**TENDER FOR PROVISION OF TRANSPORTATION SERVICES OF PETROLEUM PRODUCTS**

**TENDER NO: REZ/FEB/TRANS/23**

**CLOSING DATE: 7th February 2023**

*All bidders are advised to read carefully this tender document in its entirety before making any bid*

**FREBRUARY 2023**

Contents

[**Notes/Instructions to bidders:** 3](#_Toc97822522)

[**Requirements** 3](#_Toc97822523)

[**1.** **Fleet Size:** 4](#_Toc97822524)

[1.1 **Fuel Trucks** 4](#_Toc97822525)

[**2.** **Age of fleet:** 4](#_Toc97822526)

[**3.** **Fleet Insurance Requirements & Compliance:** 4](#_Toc97822527)

[**4.** **Evidence of ownership of a workshop/garage** 5](#_Toc97822528)

[**5.** **Fleet Management System (FMS)** 5](#_Toc97822529)

[**6.** **Fleet Operation:** 5](#_Toc97822530)

[**7.** **Comprehensive Health, Safety and Environment Policy:** 5](#_Toc97822531)

[**8.** **Statutory & Legal requirements:** 6](#_Toc97822532)

[**9.** **Driver Protective Clothing:** 6](#_Toc97822533)

[**10.** **Emergency Response Plan:** 6](#_Toc97822534)

[**11.** **Quality Management:** 6](#_Toc97822535)

[**12.** **Safety and Security:** 6](#_Toc97822536)

[**13.** **Technical Requirements** 7](#_Toc97822537)

[**I.** **White Oil requirements** 7](#_Toc97822538)

[**14.** **Loss Management** 11](#_Toc97822539)

[**15.** **Evaluation Criteria** 11](#_Toc97822540)

[**16.** **Award Contract** 13](#_Toc97822541)

**Notes/Instructions to bidders:**

1. Please quote the rates exclusive of Value Added Tax. You are free to quote any rates but the ERB approved rates shall be the maximum.
2. Completed tender documents are to be submitted in sealed envelopes marked with the tender name and number and addressed to the General Manger at Rubis Energy Zambia Head Office located at Malambo Road, stand No. 1630, Lusaka, Zambia before 16.30 on the closing date.
3. Tender shall remain valid for a period of Sixty (60) days from closing date of tender.
4. Ensure to give due consideration to the annexures. The compliance requirements must be met for all trucks provided. The annexures are as follows:
	* + - Annex 3: Rubis HSE Management System
			- Annex 4: Carriage agreement
5. ***Definition of terms:***
6. ***Direct deliveries****:* To stations and other customers of Rubis Energy Zambia.
7. ***Bridging***: transfers from one depot to another depot.
8. ***Within town (Local deliveries) :*** means a radius of 0-45kms. (Special Consideration for Chongwe and Chisamba)
9. **Out of town**: is >45kms
10. **C&I**: Commercial and Industrial Customers

# **Requirements**

1. Copy of Certificate of Registration/Incorporation
2. Copy of valid Tax Compliance Certificate.
3. Demonstrate documentary proof from three main Oil marketing companies of services rendered for the last 3 years.
4. Documented organization or structure of your company; management roles and responsibilities described.
5. Transporter’s details Including Company Profile, Physical Addresses, Premises/Office; E Mail Address; Office Telephone Number, Office Post Office Number
6. Evidence of a registered office clearly indicating the office location in the form a signed lease or ownership of the premises. Visit will be done to confirm accuracy of information
7. List of owned vehicles (Registration numbers, Date of their first registration in Zambia, Compartment sizes and Total capacities).
8. **Fleet Size:**
	1. **Fuel Trucks**
9. Must have global fleet size of at least minimum ten (10) for local and cross boarder (20) fuel trucks of variety number of liters.
10. White Oil – not more **than 5 years** for the prime mover; not more than 10 years for the trailer (where applicable) from the date of their manufacture. **(provide copies to show proof of ownership).**
11. **LPG Bulk and Parked -** not more **than 5 years** for the prime mover; not more than 10 years for the trailer (where applicable) from the date of their manufacture. **(provide copies to show proof of ownership).**

