

REQUEST FOR PROPOSAL FOR THE SUPPLY OF FUEL (DIESEL) AND LUBRICANTS TO JHPIEGO VEHICLES AND GENERATOR

INTRODUCTION

Jhpiego Corporation, an affiliate of John Hopkins University, is an international non-profit, non-governmental organization that works to improve the health of women and families throughout the world.

Through this Request for Proposal, Jhpiego intends to engage Fuel suppliers for the period of 1st March 2026 to 31st December 2028.

The engagement will be dependent on the vendor's ability to provide services and products that meet the requirements outlined in the Scope of Work and the most competitive price. Although Jhpiego is entering into this RFP process with the intention of evaluating suppliers and possibly purchasing of products and services from a supplier, this document in no way commits Jhpiego to make any purchase or make any other legal commitment to enter a business relationship with any bidder.

JHPIEGO SCHEDULE

The following is the planned schedule for this RFP process. All dates are listed in the local time for central Africa Time, Lusaka, Zambia (GMT+2). We will update you if circumstances dictate a change to this schedule.

- Publication of the RFP **January 08 and 09, 2026**
- Bidder Questions Due: **January 13, 2026 / 13:00 Hours.**
- Proposals Due: **January 26, 2026 / 13:00 Hours.**
- **Note:** We highly encourage you to comply with the above deadlines or it will be interpreted as your intention to not participate in this RFP.

CONTACT DETAILS

Please direct all questions to the following primary contact:

ZMProcurement@jhpiego.org

SCOPE OF WORK

The services required by the selected vendor/service provider are to be priced and shall comprise of the following:

	NAME OF SERVICE/PRODUCT	NAME OF PROVINCIAL OFFICES	NUMBER OF VEHICLES/GENSETS	NUMBER OF LITRES
1	Supply of Fuel for Jhpiego Vehicles Period: 1st March 2026 to 31st December 2028	Chipata	03	9900
2	Supply of Fuel for Jhpiego Vehicles Period: 1st March 2026 to 31st December 2028	Choma	03	9900
3	Supply of Fuel for Jhpiego Vehicles Period: 1st March 2026 to 31st December 2028	Mansa	03	9900
4	Supply of Fuel for Jhpiego Vehicles Period: 1st March 2026 to 31st December 2028	Chinsali	03	9900
	Supply of Fuel for Jhpiego Vehicles Period: 1st March 2026 to 31st December 2028	Kasama	02	6600
	Supply of Fuel for Jhpiego Vehicles Period: 1st March 2026 to 31st December 2028	Kabwe	02	6600
5	Supply of Fuel for Jhpiego Vehicles Period: 1st March 2026 to 31st December 2028	Lusaka, 8 Ngumbo Road ALL Projects	07	23100
6	Supply of Fuel for Jhpiego Generator Period: 1st March 2026 to 31st December 2028	ALL Projects	01	26400

NB: Please note that delivery places shall be Lusaka, Chipata, Kabwe, Choma, Kasama, Chinsali and Mansa

PRELIMINARY MINIMUM REQUIREMENTS AND EVALUATION CRITERIA

The vendors shall meet the following minimum requirements:

- a. Certificate of incorporation and registration with PACRA.
- b. Tax registration and current tax clearance certificate (2025); and
- c. Current Certificate of registration with National Pensions Scheme Authority (NAPSA) (2025).
- d. Current Practicing License for 2025.
- e. Workers Compensation License for 2025.
- f. Trading Licenses for 2025.
- g. Fire Certificate for 2025.
- h. At least three references from Institutions where your organization is having and or have executed such contracts

EVALUATION CRITERIA

- Location of Bidders Main Office
- Total Cost
- Services Offered and Cost per Products/Services
- Relevant Experience (Years in Business)
- **Presence in all Locations (5%)**
- **Industry expertise (15%)**
- **Experience of the firm (25%)**
- **Overall proposal cost (15%)**
- **Past performance (40%)**

References will be considered as an evaluation factor if you are selected as a finalist. The references will not be contacted unless Jhpiego informs you in advance.

DIRECTIONS FOR RESPONSE

All responses to this RFP must include the components and follow the guidelines below. **Any proposal that does not follow these guidelines shall be disqualified.**

Complete and submit the following component in your proposal:

1. All prices shall be in Zambian Kwacha.
2. Company Profile with qualifications for the key Technical Staff
3. Proposals shall be submitted on your company's original letterhead (Not the one for Jhpiego) and signed.
4. Complete description/specifications of the goods.
5. Unit price shall be indicated separately.
6. A VAT Local Purchase Order shall be issued for the VAT amount indicated on the quotation.
7. The Proposal validity period shall be 90 days from the date of submission.

Direct all questions to the primary contact (see "Contact Details" section) via e-mail by the time indicated "Central Africa Time, Lusaka, Zambia (GMT+2)" on the day indicated in the schedule.

Questions about the designated primary contact are entirely welcome. However, any violation of these directions will be considered an attempt to gain an unfair advantage over the other competitors and will result in disqualification of the violating bidder. Any disqualified bidders will be removed from the process and any further submissions by that bidder will not be accepted.

Jhpiego reserves the right to reject proposals and bears no responsibility for any costs of preparing any proposal.

QUESTIONS FROM BIDDERS

In the interest of fairness and completeness of answers, all questions from all bidders will be aggregated, answered and sent to all bidders on the date and time indicated in the schedule.

Please submit your questions to the primary contact identified above **via email** by the day they are due (see "Schedule" section).

PROPOSAL VALIDITY

Vendor shall submit a proposal that is valid for 60 days after the proposal due date per the "Schedule" section above.

AWARD OF CONTRACT

The firm that, in the opinion of Jhpiego, has submitted the proposal providing the best value for Jhpiego based on the evaluation criteria will be selected as best evaluated Vendor for up to the next three (3) years as per table above.

CONTRACT TERMS

Any resulting agreement will be conditional upon the vendor's acceptance of Jhpiego Corporation's Terms and Conditions Annexed to this RFP. Jhpiego's standard payment terms are 30 Days.

SUBMISSION AND CLOSING DATE OF THE PROPOSALS

The REQUEST FOR PROPOSALS shall be submitted in four packs (One, Original and Three Copies) in sealed envelopes clearly marked **"SUPPLY OF FUEL (DIESEL) AND LUBRICANTS IN KABWE CHIPATA, CHOMA, MANSA, KASAMA, MUCHINGA AND LUSAKA OFFICES."** to Plot 8 Ngumbo Road Long acres, Lusaka, Jhpiego Zambia Country Office on or before 13:00 hours, January 26, 2026 in the Tender Box placed at the RECEPTION and **signed off in the tender register book**. Quotations submitted after the set deadline shall not be received or accepted and returned unopened to the marked bidder.

Jhpiego Zambia Country Office reserves the right to accept or reject any quotation and annual the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to bidders.