

Lot #2 West Bank-Jerusalem

Annex I

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Annex I/1

- **Estimated Annual Demand of Fuel for Field Office Jerusalem Fuel Station (internal) and Contractors Network Fuel Stations(external):**

Volumes stated below are only estimated demands for the whole contractual period. However, based on history and drawn in good faith these estimates could be change during the validity of the contracted period.

No.	Description	UNIT	Estimated demand for 36 months
1.	Diesel/Gas Oil (Solar)	LT	450,000 (+/-)
2.	Benzene/Petrol, 95 Octane, unleaded	LT	450,000 (+/-)
3.	Kerosene	LT	9000 (+/-)

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Quotation Form/Price list for Field Office - West Bank-Jerusalem:

No.	Description	UNIT	Unit Price in Israeli Shekel(NIS)
	<u>Fuels</u>		
1	Gas/Diesel Oil (Solar)	1000 LT	As per Israeli government official duty free monthly price list. (please attach copy of June 2015 price list)
	Other operational and overhead, credit and profit cost (this portion must be breakdown by the bidder as detailed below)	1000 LT	
	Fees if any (must be detailed)	1000 LT	
	Cost of transportation from – to (must be detailed)	1000 LT	
	Cost of overhead, credit and profit	1000 LT	
2	Benzene/Petrol, 95 Octane, unleaded	1000 LT	As per Israeli government official duty free monthly price list. (please attach copy of June 2015 price list)
	Other operational and overhead, credit and profit cost (this portion must be breakdown by the bidder as detailed below)	1000 LT	
	Fees if any (must be detailed)	1000 LT	
	Cost of transportation from – to (must be detailed)	1000 LT	
	Cost of overhead, credit and profit	1000 LT	
3	Cost of 380 fuel rings	EA	
4	Cost of Kerosene	1000 LT	

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External Fuel Stations

	<i>Description</i>	<i>Unit</i>	<i>Qty/liter</i>	<i>Official Price</i>	<i>Discount Fixed</i>	<i>Minus VAT</i>	<i>Minus Fuel Tax (BLO)</i>	<i>Final Price/NIS</i>
1	Gas Oil Solar	LT	1					
2	Benzene 95 Octane	LT	1					

Quote to be displayed according to June 2015 pricelist / Or alternatively the calculation formula for the final tax free price at the external fuel stations can be provided.

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Pricing Model for Fuel:

Monthly fixed prices set in accordance with the following price model:

1. Official Israeli, duty-free, ex refinery prices – monthly variable – (NIS)/1000 litre
2. Cost of transportation From –To – fixed for the contract period – (NIS)/1000 liter.
3. Fees if any, contract period rates-variable
4. Cost of overhead, credit and profit – fixed for the contract period – (NIS)/1000 litre
5. $1 + 2 + 3$ (when applicable) + 4 = Monthly price payable to the Contractor in Israeli Shekels (NIS)/1000 liter

All costs in Israeli Shekels (NIS).

The contractor must provide UNRWA with “Zero VAT” invoices.

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Delivery Terms

- **Delivery Clause:**

DAP Field Office - Jerusalem:

Incoterms 2010 - DAP (Delivered At Place) in tanks at UNRWA warehouse Jerusalem.

- **Delivery Time:**

UNRWA shall state any required delivery time at the time of call-off.

The delivery shall be made within 72 hours after call-off. Delivery should be concluded during working hours which is 08:00 until 13:00 hours.

- **Duration of the contract:**

The contract will be for 36 months from the date of contract signature by both parties and may be extended for additional period of 12 months subject to satisfactory performance of the contractor, funds availability & mutual agreement of the two parties.

- **Call - Off:**

Call-off shall be made on/by the issue of Purchase Orders. The contractor shall soonest confirm that call-off has been received and provide detailed information of delivery time to UNRWA's contact person.

- **Delay in Delivery:**

The contractor shall for each week or part of week with which he exceeds the agreed time for delivery of the goods pay a fine of 2% calculated on the purchase price of the delivery to which the late fuel belongs.

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Documentation

Documents from UNRWA

UNRWA provides the following documents:

- 1- Contract
- 2- Purchase order
- 3- 380 form (Tax exemption form)

Documents from the Contractor

The Contractor shall provide monthly report in English of the new official, duty-free ex-refinery prices and the new monthly prices for Gas Oil/Diesel (Solar) and Benzine/Petrol, 95 octane unleaded, in accordance with the price formula. The report shall be produced in Excel format. A paper copy of the official Israeli document presenting the official prices should be sent to UNRWA as soon as it has been published.

The Contractor shall provide any required number of copies of price lists, product catalogues and information material.

The Contractor shall report statistical information regarding sales at article number level and according to UNRWA's order number. The report shall be produced in Excel format.

When required, the Contractor shall provide consultation regarding product choice, etc.

Any handling and assembly instructions required shall be provided at the latest in conjunction with the delivery.

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Additional requirements:

- **Replacement of 2 Fuel Pumps in the Jerusalem Field Office Compound:**
The current fuel pumps are 15 years old and should be replaced with new digital fuel pumps each one with 2 guns.
- **Software requirements:**
The internal fuel pumps in the Jerusalem Field Office Compound must be linked with the contractor's company software in order to produce various consumption related reports on fuel issued.
- **Reports:**
The software should be able to produce daily / weekly / monthly reports on fuel issues for the Jerusalem Field Office fuel station and the external fuel stations of the contractors network.
- **Procedures for vehicle fueling at the fuel stations of the contractors network (external fuel stations):**
External fuel stations should be able to produce receipts for every fuel filling with the followings details; Outside Gas Station name, Quantity, Price in NIS, Plate number, UN number, Date of issue, Time of issue.
- **Fuel Cards:**
Three master fuel cards for each fuel type (Petrol 95 Octane and Diesel) need to be a provided to UNRWA.
- **Fuel rings:**
All UNRWA vehicles must be equipped with fuel rings (about 380 vehicles).
- **Maintenance of fuel pumps:**
Contractor should do regular maintenance of the fuel pumps on a monthly base. Contractor should report within 2 hours to the Field Office Gas station in case of failure of the fuel pumps.
- **Benzene Evaporations:**
On each Benzene delivery there should be a deduction of 0.005 LT due to evaporations.
- **Kerosene:**
Delivery to the Jerusalem Field Office Kerosene Tank which has a volume of 3000 Lt
- **Fuel cards for eligible International staff**
Each International staff should be provided with a fuel card for the contractor's fuel station network. Fuel cards to be issued on individual demand approved and forwarded to the contractor by the UNRWA Procurement & Logistics Department. Those fuel cards should provide the eligible International staff with fuel according to the instruction and privileges granted by the IL MFA for eligible staff of international organizations and at the same price as organizational vehicles filling at the contractors external fuel stations with the fuel ring.

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- ***Procedures for the International Private vehicles filling outside the Agency Fuel Stations:***

At the end of each month, the contractor should send the details of the fuel consumption for the international staff vehicles directly to the Field Finance Department of UNRWA. The following details should be available in those reports: name of the external gas station, name of the International staff member, quantity, price in NIS, plate number, date & time of issue / fueling, volume per fueling, total quantity of monthly fuel consumption in LT and total price of monthly fuel consumption in NIS