



*All correspondences should be addressed to the SECRETARY, Public Service Commission.  
Toutes correspondances doivent être adressées au SECRETAIRE, Commission de la Fonction Publique.  
Adresm evri komunikesen i go long Sekretari, Pablik Sevis Komisen.*

## **REQUEST FOR QUOTATIONS (RFQ)**

To: **Potential Fuel Supplier**

Date: **Friday 13<sup>th</sup> September 2024**

The **OFFICE OF THE PUBLIC SERVICE (PSC)** (Employer) invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Purchaser reserves the right to award a contract for selected items only. Any resulting contract shall be subject to the attached General Conditions of Contract (GCC) and Special Conditions of Contract (SCC). At the time the Contract is awarded the Purchaser reserves the right to increase or decrease the quantities of the Goods and related Services up to 20%.

### **QUOTATION REQUIREMENTS AND PROPOSALS**

The Office of the Public Service Commission is inviting proposals from **Qualified Fuel Suppliers** to become the **Official Fuel Provider** for the government's fleet of vehicles. This includes the supply of fuel for all government departments, ministries, and agencies.

#### **Scope of Service**

- **Fuel Supply:** Provision of fuel (petrol and diesel) to government vehicles.
- **Service Stations:** Must have a wide network of service stations to ensure easy access across the country.
- **Fuel Cards System:** The supplier should have a fuel card system or equivalent for efficient tracking and management of fuel consumption.
- **Monthly Invoicing:** Clear and timely invoicing is required to facilitate accurate payment and record-keeping.
- **Emergency Support:** Availability of fuel during emergencies and natural disasters.
- **Suitable Discount:** A suitable discounted Tariff per litter of Petrol and Diesel each month.

#### **Eligibility Requirements:**

- Must be a **registered fuel supplier** with a proven track record in the industry.
- Must have the capacity to meet the fuel demands of government vehicles across the country.
- Compliance with all relevant **safety and environmental regulations** is mandatory.
- A transparent pricing mechanism based on market value is required.

#### **Submission Details:**

Interested fuel suppliers are requested to submit their proposals, including company profile, pricing structure, and terms of service, no later than 30<sup>th</sup> September 2024.



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**Public Service Commission  
Commission de la Fonction  
Publique  
Pablik Sevis Komisen**



**Government of the Republic of  
Vanuatu  
Gouvernement de la République  
de Vanuatu  
Kafman blong Ripablik blong  
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**For clarifications of the content of the RFQ, bidders shall contact:**

Mr. Ridley Magmui  
**Manager Fleet & Housing**  
Office of the Public Service Commission  
Phone: 33360 | 7774027 or 5989479 | VoIP: 3575  
Email: [rmagmui@vanuatu.gov.vu](mailto:rmagmui@vanuatu.gov.vu)

Ms. Nelly Tamara  
**Fleet Data Officer**  
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