

Term of Reference

Fuel Service Provision for UNICEF Sudan

1. Background

UNICEF Sudan is a United Nations agency responsible for providing humanitarian assistance and support to children and women in Sudan. As part of its operations, UNICEF requires a reliable and efficient fuel provision service to ensure the smooth functioning of its programs and activities across the country.

2. Objectives

The main objective of this Terms of Reference (TOR) is to establish the technical requirements and evaluation criteria for selecting a vendor to provide fuel provision services to UNICEF Sudan. The selected vendor will be responsible for supplying high-quality fuel and related services to meet the organization's needs in various locations within Sudan.

3. Scope of Work

The scope of work for the fuel provision service includes, but is not limited to, the following:

3.1 Fuel Types

The vendor should be capable of supplying different types of fuel, including but not limited to diesel, gasoline, and aviation fuel, as per UNICEF Sudan's requirements.

3.2 Fuel Quality

The vendor must comply with industry standards and regulations regarding fuel quality, ensuring that the supplied fuel meets the required specifications and is free from contaminants.

3.3 Storage and Handling

The vendor should possess the necessary storage infrastructure, including tanks and dispensing equipment, to ensure safe and environmentally responsible storage and handling of UNICEF fuel at vendor's warehouse. Adequate measures must be in place to prevent fuel spills, leakages, or any other safety hazards.

3.4 Supply Capacity

The vendor should have the capacity to meet UNICEF Sudan's fuel requirements promptly and consistently. This includes the ability to provide a sufficient volume of fuel on a regular basis and respond to emergency fuel needs within a specified timeframe.

3.5 Delivery and Distribution

The vendor should have a reliable and efficient fuel delivery and distribution system, ensuring timely and accurate delivery to various locations specified by UNICEF Sudan. The logistics should be well-organized, with proper tracking mechanisms in place to monitor fuel deliveries.

3.6 Safety and Environmental Compliance

The vendor must demonstrate a strong commitment to safety by implementing robust safety protocols and adhering to all applicable safety and environmental regulations. This includes having emergency response mechanisms in place to address any fuel-related incidents promptly.

3.7 Pricing and Payment

The vendor should provide competitive pricing for the supplied fuel, taking into consideration market rates and prevailing industry standards. Flexible payment terms should be offered, allowing for efficient financial management on the part of UNICEF Sudan.

3.8 Reporting and Documentation

The vendor should maintain accurate records of fuel transactions, including delivery records, fuel consumption reports, and invoices. These documents should be provided to UNICEF Sudan in a timely manner as per the agreed-upon reporting schedule.

6. Duration:

The initial contract duration will be [insert duration] with the possibility of extension based on satisfactory performance and mutual agreement between UNICEF Sudan and the vendor.

7. Evaluation Criteria:

The selection of the vendor will be based on the following criteria:

- Experience and track record in providing fuel services.
- Capacity of fuel storage.
- Capacity to meet the fuel requirements of UNICEF Sudan.
- Compliance with safety and environmental standards.
- Competitive pricing and cost-effectiveness.
- Ability to respond to emergency situations promptly.
- Availability of necessary equipment and resources.

7. Evaluation and Weighting Criteria

Proposals shall be evaluated in accordance with the provisions of this RFP and with the following criteria:

Criteria	Maximum Points
1. Technical proposal	65
2. Financial proposal	35
Total maximum points to be attributed	100

1) Technical evaluation:

No	Technical Criteria	Score	Points
1	Mandatory: <ul style="list-style-type: none"> – Proof of registration / membership with applicable governing bodies. – Fully completed the Bid submission forms. 	Pass or Fail	
2	Qualification and Experience <ul style="list-style-type: none"> – Previous experience in fuel provision undertaking delivery door to door (3.3 points per contract up to a maximum of 5 points) – Must have at least 3 years' experience in fuel provision services (2 points for the 1st 3 years and 1 additional point per additional years' experience up to a maximum of 5 points) – Capacity to meet the fuel requirements of UNICEF Sudan (5 points) – Compliance with safety and environmental standards. (points) – Competitive pricing and cost-effectiveness. – Ability to respond to emergency situations promptly. – Availability of necessary equipment and resources. 	<i>Fully compliant=35</i> <i>Substantially compliant =16-34</i> <i>Partially compliant =7-15</i> <i>Minimally compliant=1-6</i> <i>(Non-submitted =0)</i>	(35)
3	Financial and economic standing <ul style="list-style-type: none"> – Turnover in each of the last three (3) complete financial years. – Submit the audited balance sheet pages for the three turnover years. 	<i>Fully compliant=15</i> <i>Substantially compliant =10-14</i> <i>Partially compliant =5-9</i> <i>Minimally compliant =1-5</i> <i>(Non-submitted =0)</i>	(15)

4	Ability to provide and perform the required services. <ul style="list-style-type: none"> General adherence to RFP requirements; completeness of response & tender package is coherent and all required documents / Information as specified the TOR are present. Method statement and proposed workplan approach of how tasks in the TORS will be undertaken. 	<i>Fully compliant=7</i> <i>Substantially compliant =5-7</i> <i>Partially compliant =1-4</i> <i>(Non-submitted =0)</i>	(7)
5	Delivery timelines <ul style="list-style-type: none"> Ability to arrange fuel orders in 48 hours. (3 points for 48 hours or less; 2 points for 3days and above) 	<i>Fully compliant=8</i> <i>Substantially compliant =5-7</i> <i>Partially compliant =1-4</i> <i>(Non-submitted =0)</i>	(8)
	Total Marks		(65)
	Qualifying Technical Marks		46/65

2) Fuel Provision Financial Offer

No.	Type	Cost per Liters	Remarks
1	Diesel		
2	Petrol		
3	Gaz Cylinder		Cost per cylinder

8. Submission of Proposals:

Interested vendors should submit their proposals to UNICEF Sudan by two weeks from this advertisement. The proposal should include the following:

- Company profile and relevant experience.
- Description of capacity and resources for fuel service provision.
- Proposed pricing structure.
- References from previous clients.
- Any additional relevant information.

9. Contractual Arrangements:

The contractual arrangements, including payment terms, will be negotiated, and agreed upon between UNICEF Sudan and the selected vendor based on the proposal evaluation.

Prepared by :

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19 May 2024

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Reviewed by :

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