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Fuel Supply

Main Conference Room
6 July 2017 at 9:00 a.m.



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1. Invitation to Bid Document

- ❖ Instruction to Bidders
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2. Questions & Answers



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Instruction to Bidders

- Language of Bid: English
- Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements: Not allowed
- Conditions for Submitting Alternative Bid: Not Allowed
- Period of Bid Validity commencing on the submission date: 90 days after submission deadline
- Bid Security: Not required
- Performance Security: Not required
- Preferred Currency of Bid: USD



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Instruction to Bidders

- No. of copies of Bid that must be submitted : 1 original & 1 copy ((one CD ROM containing the bid information shall be submitted together in the bid envelope))
- Maximum Expected duration of contract: 1 year with yearly renewable up to a maximum of 3 years.
- UNDP will award the contract to: only one bidder
- Deadline for submitting requests for clarifications/questions: 5 days before the submission deadline to email: dalis.heng@undp.org and procurement.kh@undp.org
- **Proposal submission address: UNDP Cambodia, Registry Office (Building No. 3), No. 53, Pasteur Street, Boeung Keng Kang I, PO Box 877, Phnom Penh, Cambodia**
- Deadline for submission of bid: **19 July 2017 by 12:00 p.m., local time. Late bid will be rejected.**
- Manner of Submitting Bid: Courier/Hand Delivery
- All Supplemental Information to this bidding will be uploaded on http://procurement-notices.undp.org/view_notice.cfm?notice_id=38785

Criteria for the Award and Evaluation of Bid

Award Criteria

- ☒ Non-Discretionary “Pass/Fail” Criteria on the Technical Requirements; and
- ☒ Lowest price offer of technically qualified/responsive Bid

Note on Formula in Calculating Price Offer:

The following weighting shall be considered when carrying out the price evaluation. The premium prices of diesel and petrol quoted by each bidder shall be weighted according to the assigned percentages.

No.	Fuel	Weight
1	Diesel	92%
2	Petrol (Regular)	2%
3	Petrol (Super)	6%



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Criteria for the Award and Evaluation of Bid

Stage 2: Bid Evaluation Criteria

- ☒ Properly registered with license to operate the business in Cambodia
- ☒ Minimum two year experiences in relevant line of business and active presence in Cambodia market
- ☒ Current ratio of not less than 1.0
- ☒ Meeting Minimum number of gas stations as required in the Schedule of Requirements

Bidder must have:

- Phnom Penh: minimum 3 gas stations
- At least 1 gas station located among below listed provinces:
 1. Siem Reap, Banteay Meanchey, Oddar mean Chey, Preah Vihear
 2. Kompong Cham, Kratie, Stueng Treng, Ratanak Kiri, Mondul Kiri
 3. Battambang, Pailin, Pursat, Banteay Menchey, Kompong Chhang
 4. Sihanouk Ville, Kompot, Koh Kong, Kompong Speu
- ☒ Ability to provide coupon or electronic card which is allowed for post-payment and monitored electronically and supported with hard copy reports

Gas stations to be counted under this requirement must be official branches/authorized dealers of the bidders.



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Criteria for the Award and Evaluation of Bid

- ☒ Certificate of Conformity or other equivalent document confirming that goods are in compliance with compulsory requirements (international/national norms and standards) for the types of fuel - certificate(s)/record(s) of conformity, issued or acknowledged by relevant regulatory entity/body
- ☒ Acceptability of all "Conditions for Fuel Supply" as per Clause 4 of Section 3a "Schedule of Requirements and Conditions for Fuel Supply"
- ☒ Acceptability of all provisions of the UNDP General Terms and Conditions



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Post qualification Actions

- ☒ Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed Company
- ☒ Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;
- ☒ Testing and sampling of completed goods similar to the requirements of UNDP, where available; and
- ☒ Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.



