



User Guide

Single Supplier Framework Contract for the Provision of Fuel Charge Card Services (KFP060F) Lot 1





This is a Tier 2 Framework

Complexity Level		Timeframe to Contract Finalisation
Tier 1:	Utilities Sign Up	Available immediately
Tier 2:	Direct Drawdown	Available immediately
Tier 3:	Low Complexity Mini-Competition	Up to 10 weeks
Tier 4:	Medium Complexity Mini-Competition	Between 10 and 20 weeks
Tier 5:	High Complexity Mini-Competition	6 months with well-developed specification

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What is a framework agreement?

Framework Benefits

- ✓ Easy access to preselected specialist service provider
- ✓ Flexibility
- ✓ Best practice procurement
- ✓ Agreed terms and conditions
- ✓ Efficiency
- ✓ Value for money
- ✓ Quality of service provision

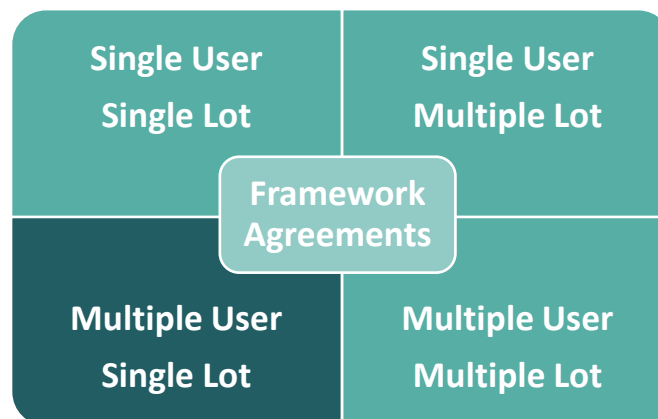
A framework agreement (“Framework Agreement”) is an agreement between one or more contracting authorities and one or more service providers, establishing the terms governing contracts to be awarded during a given period, which enables contracting authorities to place orders with service providers without running a full tender process.

Framework Agreements are typically based on large volume of purchasing requirements and as such are widely used across the Public Sector where aggregation of goods and services greatly enables better value for money.

Different types of frameworks

There are several different types of framework arrangements, as per the Diagram below.

This Framework Agreement is a multi-user, multiple lot framework for the provision of fuel card services.





Who can use this Framework?

The Framework may be used by the following framework clients (“Framework Clients”):

Lot 1: Single Supplier Framework Contract for:

**An Garda Síochána,
Dublin City Council,
Brothers of Charity Services,
Donegal County Council,
Fingal County Council and
Galway County Council.**



Why should I use this Framework?

This Framework for the provision of Fuel Card Services is fully compliant with procurement regulations. It reduces the time and costs associated with running your own procurement process by offering a facility that has already been competitively tendered for.

The main benefits to you include:

✓ **Flexibility**

This Framework reduces the time and cost associated with a full procurement process, which in turn allows you to be more flexible with the planning of your requirements.

✓ **Direct Drawdown**

There is one supplier for each lot on the framework, who will fulfil the orders. Further details on the drawdown procedure are on page 9 '*How do I access the Services?*'

✓ **Best practice procurement**

The successful framework members (suppliers) has been subject to a rigorous procurement process, ensuring they offer the scope and quality of goods that you require.

✓ **Agreed terms and conditions**

Terms and conditions have been established and agreed. This removes the need to re-draft terms for each procurement you undertake.

✓ **Efficiency**

The Framework removes the need for you to conduct full procurement exercises and/or lengthy evaluation processes, saving you the considerable time and costs often associated with these.

✓ **Value for money**

Through this Framework, public sector bodies can use a fuel charge card as a payment for unleaded petrol, diesel, lubricants and car washes at service stations. The use of a fuel charge card eliminates the need for cash carrying, thus increasing the level of security felt by fleet drivers. The elimination of cash also makes it easier to prevent fraudulent transactions from occurring.

Fuel charge cards enable fleet managers to receive real time reports and set purchase controls with their cards helping them to stay informed of all business related expenses.



What is the duration of the Framework?

The Framework commenced on 19th December 2018 and will run for twenty-four (24) months, with a maximum of two extensions of twelve (12) months each.

- Valid from: 19th December 2018
- Expiry Date: 18th December 2020

What goods and services are covered by this Framework?

The Provision of Fuel Charge Card Services

The appointed service provider will provide Fuel Cards to the Irish public sector.

Services are drawn down under this Framework Agreement by means of an activation clause (NASF) (see below).



Who can provide services under this Framework?

One Supplier has been appointed to this Lot.

This Supplier successfully passed all of the selection criteria set by OGP in terms of their economic/financial standing, and technical and professional ability. The Supplier tendered the Most Economically Advantageous Compliant Tenders in the OGP tender competition.

Lot 1: Maxol Ltd

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www.maxolfuelcards.com

REPORTING

Maxol Ltd. are obliged to supply monthly management information reports to each public body using the Fuel Charge Framework Agreement



How do I access the Services?

To access these services:

- Go to www.ogp.gov.ie to download a copy of the Notification to Activate Services Form (NASF).
- Prior to placing any orders with the relevant Framework Supplier for your requirement, Clients must complete, sign and return your authorised NASF to:
 - gregswail@maxolfuelcards.com
- Your supplier will in turn sign the NASF and return a copy to you the Framework Client. This document should be retained for your audit files.
- This will enable both parties to proceed to Account Activation. A comprehensive and accurate account activation process will be critical to the smooth operational running of the contract.

Contact Us

If you have any questions about this Framework Agreement or would like to know more, please contact us at the following:



support@ogp.gov.ie



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