



## **Scope of Purchase of fuel for our Sudan Offices.**

### **Background**

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within Now, and for the future.

Mercy Corps has offices in Dongola, Atbara, Kadugli, Elobeid, Nyala, Zeling, Umdukum where WFP does not supply fuel too and as such there is need to have a Master Purchase agreement in this location to ease of fuel supply.

### **Objective**

The major objective is to ensure continued supply of fuel (Diesel) for the Vehicles and Generator in the locations of Dongola, Abara, Kadugli, Elobied, Nyala, Zeling, Umdukun and other offices the Mercy corps would establish it's offices during the agreement.

### **Description of Supply**

Mercy Corps will procure a total of 55,500L of fuel to the operations in Sudan for the generators and vehicles where WFP Field level agreements does not apply in i.e. Dongola, Atbara, Kadugli, Elobied, Zeling, Nyala . Mercy Corps will have the fuel stored by the service provider and will be collected on a need basis using either;

1. Mercy Corps Fuel Coupon
2. Fuel Cards

### **Products/Services**

The fuel will be diesel in the below breakdown.

Items	Purpose	Location of Delivery:	Quantity	Delivery Timeline
Fuel Diesel	Generators	Atbara, Dongola, Kadugli, Nyala, Umdukun, Zeling, Elobied	25,000L	November 2024 to October 2025
Fuel Diesel	Vehicle		34,500L	
Total number of Liters			59,500L	

### **Fuel Management.**

Mercy Corps would prefer engagement where they will on a monthly basis be able to pay for the fuel however given the context Marcy Corps can explore on pre payments as an alternative with a commitment from the service provider to ensure accountability of the fuel supplied. The fuel payment



procedure would be in form of monthly or quarterly payment/ replenishment with a payment modality of pre-payment and or post payments depending on the level of risk and or commitment from the supplier.

## **Responsibilities**

### **Supplier Responsibilities**

- Ensure they keep the quantities of fuel needed as request by Mercy Corps on monthly or Quarterly basis as requested.
- Ensure they have a ledger of fuel supplier to Mercy corps monthly.
- Share the monthly Report with Mercy Corps for our internal reconciliation.
- Alert Mercy Corps if the balance is running low at the station for our advance stocking and planning.

### **Mery Corps Responsibilities**

- To ensure they have paid for the fuel as required in the contract for any of the above agreed methods.
- Ensure the reconciliations is completed in a shortest time possible.

## **Quality Assurance**

The supplier will ensure the quality of the fuel is not altered and will also ensure continued uninterrupted supply of fuel to the offices in Dongola and Atbara

## **Pricing and Payment Terms**

- The price will be based on the pump rate.
- Payment will take the form of either post payment or pre-payment on the basis agreed upon on the contract. Mercy corps interest would be on post utilization on a monthly basis.

## **Payment Schedule:**

- The payment of this supply will be done on a monthly basis or prepaid based on the terms and conditions agreed in the contract. Mercy Corps best procedure would be a post payments modality on a monthly basis based on utilization.

## **Terms and Conditions:**

### **For prepayments.**

- The supplier will ensure that there is enough un interrupted supply of fuel.
- The supplier will produce 5 different cards to use ( 3 for vehicles and 2 for the generator in Atbara and Dongola)
- Monthly statement of utilization will be shared by the supplier to Mercy corps through the fuel purchase Log.



### **For post payment**

- The supplier will ensure that there is enough un interrupted supply of fuel.
- The supplier will record and track every top up or draw down using the Mercy Corps fuel purchase log.
- During month end the supplier will share the fuel purchase log with copies of the Fuel coupon with Mercy Corps.
- The supplier will provide and invoice as demand for the payment by end of the month.

### **Contact Information**

The contract shall be managed by our Operations Officer based in Port Sudan in the details below;

Names of Noran Mogahid Ibrahim Alhaj

Email: [noralhaj@mercycorps.org](mailto:noralhaj@mercycorps.org)

Telephone: +249 900 747825

Prepared by:

Name: Michael Ochola

Title: Operations Manager

Sign: \_\_\_\_\_

Approved by:

Name: Kennedy Wandera Ayimba

Title Operations Director

Sign: \_\_\_\_\_