

DATE: 16TH NOVEMBER 2020
REQUEST FOR PROPOSAL: NO. RFP/HCR/ROK/2020/026
FOR SUPPLY, DELIVERY AND INSTALLATION OF FUEL
TANKS,
FUEL DISPENSING PUMPS AND SAFETY EQUIPMENT
WITH PROVISION OF AN INTEGRATED FUEL
MONITORING SYSTEM FOR UNHCR SUDAN
OPERATION.

CLOSING DATE AND TIME: 5TH DECEMBER 2020 – 23:59 HRS SUDAN STANDARD TIME.

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 17,324 people in more than 135 countries continues to help about 79.5 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

1. RFP INFORMATION

The office of the United Nations High Commissioner for Refugees (UNHCR) Sudan Operations invites qualified and dully registered companies in Sudan to make firm offer for Supply, Delivery and installation of fuel tanks, fuel dispensing pumps and Safety equipment with provision of an integrated fuel monitoring systems in UNHCR offices in Khartoum, Kassala, El Geneina, Kosti, Kadugli, El Fula, Ed Daein, Nyala, El Fasher and Zalingei as per requirements detailed in ANNEX A,B,C & D and also summarized according to various locations below:

SUPPLY, DELIVERY AND INSTALLATION OF FUEL TANKS, AND FUEL DISPENSING PUMPS WITH PROVISION OF AN INTEGRATED FUEL MONITORING SYSTEMS	
LOT 1. INSTALLATION OF FUEL TANKS, AND FUEL DISPENSING PUMPS	
Site/Location	Description of Works
Khartoum	Supply, delivery and Installation of the Fuel dispensing pump with safety equipment.
Kosti	Installation of the Fuel Tank
	Supply, delivery and Installation of the Fuel dispensing pump with safety equipment.
Kadugli	Installation of the Fuel Tank
	Supply, delivery and Installation of the Fuel dispensing pump with safety equipment.
El Fula	Installation of the Fuel Tank
	Supply, delivery and Installation of the Fuel dispensing pump with safety equipment.
Ed Daein	Installation of the Fuel Tank
	Supply, delivery and Installation of the Fuel dispensing pump with safety equipment.
Nyala	Installation of the Fuel Tank
	Supply, delivery and Installation of the Fuel dispensing pump with safety equipment.

El Fasher	Installation of the Fuel Tank
	Supply, delivery and Installation of the Fuel dispensing pump with safety equipment.
Zalingei	Installation of the Fuel Tank
	Supply, delivery and Installation of the Fuel dispensing pump with safety equipment.
LOT 2. PROVISION OF INTEGRATED FUEL MONITORING SYSTEMS	
Sites/Locations	Description of Works
<ul style="list-style-type: none"> • Khartoum • Kassala • El Geneina • Kosti • Kadugli • El Fula • Ed Daein • Nyala • El Fasher • Zalingei 	Installation of an Integrated Fuel Monitoring systems

IMPORTANT:

Requirements such as Bill of Quantities (BOQ) and Technical specifications are detailed in Annex B & D of this document.

Sub-Contracting: Please take careful note of article 7 of the attached General Conditions of Contract for the Provision of Civil Works (Annex F).

QUALITY CONTROL THROUGHOUT THE CONTRACT PERIOD:

UNHCR will carry out quality inspections on the works during and after implementation. UNHCR or its appointed Contract Manager shall have the right to disqualify any substandard material that the contractor intends to use, and the contractor must replace this material with the quality/standard recommended. Article 36 of the attached General Conditions of Contracts for the Provision of Civil Works contains details of materials, workmanship and testing that shall apply in the contract. In case of contractor's quality default, penalties may apply.

UNHCR may appoint an additional contractor for monitoring, quality control and confirmation of completion of works. By submitting the bid, bidder agrees to cooperate and provide samples of materials and any other information that may be required to complete the task.

Note: This document is not to be construed in any way as an offer to contract with your firm.

It is strongly recommended that this Request for Proposal (RFP) and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

IMPORTANT INFORMATION

GENERAL:

UNHCR hereby solicits Proposals in response to the Request for Proposal (RFP). Bidders must strictly adhere to all its requirements. No changes, substitutions or other alternations to the rules and provisions stipulated in this RFP may be made or assumed to be irrelevant unless it is instructed or approved in writing by UNHCR. Submission of Proposals shall be deemed as an acknowledgement by the bidder that all obligations stipulated in this RFP will be met and, unless specified otherwise, the bidder has read, understood and agreed to all the provisions of the RFP.

