

Invitation to Bid



Danish Refugee Council
House 1431(29), Street # 1, PD # 3, Kart-e-Chahar
Kabul, Afghanistan

19th September 2024

Invitation to Bid No.: ITB-AFG-AFC-014 Supply and Delivery of Diesel and Petrol Fuel -2024

Dear Sir/Madam:

To support DRC in Afghanistan and its projects, DRC is procuring large amounts of fuel and is looking for a supplier under a Purchase Agreement (PA). DRC Afghanistan plans to enter into a Purchase Agreement for one year with the option to renew for another six months, depending on the supplier(s)' performance. Below is the list of DRC offices.

- 1- DRC Country office including area office and Guest house located at PD 3, Karte char, street # 1 and 2
- 2- DRC area office Nangarhar, DRC area office Jalalabad city
- 3- DRC field office Kunar – Kunar city, Asadabad, opposite Education Directorate, behind the mosque
- 4- DRC field office Ghazni- Ghazni city near Nesar hospital, plan 3rd area.
- 5- DRC area office Kandahar, Kandahar city, Shah-re Naw Muslim Chawk PD#6
- 6- DRC field office Zabul - District#1, Bibi Khala School, closed to Zabul city municipality office,
- 7- DRC field office Nimroz – Share naw, centre RD number 1, Zarang District
- 8- DRC field office Helmand- Lashkargah city road, district one
- 9- DRC area office Herat- Herat city, District 3, Serahi-e-Baqche Gulha Area, Street 2, House # 03485
- 10- DRC field office Farah- Farah City, house # 21, PD 3, street # 6
- 11- DRC field office Badghis- Qalay naw city, house # 363, PD 1

Therefore, the DRC requests you to submit a bid for the supply of the items listed on the attached DRC Bid Form Annex A.

I. TENDER DETAILS

The Tender details are as follows:

Line	Item	Time, date, address as appropriate
•	ITB published	20 th September 2024
•	Invitation to Clarification Meeting for Bidders The DRC Supply Chain team cordially invites all interested bidders to a clarification meeting concerning the Invitation to Bid (ITB). This session is designed to address inquiries related to the ITB and will guide bidders in submitting their documents as per the requirements. To register for the clarification meeting, please send an email to: afg-procurement@drc.ngo Deadline for Email Registration: 24 th September , 2024 We highly encourage all bidders seeking clarifications to attend. Your participation is	25 th September 2024 @ 05:30 AM-UTC 10:00 AM Afghanistan local time DRC Country office House 1431(29), Street # 1, PD # 3, Kart-e-Chahar Rabe Balkhi School Street.

	greatly appreciated. For those wishing to join the meeting online, a link will be provided upon receipt of your registration request.	
•	Closing date for clarifications	7 th October 2024 @ 05:30 AM-UTC 10:00 AM Afghanistan local time
•	Closing date and time for receipt of bids	13 th October 2024@ 11:30 AM-UTC 4:00 PM Afghanistan local Time
•	Tender Opening Location	DRC Country Office Kabul Afghanistan House 1431(29), Street # 1, PD # 3, Kart-e-Chahar Rabe Balkhi School Street.
•	Tender Opening Date and time	14 th October 2024 @ 05:30 AM-UTC 10:00 AM Afghanistan local time

PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE

II. IMPORTANT INFORMATION REGARDING THIS ITB:

- This ITB is launched for the purpose of establishing a framework agreement with the supplier(s) for the supply of Diesel and petrol fuel for the period of 12 months with possibility of 6 months extension.
- The estimated annual contractual turnover for this ITB is around 44,817,500 AFN.
- DRC is not committed to redeem the goods indicated estimation, as the contractual consumption may vary due to the changes of demands in both directions (increase and/or decrease).
- This ITB is divided into different four lots, covering Lot # 1 Central area office , Lot # 2 South area office , West area office , and East area office. Bidders are welcome to quote for one or multiple Lots, however partial lot submission is not acceptable.
- A framework agreement is not binding DRC to place any Purchase Orders. DRC will place orders to the awarded supplier based on the agreement as per its requirement.
- DRC may choose to cancel the agreement if deemed necessary.
- DRC may choose to split the contract award to more than one supplier.
- Qualified suppliers (who has necessary turnover, proper references and all certificates submitted) will be requested to submit a sample for technical expertise.
- The delivery time of the Diesel fuel shall be within 2 working days of placing the order. DRC may terminate the contract or impose other penalties if supplier fails to deliver items within this period as per the attached Annex C.
- All supplies shall be delivered diesel fuel as per DDP INCOTERMS 2020 to required destinations stipulated in technical bid form Annex A.1
- Petrol fuel is not required to be delivered to the offices; however, DRC vehicles will go to the supplier's fuel pump station and will refuel based on need.
- No advance payment will be paid to the awarded supplier. The awarded supplier is expected to mobilize its own resources to deliver the agreed items.
- The Invitation to Bid (ITB) is initiated with the intent of establishing a framework agreement. Given the volatile nature of the fuel market in Afghanistan, it is acknowledged that fuel prices may fluctuate throughout the duration of this agreement. Consequently, DRC reserves the right to perform a market survey and revise the prices in alignment with market trends if the fuel prices exhibit a variation exceeding 15% in either direction. It is important to note that if the fuel prices remain stable, not showing any change within a week period, DRC will not proceed with the amendment procedure. Any potential amendments will only be considered after obtaining four market responses to ensure a fair and competitive pricing structure.

