



INVITATION TO TENDER

DOCUMENT REF: ITT PSH 003/2022

Issue Date of Document: 28th July 2022

Population Solutions for Health (PSH) invites interested vendors to submit proposals to undertake the supply of Diesel and Blend. The objective is to contract a vendor for the supply of 997,000 litres of Diesel and 86,000 litres of Blend for a period of one year.

PART 1 – INSTRUCTIONS TO BIDDERS AND BID CONDITIONS

1. 1 Summary of the Requirement

Population Solutions for Health invites vendors to submit Bids for the supply of Diesel and Blend.

Further details of the requirements are described in Part 2 of this ITT.

1. 2 ITT key dates

The following key dates apply to this RFP:

ITT Issue Date	28 th July 2022
ITT Closing Date and Time	19 th of August 2022 @5.00PM CAT (GMT+2)
Bid Opening Date	22 nd of August 2022

1. 3 Organization contacts

The following are the contacts for Population Solutions for Health regarding any enquiries to this ITT.

Responsible Party	Tender Committee
Email address	queries.tenders@psh.org.zw

1. 4 Queries and questions during the ITT period

Bidders are to direct any queries and questions regarding the ITT content or process to the Organization contact quoted in 1.3 above. No other Organization personnel are to be contacted in relation to this ITT unless directed to do so by the Tenders Committee. The Organization shall disqualify Bids that do not comply with this requirement. All questions should be submitted in writing to the nominated email address above.

Organization may choose to convey responses to submitted questions and queries to all potential Bidders so that each is equally informed

1. 5 Amendments to ITT documents

Organization may amend the ITT documents by issuing notices to that effect to all potential Bidders and may extend the RFP closing date and time if deemed appropriate.

1. 6 Bid lodgment methods and requirements

Bidders must submit **one copy** of their Proposal to the Organization either **by hand**, duly sealed and labelled, to:

The Tender Committee
REF: **ITT PSH 003/2022**
Population Solutions for Health
Block C, Sam Levy's Office Park, Sam Levy's Village
Borrowdale, Harare

Bids must be prepared in English and in the format requested in Part 3 of this RFP.

The hard copy Proposals must be:

- a) contained in a sealed envelope or package, clearly labelled with the ITT reference number; and
- b) Interested applicants should send envelopes, clearly marked, as follows:
 - i) ITT PSH 003/2022

Alternatively:

Bidders may send their submissions via e-mail to tenders@psh.org.zw

Note: E-mails must be sent with subject REF: ITT PSH 003/2022

1. 7 Late Bids

Bidders are responsible for submitting their Bids prior to the ITT closing date and time in accordance with the acceptable lodgment requirements described in Clause 1. 6. There will be no allowance made by the Organization for any delays in transmission of the Bids from Bidder to Organization. Any Bid received by the Organization later than the stipulated ITT closing date and time shall automatically be disqualified.

1. 8 Acceptance of Bids

Bids must be for all or part of the Requirement and may be accepted by Organization either wholly or in part. A Bid will not be accepted by the Organization unless and until Organization has signed a Contract or sent a 'Notice of Award' in writing to the successful Bidder.

Organization is under no obligation to accept the lowest priced Bid or any Bid and reserves the right to reject any bid which is incomplete, conditional, or not complying with the ITT requirements.

1. 9 Alternative Bids

Proposers may submit alternative Bids if they feel it may offer the Organization additional benefits whilst still complying with the Requirement. Organization reserves the right to accept or reject any proposed alternative either wholly or in part.

1. 10 Evaluation of Bids

The Evaluation Criteria will be as outlined below - Appendix 1

Organization may request additional information from Bidders to assist further evaluation of Bids. Also, interviews with respective Organization representatives might be requested, as we seek to clarify and select the best vendor for the task.

1. 11 Withdrawals

Bids may be withdrawn at any time prior to the ITT closing date and time by written notice to the Organization.

1. 12 Bidders to inform themselves

The Organization has taken all reasonable care to ensure that the ITT is accurate, however the Organization gives no representation or warranty as to the accuracy or sufficiency of the contained information and that all Bidders will receive the same information. Bidders are required to inform themselves fully of all conditions, risks and other circumstances relating to the proposed contract prior to submitting a Bid. Proposed prices shall be deemed to cover the

cost of complying with all the conditions of the ITT and of all things necessary for the due and proper performance and completion of the Requirement.

1. 13 Costs of preparing Bids

All costs relating to the preparation and submission of a Bid are the sole responsibility of the Bidder.

Organization shall not pay any Bidder, wholly or in part, for its Bid preparation and submission.