UNHCR implements a policy of zero tolerance on prescribed practices, including fraud, corruption, collusion, unethical practices, and obstructions. Any Proposal submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any Proposal by UNHCR. UNHCR is under no obligation to award a contract to any Bidder as result of this RFP.

2. BIDDING INFORMATION

2.1 RFP DOCUMENTS

The following annexes form integral part of this Request for proposal.

- Annex A:** Terms of Reference for Provision of an Integrated Fuel Monitoring System-Lot2
- Annex B:** Technical specifications, design and drawings-Lot1
- Annex C:** Technical Evaluation criteria
- Annex D:** BoQs and Financial Offer Form (**To be completed and submitted in a separate financial proposal**)
- Annex E:** Vendor Registration Form
- Annex F:** UNHCR General Conditions of Contracts for the Provision of Civil Works
- Annex G:** UN Supplier Code of Conduct
- Annex H:** Submission checklist
- Annex I:** How to join Microsoft Teams without account (Guidelines)
- Annex J:** Calendar of Activities

IMPORTANT:

Failure to send the above requested information may result in disqualification of your offer from further evaluation.

2.2 ACKNOWLEDGEMENT

We would appreciate you informing us of the receipt of this RFP by return e-mail to sudkh-su@unhcr.org as to:

- Your confirmation of receipt of this Request for Proposal (RFP)
- Whether or not you will be submitting a proposal

2.3 PRE-BID CONFERENCE AND REQUESTS FOR CLARIFICATION

We would also like to inform you that UNHCR Representation Office Khartoum will organize a Pre-Bid conference Meeting via Microsoft Teams on the 24th November 2020 at 10:00 a.m. to discuss details of the Terms of Reference for the tender. All bidders are encouraged to participate in order to ask questions and raise concerns to UNHCR.

Bidders should therefore submit their details including phone number and email address for the purpose of inviting them to the meeting via Microsoft Teams on or before 22nd November 2020 for UNHCR to prepare the platform for the virtual meeting.

Bidders are required to submit any request for clarification or any question in respect of RFP by e-mail to SUDKH-SU@unhcr.org. UNHCR may, at its discretion, copy any reply to a question to all other invited firms. The deadline for receipt of queries is 22nd November 2020, 23:59 HRS Sudan Standard Time.

Bidders are requested to keep all questions concise.

UNHCR will reply to the questions received, to each participating bidder during the pre-bid conference on 24th November 2020 -23:59HRS.

IMPORTANT:

Please note that Bid Submissions are **not** to be sent to the e-mail addresses above. Failure to comply with this provision may result in disqualification.

Note:

This document is not to be considered in any way as an offer to contract your firm.

All the emails sent requesting clarification MUST have the following subject otherwise UNHCR reserves the right NOT TO REPLY.

EMAIL SUBJECT: RFP/HCR/ROK/2020/026 – QUERY

Site visits:

Bidders are encouraged to visit the sites from 17th November 2020 – 21st November 2020 during working hours to have a clearer idea of the scope of works. However, bidders who do not visit and have a clear understating of the scope of works from the BOQ can still submit their bids.

2.4 YOUR OFFER

IMPORTANT:

Cancellation of Solicitation: UNHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

Your offer shall be prepared in English

Note: Bidders may apply for one or more than one lot. However, in order to qualify for more than one lot, the bidder shall meet aggregate requirements for technical capacity of staff to be deployed and financial soundness for the lots he is applying for. If during evaluation it is found that a bidder has submitted a financial offer for multiple lots whereas his technical offer (staffing and/or financial soundness particularly) qualifies only for one lot, UNHCR will financially evaluate the bidder on the qualified lot ONLY.

IMPORTANT:

A bidder who is bidding for all or some lots must have enough resources (financial, logistic and labor) to execute the works in all the sites simultaneously and complete all within the agreed timeframe.

Please submit your offer using the submission template provided. It should conform to the requirements and contain all information required. The offers not conforming to the requested format will not be taken into consideration for evaluation.

The following annexes form an integral part of this Request for Proposal (RFP).

- Annex A:** Terms of Reference for Provision of an Integrated Fuel Monitoring System-Lot2
- Annex B:** Technical specifications, design and drawings-Lot1
- Annex C:** Technical Evaluation criteria
- Annex D:** BoQs and Financial Offer Form **(To be completed and submitted in a separate financial proposal)**
- Annex E:** Vendor Registration Form
- Annex F:** UNHCR General Conditions of Contracts for the Provision of Civil Works
- Annex G:** UN Supplier Code of Conduct
- Annex H:** Submission checklist to be filled and submitted
- Annex I:** How to join Microsoft Teams without account (Guidelines)
- Annex J:** Calendar of Activities

IMPORTANT:

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 2.6 of this RFP.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

2.4.1 Content of the TECHNICAL OFFER**IMPORTANT:**

No pricing information should be included in the Technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

The technical details of the services requested by UNHCR can be found in Annexes A, B and D.

