



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 2ND MAY 2024

REQUEST FOR EXPRESSION OF INTEREST: No. EOI/NGA/ABJ/02/2024

FOR THE SUPPLY AND DELIVERY OF FUEL PRODUCTS FOR UNHCR OFFICES IN NIGERIA

CLOSING DATE AND TIME: SATURDAY 1ST JUNE 2024 – 23:59 hrs CET

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950, by the United Nations General Assembly¹, intends to prequalify suppliers for the supply of the GASOLINE (PMS), DIESEL (AGO).

OBJECTIVE:

This is an invitation for suppliers to express interest in supplying the above-mentioned goods and services. Suppliers interested in participating in the planned solicitation process shall find herewith the necessary requirements for registration with UNHCR, for supply of fuel and qualification information.

UNHCR invites all interested suppliers to carefully follow the instructions described below.

1. REQUIREMENTS

GASOLINE (PMS) and DIESEL (AGO)

The estimated **annual** requirement of UNHCR is specified in the table below.

Description (UNHCR Office Locations) Lot 1	UOM	<u>AGO Diesel</u> Quantity	<u>PMS Petrol</u> Quantity
UNHCR (ABUJA) Office	Liters	35,000.00	5,000.00
UNHCR (LAGOS) Office	Liters	15,000.00	5,000.00
Sub Total	Liters	45,000.00	10,000.00
Description (UNHCR Office Locations) Lot 2	UOM	<u>AGO Diesel</u> Quantity	<u>PMS Petrol</u> Quantity
UNHCR (Maiduguri) Office	Liters	66,445.00	5,400.00

¹ For further information on UNHCR, please see <http://www.unhcr.org>

UNHCR (Yola) Office	Liters	54,500.00	0.00000
Sub Total	Liters	120,945	5,400.00
Description (UNHCR Office Locations) Lot 3	UOM	<u>AGO Diesel</u> Quantity	<u>PMS Petrol</u> Quantity
UNHCR (Ogoja) Office	Liters	184,500.00	75,000.00
UNHCR (Calabar) Office	Liters	43,000.00	6,000.00
UNHCR (Takum) Office	Liters	69,840.00	16,260.00
UNHCR (Gembu) Partner vehicles	Liters	12,000.00	1,800.00
UNHCR (Uyo) Partner vehicles	Liters	13,500.00	2,000.00
UNHCR (Adipko) Office	Liters	36,000.00	27,000.00
UNHCR(Makurdi) Office	Liters	22,500.00	700
Sub Total	Liters	381,340.00	128,760

2. INSTRUCTIONS:

2.1 SUPPLIERS REGISTRATION

For Registered Suppliers: If your company has already been registered with UNHCR during the last three years, you may ignore this part. You must ensure that the information and documentation (e.g., financial statements, address, contact name, etc.) provided in connection with your application are up to date.

For Suppliers not Registered: Supplier not yet registered with UNHCR should apply for registration. Please use the UNHCR Vendor Registration Form (ANNEX A) which should be completed and returned to UNHCR with the supporting documents as indicated in Section 3 below.

You can also register as prospective supplier on UNHCR Supplier ERP portal using this link below [Supplier Registration \(oraclecloud.com\)](http://Supplier Registration (oraclecloud.com))

To be considered, your application must meet the following minimum requirements:

1. The products and/or services your company offers are of interest to UNHCR programmes.
 2. Your company has a minimum of three (3) years' experience in the present field of business.
 3. Your company accepts the UNHCR General Conditions of Contract for the Provision of Goods and/or Services- 2018 and Payment Terms. See ANNEX B.
 4. The UNHCR Vendor Registration Form is duly and fully completed and signed.
5. Please ensure the required documents are attached (**Corporate Affairs Certificate (CAC), company/business registration certificate, licenses and permits, Tax Clearance**

Certificate FIRS 2021-2023, quality assurance certificates or quality control records, and any other important documents related to your company.