# **Age of fleet:**

Trucks listed for this tender shall not be more **than 5 years** for the prime mover and not more than 10 years for the trailer (where applicable) from the date of manufacture and must be mechanically sound. As part of evaluation, the company (Rubis Energy Zambia) will inspect the fleet, to ascertain the mechanical status. **Copies of Logbooks must be included in the bid**

1. **Fleet Insurance Requirements & Compliance:**

All trucks must have Insurance covers or a commitment letter from an Insurance company to provide the covers required upon award reflecting Rubis Energy Zambia as a beneficiary. **In each case proof must be included with the bid.**

1. The Bidder shall at its own expense insure the contracted vehicle(s) with a **minimum third party Insurance** policy covering all locations in which the vehicle(s) may operate, and shall keep the same so insured against all risks including Third party liabilities arising out of transportation and handling of the said products during the period of this Agreement.
2. The Bidder shall effect and maintain a separate “Goods in Transit Insurance Cover” naming Rubis Zambia as the first payee, whose values shall be the retail value in Zambian Kwacha for the full load worth of premium petrol carried up to the delivery point for white bulk petroleum product delivery trucks or other
3. r value as directed by the Company for other products delivery. The Carrier shall furnish the Company with proof of the existence of such valid and current policies

# **Evidence of ownership of a workshop/garage**

To ascertain Fleet maintenance plan & availability of maintenance equipment;

For the purposes of this tender, the bidder shall provide evidence of ownership of a workshop/garage equipped to carry out adequate preventative and breakdown maintenance for the fleet. In the event that the bidder has outsourced this activity, a legally binding agreement between the bidder and the service provider for the period covering this procurement must be submitted with the bid.

# **Fleet Management System (FMS)**

* 1. The trucks must have a good functional tracking system installed.
	2. The bidder shall provide evidence of the FMS deployment and use for tracking vehicles and driver behavior.
	3. The tracking system shall be verified and approved during the due diligence site visit.
	4. Vehicles to be fitted with tracking system approved by **Rubis Energy (see annexure 3 for Rubis approved tracking system)** Tracker to have at least 3 reserve inputs to connect sensors from the tanker.
	5. Vehicles should be fitted with dash-cam to record vehicles when engine is on and 1 hour after last motion with dual camera to watch the road and the cabin. The system must have a footage record capacity of 4 hours’ minimum

# **Fleet Operation:**

For purposes of this tender, the bidder must submit: -

1. A summary of each driver showing at least 5 years (Age bracket of 26-55 years) of driving experience accompanied with copies of a valid driver’s license for each driver which must be attached.
2. A Valid certificate of good conduct for each driver must be attached in the bid.
3. Driving experience of each driver in transporting hazardous/highly flammable goods, copies of their National Identity Cards (or any other form of identification e.g. passport copies).
4. Proof of the drivers attending defensive driving trainings must be attached.

(**Valid for 2 years from the date of training**)

# **Comprehensive Health, Safety and Environment Policy:**

HSE policy to be signed by the bidder’s CEO. The bidder should also attach sample active check lists, procedure manuals and any other relevant EHS documentation.

# **Statutory & Legal requirements:**

All trucks included in this bid must meet the prevailing requirements laid down by RATSA, Energy Regulation Board, ZMA, and any other body that may be relevant. Bidders must therefore familiarize with such existing requirements and comply. Noncompliance shall lead to disqualification

# **Driver Protective Clothing:**

The transporter must supply each driver operating this contract with the minimum issue of protective equipment: Safety Boots/Shoes, Helmet, Overall, gloves, safety Harness and breathing mask.

# **Emergency Response Plan:**

The Bidder shall ensure its Emergency response plan meets or exceeds requirements prescribed by law and contains the following items:

1. A contact list including the names of transporters’ personnel responsible for executing the emergency policy including a competent Safety Advisor of the transporter.
2. A description of reporting systems including the names of persons responsible for each system.
3. A list of transporter’s additional equipment supplies and services able to deal with an emergency response.

