



JOINT SONGWE RIVER BASIN COMMISSION

REQUEST FOR QUOTATION (RFQ)

FOR

SUPPLY OF FUEL FOR THE STANDBY GENERATOR AND MOTOR VEHICLES

QUOTATION NO: SONGWECOM/2026/2027/G/02

Executive Secretary,
Joint Songwe River Basin Commission,
P.O. BOX 300,
Kyela Tanzania.
Tel: +255 25 2957412
E-mail: songwecombasin@gmail.com or procurement@songwecom.org

Date: 18th August, 2026

1. Background

The Joint Songwe River Basin Commission (SONGWECOM) is a bi-national institution established by the Governments of the United Republic of Tanzania and the Republic of Malawi to promote sustainable management and development of the Songwe River Basin.

SONGWECOM invites quotations from qualified, registered and licensed fuel suppliers for the supply and delivery of fuel for its standby generator and motor vehicles at the SONGWECOM Secretariat Offices located in Kyela, Tanzania, for the Financial Year 2026/2027.

The selected supplier shall be responsible for supplying and delivering fuel of the required quality and quantity in a timely and reliable manner to ensure uninterrupted operation of the SONGWECOM standby generator and motor vehicles.

2. Objectives

The objective of this assignment is to engage a competent and reliable fuel supplier to:

- a. Supply quality fuel for the SONGWECOM standby generator and motor vehicles.
- b. Ensure timely availability of fuel whenever required.
- c. Minimize interruptions to office operations arising from fuel shortages.
- d. Ensure that all fuel supplied complies with applicable national standards and regulatory requirements.
- e. Provide accurate records, delivery notes and invoices for all fuel supplied.

3. Scope of Supply

The successful bidder shall supply and deliver fuel to the SONGWECOM Secretariat Offices in Kyela, Tanzania, including but not limited to:

A. Fuel Supply

S/N	Description	Unit	Estimated Quantity
1	Diesel Fuel for Standby Generator	Litre	To be determined based on operational requirements
2	Diesel Fuel for Motor Vehicles	Litre	To be determined based on operational requirements
3	Petrol Fuel for Motor Vehicles, where applicable	Litre	To be determined based on operational requirements

The quantities indicated are estimates and may vary depending on operational requirements. SONGWECOM shall procure fuel based on actual requirements during the contract period.

B. Supply and Delivery Operations

The successful bidder shall undertake the following activities:

- a. Supply fuel in accordance with orders issued by SONGWECOM.
- b. Deliver fuel to the SONGWECOM Secretariat Offices in Kyela or to any other location designated by SONGWECOM within the applicable service area.
- c. Ensure that all fuel supplied is of good quality and meets applicable Tanzania Bureau of Standards and other relevant regulatory requirements.
- d. Ensure accurate measurement of fuel supplied.
- e. Provide delivery notes for every fuel delivery, indicating the type and quantity of fuel supplied, date of delivery and other relevant details.
- f. Ensure safe transportation, handling and delivery of fuel.
- g. Maintain adequate fuel supply capacity to respond to SONGWECOM requirements.
- h. Provide fuel at the agreed unit rates during the validity of the quotation and contract period, subject to any applicable statutory price adjustments.
- i. Replace any fuel supplied that is found to be contaminated, adulterated or otherwise unsuitable for the intended use.
- j. Comply with all applicable laws, regulations, safety requirements and environmental standards relating to the transportation, handling and supply of petroleum products.

4. Duration of Contract

The contract will be for a period of **two years from the date of signing the agreement**, subject to satisfactory performance and the terms and conditions of the contract.

Fuel shall be supplied on an **as-and-when-required basis** upon receipt of an authorized purchase order, fuel requisition or other written instruction from SONGWECOM.

5. Payment Terms

- a. Payments will be made according to the actual quantity of fuel supplied and accepted by SONGWECOM.
- b. Detailed invoices shall be submitted after each delivery or monthly, as agreed, and shall be supported by duly signed delivery notes.
- c. Each invoice shall clearly indicate the type of fuel, quantity supplied, applicable unit price, taxes and total amount payable.
- d. Payment will be made within 30 days of receiving a complete and satisfactory invoice and supporting documentation.
- e. SONGWECOM shall only make payment for fuel that has been duly delivered, verified and accepted.

6. Minimum Requirements

Interested fuel suppliers must submit evidence demonstrating compliance with the following requirements:

6.1. Registration and Licensing

The bidder shall possess valid:

- a. Certificate of Incorporation or Certificate of Registration.
- b. Business License.
- c. TIN Certificate.
- d. VAT Registration Certificate, where applicable.
- e. Relevant petroleum/fuel supply license issued by the authorized government regulatory institution.

6.2. Fuel Supply Capability

The bidder shall demonstrate:

- a. Capacity to supply the required fuel quantities.
- b. Access to reliable fuel storage and supply facilities.
- c. Availability of appropriate fuel transportation and delivery arrangements.
- d. Ability to provide fuel promptly upon receiving an order from SONGWECOM.

6.3. Fuel Quality

The bidder shall:

- a. Supply fuel that complies with applicable national quality standards.
- b. Provide evidence of compliance with applicable petroleum product standards and regulations.
- c. Ensure that fuel supplied is clean, uncontaminated and suitable for use in generators and motor vehicles.
- d. Provide, where required, relevant fuel quality documentation or certification.