III. SELECTION AND AWARD CRITERIA

The selection and award criteria are unique to all tenders. The evaluation process consists of three stages: 1) Administrative, 2) Technical and 3) Financial. Each stage requires information and documents from the bidder that will determine whether the bidder will progress to the next stage or not. Some examples of the documentation requirements are indicated below.

This tender will be awarded to the lowest cost technically compliant bid. The technical evaluation criteria are as per the specifications outlined in Annex A1.

A. Administrative Evaluation

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected. Documents listed below shall be submitted with your bid.

#	Annex #	Document	Instructions
1.	A.1	Technical Bid Form	Template provided by DRC with this ITB – Bidder must complete ALL sections in full, sign, stamp and submit MANDATORY .
2.	A.2	Financial Bid Form	Template provided by DRC with this ITB – Bidder must complete ALL sections in full, sign, stamp and submit MANDATORY . Note: Financial bid should be separated from the technical bid.
3.	B	Tender and Contract Award Acknowledgement Certificate	Template provided by DRC with this ITB – Bidder must complete ALL sections in full, sign, stamp and submit MANDATORY
4.	C	DRC General Conditions of Contract	Template provided by DRC with this ITB – Bidder must complete ALL sections in full, sign, stamp and submit MANDATORY
5.	D	DRC Supplier Code of Conduct	Template provided by DRC with this ITB – Bidder must complete ALL sections in full, sign, stamp and submit MANDATORY
6.	E	Supplier Profile and Registration Form	Template provided by DRC with this ITB – Bidder must complete ALL sections in full, sign, stamp and submit MANDATORY
7.	F	List of available Petrol pump stations and Fuel Storage Requirement for Diesel	Template provided by DRC with this ITB – Bidder must complete ALL sections in full, sign, stamp and submit MANDATORY
8.	N/A	Bidder's Registration	Bidders must submit a copy of business registration (license) along with the following documents: <ul style="list-style-type: none"> • A copy of the majority owner's ID • A copy of the Tax Identification Number (TIN) • A copy of the company's bank details. • Any other document proves that bidder(s) is a licensed fuel supplier company. Please ensure all required documents are included with your submission. MANDATORY
9.	N/A	Three copies of Previous experiences and three references	Suppliers are required to provide evidence of previous experience to demonstrate that the bidder has relevant experience, along with references to support these claims. Examples of acceptable evidence include: <ul style="list-style-type: none"> • Copies of past contracts • Supplier work completion certificates • Reference letters from previous clients Submission of Documents are MANDATORY
10.	N/A	Copy of company's financial statement or balance sheets for the last 3 years.	To meet this requirement: The bidders are requested to submit the bank statement which shows the company turnover. MANDATORY

Bid Eligibility and Formal Criteria:

S/N	Annex(es) #	Document	Details
1	N/A	Bidder Registration	Bidders must be a registered legal entity and a fuel provider.
2	Annex A Annex B Annex C Annex D Annex E Annex F	Completeness of the Bid	Returnable bidding forms and other documentation requested under Administrative Evaluation Section (A) must be provided and complete.
3	Annex C and D	DRC Conditions	Bidder accepts DRC General Terms and Conditions and Supplier Code of Conduct.
4	N/A	Bid Validity	At least 90 days after bidding closure date. Bids shall remain valid for the period specified, commencing on the Deadline for Submission of Bids. A bid valid for a shorter period may be rejected by DRC and rendered non-responsive.

