

Specifications/Terms of Reference**RFQ2022/WSM/103 Supplier of Fuel for UNDP and UNDSS****Background:**

In order to support the need of the country office as well as the needs of its projects and operations, the UNDP Multi Country Office in Samoa wishes to enter into a Long-Term Agreement with a qualified supplier of the various types of fuel described in the Technical Specifications.

The UNDP Multi Country Office (MCO) in Samoa envisages entering into a Long-Term Agreement (LTA) with one qualified supplier of fuel for an initial period of one year with the option to extend it for two (2) additional years, subject to a satisfactory performance evaluation.

The approximate quantities for each type of fuel to be procured by the UNDP MCO in Samoa for the period of the LTA (3 years) is indicated in the table below.

No.	Description	Total quantity ordered (litres) per annum
1	Unleaded Petrol	6,000
2	Diesel	3,000
3	Kerosene	120
	Total	9,120

Neither this document nor the LTA that will be signed shall set a minimum guarantee on volume sales on the part of the UNDP MCO in Samoa. The successful bidder shall neither be allowed to impose such a guarantee of volume from the UNDP MCO in Samoa at any time before or during the life of the LTA.

All figures indicated in the table above are estimations of required volumes, based on historical volume of transactions of the UNDP MCO in Samoa in the past three (3) years, and are not to be taken as a guarantee of business transactions.

Scope:

The UNDP MCO in Samoa is inviting bids for the supply of various types of fuel as per Technical Specifications presented below from qualified suppliers. Offered bids with fuel products that do not comply with the functional requirements shall be disqualified.

The overall requirement of this tender exercise involves the provisions of the following elements:

- i. Supply of fuel for UNDP MCO vehicles and its projects;
- ii. The fuel should be supplied at the fuel stations unless specified;
- iii. Prompt, effective, and efficient supply of fuel based on the presentation of approved UNDP fuel vouchers for UN plated vehicles and hired project vehicles in Samoa;
- iv. The successful bidder to allow for refueling at gas stations from Monday to Sunday every week where applicable.

Environmental Considerations:

Vendor is responsible for environmental protection issues and are to be taken into account throughout the manufacturing and/or delivery process.

Institutional Arrangements:

Bidders shall provide the name and contact information of a Finance or Executive Officer or similar personnel, to be responsible for the smooth running and execution of orders placed by the UNDP Samoa Country Office. The contracted company's manager will liaise or report any issues or information to do with the LTA, to the focal person on the signed contract for UNDP Samoa Country Office.

Supply of Fuel to authorized personnel:

The supplier shall provide fuel only to the UNDP authorized personnel driving an official UNDP vehicle or project

Specifications/Terms of Reference**RFQ2022/WSM/103 Supplier of Fuel for UNDP and UNDSS**

hired vehicle AND bearing an approved UNDP fuel voucher only. 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. Two separate accounts will be set up each for UNDP and UNDSS.

The UNDP LTA drawn up may also be used by other UN agencies where applicable after authorization from UNDP, of which case the UN agency will need to do their own institutional arrangement with the successful offeror.

Qualifications of Bidders:

Bidders shall meet the minimum criteria below to be eligible for financial evaluation. The contract will be awarded to the lowest-priced offer among those who will be found compliant/responsive to these minimum requirements.

Criteria	Minimum Qualification/Eligibility Criteria	Bidder's Required Supporting Documents and Terms of Supply
Qualification and Experience of Company	<ul style="list-style-type: none"> - Properly registered with license to operate the business in Samoa - Minimum three years' experience in contracts of similar value in Samoa 	<ul style="list-style-type: none"> • Company Profile detailing name, legal address, website, year of registration, etc – entered in Annex 2 together with any brochures, if any. • Certificate of Registration of the business, (including Articles of Incorporation, if any). • Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder (if any).
Required Minimum Number of Gas Stations Network	<ul style="list-style-type: none"> - Bidders shall comply with the following minimum qualification requirements related to their gas stations networks: <ul style="list-style-type: none"> • minimum 1 gas station in the Apia town area vicinity or within a maximum 10km driving distance from the One UN House at Tuanaimato. 	<ul style="list-style-type: none"> • Submission of list and/or map of owned gas stations in Samoa, clearly delimitating the district they are located in.
Condition for Fuel Supply	Acceptability of payment terms and other terms and conditions.	This confirmation on the acceptability is provided in Annex 3.
UNDP General Term and Conditions	Acceptability of all provisions of the UNDP General Terms and Conditions	This confirmation on the acceptability is provided in "Bid Submission Form" - Section 4

Financial Evaluation & Award:

The financials shall be evaluated only for the responsive bidders after evaluation as per the criteria above for qualification of bidders. The total amount shall be calculated by multiplying the current (monthly) unit price with the estimated quantity of fuel required per 1 year together with any bonus/discount percentage received.

The LTA shall be offered to the lowest priced technically qualified and responsive Bidder.

Should the price offered by the technically qualified bidders be the same for more than one successful bidder, following additional criteria will be considered to award the contract:

- Close proximity of the Gas Station from One UN Compound.

Specifications/Terms of Reference**RFQ2022/WSM/103 Supplier of Fuel for UNDP and UNDSS****Pricing**

- The offered price shall under no circumstances exceed the prices set at the vendor's filling stations located in Samoa. For the purposes of the calculation of offered price, please quote for the current month's unit price
- The price must be stated by using the following table:

Corporate discounts percentage (%) will be an added advantage offered monthly.

Item	Description of the Item	Unit (Litres)	Quantity / year	Unit price VAGST inclusive (WST)	Corporate Discount monthly offered %
1	Unleaded petrol	Lt	2,000		
2	Diesel	Lt	1,000		
3	Dual Purpose Kerosene	Lt	40		

Payment terms:

Products purchased will be paid through bank transfer to the bank account of the LTA holder, within 30 days upon delivery and submission of an invoice stating transactions from the first day to the final day of each month. The company shall submit a monthly invoice on the first week of the following month.

Separate invoices shall be submitted for each account as agreed to (UNDP Main, UNDSS and UNRCO). In case of any change of the prices for fuel the supplier should notify in writing UNDP on changes of the prices one week in advance.

Technical Specifications

Item	Description of goods	Estimated Quantity (per year)
1.	Unleaded Petrol	2,000 litres
2.	Diesel	1,000 litres
3.	Dual Purpose Kerosene (domestic)	40 litres