



Terms of Reference:

Provision of Gasoline and Diesel Fuel Refill Services for Lebanese Red Cross Vehicles

Background

The Lebanese Red Cross (LRC) operates a large fleet of vehicles distributed across all Lebanese territory and supporting daily humanitarian, emergency, medical, logistics, transportation, and operational activities. The fleet includes ambulances, operational vehicles, trucks, vans, and support equipment requiring continuous gasoline and diesel fuel supply. LRC operations are implemented across seven main districts and multiple regions throughout Lebanon on a 24/7 basis, including during emergencies, crises, armed conflicts, disasters, and periods of instability. Continuous fuel availability is considered a critical operational requirement, as LRC emergency response and lifesaving activities cannot operate without uninterrupted fuel support.

The estimated monthly fuel consumption is approximately:

- **115,000 liters of gasoline and 15,000 diesel fuel combined per month**
- **1000 cards**

Objective

The objective of this ToR is to establish a framework agreement with qualified fuel suppliers and fuel station networks capable of providing uninterrupted gasoline and diesel fuel refill services for LRC vehicles and operational equipment throughout Lebanon.

Scope of Services

The selected supplier shall:

- Provide gasoline and diesel fuel refill services for LRC vehicles and operational equipment across all Lebanese territories.
- Ensure the availability of operational fuel stations covering the seven districts and major operational areas of the LRC (52 locations, list attached).
- Guarantee 24/7 fuel service availability, including weekends, holidays, emergencies, wars, conflicts, and crisis situations.
- Fuel prices shall be applied in accordance with the official rates issued by the Lebanese Ministry of Energy and Water and any applicable governmental regulations.
- Ensure business continuity and uninterrupted fuel supply during emergency situations and national crises.
- Provide fuel through a fuel card system or authorized voucher system.
- Allocate predefined monthly fuel quantities per vehicle, sector, or operational unit as coordinated with the LRC Logistics Section.
- Issue official fuel vouchers, slips, invoices, and all supporting documentation for each fuel refill transaction.
- Coordinate directly with the LRC Finance and Logistics sections regarding tracking, monitoring, and reporting requirements.

Supplier Requirements

Interested suppliers shall:

- Be legally registered and authorized to operate fuel stations in Lebanon.
- Have operational coverage across Lebanese territory.



- Demonstrate the capacity to maintain fuel availability during emergencies and conflict situations.
- Provide all valid legal documentation, licenses, registrations, tax documentation, and governmental approvals.
- Ensure proper HSE and fuel quality standards.
- Assign a focal point for coordination with the LRC.

Submission Requirements

Suppliers shall submit:

- Company profile
- List and locations of fuel stations
- Legal documentation and licenses
- Fuel card/voucher system details
- Emergency continuity plan
- Financial and commercial proposal

Evaluation and Awarding Criteria

The evaluation of submitted offers shall be conducted based on the following technical criteria:

Criteria Description Weight

Criteria	Description	Weight
Geographic Coverage and Station Availability	Availability of operational fuel stations across all Lebanese territories and regions, covering the attached list of 52 LRC operational locations. Accessibility, proximity, and operational coverage shall be considered.	35%
Operational Capacity and Emergency Readiness	Ability to ensure uninterrupted fuel availability and 24/7 operational service during emergencies, conflicts, crises, strikes, and war situations. Availability of contingency plans, backup supply arrangements, and demonstrated capability to support humanitarian operations under exceptional circumstances.	30%
Fuel Pricing Strategy and Cost Competitiveness	Compliance with official Ministry of Energy fuel rates and submission of a competitive pricing strategy.	15%
Fuel Management and Reporting System	Availability of a fuel card or voucher system allowing proper monitoring, tracking, reporting, and fuel consumption control per vehicle and operational unit.	10%
Technical Experience and Compliance	Supplier experience in fuel provision services for large organizations, NGOs, healthcare institutions, or operational fleets. Submission of all requested legal and technical documentation.	5%



Logistics Section

Customer Support and Coordination	Availability of dedicated focal points, response time, issue handling, and operational coordination with the LRC	5%
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