

## ANNEX A TERMS OF REFERENCE

### For the Supply and delivery of Gasoline, Diesel Fuels (PMS & AGO) to United Nations High Commissioner for Refugees in Nigeria.

#### 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, Cash, 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 two (2) years with the option to renew for up to a minimum of one year 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.

Location	UoM	Type of Fuel	Quantity Per (1) year	Quantity Per (3) year
Abuja office	Liters	AGO	30,000	
Abuja office	Liters	PMS		
Lagos Office	Liters	AGO	25,000	
Lagos Office	Liters	PMS		
Maiduguri	Liters	AGO		
Maiduguri	Liters	PMS		
Yola	Liters	AGO		
Yola	Liters	PMS		
Ogoja	Liters	AGO	198,600	595,800
Ogoja	Liters	PMS	52,260	156,780
Calabar	Liters	AGO	52,080	156,240
Calabar	Liters	PMS	6,000	18,000
Adikpo	Liters	AGO	69,840	20,9520
Adikpo	Liters	PMS	16,260	48,780
Takum	Liters	AGO	44,640	133,920
Takum	Liters	PMS	16,260	48,780
Gembu	Liters	AGO	12,960	38,880
Gembu	Liters	PMS	2,160	6,480

### **Technical Offer Requirement & Qualification of the Service Provider**

Mandatory capacities Characteristics of the Service provider:

- Status The provider shall be for profit institution operating in the field of Fuel Supply and Distribution Industry with proven expertise in Supply, Storage and Distribution.
- Accreditations: An accreditation (LICENCE) or an on-going accreditation process by a certified accreditation body will be an asset. (DPR, NNPC.) or legally registered company with the valid license.
- Previous experience: Previous work with UN agency, other international organizations and/or major institutions in the field of FUEL Supply, Storage and Distribution is required OR desirable. Proven experience in: Fuel Supply, storage and distribution is required OR desirable. Minimum 5 years of active presence in the market.
- 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 of a Customer Relations Manager or similar.
- Bidders must provide a schedule of service station network across the 3 major Lots-office location (**Lot 1 - Abuja & Lagos office, Lot 2- Maiduguri and Yola, Lot 3 - Ogoja Calabar, Adikpo, Takum, Gembu**) 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.**

#### **Payment terms**

- Fuel purchased will be paid through bank transfer to a given account, 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 UN don't pay VAT.
- 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, Filling station.

#### **Proposed Timeline**

- Two years with a possibility of extension for one (1) year depending on performance.

**Annex A - Technical Specifications for AGO & PMS**
**Department of Petroleum Resources (DPR) Product Specifications Nigeria**

<b>GASOLINE (PMS) (UNLEADED)</b>	
<b>CHARACTERISTICS</b>	<b>LIMITS</b>
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.

<b>DIESEL (AGO)</b>	
<b>CHARACTERISTICS</b>	<b>LIMITS</b>
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)