6.4. Delivery and Transportation

The bidder shall demonstrate ownership or access to:

- a. Suitable fuel transportation vehicles.
- b. Appropriate fuel storage and handling facilities.
- c. Equipment necessary for safe fuel delivery.
- d. Measures for preventing fuel leakage, contamination and wastage during transportation and delivery.

7. Performance Requirements

S/N	Activity	Area	Performance Standard	Special Requirement
1	Fuel Supply	SONGWECOM Secretariat	Reliable supply	Fuel supplied according to approved orders
2	Fuel Quality	Generator and Motor Vehicles	Quality-compliant fuel	Fuel must meet applicable national standards
3	Delivery	SONGWECOM Secretariat, Kyela	Timely delivery	Delivery within the agreed period after receiving an order
4	Documentation	SONGWECOM Secretariat	Complete records	Signed delivery notes and invoices required
5	Emergency Supply	SONGWECOM Operations	Prompt response	Supplier should be able to respond to urgent fuel requirements

8. Schedule of Prices

Bidders shall complete the schedule below:

S/N	Description of Service	Unit	Estimated Quantity	Rate (TZS)	Amount (TZS)
1	Diesel Fuel – Standby Generator	Litre			
2	Diesel Fuel – Motor Vehicles	Litre			
3	Petrol Fuel – Motor Vehicles, where applicable	Litre			
	Sub Total Amount				
	Grand Total Amount				

9. Required Documents

Interested firms shall submit:

- Brief description of the company, including its history, years of operation, experience in fuel supply and areas of expertise.
- Certificate of Incorporation or Registration.
- Valid Business License.
- TIN Certificate and VAT Registration Certificate, where applicable.
- Valid petroleum/fuel supply license issued by the relevant authority.
- Evidence of capacity to supply and deliver fuel.
- Evidence of ownership or access to appropriate fuel storage and transportation facilities.
- Evidence of compliance with applicable fuel quality and regulatory requirements.
- At least three references from clients served within the last three years.
- Financial quotation duly signed and stamped by an authorized representative.

Contact details of the company's authorized representative.

10. Evaluation Criteria

Quotations shall be evaluated based on:

- a. Compliance with all mandatory requirements and submission of the required documents.
- b. Validity and completeness of the bidder's registration and operating licenses.
- c. Experience in the supply of fuel to Public Institutions, Government Agencies, International Organizations, Private Companies or similar entities.
- d. At least three (3) references from clients who have received similar fuel supply services within the last three years.
- e. Demonstrated capacity to supply and deliver fuel reliably and on time.
- f. Availability of suitable fuel storage, transportation and delivery facilities.
- g. Compliance with applicable fuel quality, safety and environmental requirements.
- h. Reliability and responsiveness of the supplier, including ability to meet urgent requirements.
- i. Detailed fee structure, including unit prices for different fuel types, delivery charges and any other applicable costs.
- j. Financial quotation duly signed and stamped by an authorized representative.
- k. Overall competitiveness of the quoted prices.

Only substantially responsive quotations shall proceed to financial evaluation.

11. Submission of Proposals

Proposals should be submitted in **electronic or hard copy format** by:

Deadline: 31st August, 2026 at 10:00 a.m. EAT

TO:

Executive Secretary,
Joint Songwe River Basin Commission,
P.O. BOX 300,

Kyela, Tanzania.

Tel: +255 25 2957412

E-mail: songwecombasin@gmail.com or procurement@songwecom.org

The quotation should be clearly marked:

“REQUEST FOR QUOTATION FOR THE SUPPLY OF FUEL FOR THE STANDBY GENERATOR AND MOTOR VEHICLES.”

12. Timeline

- a. RFQ Release Date: 18/08/2026
- b. Deadline for Submission of Quotation: 31/08/2026 at 10:00 a.m. EAT
- c. Evaluation of Quotations: 02/09/2026
- d. Notification of Award: 14/09/2026
- e. Contract Start Date: 01/10/2026

13. Terms and Conditions

- a. SONGWECOM reserves the right to accept or reject any quotation without assigning any reason.
- b. The quotation must remain valid for a period of 90 days from the submission deadline.
- c. The quantities stated in the Schedule of Prices are estimates and do not constitute a commitment by SONGWECOM to purchase the stated quantities.
- d. Fuel shall be supplied only upon receipt of an authorized order or written instruction from SONGWECOM.
- e. SONGWECOM reserves the right to verify the quality and quantity of fuel supplied.
- f. Any fuel found to be contaminated, adulterated or otherwise unsuitable for use shall be rejected and replaced by the supplier at no additional cost to SONGWECOM.
- g. The supplier shall comply with all applicable laws, regulations and standards governing petroleum products in Tanzania.
- h. Any form of canvassing will lead to automatic disqualification.
- i. The successful bidder shall enter into a formal supply agreement with SONGWECOM.

14. Confidentiality

All information provided in response to this RFQ and during the course of the contract shall be treated as confidential and shall not be disclosed to any third party without prior written consent from SONGWECOM.

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