

### **MAG Lebanon Provision of Gasoline 95 and Diesel**

MAG invites you to submit proposals to provide the Gasoline 95 and Diesel to its fleet of vehicles based in Nabatieh for a period of twelve months, with potential extension for a further year. MAG does not have the capacity to store fuel, and therefore fuels its vehicles at fuel stations. MAG's average monthly fuel consumption is 7,000 litres of Gasoline 95, and 4,500 litres of Diesel.

#### **Mandatory criteria all bids must fulfil**

MAG will only accept bids from suppliers that have a fuel station within 1.5km distance as travelled by road of the MAG Nabatieh office.

ALL RESPONSES MUST BE SUBMITTED IN ENGLISH.

Photocopies of the following documentation is required to be submitted for the bid to be considered. If any of the below documentation is not submitted, the bid will not be reviewed

- Company incorporation documentation
- Companies registered address
- Evidence of registration with the Lebanese Ministry of Finance
- Evidence of VAT registration
- Details of any personal connections between MAG and the bidding organisation (if none please state this)

#### **Criteria used for selection of supplier**

Bids that are supported by the above will be evaluated on the following criteria

- Proximity of fuel station to MAG's Nabatieh office
- Size and quality of forecourt, as well as location.
- Ability of organisation to offer fuel cards
- Availability and strength of control procedures regarding fuel issuance offered by bidder to prevent fraud
- Discounts on fuel price offered
- Number of fuel station locations throughout Lebanon (full list and location provided)
- Ability to provide fuel management reports (sample reports to be attached)
- Payment terms offered. MAG will look favourably on bids which allow MAG to make payments monthly in arrears.
- Possibility to reserve resources based on advanced payment (fixed price option)
- **Ability to deliver diesel to MAG's base machines.**
- Ability to issue statements when requested to reconcile between procured amount and field logs
- Ability to provide cleaning & washing for all MAGs vehicles for free or with special discounts in any branch
- Any other benefits offered



### **Other information required**

Bids should contain details of an organisational contact point that can be reached to discuss the bid in case any clarification is required. These details should include.

Name:

Phone number:

Job Title:

Email Address:

### **Submission details**

Deadline for submission of complete offer is 05/02/2018.

Completed tender documents should be submitted to [tenderslebanon@maginternational.org](mailto:tenderslebanon@maginternational.org), or deposited in the MAG Lebanon tender box situated at Villa Geara, Kafarjuz, Nabatieh between the hours of 8am to 15:30pm.

Where tender documents are submitted physically these should be submitted in a sealed envelope marked MAG / FUEL / 001, and must be inserted into the tender box in the presence of the MAG Logistics Manager or their designate, who will formally record the receipt of the tender documents. Where tender documents are submitted by emails the email title should contain the reference MAG / FUEL / 001.

MAG will consider all submissions and make an award based on an assessment of the quality, technical requirements, lead times and value for money of the goods/services offered. Following the evaluation of the bids, all applications will be notified of the outcome by the 15/02/2018, with the final agreement between MAG and the supplier to be completed afterwards. .

### **Other terms and conditions**

Any and all agreements entered into as a result of this call will be subject to MAG's Service Level Agreement or Terms and Conditions unless expressly agreed otherwise in writing.

### **Communication of outcome of tender**

All bidders will be contacted with the outcome of the award. MAG reserves the right to reject any and all proposals. MAG shall not be liable for any costs incurred in the submission of any proposal.

Yours sincerely

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