



TERMS OF REFERENCE (TOR)

Terms of Reference for the Provision of Fuel for Vehicles, Motorcycles, Generators for 3 Years (2026 – 2029), Under FWA

Background

GOAL is an Irish international humanitarian organization founded in 1977 and currently operational in 13 countries, in both emergency development contexts. GOAL has four programmatic thematic areas; People survive crisis, resilient health, food security and nutrition and sustainable livelihoods. GOAL works with several stakeholders to protect and stimulate socio-economic development. GOAL Uganda's current country program has a focus on agricultural markets systems, nutrition, sustainable water and sanitation systems and health accountability, in the North, East and West of the country. Target groups include Vulnerable women, men, and youth.

GOAL's head office is located in Kampala at Plot 5448, Block 244, Bonge Way, Kansanga.

Postal address: P.O. Box 72472, Kampala, Uganda.

GOAL operates in six field offices in its Uganda programme.

Field office locations include:

- Mbale
- Lira
- Agago
- Kabarole
- Jinja
- Hoima

Its work is supported by several donors, including Mastercard Foundation, Irish Aid, USAID, charity: water, ASTYE, and EKN.

GOAL operates a fleet comprising of 23 vehicles, 78 motorcycles, and 6 standby generators that support program implementation and operational activities across various locations. To ensure uninterrupted operations, the organization seeks to engage a qualified fuel supplier to provide petroleum products through a reliable, efficient, and accountable fuel management system.

Objective

The objective of this assignment is to establish a framework agreement with a competent fuel supplier for the provision of fuel and related services to support organizational transport and power generation needs.

Scope of Services

The selected supplier shall:

1- Fuel Supply

Provide the following fuel products as required:

- Petrol (Gasoline)

- Diesel
- Generator fuel (as applicable)

2- Fleet Coverage

Supply fuel for:

- 23 organizational vehicles
- 78 motorcycles
- 6 standby generators

3- Fuel Distribution System

The supplier shall provide :

- Electronic fuel cards

4- Fuel Station Network

Maintain accessible fueling stations within operational areas and provide details of station locations in the proposal

5. Key deliverables

The supplier shall:

1. Supply fuel upon authorized request, either through presentation of a fuel card, Coupon or LPO
2. Maintain accurate transaction records.
3. Submit monthly fuel consumption reports.
4. Provide invoices and supporting documentation.
5. Report any suspected misuse or irregular transactions.
6. Ensure continuous fuel availability throughout the contract period.
7. Participate in quarterly and annual contracts review meetings

6. Reporting Requirements

Monthly reports should include:

- Vehicle/motorcycle registration number
- Date and time of fuelling
- Type of fuel supplied
- Quantity supplied (litres)
- Unit price
- Total cost
- Fuel station location

- Odometer reading (where applicable)
- Generator fuelling records

7. Contract Duration

The framework agreement shall be valid for an initial period of three (03) years, renewable based on satisfactory performance and organizational requirements.

8. Essential criteria

Interested suppliers should demonstrate:

- Valid Certificate of incorporation
- Valid fuel trading license
- NEMA certificate
- Tax compliance(Tax clearance Certificate)
- Company profile
- Adequate fuel station network coverage in all locations where GOAL Operates

9. Award Criteria

- At least three years of experience supplying fuel to organizations similar in size
- Fuel management and reporting systems in place.(Availability of fuel cards, Post or Pre-Payment system)
- Financial capacity to sustain uninterrupted fuel supply.(Provide bank statements for the previous six months)
- At least three references from similar assignments.(Either contracts or reference letters)
- Audited books of accounts for the previous two years(2024 & 2025)

9. Performance Standards

The supplier shall:

- Maintain consistent fuel quality.
- Always ensure fuel availability.
- Process fuel transactions promptly.
- Provide accurate and timely reports.
- Comply with environmental, health, and safety regulations.
- Compliance with contractual requirements
- Timeliness of invoice submission

10. Evaluation Criteria

Proposals may be evaluated based on:

Criteria	Weight (%)
Technical Capacity and Experience	55

Price(Financial proposal)	35
Delivery period(response time to fuel requests/top Ups)	10
Total	100

Bid Submission:

- The application file will include; a cover letter, administration check list, technical and financial proposals shared by email via the tenders's email within the submission period.

11. Key Performance Indicators (KPIs)

The supplier will be assessed against:

- Fuel availability rate (target: $\geq 98\%$)
- Accuracy of reports
- Timeliness of invoice submission
- Response time to fuel requests
- Customer service quality
- Compliance with contractual requirements

12. Payment Terms

- Payment shall be made upon receipt of valid invoices and supporting fuel consumption reports within 30days
- Payment period: [e.g., 30 days after invoice approval].
- Fuel prices shall be based on prevailing pump prices..

13. Confidentiality

The supplier shall maintain confidentiality regarding all organizational operations, fuel consumption data, and fleet information obtained during contract execution.

14. Compliance Requirements

The supplier shall comply with all applicable national laws, taxation requirements, environmental regulations, and occupational health and safety standards.

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Date: 30/06/2026	Date: 01 / 07 / 2026	Date: 01 / 07 / 2026
Signature: 	Signature: 	Signature 

Title	TOR FUEL
File name	TOR_FUEL-.pdf
Document ID	7705696b9d4d5976bc56516b37fd34903e8eeb34
Audit trail date format	DD / MM / YYYY
Status	● Signed

Document history

 SENT	30 / 06 / 2026 15:10:41 UTC+1	Sent for signature to Elius Nzamuye (enzamuye@ug.goal.ie) and Pauline Nantume (pnantume@ug.goal.ie) from pokuga@ug.goal.ie IP: 197.221.144.58
 VIEWED	30 / 06 / 2026 15:21:44 UTC+1	Viewed by Elius Nzamuye (enzamuye@ug.goal.ie) IP: 197.221.138.170
 SIGNED	01 / 07 / 2026 11:28:45 UTC+1	Signed by Elius Nzamuye (enzamuye@ug.goal.ie) IP: 197.221.138.170
 VIEWED	01 / 07 / 2026 12:20:09 UTC+1	Viewed by Pauline Nantume (pnantume@ug.goal.ie) IP: 197.221.144.58
 SIGNED	01 / 07 / 2026 12:23:25 UTC+1	Signed by Pauline Nantume (pnantume@ug.goal.ie) IP: 197.221.144.58
 COMPLETED	01 / 07 / 2026 12:23:25 UTC+1	The document has been completed.