



REQUEST FOR PROPOSAL

RFB NUMBER:	RFB003/2026
DESCRIPTION:	APPOINTMENT OF SERVICE PROVIDERS TO SUPPLY AND DELIVER FUEL PRODUCTS (PETROL & DIESEL) TO SAFCOL FOR A PERIOD OF 3 YEARS.
PUBLICATION DATE:	07 MAY 2026
VALIDITY PERIOD:	90 DAYS FROM THE CLOSING DATE
CLOSING DATE:	28 MAY 2026
CLOSING TIME:	12H00
BRIEFING SESSION	COMPULSORY BRIEFING SESSION WILL BE HELD ON MICROSOFT TEAMS AS PER BELOW LINK https://teams.microsoft.com/meet/334196096299294?p=oAqNCLdqmJeeWhQ4oF DATE: 14 May 2026 TIME : 11H00 - 12H30 FAILURE TO ATTEND THE SESSION WILL LEAD TO DISQUALIFICATION
BID RESPONSES MUST BE HAND DELIVERED / COURIERED TO:	SAFCOL NELSPRUIT OFFICE ABSA Square 3RD Floor; Reception 20 Paul Kruger Street Mbombela, Nelspruit
PRICE OF BID DOCUMENT	NO CHARGE
SCM INQUIRIES: For all bidding related enquiries	Ms. Lungile Moeketsi E-mail: Lungile.Moeketsi@safcol.co.za
NAME OF BIDDER:	
TOTAL BID AMOUNT (Including VAT): R	

Bidders should ensure that bids are delivered on time to the correct address. If the bid is late, it shall not be accepted for consideration.

The SAFCOL's Bid Box is generally accessible 8 hours a day from 08h00 to 16h30; 5 days a week (Monday to Friday). Bidders must ensure that they **deposit their bids in the tender box situated next to the reception.**

(Bidders must advise their couriers of the instruction above to avoid misplacement of bid responses)

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – **(NOT TO BE RE-TYPED)**

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF THE BID, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

BIDDING STRUCTURE

Indicate the type of Bidding structure by marking with an 'X':	
Individual bidder	
Joint venture	
Consortium	
Using Subcontractors	
Other	

If individual bidder, indicate the following:	
Name of bidder	
Registration number	
VAT registration number	
PAYE number	
COIDA number	
UIF number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	
If Joint Venture, indicate the following: (To be completed for each JV)	
Name of prime contractor	
Registration number	
VAT registration number	

If Joint Venture, indicate the following: (To be completed for each JV)	
PAYE number	
COIDA number	
UIF number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If Consortium, indicate the following: (To be completed for each Consortium member)	
Name of Joint Venture/ Consortium member	
Registration number	
VAT registration number	
PAYE number	
COIDA number	
UIF number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If using subcontractors, indicate the following: (To be completed for each subcontractor)	
Name of prime contractor	
Registration number	
VAT registration number	
PAYE number	
COIDA number	
UIF number	
Contact person	
Telephone number	

If using subcontractors, indicate the following: <i>(To be completed for each subcontractor)</i>	
Fax number	
E-mail address	
Postal address	
Physical address	

Checklist of documents to be submitted:

Please tick in the relevant block below

YES	NO	
☐	☐	Submit an Original bid document and a copy.
☐	☐	SBD 1: Invitation to Tender (with a signature of an authorized representative of the Tenderer)
☐	☐	Specifications, Conditions of tender and Undertakings by Tenderer (with a signature of an authorized representative of the Tenderer)
☐	☐	SBD 3.1 Pricing Schedule
☐	☐	SBD 4- Bidder's disclosure
☐	☐	SBD 6.1 Preference Point Claim Form in terms of the preferential procurement regulations 2022
☐	☐	Certified copies of your CIPC company registration documents listing all members with percentages, in case of a close corporation
☐	☐	Certified copies of latest share certificates, in case of a company.
☐	☐	A breakdown of how fees and work will be spread between members of the Tendering consortium.
☐	☐	Supporting documents to responses to Mandatory Criteria
☐	☐	Supporting documents – Central Supplier Database Registration Summary Report

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF SAFCOL					
BID NUMBER:	RFB003/2026	CLOSING DATE:	28 MAY 2026	CLOSING TIME:	12:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDERS TO SUPPLY AND DELIVER FUEL PRODUCTS (PETROL & DIESEL) TO SAFCOL FOR A PERIOD OF 3 YEARS.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT
(STREET ADDRESS)