The following details shall be provided in the Technical Offer:

- Certificate of Registration of the Company;
- List of key personnel and their qualifications
- List of Equipment owned by the firm to be mobilized for the execution of works described in Annex A, B and D.
- The organization structure or organizational chart;
- Frame-time for completion of the project including the main project milestones;
- Work Schedules; Gantt charts.

- Past experience and performance records with other UN Agencies, NGOs or any other major clients and other credentials;
- Experience on similar works
- List of references for similar projects performed by contractor;
- Project assumption's and constraints based on your understanding of the project;
- The methodology/approach to be used in addressing the issues outlined in the BoQ;
- Audited reports for last three years
- Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the requested requirements by UNHCR as specified in this document.
- **UNHCR General Conditions of Contracts for Civil works (October 2000):** Your technical offer should contain your acknowledgement of the UNHCR General Conditions of contracts for civil works by signing **Annex F. Vendor Registration Form**: If your company is **not** already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex E**).
- **Award and bank guarantee:**
The Firm that submits the successful Proposal will be notified by "Letter of Award" prior to the expiration of the validity period. The letter, referred to as the "Letter of Award" will state the sum of the fees to be paid to the Firm for the services rendered and will indicate the terms under which the Contract must be finalized.

The Contract must be signed within 14 days of the issuance of the Letter of Acceptance. The successful bidder will be required to furnish UNHCR with a 5% Bank Guarantee of the contract value from a reputable bank in the next 7 days, valid for the entire period of the contract works.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in United States Dollars Currency. The financial offer must cover all the services to be provided (price "all inclusive"). If no financial offer is received, the bid shall be automatically disqualified. For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

The Financial Offer is to be submitted as per the Bill of quantity (**Annex D**). Bids that have a different price structure may not be accepted.

UNHCR is exempted from all direct taxes and customs duties. With this regard, price has to be given without VAT.

You are requested to hold your offer valid for a minimum of **180 days** from the deadline for submission. UNHCR will make its best effort to select a company within this period. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

IMPORTANT: UNHCR can only facilitate payments through the local banks and not banks outside of Sudan and therefore the current market condition must be factored in before submitting your quote.

IMPORTANT:

The financial offer signed and stamped is to be sent separately from the technical offer

2.4 BID EVALUATION

2.4.1 Supplier Registration:

The qualified company (s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing;
- Core business;
- Track record;
- Contract capacity.

2.4.2 Technical and Financial evaluation:

For the award of this project, UNHCR has established evaluation criteria which governs the selection of offers received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

- Technical Offer will be weighed at 60 points (or 60%)
- Financial Offer will be weighed at 40 points (or 40%)

The Technical offer will be evaluated using inter alia the following criteria and percentage distribution: 60% from the total score, with a minimum passing score of 36 points.

IMPORTANT: Failure to submit a valid registration certificate as legal entity will lead to disqualification.

The technical offers will be evaluated as follows:

Mandatory -Pass and Fail
Valid Registration Documents issued by the Republic Sudan.
Company Age Not less than 3 years from the date of registration / incorporation
Bidder confirms the acceptance of the following in writing and will be required to strictly adhere to; for the purpose of the proposed contract. Annex F: UNHCR General Conditions of Contracts for the Provision of Civil Works Annex G: Supplier's Code of conduct

Scoring Criteria for Installation of Fuel Tanks and Fuel Dispensing Pumps
Responsiveness to RFP/ Understanding of the requirements (0-15) marks
Evidence of previous Similar Experience (0-25) marks
Membership in Professional Unions (0-10) marks
Technical Capacity of staff (0-25) marks
Financial capacity of the Company (0-25) marks
Total Marks (100)
Passing Marks (60 out of 100)

Scoring Criteria for provision of an Integrated Fuel Monitoring system
System Design—enhanced utility, ease of use, functionality, flexibility, Software Design and Development-- software capabilities in accordance with the requirements of this RFP (0-20 marks)
Customer Service and Support -- resources required to operate and maintain the system, ---convenience, responsiveness and technical expertise of vendor (0-15 marks)
Integrity of Technology Infrastructure of Vendor—demonstrate the sustainability of product offered (0-15 marks)
Understanding and Methodology of project—demonstrate grasp of pertinent issues/potential problems—expected deliverables— timeline objectives (0-15 marks)
Relevant Experience—Experience with similar projects and required products (0-15 marks)
References—professional references of similar projects (0-10 marks)
Project Completion Time: Demonstrate the relevant timeline for the completion of the project (0-10 marks)
Passing Marks (60 out of 100)

The Minimum Score to be considered technically compliant is 60 points out of max 100 technical points (60%). Proposals that score below 36% will not be considered in the financial evaluation nor for the award of the contract.

