



TotalEnergies Marketing Kenya

# **TOTALENERGIES MARKETING KENYA PLC**

## **REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR TRANSPORTATION OF PETROLEUM PRODUCTS BY ROAD**

### **Background**

TotalEnergies Marketing Kenya PLC is part of the global TotalEnergies Company, which is the fourth largest publicly traded integrated international oil and gas company in the world with presence in over 100 countries. The company has been in existence in Kenya since 1955.

Presently, TotalEnergies Marketing Kenya's market presence boasts of 227 service stations, 5 solely owned fuel depots, 3 joint depots, 5 lubricant depots, 2 Liquefied Petroleum Gas (LPG) filling plants, 1 Lubricant blending plant, and 3 aviation depots.

**The purpose of TotalEnergies Marketing Kenya PLC is to market quality products and energy solutions to its customers that are more affordable, cleaner, more reliable and that are less and less carbon intensive while ensuring Safety in all operations and day-to-day business.**

### **Request for Expression of Interest**

TotalEnergies Marketing Kenya PLC invites interested eligible firms, suppliers and contractors to submit their **Expressions of Interest (EOI) for transportation of petroleum products by road:**

### **Submission.**

Submission of one (1) original prequalification set of documents made in English must be received on or before **15<sup>th</sup> July, 2022** in a plain sealed envelope clearly marked on the outer envelope:

**"CONFIDENTIAL – TMK PLC2022- EXPRESSION OF INTEREST (EOI) FOR TRANSPORTATION OF PETROLEUM PRODUCTS BY ROAD"** and addressed to:

**The Secretary to the Tender Committee,  
TOTALENERGIES MARKETING KENYA PLC  
Regal Plaza, Limuru Road  
P.O. Box 30736, 00100 GPO Nairobi**

The submission must be dropped in the Tender Box located at Ground Floor, Regal Plaza, Limuru Road.

**The requirements for this Expression of Interest can be found below:**



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**SUPPLIER NAME:** .....

**CATEGORY OF INTEREST** .....

**CONTACT PERSON:** .....

**DESIGNATION:** .....

**E-MAIL ADDRESS:** .....

**TEL/MOBILE PHONE:** .....

**ADDRESS/LOCATION:** .....

**MANDATORY REQUIREMENTS FOR COMPLETION OF THE EOI FOR  
TRANSPORTATION OF PETROLEUM PRODUCTS BY ROAD**

**1. Please provide your valid statutory and regulatory certificates:**

**Attachments:**

- a. Statutory & Regulatory certificates:
- b. Certificate of incorporation (and any certificate of change of name), certified by an authorized representative of the bidder
- c. Certified Current CR 12 from registrar of companies or a copy of business registration certificate for sole proprietorship or the equivalent document for partnerships that clearly indicates the ownership of the companies. (Certified by commissioner of oaths and not older than six months)
- d. PIN certificates
- e. Valid trade licenses and permits

**2. Please advise the experience in number of years in your business area: ..... years**

**Attachments:**

- a. Company Profile
- b. Number of transportation vehicles in fleet
- c. Description of management/organization structure, list of key staff relevant to the assignment and their Curriculum Vitae
- d. Professional certifications of the Company or key staff
- e. Number of employees (under permanent contract)
- f. Submission of documents showing evidence of possession of an office i.e. Lease agreement.

**3. Please provide documentary evidence of financial capability:**

**Attachments:**

- a. Audited Financial Statements for the last 3 years



**TotalEnergies Marketing Kenya**

- b. The audited financial statements required must be those that are reported within Eighteen (18) calendar months of the date of the EOI document. The statement must be stamped and

signed. The auditors must be currently registered as a practicing by ICPAK. (For companies or firms that are registered or incorporated within the last one calendar year of this Expression of Interest, they should submit certified copies of bank statements covering a period of at least Six (6) months prior to this Expression of Interest. The copies should be certified by the Bank issuing the statements and the certification should be original).

- c. Tax registration certificate  
d. Tax compliance certificate

**4. Please provide your Health, Safety, Security, Quality, Environment policy:**

- i. If any, please list your certifications (ISO, etc.), reference, short description, validity  
ii. Quality Assurance Policy.  
iii. If applicable, do you provide Personal Protection Equipment for your employees? Yes / No  
iv. Please advise if you have an incident/accident management process (record, resolution, mitigation) : Yes / No

**Attachments:**

- a. ISO certificates  
b. DOSH  
c. ERC  
d. any other related certification by accredited third party

**5. Please advise if you have procedures and work instructions to perform your activity: Yes / No**

**Attachments:**

- a. Procedures and work instructions.

**6. Customers or Clients**

- i. Please list your main customers in Kenya and the achieved project/activity:  
- customer name, project/activity, year  
ii. Please list your main customers outside Kenya and the achieved project/activity:  
- customer name, project/activity, year  
iii. Do you have a customer complaint handling process? Yes / No

**Attachments:**

- a. Demonstrate provision of services to and provide recommendations from at least 3 Customers or Clients

**7. Suppliers**

- i. Please list your main suppliers and purchase amount per year  
- supplier name, purchase amount  
ii. Please list your main sub-contractors and their business area  
- sub-contractor name, business area



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**Attachments:**

- a. Letters of Recommendation from current suppliers

**8. Do you have any affiliation or business relationship whatsoever with any staff member of TotalEnergies Marketing Kenya PLC and/or with a Public Officer? Yes / No.**

- i. If Yes, please provide name and nature of relationship:
  - name of TotalEnergies Marketing Kenya employee or Public Officer, nature of relationship

**9. Clarifications**

Interested individuals may request for clarification on this qualification for up to Seven (7) days before submission date. Any request for clarification must be sent in writing by mail or electronic mail to:

**TOTALENERGIES MARKETING KENYA PLC**  
**Regal Plaza, Limuru Road**  
**P.O. Box 30736, 00100 GPO Nairobi**  
**KENYA**  
Email: [purchasing.ke@totalenergies.ke](mailto:purchasing.ke@totalenergies.ke)

**10. Submission.**

Submission of one (1) original prequalification set of documents made in English must be received on or before **15<sup>th</sup> July, 2022** in a plain sealed envelope clearly marked on the outer envelope: **"CONFIDENTIAL – TMK PLC2022- EXPRESSION OF INTEREST (EOI) FOR TRANSPORTATION OF PETROLEUM PRODUCTS BY ROAD"** and addressed to:

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The Expression of Interest can also be viewed and downloaded from our website [www.totalenergies.ke](http://www.totalenergies.ke)

Interested suppliers are advised to be checking the website from time to time up to five (5) days before submission date for any uploaded information through clarification/addendum. Only individuals pre-qualified under this procedure will be visited for physical vetting.