SAFCOL NELSPRUIT OFFICE				
ABSA Square 3RD Floor; Reception 20 Paul Kruger Street Mbombela, Nelspruit				
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				

	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	☐	A REGISTERED AUDITOR NAME:	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS ON SPECIFIC GOALS, WHERE APPLICABLE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g., resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	SAFCOL	CONTACT PERSON	Tshepo Mokgwadi
CONTACT PERSON	Sicelo Msibi	TELEPHONE NUMBER	N/A
TELEPHONE NUMBER	N/A	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	Tshepo.Mokgwadi@safcol.co.za
E-MAIL ADDRESS	tenders@safcol.co.za		

TERMS AND CONDITIONS FOR BIDDING

BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐

YES ☐ NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

GENERAL INFORMATION

1 NON-EXPECTATION:

Notwithstanding anything stated in the Request for Proposals (“**RFP**”), in the advertisements published in respect of the RFP, any answers or clarification provided by the SAFCOL as part of the SCM process or otherwise:

- 1.1 The procurement of accommodation, goods or services will be at the SAFCOL’s sole and absolute discretion and the SAFCOL reserves the right, including without limitation: not to accept any proposal/bid and to cancel the RFP and this TOR, without awarding any contract; unilaterally to amend/supplement/split the specifications on the basis of which the RFP and this TOR is made, including but without limiting, the right to withdraw any part of the service requirement;
 - 1.1.1 to ask clarification of their proposals/bids from any one or more of the bidders;
 - 1.1.2 to conduct one or more inspections *in loco* at the venues and facilities offered; and
 - 1.1.3 to link any conditions, it deems appropriate to its acceptance of any bid.
- 1.2 the RFP, its advertisement or this TOR does not constitute an offer. The aforementioned documents intend only to provide enough information for the preparation and submission of comparable proposals by the bidders.
- 1.3 the lowest or any proposal/bid may not necessarily be accepted.
- 1.4 nothing in the RFP, this TOR or in the advertisements published in respect of the RFP or in the actions of the SAFCOL, the Head/Acting Head of the SAFCOL, the SAFCOL’s agents, members, officials or employees must be construed as creating any expectation, legitimate or otherwise, regarding matters dealt with in the RFP, the advert for the RFP or this TOR or any other matters.

2 CONDITIONS AND UNDERTAKINGS BY BIDDER BID

- 2.1 **The Bid forms should not be retyped or redrafted, but photocopies may be prepared and used.** However, only documents with the original signature in black ink shall be accepted. Additional offers against any item should be made on a photocopy of the page in question.
 - 2.1.1 Black ink should be used when completing Bid documents.
 - 2.1.2 Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. SAFCOL will accept NO liability in regard to anything arising from the fact that pages are missing or duplicated.
- 2.2 I/We hereby Bid to supply all or any of the supplies and/or to procure all or any of the services described in the attached documents to SAFCOL on the terms and conditions and in accordance with the specifications stipulated in the Bid documents (and which shall be taken

as part of, and incorporated into, this Bid) at the prices inserted therein.

- 2.3 I/We agree that -
- 2.4 the offer herein shall remain binding upon me/us and open for acceptance by SAFCOL during the validity period indicated and calculated from the closing hour and date of the Bid;
- 2.5 the laws of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose domicilium citandi et executandi in the Republic as indicated below; and
- 2.6 NB: BIDDERS TERMS AND CONDITIONS ARE NOT ACCEPTABLE.**
- 2.7 I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- 2.8 I/We hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this Bid as the Principal(s) liable for the due fulfilment of this contract.

Signature(s) of Bidder or assignee(s)	Date
Name of signing person (in block letters)	
Capacity	
Are you duly authorized to sign this bid?	
Name of Bidder [company name] (in block letters)	
Postal address (in block letters) Domicilium citandi et executandi in the RSA (full street address of this place) (in block letters)	
Telephone Number	FAX Number:
Cell Number	E-mail Address:

Confidentiality

- 2.9 The information contained in this document is of a confidential nature and must only be used for purposes of responding to this RFP. This confidentiality clause extends to bidder, partners and/or implementation agents, whom the Bidder may decide to involve in preparing a response to this RFP.
- 2.10 For purposes of this process, the term “Confidential Information” shall include all technical and business information, including, without limiting the generality of the foregoing, all secret knowledge and information (including any and all financial, commercial, market, technical, functional and scientific information, and information relating to a party’s strategic objectives and planning and its past, present and future research and development), technical, functional and scientific requirements and specifications, data concerning business relationships, demonstrations, processes, machinery, know how, architectural information, information contained in a party’s software and associated material and documentation, plans, designs and drawings and all material of whatever description, whether subject to or protected by copyright, patent or trademark, registered or un-registered, or otherwise disclosed or communicated before or after the date of this process.
- 2.11 The receiving party shall not, during the period of validity of this process, or at any time, thereafter, use or disclose, directly or indirectly, the confidential information of SAFCOL (even if received before the date of this process) to any person whether in the employment of the receiving party or not, who does not take part in the performance of this process.
- 2.12 The receiving party shall take all such steps as may be reasonably necessary to prevent SAFCOL’s confidential information coming into the possession of unauthorized third parties. In protecting the receiving party’s confidential information, SAFCOL shall use the same degree of care, which does not amount to less than a reasonable degree of care, to prevent the unauthorized use or disclosure of the confidential information as the receiving party uses to protect its own confidential information.
- 2.13 Any documentation, software or records relating to confidential information of SAFCOL, which comes into the possession of the receiving party during the period of validity of this process or at any time thereafter or which has so come into its possession before the period of validity of this process shall:
- 2.13.1 be deemed to form part of the confidential information of SAFCOL;
 - 2.13.2 be deemed to be the property of SAFCOL;
 - 2.13.3 not be copied, reproduced, published or circulated by the receiving party unless and to the extent that such copying is necessary for the performance of this process and all other processes as contemplated in; and
 - 2.13.4 be surrendered to SAFCOL on demand, and in any event on the termination of the investigations and negotiations, and the receiving party shall not retain any extracts.

3 News and press releases

- 3.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with, SAFCOL and its Client.

4 Precedence of documents

- 4.1 This RFP consists of a number of sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations or terms and herein referred to generally as stipulations in this RFP and the stipulations in any other document attached hereto, or the RFP submitted hereto, the relevant stipulations in this RFP shall take precedence.
- 4.2 Where this RFP is silent on any matter, the relevant stipulations addressing such matter, and

which appear in the PPPFA shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that SAFCOL may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by SAFCOL.

- 4.3 It is acknowledged that all stipulations in the PPPFA are not equally applicable to all matters addressed in this RFP. It, however, remains the exclusive domain and election of SAFCOL as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of SAFCOL in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the Bidder(s). The Bidder(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

5 Preferential procurement reform

- 5.1 SAFCOL supports B-BBEE as an essential ingredient of its business. In accordance with government policy, SAFCOL insists that the private sector demonstrates its commitment and track record to B-BBEE in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices (SMME Development) etc.
- 5.2 SAFCOL shall apply the principles of the Preferential Procurement Policy Framework Act, (Act No. 5 of 2000) to this proposal read together with the Preferential Regulations, 2022.

6 National Industrial Participation Programme

- 6.1 The National Industrial Participation policy, which was endorsed by Cabinet on 30 April 1997, is applicable to contracts that have an imported content. The NIP is obligatory and therefore must be complied with. Bidders are required to sign and submit the Standard Bidding Document (SBD5 is not applicable for this bid.).

7 Language

- 7.1 Bids shall be submitted in English.

8 Gender

- 8.1 Any word implying any gender shall be interpreted to imply all other genders.

9 Headings

- 9.1 Headings are incorporated into this proposal and submitted in response thereto, for ease of reference only and shall not form part thereof for any purpose of interpretation or for any other purpose.

10 Security clearances

- 10.1 Employees and subcontractors of the successful bidder may be required to be in possession of valid security clearances to the level determined by the SSA and/or SAFCOL commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders. The bidders shall supply and maintain a list of

personnel involved on the project indicating their clearance status.

- 10.2 Employees and subcontractors of the successful bidder will be required to sign a non-disclosure agreement.

11 Occupational Injuries and Diseases Act 13 of 1993

The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this bid and/ or subsequent agreement. SAFCOL reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to SAFCOL.