# **Quality Management:**

The transporter **MUST** have a policy for management of quality:

1. Provide a copy of the procedure detailing all aspects of quality management covered therein;
2. Have a management representative who has clearly defined authority and responsibility for all quality management issues.

# **Safety and Security:**

1. Each bidder shall comply fully with the safety and security requirements of Rubis Energy Zambia listed below. Non-compliance with any of these safety requirements shall lead to disqualification.
2. All bulk tanker will have to go through inspection by 3rd party every 6 months. The inspection will include:
* Brake system checking
* Electrical installation checking
* Other mechanical checks such as tanker visual inspection, pneumatic system inspection, legs inspections, pin inspection, e.t.c

# **Technical Requirements**

In addition to the specifications below, each bidder must refer to the relevant detailed annexes.

1. **White Oil requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Item description** | **Y/N** | **Remarks** |
| 1 | Vehicle engine is of the compression ignition (CI) type and located in front of the rear face of the cab. |  |  |
| 2 | Vehicle fitted with functional OBC system with evidence of its deployment and use for tracking vehicles and driver behavior |  |  |
| 3 | Vehicle fitted with anti-lock braking system (ABS) |  |  |
| 4 | Vehicles fitted with speed governor device (80kph) and certificate for the same provided and well displayed on the truck. |  |  |
| 5 | Where landing legs are fitted to articulated vehicles they must be installed by the manufacturer and subject to regular maintenance |  |  |
| 6 | No unapproved electrical appliances are to be installed or used in the vehicles, e.g. CD players, fans. |  |  |
| 7 | Seat belts in good condition. Seat belts of lap/sash configuration with automatic retraction activated locking mechanisms |  |  |
| 8 | Seats must be fitted with head restraints to minimize the risk of whiplash injuries |  |  |
| 9 | Reversing beeper fitted. Two high intensity reversing lights fitted to the rear of the vehicle, angled to the Rear and slightly outwards (Camera operation fitted) |  |  |
| 10 | Wide-angle mirrors must be fitted to enhance the driver's view along the entire length of the vehicle. Where deemed necessary in view of the local driving conditions, additional mirrors may be required. |  |  |
| 11 | The tare weight and maximum gross vehicle weight displayed on the vehicle |  |  |
| 12 | Two 9Kg dry powder fire extinguishers mounted, accessible and readily removable (quick release bucket- type holder). Next test date is valid and seal is unbroken. One 2 Kg fire extinguisher in the cabin. Next test date is valid and seal is unbroken |  |  |
| 13 | Vehicle has a first aid kit in an easily accessible place (bandages, scissors, Elastoplast, antiseptic, cotton wool and painkillers) |  |  |
| 14 | Warning triangles (two safety triangles) available in the cabin |  |  |
| 15 | Dome cover locks with latches parallel to tank sides and facing the rear when in locked position and not tampered with. |  |  |
| 16 | Skid-proof manhole provided with a fall protection system of either collapsible handrail controlled by pneumatic actuation with switch positioned at the bottom of the ladder or suitable steel wire for fastening of safety harness |  |  |
| 17 | Ready access to each manhole provided by means of fixed ladder or by a skid-proof platform for tanks with more than one manhole |  |  |
| 18 | Fixed ladder first step done not exceed 550mm from ground and intermediate steps are equally spaced and do not exceed 300mm apart |  |  |
| 19 | Self-draining hose carriers fitted on the left hand/right side of tank (should be 6 to 12metres) and do not hang out of the rear end. |  |  |
|  |  |  |  |
| 20 | Hose carriers have rounded ends with no sharp protrusions or edges liable damage the hoses. |  |  |
| 21 | Cabin heaters and electrical lighters are removed. |  |  |
| 22 | Special, clearly marked document holder mounted in a conspicuous position in the cabin (for easy location in case of an emergency) |  |  |
| 23 | Vehicle engine exhaust discharges sideways on the right-hand side of the vehicle at a point not closer than 1m from any tank outlet or liquid discharge point. |  |  |
| 24 | Minimum of two-wheel chokes (Rubber or wooden). |  |  |
| 25 | A reflective conspicuity /demarcation tape of width of 25MM round in addition to two chevron signs fixed at the rear |  |  |
| 26 | Minimum of 4 Traffic cones |  |  |
| 27 | Every Truck should have a TREM (Transport Emergency card) card well displayed on the tank. |  |  |
| 28 | Tires including spare should have no re-treads. |  |  |
| 29 | High intensity fog lights. |  |  |
| 30 | Rear high mounted stop light |  |  |
| 31 | Tank conspicuously marked on each side and rear in letters at least 18 inches high on a background of sharply contrasting color the words: ‘**FLAMMABLE’, ‘DANGEROUS’** and **‘KEEP DISTANCE’** |  |  |
| 32 | Certificate of initial inspection of tanker by inspection and testing authority and subsequent recertification certificates. |  |  |
| 33 | Truck painted and no corrosion arising from atmospheric influence  |  |  |
| 34 | Road tanker permit/License issued |  |  |
| 35 |