(Submitted offers will be reviewed on “Pass” or “Fail” basis. Failure to comply with the criteria will result with the disqualification)

Bidder Capacity Criteria

S/N	Criteria	Pass condition	Fail Condition	DRC Requirement
	Item Technical Specifications Compliance	Vender meets all specified technical requirements of the Requested items	Vendor fails to meet the technical specifications	For the details, please check Detailed Annex A.1
1	Experiences and References	Vendor possesses the minimum required experience of three years in the field of supply and delivery of fuel, and provides at least 3 positive reference letters.	Supplier lacks the minimum required experience and three positive references.	A minimum of 3 years of proven background experience. At least 3 positive reference letters.
2	Bidder Financial capacity	The Bidder should have an average annual sales turnover of at least 5,831,424 AFN per year for this ITB during the last three years prior to bid opening.	Supplier lacks the requirement	Supplier to provide bank statement or any other financial documents to show that their financial capacity

If any information required during the administrative evaluation is not provided by the bidders, DRC may choose to request bidders to supply this information within 48 hours of the tender opening. Please note that this is only applicable for documentation that does not alter the details in the bid, such as price information.

B. Technical Evaluation

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the ITB. A Bid is deemed to meet the criteria if it confirms that it meets all mandatory conditions, procedures, and specifications in the ITB without substantially departing from or attaching restrictions with them. If a Bid does not technically comply with the ITB, it

will be rejected. Below criteria will be evaluated during the technical evaluation of Bid and pass/fail method will be applied.

The evaluation process will consist of three stages:

1. **Initial Evaluation:** The first stage involves assessing the item quality offered against the DRC's minimum requirements, including the supplier's storage capacity and the number of fuel stations per location/lot. Bids that meet these initial criteria will move on to the next stage
2. **Sample Checks:** In the second stage, the DRC technical team will conduct sample checks for both diesel and petrol fuel. Suppliers are required to submit 1.5 liters of both diesel and petrol fuel.
3. **Site Visits:** In the third stage, the DRC technical team will visit the supplier's stock to confirm storage availability and compliance with requirements

The technical criteria are stipulated in Annex A.1 – Technical Bid Form.

The information requested in the technical evaluation stage are the essential criteria (deal-breakers) for bidders to meet. These requirements are non-negotiable. If a bidder fails to meet any of these criteria, the bidder should be rejected. immediately and not advance to the financial evaluation stage.

C. Financial Evaluation

All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically non-compliant will not be financially evaluated.

IV. TENDER PROCESS

The following processes will be applied to this Tender:

- Tender Period
- Tender Closing
- Tender Opening
- Administrative Evaluation
- Technical Evaluation
- Financial Evaluation
- Contract Award
- Notification of Contract Award

V. SUBMISSION OF BIDS

Bidders are solely responsible for ensuring that the full bid is received by DRC in accordance with the ITB requirements, prior to the specified date and time mentioned above. DRC will consider only those portions of the bids received prior to the closing date and time specified.

All responsive Bids shall be written on the DRC Bid Form (**Annex A.1 and A.2**).

Beyond the DRC Bid Form, the following documents shall be contained with the bid:

- **Technical bid form Annex A.1**
- **Financial Bid from (Annex A.2)**
- **Tender & Contract Award Acknowledgment Certificate (Annex B)**
- **General Conditions of Contract (Annex C)**
- **DRC Supplier Code of Conduct (Annex D)**
- **DRC Supplier Profile and Registration Form (Annex E)**
- **List of available Petrol pump stations and Stock availability report for Diesel Fuel (Annex F)**
- **Evidence of previous experience record (as outlined in administrative part)**
- **Copy of financial capacity**

Bids not submitted on Annex A, or not received before the indicated time and date as set forth on page 1, or delivered to any other email address, or physical address will be disqualified.

Bids submitted by mail, email or courier by so is at the Bidders risk and DRC takes no responsibility for the receipt of such Bids.

Bidders are solely responsible for ensuring that the full Bid is received by DRC in accordance with the ITB requirements.

A. Hard Copy:

Hard copy Bids shall be separated into 'Financial Bid' and 'Technical Bid':

- The Financial Bid shall only contain the financial bid form, Annex A.2
- The Technical Bid shall contain all other documents required by the tender as mentioned in section A. Administrative Evaluation, but excluding any pricing information.

Each part shall be placed in a sealed envelope, marked as follows:

ITB No.: **ITB-AFG-AFC-014-2024**
TECHNICAL BID
Bidder Name:

ITB No.: **ITB-AFG-AFC-014-2024**
FINANCIAL BID
Bidder Name:

Both envelopes shall be placed in an outer sealed envelope, addressed and delivered to:

ITB No.: **ITB-AFG-AFC-014-2024**
Danish Refugee Council
House 1431(29), Street # 1, PD # 3, Kart-e-Chahar
Kabul, Afghanistan

B. Email submission

Bids can be submitted by email to the following dedicated, controlled, & secure email address:

tender.afg@drc.ngo

When Bids are emailed the following conditions shall be complied with:

- The **ITB-AFG-AFC-014-2024** number shall be inserted in the Subject Heading of the email
- Separate emails shall be used for the 'Financial Bid' and 'Technical Bid', and the Subject Heading of the email shall indicate which type the email contains.
 - The Financial Bid shall only contain the financial bid form, Annex A.2 and A.3
 - The Technical Bid shall contain all other documents required by the tender as mentioned in section A. Administrative Evaluation, but excluding any pricing information.

- Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats, will result in the bid being disqualified.
- Email attachments shall not exceed 4MB; otherwise the bidder shall send his bid in multiple emails.

Failure to comply with the above may disqualify the Bid.

DRC is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or DRC in the processing of emails.

DRC is not responsible for the non-receipt of Bids submitted by email as part of the e-Tendering process.

Bids can be submitted in one of two ways; hardcopy or electronically. If the Bidder submits a Bid in both Hardcopy and electronically, DRC will choose the version that is the most advantageous to DRC.

VI. SUBMISSION OF SAMPLES

Sample Submission is not Part of Bid Submission. Only qualified suppliers, who have the necessary turnover, proper references, and have submitted all required documents, will be requested to submit a sample for technical evaluation.

- 1- Compliance with Specifications:
 - Pre-Sample Review: A thorough review of the items will be conducted before the sample check to ensure compliance with all criteria specified in the tender.
 - All submitted samples must strictly adhere to the specifications outlined in the tender documents and quality standards. Suppliers are required to submit 1.5 liters of diesel fuel and 1.5 liters of petrol for sample evaluation and DRC will not pay any amount for submission of the sample, its solely on supplier to deliver the sample to DRC.
- 2- Technical Team Visit:
 - The DRC technical team will visit the supplier's stock for fuel and stock availability confirmation and will also conduct additional sample checks at the supplier's stock to compare the submitted sample results with the supplier's storage quality, ensuring compliance with the tender requirements

VII. COMPLETION OF BID FORM

A. Prices Quoted

Any discount offered shall be included in the Bid price.

Unless otherwise requested all Bids shall state if the prices quoted are not DDP (Incoterms 2020).

B. Currency

The currency of the Bid shall be in **AFN**. No other currencies are acceptable.

C. Language

The Bid Form, and all correspondence and documents related to this ITB shall be in English.

D. Packaging

Packaging shall be of International shipping standard, strong quality, and suitable for shipment as provided in the Bid Form.

E. Origin

Country of origin of the items shall be clearly stated.

F. Presentation

Bids should be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations shall be initialed by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. All documentation shall be written in English. All Bids shall be signed by a duly authorized representative of the Bidder.

G. Split Awards

DRC reserves the right to split awards.

H. Validity Period

Bids shall be valid for at least the minimum number of days specified in the ITB from the date of Bid closure. DRC reserves the right to determine, at its sole discretion, the validity period in respect of Bids which do not specify any such maximum or minimum limitation.

VIII. ACCEPTANCE

DRC reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the ITB Closure.

IX. AWARD OF CONTRACTS

This ITB does not commit DRC to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by DRC. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of DRC and the successful Bidder.

DRC may award contracts for part quantities or individual items. DRC will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. DRC reserves the right to cancel any ITB, to reject any or all Bids in whole or in part, and to award any contract.

Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering contract may be excluded from future DRC ITBs.

X. CONFIDENTIALITY

This ITB or any part hereof, and all copies hereof shall be returned to DRC upon request. This ITB is confidential and proprietary to DRC, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of DRC, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the ITB, Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this ITB.

XI. COLLUSIVE BIDDING AND ANTI-COMPETITIVE CONDUCT

Bidders and their employees, officers, advisers, agent or sub-contractors shall not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

- The preparation of submission of Bids
- The clarification of Bids
- The conduct and content of negotiations
- Including final contract negotiations

In respect of this ITB or procurement process, or any other procurement process being conducted by DRC in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to DRC, any other Bidder, person or entity in order to alter the results of a

solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

XII. IMPROPER ASSISTANCE

Bids that, in the sole opinion of DRC, have been compiled:

- With the assistance of current or former employees of DRC, or current or former contractors of DRC in violation of confidentiality obligations or by using information not otherwise available to the general public or which would provide a non-competitive benefit,
- With the utilization of confidential and/or internal DRC information not made available to the public or to the other Bidders,
- In breach of an obligation of confidentiality to DRC, or contrary to these terms and conditions for submission of a Bid, shall be excluded from further consideration.