12 Formal contract

- 12.1 This RFP, all the appended documentation and the proposal in response thereto read together, form the basis for a formal contract to be negotiated and finalized between SAFCOL and/or its clients and the enterprise(s) to whom SAFCOL awards the bid in whole or in part.
- 12.2 Any offer and/or acceptance entered verbally between SAFCOL and any vendor, such offer shall not constitute a contract and thus not binding on the parties.

13 Protection of Personal Information

In responding to this bid, SAFCOL acknowledges that it may obtain and have access to personal data of the respondents. SAFCOL agrees that it shall only process the information disclosed by bidders in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, SAFCOL will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, SAFCOL requires Respondents to process any personal information disclosed by SAFCOL in the bidding process in the same manner.

14 Reasons for disqualification

- 14.1 SAFCOL reserves the right to disqualify any bidder, which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder shall be notified in writing of such disqualification:
- 14.1.1 bidders whose tax matters have not been declared by the South African Tax Revenue services to be in order, or that satisfactory arrangements have been made with the South African Tax Revenue Services to meet the bidder's tax obligations;
 - 14.1.2 bidders who submitted incomplete information and documentation essential for the adjudication of the requirements of this RFP;
 - 14.1.3 bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, Work references, experience, etc.;
 - 14.1.4 bidders who received information not available to other vendors through fraudulent means; and/or
 - 14.1.5 bidders who do not comply with mandatory requirements as stipulated in this RFP.
 - 14.1.6 bidders who made false declarations on the Standard Bidding Documents, or misrepresent facts; and/or;
 - 14.1.7 bidders who are listed on the National Treasury's database of restricted suppliers and defaulters.

15 National Treasury's Central Supplier Database (CSD)

- 15.1 Tenderers are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. SAFCOL is required to ensure that price proposals are invited and accepted from prospective Tenderers listed on the CSD. Tender may not be awarded to a Tenderer who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>. Respondents are required to provide the following to SAFCOL in order to enable it to verify information on the CSD:

Supplier Number: _____ unique registration reference number: _____.

16 Bid preparation

- 16.1 All additions to the proposal documents i.e. annexures, supporting documentation pamphlets, photographs, technical specifications and other support documentation covering the goods offered etc. shall be neatly bound as part of the schedule concerned.
- 16.2 All responses regarding questions posed in the annex attached herewith shall be answered in accordance with the prescribed RFP response format.
- 16.3 There shall be no public opening of the Bids received. Unless specifically provided for in the proposal document, Bids submitted by means of telegram, telex, facsimile or similar means shall not be considered.
- 16.4 No Bids from any bidder with offices within the Republic of South Africa (RSA) shall be accepted if sent via the Internet or e-mail.
- 16.5 Bids from international bidders with no office or representation in the RSA shall not be accepted.

17 Oral presentations and briefing sessions

- 17.1 Bidders who submit Bids in response to this RFP may be required to give an oral presentation, which may include, but is not limited to, an equipment/service demonstration of their proposal to SAFCOL. This provides an opportunity for the vendor to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. SAFCOL shall schedule the time and location of these presentations. Oral presentations are an option of SAFCOL and may or may not be conducted.
- 17.2 Any bidder who has reasons to believe that the tender specification is based on a specific brand must inform SAFCOL not later than ten (10) days after the publication of the Bid.

The closing date for questions/ enquiries on this RFB003/2026 is 20 MAY 2026 at 12H00.

GENERAL CONDITIONS OF BID AND CONDITIONS OF CONTRACT

- 1 Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document and are required to explicitly state either "Comply" or "Do not Comply" (with a ✓) regarding compliance with the requirements. Where necessary, the bidder shall substantiate their response to a specific question.
- 2 A "✓" under "Comply" will be interpreted as full compliance/acceptance to the applicable paragraph. A "✓" under "Do Not Comply" will be interpreted that the Bidder/s has/have read and understood the paragraph, but the bidder **does not accept** the content of the applicable paragraph.
- 3 The following bid conditions will govern the contract between the SAFCOL and the successful bidder:

3.1

This Bid is subject to the General Conditions of Contract referred to in this document.	Comply	Do not Comply

3.2

The laws of the RSA shall govern this RFP and the bidders hereby accept that the courts of the Republic of South Africa shall have the jurisdiction.	Comply	Do not Comply

3.3

SAFCOL shall not be liable for any costs incurred by the bidder in the preparation of response to this RFP. The preparation of response shall be made without obligation to acquire any of the items included in any bidder's proposal or to select any proposal, or to discuss the reasons why such vendor's or any other proposal was accepted or rejected.	Comply	Do not Comply

