



**QUOTATION NO: KEBS RE-QUOTE/242/2019/2020**

**SUPPLY OF FUEL AND LUBRICANTS USING THE FUEL CARD SYSTEM FOR KEBS VEHICLES COUNTRYWIDE**

**Kenya Bureau of Standards**

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**NAIROBI**

**JANUARY 2020.**

- 1. You are invited to submit a quotation on the item listed.**
- 2. This quotation should be deposited in the QUOTATION BOX provided in the main reception on or before 10:00am. On 24<sup>th</sup> January, 2020.**
- 3. Your quotation should include all government taxes**

## 1. QUOTATION PRICE

Kenya shillings (in words) .....

In figures .....

.....

## 2. VALIDITY PERIOD

- ☐ The bid shall remain valid for a period of 120 (One Hundred and twenty) days from the date of submission.

## 3. SPECIFICATIONS

### SUPPLY OF FUEL AND LUBRICANTS USING THE FUEL CARD SYSTEM FOR KEBS VEHICLES COUNTRYWIDE.

#### Technical Specifications:

##### 1.1 Introduction

Kenya Bureau of Standards has a fleet capacity of about 100 official motor vehicles ,3 official motorcycles and (4) generators distributed at the Head office and all its branches countrywide. The organization is therefore seeking a suitable supplier who can consistently supply fuel and complementary product and services as and when needed for its smooth operations of its core business under the following term of reference:

##### 1. Product Range

The fuel station should be able to provide various products on a 24-hour basis as follows:

- Automotive Fuel Diesel oil
- Automotive Fuel Unleaded Petrol
- Automotive Lubricants

##### 2. Retail Network

- Confirm fuel stations are well distributed across the nation and with close proximity to the main KEBS branches.
- The outlets should be reliable and have alternative power source for pumping fuel in the absence of electricity.
- The outlets should be able to provide service 24/7 basis
- Give country wide list of fuel outlets and their distribution.

##### 3. Fuel Management and controls

- The supplier should have an existing electronic fueling card and monitoring system.
- The system should be independent of interference by pump attendants and clients
- The system should be able to provide fuel cards with specific pin codes
- The system should have a feature for proving a driver code unique to a driver and allows tracking of fuel consumption of each driver

- The system should have a feature for proving tank capacity restriction, which prevents refueling at any particular moment of quantity exceeding the vehicle tank capacity.
  - The system Should have a feature for proving remote PIN code unlocking in the event a card is locked due to wrong Pin entry, this can be unlocked remotely without having to take the card to the vendor
  - The system should have a feature for proving extranet reports, Fuel consumption reports are available in real time over the internet for free. Month end invoices and fleet fuel performance reports are also available for download on the portal.
- 4. Consistency in Product availability.**
- The supplier should show proof of product availability in their retail outlets and provide proof of reliability from existing clients
  - In case of a fuel outage, the bidder must give prior notice and provide alternative.
- 5. Payments and credit details**
- Credit period shall be thirty (30) days from satisfactory delivery and submission of Invoice together with other required and related documents.
  - The billing of product supplied or services rendered should be specific to a particular vehicle with date, time, prices, kms etc clearly indicated.
- 6. Reference**
- The supplier should provide list of current clients and any information on value addition.
- 7. Contract period**
- The contract will run for a period of two (2)years effective date of the contract renewable depending on the service level delivery or performance.

### SCHEDULE OF REQUIREMENTS AND PRICING

No	Item description	Nairobi	Mombasa	Eldoret	Kisumu	Nyeri	Nakuru	Meru	Garissa
		Kshs/ltr	Kshs/ltr	Kshs/ltr	Kshs/ltr	Kshs/ltr	Kshs/ltr	Kshs/ltr	Kshs/ltr
1	Low Sulphur Diesel								
2	Petrol								
3	Engine oil for diesel								
4	Engine Oil for Petrol car								
5	Coolant								
6	Brake Fluid								
7	Automatic Transmission Fluid (ATF) per								

**NOTE:**

- I. Prices indicated should include all costs including taxes etc
- II. The bidder should state discount given to KEBS from pump price for various products.
- III. In addition, the bidder should provide any other information on value addition

**Evaluation Criteria**

Stage 1: Compliance with Mandatory requirements

Stage 2: Technical Evaluation (capacity to deliver the service)

Stage 3: The Financial Evaluation (quoted Prices)

**Evaluation Criteria**

**Stage 1: Mandatory Requirement**

NO	DESCRIPTION OF REQUIREMENT	PASS/FAIL
1.	Valid Copy of certificate of incorporation/registration	
2.	Valid Copy of pin certificate	
3.	Must Submit a copy of Valid Tax Compliance certificate	
4.	Duly ,filled ,signed Complete Business Questionnaire	