IMPORTANT:

In case a vendor chooses to bid for the two lots (LOT 1 and LOT 2) the passing marks will be converted back to 100 for Technical Maximum passing marks.

2.4.3 The Financial offer will use the following percentage distribution: 40% from the total score.

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price; e.g., [total Price Component] x [US\$ lowest] \ [US\$ other] = points for other supplier's Price Component.

For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

UN Global Compact and other factors: UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

2.5 SUBMISSION OF BID

The offers must bear your official letter head, clearly identifying your company. The bid and can also be sent to the street address of UNHCR offices via Post or Courier or Email at the addresses mentioned below:

The Bid must be sent in the following manner:

By e-mail:

Bids should be submitted by e-mail and all attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.).

The Technical and Financial offers shall be clearly separated.

The Technical offer should be sent by E-mail ONLY to:

SUDKHTO@unhcr.org The Financial offer should be sent by E-mail ONLY

to: SUDKHFO@unhcr.org

It is your responsibility to verify that all e-mails/documents have been received properly before the deadline. Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of [8] Mb so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

Bid [Number]

Name of your firm with the title of the attachment

Number of e-mails that are sent (example: 1/3, 2/3, 3/4). For example: RFP/HCR/ROK/2020/026 Company ABC (email 1 of 3)

SUBMISSION OF OFFERS BY COURIER / POST OR HAND DELIVERY:Attention:

TO: THE SECRETARY LOCAL COMMITTEE ON CONTRACTS UNHCR REPRESENTATION OFFICE
KHARTOUM- SUDAN.

REQUEST FOR PROPOSAL NO: RFP/HCR/ROK/2020/026 FOR SUPPLY, DELIVERY AND INSTALLATION OF FUEL TANKS, FUEL DISPENSING PUMPS AND SAFETY EQUIPMENT WITH PROVISION OF INTEGRATED FUEL MONITORING SYSTEMS.

UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR STREET KHARTOUM

IMPORTANT TO NOTE: The submission is based on two envelop system separating the technical and financial offer;

The outer envelope should be containing two inner envelopes as described below:

Both inner envelopes shall indicate your firm's name and address. The first inner envelope shall be marked "Technical Component" and contain the full technical component of your offer.

The second inner envelope shall be marked "Price Component" and include your signed and stamped financial offer.

IMPORTANT: The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification. All bids must be clearly marked: NOT TO BE OPENED BY REGISTRY

IMPORTANT:

Any bid received after this date or sent to another UNHCR address may be rejected.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

Deadline: Saturday 05th December 2020 - 23:59 HRS Sudan Standard Time

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the technical specifications.

2.6 BID ACCEPTANCE

UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards.

UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFP will be made in the currency USD. Payment will be made in accordance to the General Conditions of Contract for the Provision of Civil Works and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF SERVICES - 2018

Please note that the General Conditions of Contract for the Provision of Civil Works (Annex F) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

2.10 ZERO TOLERANCE POLICY

Please note that UNHCR strictly follows zero tolerance policy and as such advise suppliers not to offer any gift, favor, hospitality, etc. to UNHCR staff.


Alexander B. WOART
Supply Officer

UNHCR Representation Office in Sudan



**ANNEX A: TERMS OF REFERENCES (TORS)
REQUEST FOR PROPOSAL NO: RFP/HCR/ROK/2020/026
FOR PROVISION OF AN INTEGRATED FUEL MONITORING SYSTEM**

1. Introduction

UNHCR is looking for a capable and qualified supplier(s) to provide an integrated Fuel Monitoring System for its Fuel tanks and motorized assets across the country.

1.1 Background

United Nations High Commissioner for Refugees (UNHCR) Sudan Operation seeks to contract a potential bidder who can provide a holistic solution for the management of fuel disbursed to its Fleet of vehicles and Generators across the country.

UNHCR Sudan operates a fleet of motorized equipment comprising of approximately 364 light vehicles and more than 135 other assets including generators of various sizes and capacity in urban and remote areas all of them consuming an average of 234,750.00 Liters of Diesel and 11,600.00 Liters of petrol on a monthly basis.

