

Terms of reference (ToRs) for the procurement of services below the EU threshold

Supply of fuel with the use of electronic fuel card

**Project number/
cost centre:
99.9235.5-001.00**

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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
ToRs	Terms of reference

1. Context

GIZ Ghana aims to partner with a fuel company capable of providing electronic fuel cards for its fleet of vehicles. This initiative is designed to streamline the fuel procurement process, enhance transparency, and minimize the handling of cash by enabling drivers to refuel at designated stations using fuel cards. Furthermore, the selected supplier will be required to provide a system that generates itemized invoices categorized by vehicle, along with fuel monitoring services to track consumption for each vehicle.

GIZ Ghana's main operations are based in Accra, with additional satellite offices strategically located across the country. These include offices in Kumasi (Ashanti Region), Koforidua (Eastern Region), Goaso (Ahafo Region), Sunyani (Bono Region), Techiman (Bono East Region), Takoradi (Western Region), Tamale (Northern Region), and Wa (Upper West Region).

In support of its operations and ongoing projects, GIZ Ghana intends to procure substantial quantities of fuel and is seeking to engage a qualified supplier under a framework agreement. The agreement is expected to cover an initial period of two (2) years (01 January 2026 – 31 December 2027), with the possibility of extension based on satisfactory performance and operational requirements.

GIZ Ghana currently operates 81 vehicles and 1 motorbike across the country, of which 74 are diesel-powered and 8 (including the motorbike) use Petrol Super 95. Over a one-year period, total fuel consumption is approximately 131,667 litres. For the four-year contract period, the estimated total requirement is 526,668 litres, provided for statistical purposes only and not as a guaranteed purchase volume.

The main objectives of this contract are:

- To provide fuel cards for all vehicles in the GIZ Ghana fleet.
- To ensure that drivers can refuel at selected fuel stations using the cards provided.
- To implement a standardized system for fuel monitoring across all vehicles.
- To receive a consolidated monthly credit invoice for all fuel transactions, with detailed records per vehicle.

The resulting contract shall not impose any minimum volume guarantee on the part of GIZ Ghana.

2. Tasks to be performed by the contractor

The selected company will be required to:

- Issue fuel cards to GIZ Ghana for each vehicle, assigned to both the driver and fleet manager.
- Equip GIZ Ghana fleet vehicles with technology to ensure only authorized vehicles are refueled.
- Provide secure and fraud-resistant electronic fuel cards.
- Ensure fuel cards are accepted at a convenient network of fuel stations.
- Ensure fuel stations are accessible and supply quality fuel.
- Offer customer support for issues related to fuel card usage.
- Deliver a consolidated monthly invoice detailing all fuel transactions.

- Provide real-time tracking and reporting of fuel usage per card and vehicle.
- Monitor fuel consumption and alert GIZ of abnormal usage without delay.
- Supply detailed monthly statements itemized by vehicle and project number.
- Manage costs, expenditures, and invoicing in line with GIZ requirements.
- Report regularly to GIZ in accordance with the current AVB of GIZ GmbH.

Period of Assignment:

From **01.01.2026 to 31.12.2029**,

Locations of fuel supply

As project implementation areas are subject to change annually based on operational plans, preference will be given to providers offering consistent and widespread coverage across Ghana.

- **Lot 1: Southern Ghana** (including but not limited to Accra, Kumasi, Takoradi, Cape Coast, and surrounding areas) for 50 vehicles and 1 motorbike
- **Lot 2: Northern Ghana** (including but not limited to Sunyani, Techiman, Tamale, Wa, Bolgatanga, and surrounding areas) for 30 vehicles

To support GIZ Ghana's operations, the minimum required network coverage is as follows:

	At least 3 fuel stations in each of the following locations:	At least 1 fuel station in each of the following locations:
LOT1 Southern Ghana	<ul style="list-style-type: none"> • Accra (Greater Accra Region) • Kumasi (Ashanti Region) 	<ul style="list-style-type: none"> • Takoradi (Western Region)
LOT2 Northern Ghana	<ul style="list-style-type: none"> • Tamale (Northern Region) • Wa (Upper West Region) 	<ul style="list-style-type: none"> • Koforidua (Eastern Region) • Goaso (Ahafo Region) • Sunyani (Bono Region) • Techiman (Bono East Region)

Ideally, the provider should offer full nationwide coverage, with particular emphasis on rural and northern regions of Ghana to ensure uninterrupted operations across all project sites.

