

Simlaw Seeds

TOP QUALITY SEEDS

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REQUEST FOR PROPOSAL (RFP)

Provision of service for the fleet fuel card and fuel consumption
monitoring for Simlaw Seeds Company (U) Ltd
Tender No: - **SSCU/RFP/FUEL CARD/01/2025-2026.**

Dear Sir/Madam,

We kindly request you to submit your Proposal for the *Provision of service for the fleet fuel card and fuel consumption monitoring for Simlaw Seeds Company (U) Ltd Tender No. SSCU/RFP/FFUELCARD/01/2025-2026.*

TERMS OF REFERENCE (TOR).

1. BACKGROUND

Simlaw Seeds Company Uganda Limited is a private Company registered in the Republic of Uganda with its Head office at Namanve Industrial but distribution channels spread across the country. The main activities for the Company are carrying out Research, production, processing of seed, distribution and sales of seed and other complimentary products across the country and beyond.

The Company invites in a sealed bids from eligible and qualified service providers for provision of the fleet fuel card and fuel consumption monitoring.

SCOPE OF WORK

The selected service provider shall:

- a) To provide fuel card for the existing motor vehicles and motor cycle
- b) To provide a daily report on the fuel consumption, mileage etc
- c) To fuel the company vehicle on postpaid arrangement and other terms as per the terms of the contract and fuel card system setting.

- d) Invoice the company for the fuel consumed within a month for payment.
- e) To make arrangement for alternative fueling where the firm do not have operation.
- f) To comply with all the relevant laws and regulations in Uganda

2. EVALUATION CRITERIA

The bids will be evaluated based on the mandatory, technical and financial capability of the firm. Only responsive bids will progress to the next level of evaluation while non-responsive bids will be dropped at the level of non-responsiveness. The pass mark for the technical evaluation will be 50%.

The lowest evaluated bids will be awarded the contract upon being responsive in the other levels of evaluation.

a) MANDATORY REQUIREMENT

The Service Provider **MUST** submit the following mandatory documents:

- i. Company profile – Provide a brief of the company including the business address and contacts.
- ii. Copy of TIN certificate with ability to provide fiscalized receipts for the fuel purchased.
- iii. Certificate of incorporation
- iv. Valid Tax compliance Certificate from URA
- v. Valid Business licenses

b) TECHNICAL REQUIREMENTS (70%)

- i. **The Firms general experience, reputation in previous similar assignments – Number of years the firm has been doing this assignment**
 - Above 3 years – **Marks (10%)**

– Attach (3) recommendation letters from the previous companies for undertaking similar services as required by SSCU, indicating description of contact references; - **Marks (10%)**
- ii. **Understanding of the terms of reference, methodology and timeline for delivery of the work.** - Demonstrate how the fuel card system operates and the security in place for secure fueling and fuel usage monitoring. - **Marks (30%).**
- iii. **Qualification of key personnels;** - Provide evidence of qualification and experience of two key personnel who will ensure there is smooth business flow between Simlaw seeds and the service provider especially on customer care, account management, card manager etc. **Marks (20%). Each personnel will get 10% Marks.**

c) FINANCIAL EVALUATION

The bids responsive at both the mandatory and technical evaluation will be subjected to financial evaluation whereby the lowest bids will be awarded the tender.

NOTE:

The tender documents should be prepared in English and the proposal should be in Uganda shillings currency.

3. SUBMISSION INSTRUCTIONS

Proposal **MUST** be submitted physically to our offices **SIMLAW SEEDS COMPANY (U) LTD** located at Namanve Industrial Park off Liberty ICD Road opposite Roofings, Kampala Uganda.

Proposal **MUST** be submitted inside the sealed envelope with the subject outside the envelope. *Provision of service for the fleet fuel card and fuel consumption monitoring for Simlaw Seeds Company (U) Ltd Tender No. SSCU/RFP/FFUELCARD/01/2025-2026.*

Proposal must be submitted on or before **30th April 2026** not later than **10:00am** in the tender box. The opening will be done immediately and representatives are invited to attend.

Kindly note: Late submissions will not be considered.

4. CONFIDENTIALITY

All information shared in this RFP must be treated as confidential
We look forward to receive your proposal.

Thank You.

General Manager
Simlaw Seeds Company(U) Ltd