Without limiting the operation of the above clause, a Bidder shall not, in the absence of prior written approval from DRC, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this ITB was an official, agent, functionary, or employee of, or otherwise engaged by, DRC and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this ITB relates.

XIII. CORRUPT PRACTICES

DRC has zero tolerance for corruption.

The Bidder represents and warrants that neither it nor any of its potential subcontractors are engaged in any form of corruption, defined by DRC as the misuse of entrusted power for private gain.

This definition is not limited to interactions with public officials and covers both attempted and actual corruption, as well as monetary and non-monetary corruption. The definition includes, but is not limited to, corruption in the form of: facilitation payments, bribery, gifts constituting an undue influence, kickbacks, favouritism, cronyism, nepotism, extortion, embezzlement, misuse of confidential information, theft, and various forms of fraud, such as forgery or falsification of documents, and financial or procurement fraud. No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted – directly or indirectly – as an inducement or reward in relation to activities funded by DRC, including tendering, award or execution of contracts. DRC reserves the right, without prejudice to any other right or remedy available to it, according to any violation of this clause to immediately reject the submitted offer, and to take such additional action, civil and/or criminal, as may be appropriate.

The Bidder agrees to accurately communicate DRC's policy with regards to Anti- Corruption to Third Parties. The Bidder furthermore agrees to inform DRC immediately of any suspicion or information it receives from any source alleging a violation of this policy to the contact details of the specific DRC country operations via <https://pro.drc.ngo/where-we-work> or via DRC's Code of Conduct Reporting Mechanism: Reports of suspected corruption can also be reported directly to DRC HQ at c.o.conduct@drc.ngo

XIV. CONFLICT OF INTEREST

A Bidder shall not, and shall ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of DRC and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any DRC contract a conflict of interest arises, or appears likely to arise, the Bidder shall notify DRC immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of DRC, or cases in which any DRC official, employee or person under contract with DRC may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder shall take steps as DRC may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of DRC.

XV. WITHDRAWAL/MODIFICATION OF BIDS

Requests to withdraw a Bid after the Bid closure time shall not be honoured.

Withdrawal of a Bid may result in your suspension or removal from the DRC suppliers List.

A Bidder may modify its Bid prior to the ITB closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Bid number. No modification shall be allowed after the ITB closure.

XVI. LATE BIDS

All Bids received after the ITB closure will be rejected.

XVII. OPENING OF THE ITB

The Tender Opening will take place at the time and location stated above.

Any attempt by a Bidder to influence the Evaluation Committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence DRC in its decision concerning the award of the contract will result in the immediate rejection of the tender.

XVIII. CONDITIONS OF CONTRACT

All Bidders shall acknowledge that the DRC General Conditions of Contract for the Procurement of Goods, or Services, or the Special Conditions of Contract, as applicable, are acceptable.

XIX. CANCELLATION OF THE ITB

In the event of an ITB cancellation, Bidders will be notified by DRC. If the ITB is cancelled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders

The ITB may be cancelled in the following situations:

- where no qualitatively or financially worthwhile Bid has been received or there has been no response at all;
- the economic or technical parameters of the project have been fundamentally altered;
- exceptional circumstances or force majeure render normal performance of the project impossible;
- all technically compliant Bids exceed the financial resources available; or
- there have been irregularities in the procedure, in particular where these have prevented fair competition.

DRC shall not be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of an ITB, even if DRC has been advised of the possibility of damages. The publication of a procurement notice does not commit DRC to implement the programme or project announced.

XX. QUERIES ABOUT THIS ITB

For queries on this ITB, please contact the Procurement Manager, afg-procurement@drc.ngo.

All questions regarding this ITB shall be submitted in writing to the above. On the subject line, please indicate the ITB number. **Bids shall not be sent to the above email.**

All questions during the tender period, as well as the associated answers, will be shared with all suppliers invited, or for open tenders published at: www.acbar.org and <https://pro.drc.ngo>

XXI. ITB DOCUMENTS

This ITB document contains the following:

1. This covering Letter
2. Annex A.1: DRC Bid Form (Technical bid)
3. Annex A.2: DRC Bid Form (Financial bid)-Diesel
4. Annex B: Tender and Contract Award Acknowledgment Certificate
5. Annex C: DRC General Conditions of Contract
6. Annex D: DRC Supplier Code of Conduct
7. Annex E: Supplier Profile and Registration
8. Annex F: **List of available Petrol pump stations and Stock availability report for Diesel Fuel**

Under DRC's Anticorruption Policy Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. DRC will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

Yours sincerely
Supply Chain unit.
afg-procurement@drc.ngo