

DATE: 29/11/2023

REQUEST FOR PROPOSAL: No. RFP/NIG/ABJ/SUP/05/2023

**FOR THE ESTABLISHMENT OF FRAMEWORK AGREEMENT FOR SUPPLY OF
PETROL (PMS) DIESEL (AGO) SERVICES FOR UNHCR NIGERIA OFFICES.**

CLOSING DATE & TIME: 28/12/2023 – 23:00 HRS

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 six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 16,765 people in 138 countries continues to help over 60 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, 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 Abuja Nigeria, invites qualified suppliers and service providers to make a firm offer for procurement & supply of gasoline (PMS), diesel (AGO) fuel services for its offices in Nigeria.

The present tender process has been established for the supply of gasoline PMS, diesel AGO fuel services required by the UNHCR Representation for its office premises and fleet of vehicles in the locations as listed in the Terms of Reference (Annex A). Bulk or dump storage will be at the UNHCR offices whereas for the vehicle refueling will be at the vendors filling stations close to the office address.

IMPORTANT:

The Terms of Reference (TORS) are detailed in **Annex A** of this document. To improved value for money and to encourage bidders that cannot offer cover the whole location and service to UNHCR offices, the tender has been split into **(Lot 1 - Abuja & Lagos, Lot 2- Maiduguri and Yola, Lot 3 – Ogoja, Calabar, Adikpo)** offices as seen on the financial offer form, so suppliers can bid based on location depending on its capacity to deliver the services.

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

The estimated annual requirement of UNHCR is specified on 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 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 / Service Contract / Contract.

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 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 a termination clause.

It is strongly recommended that this Request for Proposal 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 5 of the attached General Terms and Conditions (Annex E).

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) & Technical requirement.
- Annex B: Financial Offer Form
- Annex C: Confirmation of submission of technical evaluation requirement offer form.
- Annex D: Vendor Registration Form
- Annex E: UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2018
- Annex F: UNHCR Supplier Code of Conduct
- Annex G: Technical Evaluation Scoring Matrix
- Annex H: e-tender Registration and submission process

2.2 ACKNOWLEDGMENT

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

- Your confirmation of receipt of this RFP
- Whether or not you will be submitting a bid

IMPORTANT:

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

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFP by e-mail to Snr Supply Officer at okumali@unhcr.org Snr Supply Assistant at jibunoh@unhcr.org Assist Finance Officer okusanya@unhcr.org The deadline for receipt of questions is **23:00 hrs. on 22/12/2023**. 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 reply to the questions received as soon as possible by means of publication on its website or by email to all invited bidders.

2.4 YOUR OFFER

IMPORTANT:

Cancellation of Solicitation: UNHCR 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 Annexes provided. Offers not conforming to the requested formats may be not 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 other than the e-submission portal will result in disqualification of the offer. Please submit and upload your bid directly to the address provided in the "Submission of Bid" section 2.6) of this RFP.

Your offer shall comprise the following three (3) sets of documents to be uploaded on the e-tender box <http://etenderbox.unhcr.org>

Note: The maximum size limit per file is 10MB. The system can handle multiple uploads.

- Commercial/Eligibility criteria mandatory or risk disqualification, evaluated as pass/fail
- Technical offer 70 marks
- Financial offer 30 marks

2.4.1 Content of the TECHNICAL OFFER

Content of the Commercial/Eligibility Criteria Mandatory:

- a. Corporate affairs Commission CAC certificate of incorporation, year funded minimum five (5) years from submission deadline.
- b. Licenses, permit and documentation necessary to operate as a downstream oil and gas company. Accredited by DPR, NNPC.
- c. FIRS Tax clearance Certificate for the last three years 2020, 2021, 2022.
- d. 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 D). If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR Vendor ID.

- e. Acknowledged copy of UNHCR General conditions of contract (Annex E): Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods and Services by signing Annex E. UNHCR's encourage all vendors to read and acknowledge, for the full acceptance of the General Conditions for Provision of Goods and Services before submitting yours bid.
- f. Acknowledged UN Supplier code of conduct (Annex F)

2.4.1b 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 services requested by UNHCR can be found in **Annex A**. Your technical offer should be concisely presented and structured in the following order to provide responses to, but not necessarily be limited to, the following information as outline in the table below, the responses will be awarded scores as outline below:

The technical evaluation is based on four (4) major criteria. Each criterion is weighted differently based on the constituent components of the criteria as stated below. The total score of technical evaluation is seventy (70) points. These four (4) criteria are listed below:

1. Company qualification and References:

- 1.1 Provide or explain with detailed information on general capacity of the company and company profile with staffing structure, a minimum (5) five years' experience. **(2 pages) (10 marks)**
- 1.2 Provide information with proven experience in managing this service category in Nigeria as an oil and gas company in the downstream industry (2 pages) **(10 marks.)**
- 1.3 Provide or submit client references (contact numbers & emails) on past projects, ongoing services and completed projects in same services with copies of awarded contract amount and purchase orders or job completion certificate, implemented over the last five (5) years. Minimum reference to provide is three (3). **However, if (1 reference = 2 marks, 2 references = 4 Marks, 3 & above references = (10 marks)**