Administrative fuel card management and reporting system

As vehicles are associated with projects, the number of vehicles in the GIZ Ghana fleet may vary throughout the contract term. The supplier must provide flexibility to cancel fuel card subscriptions for vehicles that are disposed of, and to issue additional cards for new vehicles added to the GIZ Ghana carpool.

The supplier shall provide a professional management reporting system capable of electronically monitoring the number of litres consumed by each individual car, card, and project. Reports must be submitted to GIZ Ghana focal points on a monthly basis, or at any time upon request, to support effective coordination and information management.

Monthly statistics must be separated by GIZ project number, vehicle plate number, and fuel card, and presented in a consolidated format with comparative figures from month to month and year to year.

Additionally, the supplier shall submit a consolidated annual report detailing the actual total fuel consumption per fuel type for GIZ Ghana, no later than 31 January of the following year.

Conditions for Fuel Supply

The fuel supplied must be genuine, free from contamination, and conform to the product specifications of the principals, as well as to the standards and regulations enforced by the Government of Ghana.

The supplier must be capable of providing electronic fuel cards that support **post-payment**, are electronically monitored, and are backed up by hard copy reports for verification and auditing purposes.

Fuel shall only be supplied to GIZ Ghana-authorized personnel operating GIZ-plated vehicles or motorcycles. Bidders are required to describe the control procedures they will implement to ensure strict compliance with this requirement.

The quality of fuel is subject to random inspection and testing at any of the supplier's gas stations during the contract period. In the event of complaints regarding fuel quality, GIZ Ghana and its projects reserve the right to investigate the matter thoroughly, including conducting chemical tests or examinations. If the fuel is found to be below the minimum required standard, penalties will be applied accordingly.

Technical Requirements

Bidders are required to submit copies of documents confirming that their fuel products comply with all compulsory requirements, norms, and standards applicable to the types of fuel supplied. These documents must include certificates or records of conformity issued or acknowledged by the relevant regulatory authorities or bodies.

- Diesel fuel supplied must be genuine, free from contamination, and conform to the product specifications of the principals, as well as to the standards and regulations enforced by the Ghana Standards Authority (GSA) and the National Petroleum Authority (NPA)
- Petrol (Super 95) must also be genuine, free from contamination, and meet the product specifications of the principals, in full compliance with the standards and regulations enforced by the Ghana Standards Authority (GSA) and the National Petroleum Authority (NPA)

Project management of the contractor

3. Concept

The fuel card service is designed to provide an efficient and secure method for managing fuel purchases for GIZ Ghana's organizational vehicles. Fuel will be utilized at the existing gas stations of the successful bidder, located in cities and regions, using electronic cards presented by authorized drivers.

Bidders must provide a brief description of their organization, including legal mandates or authorized business activities, year and country of incorporation, and approximate annual budget. The description should also include any relevant reputation indicators and disclose

any history of litigation or arbitration that could impact the delivery of goods or services, along with the status or outcome of such cases.

Service delivery: Bidders must submit a list of all gasoline stations in Ghana owned or operated by their company. This list must clearly indicate the regions and cities where these stations are located and confirm their compatibility with the proposed electronic fuel card system.

Financial Capacity: Bidders must demonstrate their financial capacity by submitting the latest audited financial statements, including the income statement and balance sheet. This should include information on liquidity, available credit lines, and any relevant credit or industry ratings.