|  |
| --- |
| Tank serial number stamped at suitable part of the tank in |
| addition following markings (legible & durably) required on flame proof data plate: |
|  Manufacturers name, trade name or trade mark |  |
|  Date of manufacture |  |
|  Date of test |  |
|  Design pressure |  |
|  Tank capacity in liters per compartment |  |
|  Maximum liquid load in kilograms |  |
|  Maximum discharge rate in liters per minute |  |
|  Statement; ‘this vessel complies with KS 2180’ in |
| conjunction with inspection authority stamp |  |
| Maximum design liquid density in kilograms per cubic meter |
| Maximum fill rate in liters per minute and pressure in kilopascals |

 |  |  |
| 36 | Vehicle Strainer should not be clogged with foreign matter |  |  |
| 37 | Vehicle tank should conform to weights and measures regulation |  |  |
| 38 | Vehicle tank calibration certificate should be valid  |  |  |
| 39 | Vehicle should have an Electric Switch isolator/Master switch (cut out) |  |  |
| 40 | Vehicle electrical cables should be insulated and have a valid electrical certificate |  |  |
| 41 | Vehicle hand and foot brakes should be working |  |  |
| 42 | All lights should be working (Indicators, Head lights, Parking lights, Hazards, brake lights and rear registration number lights) |  |  |
| 43 | Vehicles should have spark arrestors and Earth wire |  |  |
| 44 | Speed Limit displayed at the rear of the truck |  |  |
| 45 | Each step has a toe hold clearance of at least 130mm, steps preferably slope inward, and hand holds are fitted above the height of the top step. |  |  |
| 46 | Spill response kit capable of responding to a credible spill incidence that the truck can encounter |  |  |
| 47 | Hose compatible with product being transported -has electrical continuity and has antistatic cover and no electrical bonding. |  |  |
| 48 | Compartments should have numbers and capacity labels and to be fitted on the manholes and over each API valve |  |  |
| 49 | Pneumatic buttons/ levers to be installed within the cabinet, each to operate a specific foot valve |  |  |
| 50 | Emergency shutdown system fitted on the vehicle that automatically closes the internal foot valves and functions when triggered by handbrake release |  |  |
| 51 | 2 ESD pneumatic buttons located at the front right and rear right of the truck/trailer and connected to the pneumatic control system of the internal valves. |  |  |
| 52 | Drive away prevention system that ensures hoses are disconnected and made secure before the vehicle can be driven. |  |  |
| 53 | A Fail- Safe interlock override system must be fitted in case of accidental cabinet/bar opening when the vehicle is in motion. |  |  |
| 54 | Aluminum dipstick in a support at front of the tank |  |  |
| 55 | Trailer must be fitted with pneumatic suspension systems. |  |  |
| 56 | Each manhole to be fitted with a position sensor (open/close). Manhole positions sensors to be linked to a GPS tracker input through a OR logic gate in order to report a signal as soon as one of the manholes is open. |  |  |
| 57 | Truck to be fitted with an Overfill protection system that can prevent overfilling during bottom loading. |  |  |
| 58 | Cabinet to be fitted with position sensor (open/close). Cabinet position sensor to be linked to a GPS tracker input in order to report a signal as soon as the cabinet is open. The sensor used can be the same as the one used for the drive away prevention system. |  |  |

**NOTE:**

1. **Status should be indicated either “YES” or “NO”.**
2. **Where status is “NO”, the reason should be indicated in the “remarks” column**

# **Loss Management**

Off-loading losses are the losses experienced after off-loading a truck into the customer tanks and/or shortages of packaged product/cylinders in transit. Give a detailed proposal on how you plan to eliminate after off-loading losses.

