

Terms of reference (ToRs)

Fuel Framework Agreement/ GIZ Erbil

**Project number/
cost centre:**

18.9206.6-001.00

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0. List of abbreviations

AVB General Terms and Conditions of Contract (AVB) for supplying services
and work 2018

To Terms of reference

1. Context

The wide range of services offered by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH are based on a wealth of regional and technical expertise and on tried and tested management know-how. We are a German federal enterprise and offer workable, sustainable and effective solutions in political, economic and social change processes. Most of our work is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). However, GIZ also operates on behalf of other German ministries and public and private bodies in Germany and abroad. These include governments of other countries, the European Commission, the United Nations and the World Bank. We are equally committed to helping our clients in the private sector attain their goals.

GIZ operates throughout Germany and in more than 120 countries worldwide. Our registered offices are in Bonn and Eschborn, Germany. We have more than 20,000 staff members around the globe, some 70% of whom are employed locally as national personnel. GIZ has a country office in Baghdad and implements projects in Central Iraq as well as the Kurdistan Region of Iraq.

2. Tasks to be performed by the contractor

The aim of this framework agreement is to providing best quality fuel for the GIZ vehicles. Once the contract is in place, the drivers will be following the system agreed upon between the fuel station and GIZ for refilling the vehicles. This is covering the payment system and the submission of the invoices to be processed by GIZ.

The contractor is responsible for providing the following services:

- Provide a separate special fuel pump for GIZ drivers. This will save time for our drivers and the quality will be under control.
- Refilling the tanks according to the received stamped coupons and per the agreed price & quality.
- Tracking the daily coupons and submitting all at the end of the month to GIZ through a report.
- Prices are to be provided on a daily basis and with a percentage discount (**if any**).
- Only fuel stations are ought to apply for this tender.
- The fuel station needs to be available 24/7 (refilling the fuel tanks is expected during the weekends)
- The fuel station must be easily accessible and with no traffic obstructions.
- The Fuel station must be located within a reasonable distance from the [GIZ Erbil Office](#)-World Trade Centre maximum up to 7KM.
- Professionalism (including professional tea members, required security tools, safety of the station and available fire distinguishers and a professional system tracking). The safety and the security of the station will be checked by GIZ RMO Team.

Period of assignment: From **01.06.2022** until **31.05.2023**.

3. Concept

- In order for receiving the objectives outlined in chapter 2, the contractor is responsible for providing only one specific pump that only GIZ drivers are allowed to use and refill their vehicle tanks. Furthermore, the coupons must contain specific details such as (Vehicle type and plate number, quantity of the fuel, type of the fuel and cost per litre with the name of the driver). In addition, the company administration should submit a final report of the coupons to the Fleet Unit of GIZ at the end of each month.
- And the contractor should share a list of their sub-contractor(s)/partners with GIZ. In case the required quantity of the fuel is not available with them, it is the contractor's responsibility to provide GIZ with the required fuel quantity or to direct GIZ to their partners.