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Required Documents that must be Submitted

- ☒ Company Profile including company structure, brochures and product catalogues relevant to the goods/services being procured, list of clients track record, and the statement whether bidder is the fuel producer or an authorized dealer;
- ☒ License: copy of business registration, VAT certificate, valid patent certificate to operate in Cambodia and certification of incorporation;
- ☒ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any
- ☒ Financial Statement (Income Statement and Balance Sheet) for the last 2 years
- ☒ List and/or map of all gas stations covering all territories of Cambodia, clearly indicating which gas stations accept coupon or electronic card. Each gas station shall be installed with electronic fuel-filling dispensers.
- ☒ Description and mechanism of coupon or electronic card scheme, listing all gas stations in the country where the cards/coupon are accepted and can be monitored electronically supporting with fuel consumption report.
- ☒ Sample of electronically generated monthly billing report.
- ☒ Certificate of Conformity or other equivalent document confirming that goods are in compliance with compulsory requirements (international/national norms and standards) for the types of fuel - certificate(s)/record(s) of conformity, issued or acknowledged by relevant regulatory entity/body.
- ☒ Duly signed and completed Form in **Section 4 with company stamp and signature (Mandatory)**
- ☒ Duly signed and completed Forms in Section 5, 6, and 7



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Schedule of Requirements

- **Estimated volume of fuel consumption per year: approximately 527,527 liters**

Fuel	Diesel	Petrol (regular)	Petrol (super)
Total for 1 year (Liter)	485,264.95	12,225.78	30,036.66
%	92%	2%	6%



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Schedule of Requirements

Conditions for Fuel Supply:

1. Supply of Fuel to authorized personnel:

- The supplier shall dispatch the fuel only to the UN authorized personnel driving the UN-plated car/motorcycles. Bidders must describe their control procedure to be put in place in order to ensure compliance to this. The list of all vehicles and their corresponding plate numbers will be provided by respective UN Agency.

2. Fuel Inspection and Tests:

- Quality of fuel is subject to random testing at the gas stations at any time during the contract period. If the purchaser found that the quality of fuel is different to the certified minimum standard, a penalty will be put in place by deducting percentage to the total monthly invoice based on the percentage of variation in the testing result.
- In case of receipt of complaints regarding the quality of fuel supplied, UNDP and other UN Agency reserve the right to study the complaint by undertaking all necessary steps including chemical test/examination of the fuel and penalty will be applied the same in case the quality found is different to the minimum standard.



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Schedule of Requirements

3. Management Reporting System:

- Supplier shall be installed with professional management reporting system which is able to maintain computerized system of monitoring the amount of liters consumed by UN Agencies. The supplier will be submitting the following monthly report to each UN focal point(s) (Administration and/or procurement sections) on a monthly basis or at any time upon request by the UN Agencies for effective coordination, arrangement and information.
- Monthly production statistics separated by UN Country Office, UN project, car plate number, and consolidated format with comparative figures from month to month and year to year.
- Supplier shall be responsible for submitting the consolidated annual report of actual consumption by product and by UN agency to UNDP for reporting purpose not later than 31 January of the following year. The consuming quantity of each UN agency represented in the annual report must be cleared, agreed, and certified by respective UN agency before submitting to UNDP



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Schedule of Requirements

4. Payment terms:

- Bidder shall submit monthly invoice on the first week of following month. Invoicing process must also be done on a per-UN agency basis.
- Payments shall be made by the UN on a monthly basis within four (4) weeks of the submission of an invoice by the supplier.
- Invoice shall be supported with a copy of MOPS price fluctuated within a month and report of monthly usage. The invoice without sufficient supporting documents including the copy of MOPS price will not be processed.

5. Contract Prices:

- Prices charged by the contractor for services performed under the Contract shall not, with the exception of any Price adjustments, vary from the prices by the tenderer in its tender or in the procuring entity's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.



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Delivery Term INCOTERMS

- Bidders are required to provide the costing on premium per liter (diesel and petrol) as per price schedule in **Annex-7**. Price to be quoted shall be in US Dollars and fixed during the contract period.
- The purchase price will be based on MOPS (Mean of Platts Singapore) available at website www.platts.com plus a fixed premium provided by the successful bidder. The MOPS price of various fuel of each month will be paid on the basis of an average fluctuate rate which is published in the Asia Pacific/Arab Gulf (APAG) market report.
- MOPS prices of diesel and petrol plus a fixed premium charged in a monthly invoice shall be exclusive of import taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.
- Place of Delivery: Gas Stations

Section 4, 5, 6 & 7

- **Please complete templates in Section 4, 5, 6, and 7.**



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Thank you 😊

Q & A