2. Financial soundness of the company:

- 1.1 Financial audited Statements: your company should submit financial statements of the last three years 2020, 2021, 2022 signed, proving healthy financial standing of the company with an annual turnover of NGN 30,000,000 **(10 marks)**

3. Delivery Lead Time & Capacity:

- 1.1 The supplier shall state lead time for each product, (AGO and PMS) after issuance of purchase order/request from UNHCR to complete the delivery for each product which are not manufactured by the supplier, they must provide certificate from manufacturer that they will make sufficient production capacity available to the supplier to cover the production capacity indicated by the supplier on the quotation form. **(10 marks).**

4. Provision of Customized Top Card or Voucher/Coupon Systems:

- 1.1 Provision of customized Fuel 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. **(10 marks)** or
- 1.2 For the coupon/voucher 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 **(10 marks)**
- 1.3 Bidders must provide a schedule of service station network across the (3) three major Lots- office location (Lot 1 - Abuja & Lagos, Lot 2- Maiduguri and Yola, Lot 3 - Ogoja Calabar, Adikpo,) office as above indicating where they are represented and the applicable fuel system (e-card or coupon) available at these points. **one (1) station each location - 3 marks, two (2) station each location - 6 marks, three (3) or more station each location - (10 marks)**

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in Nigeria naira NGN only.

The financial offer must cover all the goods / services to be provided (price “all inclusive”).

- a) Other costs, if any (indicating nature and breakdown).
- b) A proposed schedule of payments, all of which must be expressed, and will be affected in the currency of the proposal.
- c) The Incoterm for this tender is delivered-at-place (DAP): meaning the vendor agrees to pay all costs & bears the risks of moving the goods or services to the specific office of UNHCR for bulk or dump storage. While the fueling of the vehicles will be at the vendors filling stations close to the office address.

The Financial Offer is to be submitted as per the Financial Offer Form (ANNEX B). 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 must be given without VAT.

You are requested to hold your offer valid for **(180)** one hundred and eighty 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 contractor's invoice and delivery of the goods to the and/or acceptance by UNHCR of the services.

Advance payment can be made only for the top card fueling systems upon issuance of the contract award.

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 as a preference or guarantee for the award of future solicitations on the same subject.

Eligible bidders: Bidders shall not be eligible to submit a bid if at the time of bid submission:

- is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System.
<https://www.ungm.org/Admin/IneligibleVendors>
- is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list.
<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>
- is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals.
<http://www.worldbank.org/en/projects-operations/procurement/debarred-firms>
<http://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors>
- Other sanctions list, if applicable, as per the discretion of the UNHCR

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 technical 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 the following criteria and marks distribution: **70 marks** from the total score from **2.4.1b**.

The Technical offer score will be calculated according for each bidder total marks from the technical and financial offers.

The cut-off points for submissions to be considered technically compliant will be **40 marks out of the total 70 marks**.

UNHCR may conduct supplier visits on a specified date with the qualified bidder.

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: **30 marks** from the total score.

The financial component will be analyzed only for those suppliers that pass the technical evaluation with a minimum score of **40 marks**.

The maximum number of points 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 documents offer must bear your official letter head, clearly identifying your company.

Bids should be submitted by uploading all your document under the technical and financial category on the e-tender box site accessible via this link <http://etenderbox.unhcr.org>

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., note also that the allowed extensions for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .bmp, .rar, .gif, .tif and .tiff. Executable files (.exe, .bat, .cmd...etc.) should not be uploaded. The maximum size limit per file is 10MB. The system can handle multiple uploads. The Mandatory commercial eligibility criteria,

Technical and Financial offers shall be clearly separated when uploading the documents.

Bids must ONLY be uploaded via URL: <http://etenderbox.unhcr.org>

IMPORTANT: The Mandatory commercial eligibility criteria and technical, financial offer are to be uploaded in separate documents. Failure to do so will result in disqualification.

Deadline: 28/12/2023, 23:00 hrs. GMT

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.

It is your responsibility to submit your offer for a UNHCR published tender via the e-Tender box online tool, the supplier needs to register in the system. This registration is exclusively for e-Tender Box and does not replace any other registrations for UNHCR applications. **Refer to Annex G for the registration and how to submit your offer process in detail.**

It is the Supplier's responsibility to ensure that all files of the final offer are submitted by the tender expiration deadline. To ensure the safe submission of the full and final offer, it is recommended to have all files uploaded and submitted well before the tender deadline.

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 the currency of the winning offer(s). Payment will be made in accordance with the General Conditions for the Provision of Goods and Services 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

Please note that the General Conditions of Contracts (**Annex E**) 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.

Thank you for your kind consideration.

David Oyolo Okumali,
Snr Supply Officer
UNHCR Representation in Nigeria