

ESTABLISHMENT OF FRAME AGREEMENTS FOR THE SUPPLY OF BULK LIQUEFIED PETROLEUM GAS (LPG) IN MAHAMA AND MUGOMBWA CAMPS AND RECEPTION/TRANSIT CENTRES

1. BACKGROUND

Working closely with the Regional Bureau and Headquarters, UNHCR Rwanda ensures the smooth implementation of the UNHCR mandate ranging from the protection of refugees and asylum seekers to organizational operations and management.

UNHCR Rwanda's leadership team also regularly liaise with the Government of Rwanda through the Ministry in Charge of Emergency Management (MINEMA) and partners for better coordination of refugee response in Rwanda.

It has field offices/sub-office namely Kirehe Sub-Office that coordinates refugee response in Mahama refugee camp, Huye Field office that coordinates activities in Mugombwa and Kigeme refugee camps, Karongi Field Office that coordinates activities in Kiziba refugee camp, Kabarore Field Office that coordinates activities in Nyabiheke refugee camp and Nyamata Field Office coordinating activities at the Emergency Transit Mechanism (ETM) centre in Gashora.

Following the Government's ban on the use of firewood in the refugee camps, effective January 2019, UNHCR has introduced LPG in Mahama refugee camp in the eastern province, Mugombwa refugee camps in the southern province and the transit/reception centre.

2. TECHNICAL REQUIREMENTS

This RFP is issued for the establishment of a frame agreement (s) with two to four reputable and experienced suppliers for the provision of bulk LPG. UNHCR shall provide skids, tanks and cylinders to be used by the Contractor(s).

2.1. Product details

The LPG to be supplied shall have between 0.2 – 1.0 % ethane. Compliance with RS EAS 900-1: 2018 or RS ISO 11625: 2007, FDRS 575—2:2011 or equivalent is required.

2.2. LPG inspection and tests:

Quality of LPG is subject to random testing at the skid stations at any time during the contract period. If UNHCR finds that the quality of LPG is different from the certified minimum standard, a penalty will be put in place by deducting a percentage of the total monthly invoice based on the percentage of variation in the testing result.

In case of receipt of complaints regarding the quality of LPG supplied, UNHCR reserves the right to study the complaint by undertaking all necessary steps including chemical test/examination of the LPG, a penalty will be applied the same in case the quality found is different from the minimum standards.

UNHCR or it's assigned inspector may also randomly conduct testing of the calibration of the bobtail pump to check its compliance.

2.3. Quantities Ordering and delivery schedule for LPG

2.3.1. The supplier delivers an estimated bobtail quantity every day to fill up the skid in **Mahama** camp with about 12 tons.

- 2.3.2. Estimated quantity of 8 - 12 tons to refill seven tanks at the schools in **Mahama** twice a month.
- 2.3.3. The supplier delivers a bobtail weekly (estimated) to fill up the skid in **Mugombwa**, with about five tons
- 2.3.4. Three tons to refill three tanks at the reception/transit center in Gatore, Nyanza and Kijote (each location has one tank of one ton). The estimated requirements are summarized below.

Delivery Location	Reception Equipment	Delivery schedule	Quantity Each Delivery (KG)	Annual Quantity (KG)
Mahama Camp	1 Skid	5 Days a week	10,000	2,400,000
Mugombwa camp	1 skid	Weekly	5,000	240,000
Schools in Mahama	7 tanks	biweekly	7,000	168,000
Gatore Transit Camp	1 Tank	Monthly	1,000	12,000
Nyanza Transit Camp	1 Tank	Monthly	1,000	12,000
Kijote Transit Camp	1 Tank	Monthly	1,000	12,000
Estimated Quantity of LPG Per Annum				2,844,000

2.4. **LPG delivery operation.**

The contractor shall safely transport the LPG to UNHCR's distribution points located in Mahama and Mugombwa where skids shall be installed and shall transload it from the bobtail to the skids, while transit/reception centers shall be fed directly into tanks available in the locations. Its handling of LPG gas must be compliant with FDRS 575—2:2011 standards. Transloading shall be conducted by the supplier's personnel and the quantity transloaded shall be the one displayed on the bobtail meter and cross-checked with the skid meter where an electronic meter is available.

If an initial quantity was in the skid where and/or tank, this quantity shall be jointly inspected and recorded by the supplier and UNHCR's representative. Upon filling the skid, the initial quantity shall be deducted from the final quantity to obtain the delivered quantity. A transaction form shall be signed by both parties which shall be attached to the supplier's invoice.

