

REQUEST FOR A QUOTATION LETTER, REF. NUMBER CPG/3158/2018

1. On behalf of the Foreign and Commonwealth Office (FCO), British Embassy Tirana, I am requesting a quote from you for the provision of fuel.

The Embassy will arrange all the facilitation with customer service and MFA for permission and reimbursement of VAT and Excise tax. The approximate total quantities of purchase (for 18 months) will be:

- 33,000 litre of diesel for vehicle.
 - 3,000 litre of petrol for vehicle.
 - 20,000 litre of diesel for heating system & generator.
2. Please provide your contact details as indicated in a Response Sheet.
 3. Your quote should remain valid for 90 days from the date of request and all costs should be stated in Albanian lek (ALL).
 4. The contract will be signed for the fixed term period of 18 months with an option to extend up to 6 months.
 5. The main evaluation criteria will be the ability to meet technical requirements and price (based on the margin of profit). The evaluation criteria is set in the Response Sheet (such as payment methods available (Credit Card acceptance, issuing specialised cards for fuel payments, consolidated monthly invoices); network of Petrol Stations; Licence for VAT and duty free sale of fuel for heating; Environmental Policy; Similar contract with international organisation or public institution in the country.

6. **Please submit your quote by 17:00 hours (Tirana time) on 15 February, 2019.**

It should constitute of:

- Completed form of Response Sheet;
- Pricing List.

All correspondence and documentation should be provided in English.

7. Please send your response to Ingrida.Kyguolyte@fco.gov.uk and use the title: **RFQ RESPONSE CPG/3158/2018**.
8. If you have any questions, please contact Ingrida Kyguolyte at Ingrida.Kyguolyte@fco.gov.uk. Use the title: **RFQ QUESTION CPG/3158/2018**.
9. Should your quote be accepted, this request, your Proposal Document, FCO Ts&Cs and your response sheet will form a legally binding contract between you and the FCO.
10. This Request for a Quote does not imply any commitment on the part of the FCO. Authority leaves the right to ask for Financial Health demonstration before making an award decision.
11. Authority reserves the right to exclude from further evaluation a Tenderer which scores:
 - Fail (0) for any of questions
 - Major Reservations (1) for one or more questions
 - Minor Reservations (2) for 2 or more questions
12. If highest scoring bid is unaffordable, the Authority keeps the right to move on to the second place bidder.