

**SUBJECT: REQUEST FOR QUOTATION FOR SUPPLY OF PETROLIUM FUEL (DIESEL and PETROL) TO ZOA-DORCAS OFFICE LOCATIONS IN SOUTH SUDAN**

The quotation and documents must be email to: [procurement.southsudan@zoadorcas.ngo](mailto:procurement.southsudan@zoadorcas.ngo) or sealed hardcopy to the address mentioned below;

**Address: ZOA Dorcas Country Office, Hamza Inn Compound, Juba Town, Juba.**

**Deadline for submission of RFQ: August 23<sup>rd</sup> 2024. Time: 4:00 PM.**

**TERMS OF REFERENCE (TOR)**

**Introduction**

ZOA-Dorcas South Sudan is an international NGO that was established in March 2022 because of the merger between ZOA and Dorcas in South Sudan. Both organizations were individually present in South Sudan for years (ZOA since 1998 and Dorcas since 2008) and the partnership is expected to further increase impact.

In pursuant of good services, ZOA-Dorcas is sourcing for a reliable Service Providers to provide the mentioned services, and products to ZOA Dorcas head Office in Juba and its field offices in Bor (Jonglei State), Pibor (GPAA), Wau (Western Bahr el Ghazel), Aweil (North Bahr el Ghazel), and Akon (Warrap State).

**Purpose and Objective**

The overall objective of this call for proposal is for provision of petroleum goods (diesel and petrol for vehicles, generators) mentioned below to ZOA Dorcas per the named locations for one Year period (2024/2025).

**Technical Requirements:**

Sno	Description	Location	Qty	Trip	Amount \$	Price validity duration
<b>LOT 1</b>	<b>Supply and Delivery of Petroleum Products</b>					
1	Petrol	Juba	1	Litter		
2	Diesel	Juba	1	Litter		
3	Petrol	Wau	1	Litter		
4	Diesel	Wau	1	Litter		
5	Diesel	Bor	1	Litter		
6	Petrol	Bor	1	Litter		
7	Petrol	Pibor	1	Litter		
8	Diesel	Pibor	1	Litter		
9	Petrol	Aweil	1	Litter		
10	Diesel	Aweil	1	Litter		

11	Petrol	Akon	1	Litter		
12	Diesel	Akon	1	Litter		

1. The Goods and Services shall be a fixed rate with no additional cost for the entire period of the frame work agreement \_ One year.
2. The quotation must specify if the unit price changes (increases or decreases) for bulk procurement of fuel. If applicable, it should also indicate the quantity at which the price change occurs and the new quoted price.

#### Implementation Timeline

This framework agreement shall be effective upon signing of the contracts, and installations of the required goods and services in the names locations.

#### Duration Of Assignment:

One (1) year renewable subject to performance and response time of the service providers to emergencies.

#### Supervision and Performance Evaluation:

The Operations Manager in Juba and the Logistics Officers in the respective field office locations will monitor the performance of the frame work agreement

#### What is Expected of the Customer (ZOA-Dorcas)?

ZOA-Dorcas (herein referred to as the customer) shall provide the following.

1. ensure that the SERVICE PROVIDER shall have full and free access to the installation premises.
2. Upon request and specific circumstances, facilitate the transportation of the technician and his/her working tools to and from any of the field sites for any repairs or fixes after the initial installation. The origin location shall be Juba.
3. Payment for the services successfully undertaken by the SERVICE PROVIDER after being verified by the Logistics Officer and approved by the Manager of Operation.
4. ZOA Dorcas may request the selected bidder to conduct storage assessment and fuel safety in all the locations before delivery of fuel. The selected company should have capacity to provide additional fuel storage facilities in ZOA Dorcas office compounds.
5. ZOA Dorcas may select one or more than one suppliers to supply fuel to one, more than one or all field office locations

#### Legal Requirements and Experience:

1. Four or more years of working experience with local or INGOs in South Sudan. Reference of past works will be essential.
2. Have a valid Operations license (Business registration and TAX Clearance) and all other documentations to indicate its full compliance and operations in South Sudan regulatory body.
3. Detailed Implementation methodology defining delivery of the project within agreed scope, time, quality, and budget.

4. Demonstration of technical capacity evidence by CVs of engineers deployed to implement the solution.
5. Fixed Prices quoted must be inclusive of all applicable statutory taxes which must be specific in the price schedule for the entire frame work period.
6. The currency for quotation must be in United States Dollars.

***Prepared by:***

A handwritten signature in blue ink, appearing to read 'Peku Martin Alex'.

**Peku Martin Alex**

**Position: Manager of Operations**

***Approved by:***

A handwritten signature in black ink, appearing to read 'Jitendra Panda'.

**Jitendra Panda**

**Country Director**