Applications which do not meet the above indicated minimum requirements will not be retained nor acknowledged.

Please note that registration will take place with the suppliers whose products or services are of interest to UNHCR.

IMPORTANT:

Any false, incomplete, or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2.2 QUALIFICATION PROCESS

Interested suppliers should send the below listed qualification documents and information as indicated in section 3:

S/N	Qualification Process	Requirements	YES / NO
1	Profile of the company	Explain General capacity of the company, experience and locations/mapping of your fuel service stations networks in Nigeria.	
2	Fuel Management Software:	Please confirm the availability of fuel management software that enables suppliers to track inventory, manage orders, optimize delivery routes, and generate invoices. The software should be capable of integrating with the UNHCR's fuel management system if required.	
3	Real-time Monitoring	You will be required to use software that provides real-time monitoring of fuel levels in storage tanks and vehicles. This allows for proactive inventory management and ensures timely replenishment to prevent stockouts or shortages.	
4	Order Management	You will be required to implement software for efficient order management, allowing UNHCR to place orders electronically and suppliers to process them promptly. The software should support automated order confirmation, scheduling, and allocation of resources for delivery.	
5	Route Optimization	Mandate the use of software with route optimization capabilities to minimize fuel consumption, reduce delivery times, and improve driver productivity. The software should factor in variables such as traffic conditions, delivery priorities, and vehicle capacities to optimize delivery use.	
6	Delivery tracking and proof of delivery for bulk deliveries	Require suppliers to utilize software that enables real-time tracking of delivery vehicles and provides proof of delivery information such as delivery timestamps, quantities delivered, and recipient signatures. This ensures transparency and accountability in the delivery process.	
7	Electronic Invoicing and payments	Encourage the adoption of software for electronic invoicing and payment processing to streamline billing procedures and reduce paperwork. The software should facilitate accurate invoicing based on actual delivery quantities and automate payment reconciliation processes.	
8	Compliance reporting	Ensure that the software used by suppliers supports compliance reporting requirements, such as environmental regulations or taxation laws. The software should enable suppliers to generate	

		accurate reports on fuel transactions, emissions data, and tax liabilities as needed. Please note that UNHCR is exempted from payment of taxes and VAT.	
9	Data Security and Confidentiality	UNHCR will specify requirements for data security and confidentiality to protect sensitive information transmitted through the software. Suppliers should implement robust security measures to safeguard UNHCR data, transaction records, and other proprietary information.	
10	Emergency Response Plan	Please provide document outlining emergency response procedures and contingency plans	
11	Previous Experience with UN/UNHCR	Please provide copies of the previous contracts/PO with any UN Organisation in Nigeria	
12	Delivery lead time	Please indicate delivery lead time after receipt of Purchase Order	
13	Locations Lot 1	Can you company supply in Abuja and Lagos	
14	Locations Lot 2	Can your company supply in Maiduguri and Yola	
15	Locations Lot 3	Can your company supply in Ogoja, Calabar, Takum, Makurdi, Adipko Uyo and Gembu	

Prices are not required at this stage.

The cost of responding to this EOI is to be entirely born by the suppliers, whether they will be prequalified or not and whether they will be invited or not to participate in further bidding procedures.

IMPORTANT:

Only suppliers meeting UNHCR registration criteria and whose products and services have been approved by UNHCR will be invited to participate in the formal bidding process.

3. EOI SUBMISSION:

Interested suppliers should send the required **qualification documents**, including the registration documents for suppliers not yet registered, in PDF format no later than **Saturday, 01/6/2024, 23:59 hrs CET by e-mail² ONLY to: nigabsupply@unhcr.org**

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **15 Mb**.

Please indicate in the e-mail subject field:

- EOI/PRE EOI/NGA/ABJ/01/2024
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2).

Thank you for your kind attention.

Margareth Adhero Mrema
Senior Supply Officer,
UNHCR CO, Abuja Nigeria
