a test run of the system alongside UNHCR's technical experts before commencing deliveries. This is essential, as the system will serve as the primary means of verifying the quantities delivered for payment purposes.

Payment terms

- Fuel purchased will be paid through bank transfer to the vendors account bearing the winning bidder's corporate identity, upon delivery and submission of commercial invoice within 30 days after issuance of purchase order.
- The Contracted company will invoice monthly, and invoice should be exclusive of VAT as all UN agencies are exempted from pay VAT and other taxes by the Federal Government of Nigeria.
- Suppliers are to keep their price model same throughout the duration of the framework agreement period.

Proposed Solution

- Consistent Supply and distribution of fuel and giving UNHCR the priority for fuel/ reserve fuel when fuel shortages arise.

Approach/Methodology

- Supply & Distribution to bulk and storage tanks and via Filling station.

Proposed Timeline

- (1) ONE year with a possibility of extension for TWO (2) years depending on performance.

Annex A - Technical Specifications for AGO & PMS

Department of Petroleum Resources (DPR) Product Specifications Nigeria

GASOLINE (PMS) (UNLEADED)

CHARACTERISTICS	LIMITS
Specific gravity 60°/60 F	0.757-0,77 max
Distillation range (oC)	35-205
10% evaporated (OC)	70 max.
50% evaporated	125 max
100% evaporated (OC)	180 max.
FBP evaporated (OC)	205 max.
Residue % Vol.	2 max
Odor	Merchantable
Color	Orange
Total Sulphur	No,1 strip max.
Copper corrosion	No.1 strip max
Vapor/liquid	
Ratio: T36°C	68 max.
Existent gum (mg/100ml)	4 max,
Oxidation stability (min.)	360 min.
Knock rating (RON)	90 min.
RVP (Vapor pressure) (psi)	90 max.

DIESEL (AGO)	
CHARACTERISTICS	**LIMITS**
Specific gravity (@ 60/60°F)	0.820(min.)
Distillation	
Recovery (@35°C%wt)	90(min.)

FBP (OC)	385 (max.)
Color	3(max.)
Flash point (oF)	150 (min.)
Total Sulphur (%wt)	0.5 (max.)
Copper corrosion (3hr @ 100°C)	No.1 strip (max,)
Kinematic viscosity (@100°Fcst)	1.6-5.5
Cloud point (oF)	40(max)
Carbon residue (Conradson on 10% residue) %wt	0.15(max)
Strong acid number (mg. KOH/g)	Nil
Tobal acid number (mg. KOH/g)	0.5 (max)
Ash content (%wt)	0.01 (max.)
Water by distillation (%Vol.)	0.05 (max)
Water by extraction (%wt)	0.01 (max.)
Diesel index	47 (min)