UNHCR is currently using FleetWave® a fleet software developed by Chevin (www.chevinfleet.com) for centralized management of all fleet related process in UNHCR, including fuel consumption recording for individual vehicles.

In addition to the above UNHCR is currently using a satellite tracking system developed by Novacom Services (www.novacom-services.com) for its vehicles in the fleet, all movements of the vehicles are tracked in real-time. Those proposals which provides an interface with FleetWave® and Vehicle Tracking System will have an added advantage over others competing companies.

The successful bidder will be required to provide a solution that monitors all transactions related to fuel storage, handling, records keeping and reporting.

1.2 Expectations from the Proposal:

Provide automated fuel management solution to eliminate or minimize human intervention involved in the management of fuel ranging from receipt of fuel to the final reporting on consumptions by each equipment. Each drop of fuel to be accounted and all records are digitally updated, maintained for each transaction and the accurate records are available at any given time in a secure manner.

THE INTEGRATED FUEL MANAGEMENT SOLUTION FOR STORAGE, HANDLING, DISPENSING, RECORDING AND REPORTING SYSTEM SHOULD INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

I. Recording at Receipt:

Digital recording updating of fuel receipts in the bulk fuel storage tanks (both for static and mobile) with cost of each transaction by date and purchase order number.

II. Electronic Fuel Allocation:

UNHCR uses a quota system and allocates fuel by vehicle / generator per month. Any additional fuel requested is to be justified and exceptionally approved. The proposed automated fuel management system must be able to allow a preparer of the fuel allocation electronically which must be approved by an approving authority and the approved data to be transmitted the fuel station, using (DOAP) Delegation of authority plan concept.

III. Automated Re-Fueling at Dispenser:

The vehicles / equipment at the static / mobile fuel tank station must only be able to receive the authorized amount of fuel. The vehicles and or equipment must be recognized by the fuel dispenser.

IV. Recording and reporting consumption:

The automated system must be capable of reporting on consumption by mileage/hours per vehicle / equipment, update, compile and report records periodically or at any given time in standard and customized formats.

1.3 General requirements:

I. System Connectivity:

As mentioned in the introduction UNHCR provides fuel for more than 135 Generators of various capacities and vehicles which are remotely located. In some case the locations do not have internet connectivity. It would be therefore very important that the proposed AUTOMATED FUEL MANAGEMENT SOLUTION must be capable of communicating via GSM Networks or other means of wireless communication.

II. Test Run:

The successful vendor will be required to run the automated fuel management solution and be able to add or remove utilities as per the requirements of UNHCR.

III. Training:

The successful bidder is expected to cover the training component for the users and approvers for an effective implementation of system.

IV. Aftersales Service:

The successful bidder must provide the details and methodology to ensure the continuity of services in terms of aftersales and the pertaining cost which will become part of the agreement with successful bidder.

2. Key features of the Solution

In-order to streamline the management of fuel UNHCR Sudan expects the solution to have several features among other things;

1. Immediate fueling data displayed on a web-based platform,
2. Fuel Stock figures are always current,
3. Immediate overfill alarms and low stock warnings,
4. Eased capture of mileage at the point of fueling,
5. Live fueling transaction data,
6. Immediate SMS/ Email notification of attempted use of blocked or stolen keys or system misuse,
7. Immediate alarms raised on tank stock leak/ theft with SMS/ Email notifications to administrators,
8. Immediate notifications of pumps disabled,
9. Access for Administrators to Data from any Web enabled PC or Phone (Android and iOS, using a secure login facility,
10. Only standard Web browser required-No system specific software to install or maintain on site,
11. System configurations have immediate effect at all fueling points in the network,
12. One quick view gives simple summary of entire network (be it of tanks, dispensing pumps or a set of motorized assets,)
13. Local or central data management reporting eased for all administrators (At the Headquarters and the Field)
14. Seamless integration with vehicle tracking systems.

ANNEX J-CALENDER OF ACTIVITIES

Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	16-Nov-2020	05-Nov-2020
2	Site Visitation	17-Nov-2020	21-Nov-2020
3	Closing date for Queries	22-Nov-2020	22-Nov-2020
4	Pre-bid virtual Meeting	24-Nov-2020	24-Nov-2020
5	Closing date for Submission		05-Dec-2020
6	Bid opening Date	06-Dec-2020	06-Dec-2020
7	Technical and Financial Evaluation	07-Dec-2020	10-Dec-2020
8	Approval of Contract	14-Dec-2020	15-Dec-2020
9	Issuance of Purchase order		16-Dec-20