1. 14 Confidentiality

Except as required for the preparation of a Bid, Bidders must not, without Organization's prior written consent, disclose to any third party any of the contents of the ITT documents. Bidders must ensure that their employees, consultants, and agents also are bound and comply with this condition of confidentiality

1. 15 Inconsistencies and omissions

Bidders must promptly advise Organization in writing of any inconsistencies and omissions they discover in the ITT.

1. 16 Bid acknowledgement

By participating in this ITT Bidders are indicating their acceptance to be bound by conditions set out in this Part. Bidders are to acknowledge this acceptance and furnish details of their representative who will be the sole point of contact for all matters relating to the ITT, in writing, to the Organization.

PART 2 – THE REQUIREMENT

Population Solutions for Health (PSH) is a donor-funded organization operating in close collaboration with the Ministry of Health and Child Care in Zimbabwe. PSH works in close partnership with other national agencies and local organizations to achieve bottom-line health impact through targeted health communications, social marketing of health products such as male and female condoms, home based water treatment solutions and malaria prevention and provision of HIV services such as voluntary counselling and testing and post-test support services, anti-retroviral therapy, as well as male circumcision. PSH engages private sector techniques to develop and place innovative communications to motivate and promote healthy behavior.

Against this backdrop, Population Solutions for Health (PSH) invites interested vendors to submit bids for the supply of the following:

2.1 Bidders Responsibilities and deliverables

Supply and delivery of; (i) 997,000 Ltrs DIESEL (ii) 86,000 Ltrs BLEND

1. The vendor must have geographical presence in the country specifically in the following towns:

Great Harare	Bulawayo	Mutare	Gweru	Masvingo
Marondera	Headlands	Macheke	Rusape	Nyanga
Norton	Chegutu	Kadoma	Kwekwe	Chinhoyi

Karoi	Kariba	Bindura	Gwanda	Beitbridge Bridge
Chipinge	Chiredzi	Chivhu	Mvuma	Mvurwi
Gutu	Chimanimani	Plumtree	Zvishavane	Hwange
Tsholotsho	Nkayi	Gokwe	Mount Darwin	

2. Volume or litre-based system.
3. PIN protected E Fuel card
4. E-fuel cards which can accommodate both diesel and petrol
5. Web portal that gives access to a range of reports
6. Pre-loading of fuel based on purchase order and payment after fuel delivery
7. The system should allow for loading and removal of fuel from the E-Card

BID SUBMISSION CRITERIA

- i. Offer Validity – state the number of days for which the offer on the Bid will be valid
- ii. VAT status (where applicable)
- iii. Payment terms, quantified by the number of days, clearly stating the currency and banking details
- iv. **Delivery Lead-time** (this must be quantified i.e., exact number of days it will take to deliver) PSI shall penalize any vendor who fails to stick to their stipulated delivery timelines. PSI shall deduct 2% of the total order value each week the order is delayed, and counting shall commence from the date of the contract.
- v. The bid should be in PDF format, stating the name of the person who created the bid their designation and it should be signed.

REQUIRED

- 1) The vendor shall submit bids for the supply of the following items:

Line #	Items Description	Unit	QTY
1	DIESEL	LTRS	997,000
2	BLEND	LTRS	86,000

PART 3 – INFORMATION TO BE PROVIDED BY BIDDERS

This Part details all the information bidders are required to provide to the Organization. Submitted information will be used in the evaluation of Proposals.

3.1 Pricing information

Bidders are required to provide discounted prices as consideration for delivering the Requirement against any resultant Contract. **The Bidder should therefore submit detailed information.**

Submitted rates and prices are deemed to include all costs, insurances, taxes, fees, freight charges, expenses, liabilities, obligations risk and other things necessary for the supply of the requirements. Any charge not stated in the Bids as being additional, will not be allowed as a charge against any transaction under any resultant contract.

Bid rates and prices shall be inclusive of Value Added Tax, if legally allowed to levy such.

NB: Bids submitted to personal emails and submitted after the deadline date shall be automatically disqualified.

APPENDIX 1 - POPULATION SOLUTIONS FOR HEALTH

FUEL: VENDOR SELECTION EVALUATION FORM

0-5 scale - (0 – Not submitted, 1- Unacceptable, 2- Below expectation, 3 – Acceptable if no other option, 4 – Meets expectation, 5 – Exceeds expectation)

TECHNICAL	Maximum Points (25)	1	2	3	4	5
Geographical Coverage	5					
Delivery Lead time	5					
Mode of Administration	5					
Total	15					
FINANCIAL	Maximum Points (15)					
Cost competitiveness	5					
Payment & Trade terms (state currency)	5					
GRAND TOTAL	25					

Comments/Recommendations

Prepared By:

_____ Date _____

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