3.4

SAFCOL SCM may request written clarification regarding any aspect of this proposal. The bidders must supply the requested information in writing within the specified time frames after the request has been made, otherwise the proposal shall be disqualified.	Comply	Do not Comply

3.5

In the case of Consortium, Joint Venture or Subcontractors, bidders are required to provide copies of signed agreements stipulating the work split and rand value.	Comply	Do not Comply

3.6

SAFCOL reserves the right to; cancel or reject any proposal and not to award the proposal to the lowest bidder or award parts of the proposal to different bidders, or not to award the proposal at all.	Comply	Do not Comply

3.7

Where applicable, bidders who are distributors, resellers and installers of network equipment are required to submit back-to-back agreements and service level agreements with their principals.	Comply	Do not Comply

3.8

By submitting a proposal in response to this RFP, the bidders accept the evaluation criteria as it stands.	Comply	Do not Comply

3.9

Where applicable, SAFCOL reserves the right to conduct benchmarks on product/services offered during and after the evaluation.	Comply	Do not Comply

3.10

SAFCOL reserves the right to conduct a pre-award's survey during the source selection process to evaluate contractors' capabilities to meet the requirements specified in the RFP and supporting documents.	Comply	Do not Comply

3.11

Where the Bid calls for commercially available solutions, bidders who offer to provide future based solutions will be disqualified.	Comply	Do not Comply

3.12

The bidder should not qualify the proposal with own conditions. Caution: If the bidder does not specifically withdraw its own conditions of proposal when called upon to do so, the proposal response shall be declared invalid.	Comply	Do not Comply

3.13

Should the bidder withdraw the proposal before the proposal validity period expires, SAFCOL reserves the right to recover any additional expense incurred by SAFCOL having to accept any less favourable proposal or the additional expenditure incurred by SAFCOL in the preparation of a new RFP and by the subsequent acceptance of any less favourable proposal.	Comply	Do not Comply

3.14

Delivery of and acceptance of correspondence between SAFCOL and the bidder sent by prepaid registered post (by air mail if appropriate) in a correctly addressed envelope to either party's postal address or address for service of legal documents shall be deemed to have been received and accepted after (2) two days from the date of postage to the South African Post Office Ltd.	Comply	Do not Comply

3.15

Should the parties at any time before and/or after the award of the proposal and prior to, and/or after conclusion of the contract fail to agree on any significant product price or service price adjustments, change in technical specification, change in services, etc. SAFCOL shall be entitled within 14 (fourteen) days of such failure to agree, to recall the letter of award and cancel the proposal by giving the bidder not less than 90 (ninety) days written notice of such cancellation, in which event all fees on which the parties failed to agree increases or decreases shall, for the duration of such notice period, remain fixed on those fee/price applicable prior to the negotiations. Such cancellation shall mean that SAFCOL reserves the right to award the same proposal to next best bidders as it deems fit.	Comply	Do not Comply

3.16

In the case of a consortium or JV, each of the authorised enterprise's members and/or partners of the different enterprises must co-sign this document.	Comply	Do not Comply

3.17

Any amendment or change of any nature made to this RFP shall only be of force and effect if it is in writing, signed by SAFCOL signatory and added to this RFP as an addendum.	Comply	Do not Comply

3.18

Failure or neglect by either party to (at any time) enforce any of the provisions of this proposal shall not, in any manner, be construed to be a waiver of any of that party's right in that regard and in terms of this proposal. Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this proposal, or prejudice the right of that party to institute subsequent action.	Comply	Do not Comply

3.19

Bidders who make use of subcontractors. The proposal shall, however, be awarded to the vendor as a primary contractor who shall be responsible for the management of the awarded proposal. No separate contract shall be entered into between SAFCOL and any such subcontractors. Copies of the signed agreements between the relevant parties must be attached to the proposal responses.	Comply	Do not Comply

3.20

All services supplied in accordance with this proposal must be certified to all legal requirements as per the South African law.	Comply	Do not Comply

3.21

No interest shall be payable on accounts due to the successful vendor in an event of a dispute arising on any stipulation in the contract.	Comply	Do not Comply

