



Lebanese Red Cross

**Terms of Reference for Procurement of Diesel Oil
for Diesel Generators**

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1. Introduction & Context

1.1 Definitions and Key Terms

To ensure clarity and alignment between LRC and potential service providers, the following key terms are defined:

- LRC: Lebanese Red Cross.
- Supplier: The vendor responsible for providing and delivering diesel oil.
- Diesel Oil: Fuel meeting Lebanese and international quality standards for generators use.
- SLA: Service Level Agreement defining performance standards.

1.2 Purpose of this ToR

The Lebanese Red Cross relies on a network of generators to ensure uninterrupted electrical power supply for its Head Quarter, Blood Transfusion Centers, and Emergency Response Units. This ToR outlines the requirements for procuring diesel oil that is:

- High-Quality: Meeting national and international fuel standards.
- Reliable: Ensuring consistent availability and delivery.
- Cost-Effective: Offering competitive and transparent pricing.
- Crisis-Ready: Capable of supplying fuel during crises times (Instability, national shortage supply...).

1.3 Background and Operational Needs

LRC operates critical facilities that require a continuous electrical power supply. Frequent national electrical power shortage necessitates a reliable source of high-quality diesel fuel to keep the LRC electrical power generators running. The selected supplier must demonstrate:

- Proven experience in fuel supply and distribution.
- Capacity to deliver nationwide on scheduled and/or short notice.
- Compliance with national safety and environmental regulations.
- Previous experience with NGOs (LRC Preferable).

2. Scope of Work

2.1 Comprehensive Service Requirements

The successful bidder will be responsible for:

Diesel fuel Supply:

- Provision of high-quality diesel fuel.
- Compliance with Lebanese fuel standards and norms.
- Compliance with LRC electrical power generators manufacturer technical recommendations.

Delivery Services:

- Scheduled and/or on-demand deliveries to various LRC premises nationwide (Antelias, Spears, Chouf, Tyr, Saida, Hadath, Aley, Nabatieh, Rashaya, Halba).
- Emergency fuel delivery within specified response times.
- Proper handling and transportation in compliance with the national safety regulations.

Quality Assurance:

- Fuel testing and certification upon request.
- Transparency in sourcing and supply chain.

2.2 Performance Standards

The supplier will be held to the following service levels:

Service Aspect	Standard Timeline	Emergency Timeline
Routine Deisel fuel Delivery	Within 24 hours	N/A
Emergency Diesel fuel Delivery	Within 6 hours	Within 2 - 4 hours
Deisel fuel Quality Testing	Upon request	Immediate in crisis

3. Supplier Requirements & Selection Process

3.1 Mandatory Qualifications

Prospective suppliers must demonstrate:

- **Legal Compliance:**
 - Valid business license,
 - Valid fuel distribution permit,
 - Legal fleet papers,
 - Valid official drivers licenses.
- **Technical Expertise:**
 - Experience in Diesel fuel chain supply,
 - Legal licensed drivers.
- **Operational Capacity:**
 - Availability of minimum of five adequate diesel-tank-trucks for delivery.
 - Access to all LRC premises nationwide.
- **Experience:**
 - At least 10 years in Diesel fuel supply services
 - Previous experience with NGOs,
 - Previous experience with LRC is plus.
- **Financial Stability:**
 - Official audited financial statements for the last 3 years.
- **Business capacity:**
 - Owning diesel entitlement in Tripoli & Zahrani installations.
 - Proof of minimum storage capacity of 40,000 Liters for LRC usage.

- Delivery of 30,000 to 40,000 Liters per month to different locations.

3.2 Proposal Submission Requirements

Bidders must submit:

1. Technical Proposal
 - Company profile and experience.
 - Fuel quality & quantity supply assurance procedures.
2. Financial Proposal
 - Pricing structure (Annex 1).
 - Payment terms and conditions.
3. Supporting Documents
 - Business license, permits and fleet legal paper.
 - Insurance certificates.
 - Emergency delivery plan.