3. **QUALIFICATION CRITERIA**

To assess the ability of the bidders to meet requirements, the following shall be included in their submissions:

3.1. **Formal or administrative criteria**

- 3.1.1. **Valid business registration document obtained not less than three years** prior to the issuance of this tender. **PASS/FAIL**
- 3.1.2. **Valid LPG Wholesale License issued by the Rwanda Utilities Regulatory Board.** In case the license has expired, and renewal is in process, a renewal application receipt shall be acceptable. **PASS/FAIL**
- 3.1.3. **Tax clearance certificate** for the last quarter of the Rwandan 2021 fiscal year. An installment payment agreement with RRA signed before the issue date of this tender is acceptable. **PASS/FAIL**
- 3.1.4. **Acceptance of UNHCR general conditions for Contracts, UN suppliers' code of conduct and UNHCR payment terms.** **PASS/FAIL**
- 3.1.5. Acceptance to abide by the UN suppliers code of conduct. **PASS/FAIL**

3.2. Technical Criteria

- 3.2.1. **Compliance with LPG specifications (LPG gas should have an ethane composition of 0.2 – 1.0 %)**
- 3.2.2. **Standards certification** Bidder shall provide a RS EAS 900-1: 2018 or RS ISO 11625: 2007 or FDRS 575—2:2011 or equivalent petroleum and gas safety standard. **PASS/FAIL**
- 3.2.3. **Production/Delivery capacity.** Bidders to provide signed confirmation letter on company letterhead confirming that the minimum quantities required can be supplied. Bidder's exact delivery capacity should be stated. **PASS/FAIL**

3.3. Performance Criteria

- 3.3.1. **Proposed approach and methodology** on the transportation and delivery of LPG clearly showing how UNHCR's needs shall be always met. Bidders should provide a supply plan for all locations, contingency plan to cater for local and global scarcity and delivery operation (transfer to skid or tank), security risk management and quality control. **30 marks**
- 3.3.2. **Solid experience in the sale of bulk LPG in Rwanda.** Please submit a minimum 2 POs or Contracts for the sale of bulk LPG in East Africa entered within the past 5 years. Each contract should have a minimum value of USD 100,000 or equivalent in RWF. A combination of separate purchase orders with a single supplier with a cumulative value of up to USD 100,000 can be considered in lieu of a signed contract. More contracts will earn higher marks. **20 marks**
- 3.3.3. **Logistic Capacity,** availability of depot with \geq 50-ton capacity in Kigali or elsewhere in Rwanda not farther than 300Km from the delivery locations. Minimum 1 truck with bobtails of \geq 5 tons capacity. (UNHCR teams will inspect as part of the technical evaluation). **20 marks**
- 3.3.4. **Financial Standing.** Please attach bank statements or audited financial statements for the past 3 years with a minimum annual turnover of USD 500,000 or equivalent in local currency. **20 marks**
- 3.3.5. **Staffing Capacity.** Please provide your company's organigram and CVs and work contracts for your key staff that shall be handling working on the project. Such key staff include
- Quality officer,** with a bachelor's degree related to engineering or business, along with several years of experience in quality control or production.
 - Gas delivery (handymen)** with a minimum of vocational training in mechatronics technology, mining Engineering, plumbing or related field and a minimum of 2 years of experience in pipe works and fittings
 - Account manager** with a minimum of BSc in any social science related field, with a minimum of 2 years, dealing with corporate clients. Please attached academic certificates and CVs of the staff above. **10 marks**

4. COMMERCIAL ASPECTS

UNHCR shall sign frame agreements with 2 or 4 contractors for initial periods of three years extendable for 2 years. Prior to the beginning of each quarter, UNHCR shall conduct secondary biddings (request rates from frame agreement holders), and the supplier (s) offering the lowest rates shall be issued purchase orders (POs) to supply LPG for the given quarter.

Therefore, by submitting an offer in response to this tender, bidders agree to fill LPG in UNHCR's (branded or non-branded) cylinders, tanks, skids.

5. INVOICING AND PAYMENTS

Invoicing shall be monthly (No later than 10th of the following month). All invoices shall include all related duly signed delivery transaction forms. The invoice price shall be the applicable price on the date of delivery. They shall be addressed to the Energy officer of the Program Section of UNHCR Rwanda. Upon Verification and confirmation that the invoice (s) are correct, UNHCR shall have 30 days to process the payment.