# **Evaluation Criteria**

|  |  |  |
| --- | --- | --- |
| **No.** | **Evaluation Criteria** | **Score** |
| a) | **Fleet Size:*** Each bidder must have at least ten **(10)** fuel trucks of not more than **five (5) years** old. The trucks to be solely owned by the bidder.

**(1 mark per truck).** In each case proof of ownership must be included with the bid. To be verified during due diligence site visit (provide copies of logbooks as proof of ownership). | **20** |
| b) | * **Fleet Insurance requirements and compliance:** All trucks must have a minimum of third party Insurance cover in which case, proof must be included with the bid.

**(1 marks per truck)** | **10** |
| c) | **Due diligence:**To ascertain Fleet maintenance plan & availability of maintenance equipment – For purposes of this tender, the bidder shall provide evidence of ownership of a workshop/garage equipped to carry out adequate preventative and breakdown maintenance for the fleet. In the event that the bidder has outsourced this activity, a legally binding agreement between the bidder and the service provider for the period covering this procurement must be submitted with the bid. As part of evaluation, Rubis Energy Zambia shall visit the garages/workshops so submitted in this tender to confirm accuracy of information given. | **5** |
| d) | **HSE Policy:** The Bidder must submit a Health Safety and Environment Policy for their transportation HSE policy to be signed by CEO. Attach sample active check lists, procedure manuals and any other relevant HSE documentation. | **10** |
| e) | **Age of fleet** - Trucks listed for this tender shall not be more than **5 years** from the date of manufacture as per the log book and must be mechanically sound. As part of evaluation, the Company (Rubis Energy Zambia) will inspect the fleet, to ascertain the mechanical status. Copies of Logbooks must be included in the bid. **(1.5 marks per truck)**  | **15** |
| g) | **Fleet operation** - For purposes of this tender, the bidder must submit:* A summary of each driver showing at least **5 years** of driving experience accompanied with copies of each driver’s license which must be attached **(0.4 marks)**
* Each driver must have a valid dangerous goods driving license. **(0.8 marks)**
* Driving experience of each driver in transporting hazardous/highly flammable good – copies of their National Identity Cards (or any other form of identification e.g. passport copies) and Valid driving licenses must be attached**. (0.4 marks)**
* Proof of the drivers attending defensive driving trainings must be attached. **(0.4 marks)**
 | **20** |
| h) | Minimal no. of accidents within the 5years of service. **(To be determined upon visit of the transporters yard through a safety performance report)**0 -3 Accidents **(5 marks)**>5 accidents **(1 mark)** | **5** |
| I) | Loss management proposal | **10** |
|  | **TOTAL** | **100** |

**Note:**

The minimum score to be considered technically responsive is 75% of the possible total points above.

# **Award Contract**

The winning bidder must satisfy the tender committee with regards to technical evaluation and pricing requirements.

***Note that the Energy Regulatory Board rates shall be the maximum***

For purposes of Business Risk Mitigation, the bids that will have passed the technical evaluation will be negotiated with the objective of ensuring they match the lowest evaluated bids to realize the same transport rates. These criteria shall be followed until the required number of service providers is attained to meet the business requirement for all the territorial zones. For the purposes of this tender, the best bidders shall be considered for negotiation unless there is none that will be technically responsive.

**Authorized official/bidder: -**

**Company: ……………………………………………………………………………………..**

**Name: ……………………………………………………………………...............................**

**Designation: …………………………………………………………………………………….**

**Telephone Number: ……………………………………………………………………………**

**Signature: ………………………………………………………………………………………...**

**Date: ……………………………………...............................................................................**

**Stamp: ………………………………………………………………………………….**