3.3 Evaluation Methodology

Proposals will be scored out of 100 points:

Evaluation Criteria	Max Points	Assessment Method
Technical Competence. <ul style="list-style-type: none"> - Company Profile - Methodology - Previous Experiences <ul style="list-style-type: none"> - 10 years of Contacting - Experience with LRC - Experience with NGOs 	55 20 10 25	Document review, references
Response Time & Availability	25	Service testing, references
Cost Competitiveness	20	Price comparison

4. Contract Management

4.1 Service Level Agreement

The contract will include quarterly performance evaluations to ensure service quality.

4.2 Governance Structure

A joint committee will oversee operations:

- **LRC Representatives:** Logistics Director, Procurement Director.
- **Vendor Representatives:** Account Manager, Operations Head.
- **Meeting Frequency:** Monthly (weekly during crises).

5. Contract Termination

5.1 Termination for Cause

LRC reserves the right to terminate the agreement immediately if:

- The supplier fails to meet SLAs for three consecutive evaluations.
- Emergency deliveries are not provided within agreed timelines.
- Legal or ethical violations occur.

5.2 Termination for Convenience

LRC may terminate with a 30-day notice (15 days in emergencies) if:

- Operational needs change.
- Funding constraints arise.
- Force majeure conditions persist beyond 60 days.

6. Payment Terms

The payment structure will be as follows:

- Payments will be made upon successful completion of services and approval by the LRC Facilities Manager and Logistics Director.
- Invoices must be submitted with a detailed breakdown of completed work.
- Payments will be processed within **20 working days** of invoice submission.
- Any disputes regarding invoicing or payment will be resolved through a joint review between LRC and the service provider.
- LRC reserves the right to withhold payment for incomplete or substandard work until rectified.

7. Contract Duration

The agreement will be valid for **three (3) years**, subject to yearly performance review and renewal.

8. Annexes

Annex 1: Compliance & Technical Evaluation Matrix.

Annex 2: Technical & Financial Evaluation Matrix

Annex 1 – Compliance & Technical Evaluation Matrix

A. Mandatory Compliance Requirements

Requirement	Submitted	Verified by (LRC Use Only)
Valid business registration and fuel distribution license	<input type="checkbox"/> Yes / <input type="checkbox"/> No	_____
Legal vehicle registration and fleet ownership/lease documents	<input type="checkbox"/> Yes / <input type="checkbox"/> No	_____
Official driver licenses for all delivery personnel	<input type="checkbox"/> Yes / <input type="checkbox"/> No	_____
Proof of minimum 5 diesel delivery trucks with adequate capacity	<input type="checkbox"/> Yes / <input type="checkbox"/> No	_____
Fuel storage capacity certificate ($\geq 40,000$ Liters for LRC allocation)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	_____
Audited financial statements (last 3 years)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	_____
Proof of fuel sourcing (refinery shareholding or supply agreement)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	_____
Emergency fuel delivery plan	<input type="checkbox"/> Yes / <input type="checkbox"/> No	_____
Insurance coverage for transport and liability	<input type="checkbox"/> Yes / <input type="checkbox"/> No	_____

Note: Failure to comply with any of the above mandatory items will result in disqualification.

Annex 2: Technical & Financial Evaluation Matrix

Evaluation Criteria	Sub-Criteria	Max Points	Score Awarded	Evaluator Notes
1. Technical Competence		55		
	Company profile, organizational capacity, and facilities	20		
	Methodology & quality assurance processes	10		
	Experience in diesel fuel supply chain	10		
	Minimum 10 years in fuel distribution	5		
	Prior experience with LRC	5		
	Prior experience with NGOs	5		
2. Response Time & Availability		25		

	Ability to meet standard and emergency delivery timelines	15		
	Availability of 24/7 delivery coordination and hotline	10		
3. Cost Competitiveness		20		
	Pricing structure and cost per liter	15		
	Transparency of fees, surcharges, and taxation impact	5		
TOTAL SCORE		100		