



QUOTATION NO: KEBS RE-QUOT/212/2019/2020
SUPPLY OF FUEL AND LUBRICANTS USING THE FUEL CARD SYSTEM FOR KEBS
VEHICLES COUNTRYWIDE

Kenya Bureau of Standards
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NAIROBI

DECEMBER 2019.

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 **2:30PM. On 20th December, 2019.**
3. Your quotation should include all government taxes

1. QUOTATION PRICE

Kenya shillings (in words)

In figures

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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

SPECIFICATIONS FOR 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
- Other range of services e.g. Tyre/tube change, puncture repairs, tube repairs, Engine wash for car & trucks.

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
- 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 | Petrol | | | | | | | | |
| 2 | Diesel | | | | | | | | |
| | Other services | | | | | | | | |
| 3 | Puncture repairs | Service | | | | | | | |
| 4 | Tyre/Tube change | Service | | | | | | | |
| 5 | Tube repairs | Service | | | | | | | |
| 6 | Engine wash-for car & Trucks | Job | | | | | | | |
| 7 | Other related costs | | | | | | | | |

NOTE:

- I. Prices indicated should include all costs including taxes etc
- II. In addition, the bidder should provide any other information on value addition

Evaluation Criteria

Stage 1: Compliance with Mandatory requirements

Stage 2: Technical evaluation (technical requirements)

Stage 3: Technical Evaluation (capacity to deliver the service)

Stage 4: 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 Functional/Technical requirements

The evaluation process stage at this stage will ensure that the successful vendor should comply with all the technical specifications specified in the quotation. Non-compliance with any technical specification/requirement of the quotation will lead to disqualification from further evaluation.

Stage 3: 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: $\frac{\text{No. of years} \times 10}{5}$ | 10 | |
| 2 | Provide a list of at least 5 corporate clients to which the company has provided Similar services in the last three(3)years (attach copies of LPOs/Lsos/Contracts) | 5 or more clients :25% Others prorated at : $\frac{\text{No. of Clients} \times 25}{5}$ | 25 | |
| 3 | Confirm that there is an establish fuel station stations in close proximity to the main KEBS branches & substations <ul style="list-style-type: none"> ❖ Nairobi (ICDN, PEPE,NAMANGA) ❖ Mombasa (Kilindini,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 (1) marks each. 1marks each presence of petrol stns in all the eight sub stns locations Other nil marks | 24 | |
| 4 | Confirm existing electronic fueling card and monitoring system(eg fuel cards with specific pin codes, driver code, intelligent microchip technology, exceeding tank capacity prohibition)in place that provides and enhance effective security with regards to fuel expenditure and time spent in data analysis | Proof of existing system (data sheet/catalogue/brochure) | 20 | |
| 5 | Credit Period | 1-30days :11points Others-Nil | 11 | |
| 6 | Pump at Price Computation | <ul style="list-style-type: none"> • 5marks for computation of prevailing prices • 5marks for discount offered on pump prices <ul style="list-style-type: none"> i. Provision of the two above -10 ii. Any other nil | 10 | |

Stage 4: 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;">Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age..... Nationality.....Country of Origin..... Citizenship details.....</p> <p>Date.....Signature of Tenderer.....</p> |
| | <p style="text-align: center;">Part 2 (b) – Partnership</p> <p>Given details of partners as follows Name Nationality Citizenship details Shares</p> <p>1. 2. 3. 4.</p> <p>Date.....Signature of Tenderer.....</p> |
| | <p style="text-align: center;">Part 2 (c) – Registered Company</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>Date..... Signature of Tenderer.....</p> |

Signature and Stamp of Bidder

Name of Bidder (in CAPITALS)

Address.....

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Date