



UNITED NATIONS RELIEF AND WORKS AGENCY
FOR PALESTINIAN REFUGEES

Annex F

Terms of Reference

TERMS OF REFERENCE- Provision of Fueling Service for UNRWA vehicles and Installations

1. Background

The United Nations General Assembly adopted resolution No. 302 (IV) on 8 December 1949 creating the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA) in response to the plight of nearly three quarters of a million Palestinians who became refugees in the aftermath of the 1948 Arab-Israeli war.

UNRWA Provides basic education, health services, relief and social services and microfinance and microenterprise services and carries out infrastructure and camp improvement projects for more than [4.6] million Palestine Refugees in Jordan, Syria, Lebanon, the West Bank and Gaza Strip.

Purpose

UNRWA seeks a fuel supplier in the West Bank to refuel UNRWA vehicles and Installations in order to continue the logistics services for the Palestinian refugees in west bank and Jerusalem area.

2. Scope of Work (SOW) of fueling Services:

- a. The contractor shall make available to UNRWA free of charge, post-paid cards individually assigned to UNRWA vehicles (identified by individual ID-sting numbers, UNRWA vehicle number and the registration plate number).
- b. The contractor should provide a complete list of authorized points of sale which should include the contractors' branded fuel stations and his partner stations accepting the contractor's fuel card, the partner stations list should include the station's Name/Address.
- c. The contactor should have a system connected to his fueling terminals, the system should provide for each fueling transaction the respective individual registration plate number and the mileage of the respective vehicle as per ODO meter reading at the exact time of fueling. These data will be integral part of each report provided by the contactor to UNRWA.

- d. The contactor should have a 24/7 support telephone line available which can support UNRWA in case of a limit extension for individual cards or any other issues arising during the fueling transactions.
- e. The contractor's fuel stations must be monitored by CCTV so that cases of dispute can be reconciled based on camera footage.
- f. The contractor offers to UNRWA free of charge car washing for UNRWA vehicles by presenting the vehicle's individual fuel card to the washing station.
- g. For the vehicles (bobcats, forklifts, and tractors) that are not able to reach the filling station for refueling due to the long distance, the fuel will be delivered by petrol cans using the fuel card of the vehicle which includes UNRWA fleet number.
- h. There is a requirement to use car rental service, these vehicles will be issued with fuel cards that should include the registration plate number and the department name, a fuel report for the rental cars will be provided by the supplier to UNRWA on weekly basis.
- i. The correspondence between UNRWA and the supplier shall be in English language.
- j. The station attendant will ask the driver of UNRWA vehicle for the current odometer reading to be recorded with the transaction
- k. The supplier should provide UNRWA on a monthly basis, a detailed report on each car usage of fuel, the report should include:
 - 1- The amount in liter and money
 - 2- The date of each filling
 - 3- The location

3. UNRWA Fleet size in the West Bank is 264 vehicles distributed as in the below table:

Area	Fuel Type		Total
	Diesel Vehicles	Petrol Vehicles	
Jerusalem Field Office	30	46	76
Ramallah Area	39	35	74
Hebron Area	8	20	28
Bethlehem Area	3	16	19
Nablus Area	13	33	46
Jenin Area	7	6	13
Tulkarem Area	1	5	6
Qalqilia Area	0	2	2
			264

Fuel Consumption by UNRWA Fleet/2018

Diesel for vehicles (Solar) (LT)	Petrol (LT)
263,093.93	172,550.91

4. Supply Diesel for Heating to UNRWA Installations in the West Bank:

- a. The Contractor shall undertake, initiate, effect, accomplish, and provide all required of Fuel for Heating (Diesel) to UNRWA premises besides of Fuel for Vehicles.
- b. UNRWA will order its needed Solar for heating oil supplies via a delivery request 24 hours prior delivery.
- c. The contractor will provide one claim at the end of the month reflecting the delivered quantities base price for fuels as announced by the Government of PA. Subject to end user verification of the delivered quantities, fuel claim will be paid to the contractor thru PA.
- d. Based on the actually received quantity and received the original zero VAT claim the respective UNRWA Procurement Section (WBFO) will create the Call Off Purchase Order (Call Off PO) based on PA claim.
- e. UNRWA will provide Contractor with PA issued Tax –Free fuel claim equaling to Contractor claim.

UNRWA Installations in the West Bank; the most used fuel for heating distributed as in the below table:

Arroub Health Center
Jalazon Health Center
Amery Health Center
Ramallah Women Training Center (RWTC)
Kalandia Traing Center (KTC)
Ramallah Men Training Center (RMTC)
Balata Health Center
Supply Services Office Ramallah (SSO)
Faraa Health Center
Qalqilya Hospital
Nurshams Health Center
Ein Sultān Health Center
Fawwar Health Center
Dehisheh Health Center
Aqbet Jaber Health Center
Tulkarem Health Center
Doura Health Center
Jenin Health Center

Heating Oil (Solar) Consumption by UNRWA Installations /2018

Heating Oil (Solar) (LT)
129,343.00

5. Pricing conditions:

- a. All prices must be in New Israeli Shekels.
- b. All Prices excluded from the VAT taxes.
- c. All invoices/claims must be original.

6. Billing Standard Operation Procedures shall be in accordance with the following:

- a. Head Field Procurement and Logistics Office, should receive at the end of each month an excel report and an invoice that shows UNRWA's monthly fuel consumption by vehicle/fuel card.
- b. Head Field Logistics Office (HFLO) will sign all Fuel invoices/claims.
- c. The statement total shall equal the sum of all invoices attached to the statement.
- d. All invoices should display the fleet number of UNRWA vehicle that received the service.

7. Duration of service:

The duration of service is 2 years with the possibility of extension.

8. Reporting:

The contractor should report to the Vehicle Control Officer/WB for fuel vehicles.