## Stage 2: Compliance with Technical Evaluation (Capacity to Deliver)

NO	Evaluation Attribute	Weighting Score	Max score	MARKS AWARDED
1	Number of years of experience in motor fuel and lubricants business	5 years and above:10% Others prorated at: <u>No. of years x10</u> 5	10	
2	Provide a list of at least 5 <b>corporate</b> clients to which the company has provided <b>Similar services</b> in the last three(3)years (attach copies of LPOs/Lsos/Contracts)	5 or more clients :20% Others prorated at : <u>No. of Clients X 20</u> 5	20	
3	Confirm that there is an establish fuel station stations in close proximity to the main KEBS branches & substations-provide detailed locations of stations. ❖ Nairobi (,NAMANGA) ❖ Mombasa (,Taitataveta,lungalunga, Shimoni ,Loitoktok,Lamu ❖ Eldoret (Malaba) ❖ Meru ❖ Nyeri ❖ Garissa(wajir) ❖ Nakuru ❖ Kisumu(Kisii, Isebania, Busia	Presence of Petrol stations in all the eight main locations (3) marks each. Within 0-5kms from the branch 3marks, 6-15kms two(2)marks and 15-25kms one(1)mark above 25km zero(0)	24	
Please note that the location of the stations should not only be limited to the above mentioned towns, other stations may be indicated as long as they are widely spread within the respective region.				
4	<b>Management of fuel card /other services related to the fuel card</b>			
	Driver Code-Each driver to be assigned a unique code		3marks	
	Each vehicle to be assigned a card with unique PIN code		3marks	
	Exceeding tank capacity prohibition		3marks	
	Intelligent microchip technology		4marks	
	Card should possess double entry purchase alert/prevention system(bidder should demonstrate the feature)		4marks	
	The system should have a feature for proving extranet reports, Fuel consumption reports are available in real time over the internet for free. For daily monitoring.		5marks	

	Provide a detailed report/Statement showing transactions listings details by vehicle every end month		4marks	
	<b>The bidder is expected to clearly demonstrate and where possible provide sample/evidence while responding to these requirements.</b>			
	<b>SUB TOTAL</b>		<b>30marks</b>	
5	Credit Period	1-30days :6 points Others-Nil	6 marks	
5b	Written confirmation on terms of payments of 30days credit period on the firms letter head	Letter	5marks	
6	Pump at Price Computation	<ul style="list-style-type: none"> <li>• 2.5marks for computation of prevailing prices</li> <li>• 2.5marks for discount offered on pump prices <ul style="list-style-type: none"> <li>i. Provision of the two above -5</li> <li>ii. Any other nil</li> </ul> </li> </ul>	5marks	

### **Stage 3: The Financial Evaluation (quoted Prices)**

Venders should note that only venders that score 80% and above on the technical evaluation will qualify to have their financial bids evaluated. Those scoring below 80% will not be evaluated further and will be disqualified.

#### **Lowest evaluated Bid:**

- Bidders must indicate all the costs in their proposal
- The Procuring entity will award the contract to the successful bidder whose quote has been determined to be substantially responsive and has been determined to be the lowest evaluated quote provided further that the bidder is determined to be qualified to perform the contract satisfactorily.

## 7.0 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form.

### Part 1 General

Business Name .....  
Location of Business Premises .....  
Plot No, ..... Street/Road .....  
Postal address ..... Tel No. .... Fax Email .....  
Nature of Business .....  
Registration Certificate No. ....  
Maximum value of business which you can handle at any one time –  
Kshs.....  
Name of your bankers .....  
Branch .....

	<p style="text-align: center;"><b>Part 2 (a) – Sole Proprietor</b></p> <p>Your name in full.....Age..... Nationality.....Country of Origin..... Citizenship details.....</p> <p><b>Date.....Signature of Tenderer.....</b></p>
	<p style="text-align: center;"><b>Part 2 (b) – Partnership</b></p> <p>Given details of partners as follows Name Nationality Citizenship details Shares</p> <p>1. .... 2. .... 3. .... 4. ....</p> <p><b>Date.....Signature of Tenderer.....</b></p>
	<p style="text-align: center;"><b>Part 2 (c) – Registered Company</b></p> <p>Private or Public State the nominal and issued capital of company Nominal Kshs. Issued Kshs. Given details of all directors as follows Name Nationality Citizenship details Shares</p> <p>1. .... 2. .... 3. .... 4. ....</p> <p><b>Date.....Signature of Tenderer.....</b></p>

**Signature and Stamp of Bidder .....**

**Name of Bidder (in CAPITALS) .....**

**Address.....**

**.....**

**Date .....**