

SPECIFICATIONS - Fuel Supply, Kapoeta

No.	Item Description	Contract Term	Unit	Qty	Location	Notes
1	Diesel Fuel (delivery)	September 1st 2020 thru August 31st 2021	liter	1	delivery to TCC office in Kapoeta	If applicable, indicate minimum delivery requirements for field site locations.
2	Diesel Fuel (delivery)	September 1st 2020 thru August 31st 2021	liter	1	Mura (Torit)	
3	Diesel Fuel (delivery)	September 1st 2020 thru August 31st 2021	liter	1	Hyala (Torit)	
4	Petrol Fuel (delivery)	September 1st 2020 thru August 31st 2021	liter	1	delivery to TCC office in Kapoeta	
5	Petrol Fuel (delivery)	September 1st 2020 thru August 31st 2021	liter	1	Mura (Torit)	
6	Petrol Fuel (delivery)	September 1st 2020 thru August 31st 2021	liter	1	Hyala (Torit)	
7	Diesel Fuel (direct collection)	September 1st 2020 thru August 31st 2021	liter	1	delivery taken directly from fuel station	Attached Terms of Reference for Pump Delivery for Fuel, Wau must be reviewed and accepted.
8	Petrol Fuel (direct collection)	September 1st 2020 thru August 31st 2021	liter	1	delivery taken directly from fuel station	Please note in your submission that you: 1. have viable fuel stations & their locations 2. accept the Terms of Reference which describe the direct collection procedures.

Scope of Work for Procurement Announcement Fuel Supply, Juba: Direct Collection

General terms of agreement which must be accepted are as follows:

Issuing fuel

In order to issue fuel, the following must be in order. (If all requirements are not met, the Vendor may not be paid for the fuel issued.)

- a. The Customer's staff member requesting the fuel must present a **valid, unexpired TCC ID card**.
- b. The Customer's staff member requesting the fuel **must be accompanied** by another of the Customer's staff members to act as a witness to the dispatch.
 - i. The Customer's staff member witness must also present a **valid, unexpired TCC ID card**.
 - ii. The only staff members of the Customer who are authorized to act as witnesses are the **Storekeeper, the Senior Logistician or the Logistician**.
 - iii. The Customer's witness does not need to be the same person who approved the Fuel Requisition Form.
- c. The Customer's staff member requesting the fuel must present a **TCC Fuel Requisition Form** clearly indicating the amount of fuel approved, which is signed by the requesting staff member and is **approved by either the Regional Operations Manager, the Senior Logistician or the Logistician**.
- d. The Vendor's station **attendant must sign the TCC Fuel Requisition Form** at the bottom in the section for "Issued by:". This serves as attendant's guarantee that he issued the full amount of fuel indicated on the Fuel Requisition Form.
- e. The Vendor's station attendant must issue an **official receipt** for the full amount of fuel issued to the Customer's staff member.
- f. The Vendor's official **receipt must be signed by the the Customer's staff member receiving the fuel and by the Customer's witness**.

Payment Procedures

In order for payment to be made for fuel issued to the Customer's staff members, the Vendor must present the following.

- a. Vendor's official invoice clearly indicating the **time period during which the fuel was issued**, and the **full amount issued** during that time period.
- b. Copies of all receipts for every instance of fuel issuance, **signed by the Vendor's station attendant, signed by the Customer's staff member** receiving the fuel and **signed by the Customer's witness staff member**.