Track Record and Experiences: Bidders must provide details of relevant corporate experience over the past five years. This should include:

- Name of project
- Client
- Contract Value
- Period of activity
- Types of activities undertaken
- Status or Date Completed
- References / Contact Details (Name, Phone, Email)

Technical Quality Assurance Mechanisms: The proposal must include a description of the bidder's internal technical and quality assurance mechanisms. This includes any quality certifications, export licenses, and other documentation that demonstrates the quality and reliability of the goods and technologies to be supplied.

Reporting and Monitoring: Bidders must describe the mechanisms they will use to report to GIZ Ghana, including a proposed reporting schedule. The bidder must explain how fuel consumption will be actively monitored and how alerts will be generated in the event of abnormal deviations from average consumption. GIZ Ghana focal points must be notified in writing without delay in such cases.

Each bidder must explain their approach to coordination with GIZ Ghana and its designated focal points. This includes a detailed explanation of how the project management requirements outlined in Chapter 2 (Tasks to be performed by the contractor) will be fulfilled. A project management concept must be submitted, including assignment dates and locations for team members, along with a breakdown of work steps according to the project schedule.

Bidders must describe their backstopping concept. This includes

- Service-delivery control
- Ensuring the flow of information between the supplier and GIZ
- Securing the administrative management conclusion of the contract

These services must be factored into the fee schedules in accordance with Section 3.3.1 of the GIZ AVB.

4. Costing requirements

Bidders are required to prepare a detailed Price Schedule, including a cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if applicable. Any estimates for cost-reimbursable items, such as expert travel or out-of-pocket expenses, should be listed separately. A suggested format for the Price Schedule is provided in the following pages.

Currency of the Bid: GHS

Nr	Description of the Item	Unit		Quantity (for 3 years)	Unit Price (excl. all taxes and VAT, after discount)	Total (excl. VAT)
1	Diesel	Lt.		368,793.00		
2	Petrol Super 95	Lt.		26,208.00		
3	The cost of fuel cards, Online fuel monitoring system and other ancillary cost					
Total cost						

Invoice and payment terms

The supplier shall submit monthly invoices during the first week of the following month and with a breakdown by vehicle and date/quantity of refueling. GIZ Ghana will process payments monthly, within four (4) weeks of receiving a properly structured invoice, in accordance with the Terms of Reference.

Contract Prices: Prices charged by the contractor for services performed under the contract shall not exceed the prices set at the vendor's filling stations located in Accra, nor in any other region.

Price adjustments may only occur following an official announcement of fuel market price variations by the National Petroleum Authority (NPA) of Ghana. The contractor may adjust fuel prices only within the percentage range announced by the NPA. Any such changes must be communicated to GIZ Ghana within five (5) days of the occurrence, accompanied by a copy of the contractor's internal order, instruction, or disposition.

The discount % offered by the contractor must remain no less than the rate quoted at the time of contract award and must be maintained throughout the entire duration of the contract.

5. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- List of vehicles in the GIZ Ghana fleet with corresponding project number and cluster grouping
- Names of Drivers and fleet managers
- Names of GIZ focal points

6. Requirements on the format of the tender

The structure of the tender must strictly follow the structure of the Terms of Reference (ToRs). In particular, the detailed concept outlined in Chapter 3 must be organized in accordance with the positively weighted criteria in the assessment grid (excluding criteria with a weight of zero).

The tender must be clearly formulated, legible (using font size 11 or larger), and written in English. The complete tender document must not exceed 15 pages. Any content beyond the page limit will not be considered in the evaluation. Additionally, external content such as hyperlinks to websites will not be assessed.

Bidders must calculate their financial tender based precisely on the parameters specified in Chapter 5, Quantitative Requirements. The number of litres of fuel used will be contractually agreed upon as maximum limits. Pricing specifications must follow the structure defined in the Price Schedule.

7. Special Agreements / Options

An expansion or continuation of the key elements of the tendered field of measures through contract amendments is possible.

The extension of the contract term will be reviewed no later than three (3) months of the current contract year and confirmed by a contract amendment.

Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organized in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The complete tender must not exceed **10** pages . If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

Please calculate your financial tender based exactly on the parameters specified in Chapter 4 Cost requirements.