3.22

Evaluation of Bids shall be performed by an evaluation panel established by SAFCOL. Bids shall be evaluated on the basis of conformance to the required specifications as outlined in the RFP. Points shall be allocated to each bidder, on the basis that the maximum number of points that may be scored for price is 80/90, and the maximum number of preference points that may be claimed for B-BBEE (according to the PPPFA) is 20/10.	Comply	Do not Comply

3.23

If the successful bidder disregards contractual specifications, this action may result in the termination of the contract.	Comply	Do not Comply

3.24

The bidders' response to this tender, or parts of the response, shall be included as a whole or by reference in the final contract.	Comply	Do not Comply

3.25

SAFCOL has discretion to extend the validity period should the evaluation of this bid not be completed within the stipulated validity period.	Comply	Do not Comply

3.26

Upon receipt of the request to extend the validity period of the bid, the bidder must respond within the required time frames and in writing on whether or not he agrees to hold his original bid response valid under the same terms and conditions for a further period.	Comply	Do not Comply

3.27

Should the bidder change any wording or phrase in this document, the bid shall be evaluated as though no change has been affected and the original wording or phrasing shall be used.	Comply	Do not Comply

3.28

The Bidder has read, understood and commit to comply with the SAFCOL Supplier code of conduct obtainable from: t: SCM-DOC-001 SUPPLIER CODE OF CONDUCT or https://www.safcol.co.za/opportunities/procurement-opportunities/ NB: Non-compliance will lead to disqualification from the bid process.		

SBD 3.1:PRICING SCHEDULE

Name of bidder:

BID NUMBER: RFB003/2026

Closing Date: 28 May 2026

Closing Time 12:00

PLEASE NOTE:

OFFER TO BE VALID FOR 90 DAYS FROM 28 MAY 2026 (THE CLOSING DATE OF BID).

The bidder must provide the total price for the

RFB003/2026 – APPOINTMENT OF SERVICE PROVIDERS TO SUPPLY AND DELIVER FUEL PRODUCTS (PETROL & DIESEL) TO SAFCOL FOR A PERIOD OF 3 YEARS.

This annexure should be completed and signed by the Bidder's authorised personnel as indicated below: **If applicable each year**

- 1 Please indicate your total bid price here: R..... (Incl of VAT)
(compulsory)
- 2 **Important: It is mandatory to indicate your total bid price as requested above. This price must be the same as the total bid price you submit in your pricing schedule. Should the total bid prices differ, the one indicated above shall be considered the correct price.**
- 3 **NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).**

- 4 Are the rates quoted firm for the full period of the contract?

YES	NO
-----	----

- 5 **Mandatory:** If not firm for the full period, provide details of the basis on which adjustments shall be applied e.g. CPI, and also details of the cost breakdown.

6.

No price adjustments that are 100% linked to exchange rate variations shall be allowed.	Comply	Not comply
Substantiate / Comments		

7.

The bidder must indicate clearly , which portion of the service price as well as the monthly costs is linked to the exchange rate.	Comply	Not comply
Substantiate / Comments		

8.

All additional costs must be clearly specified.	Comply	Not comply
---	--------	------------

Substantiate / Comments		

Price Declaration Form

Dear Sir/Madam

Having read through and examined the Tender Document, Tender no. **RFB003/2026**, the General Conditions, The Requirement and all other Annexes to the Tender Document, we to provide

_____, for the total tendered contract sum of:

R _____ (including VAT)

In Words: R _____ (including VAT).

We confirm that this price covers all services for the:

RFB003/2026: APPOINTMENT OF SERVICE PROVIDERS TO SUPPLY AND DELIVER FUEL PRODUCTS (PETROL & DIESEL) TO SAFCOL FOR A PERIOD OF 3 YEARS.

including but not limited to the supply of all required. We confirm that SAFCOL will incur no additional costs whatsoever over and above this amount in connection with the services related to the provision of this services We undertake to hold this offer open for acceptance for a period of **90 days** from the date of submission of offers. We further undertake that upon final acceptance of our offer; we will commence with delivery when required to do so by the Client.

Moreover, we agree that until formal Contract Documents have been prepared and executed, this Form of Tender, together with a written acceptance from the Client shall constitute a binding agreement between us, governed by the terms and conditions set out in this Request for Proposals.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this tender.

We hereby undertake for the period during which this tender remains open for acceptance not to divulge to any persons, other than the persons to which the tender is submitted, any information relating to the submission of this tender or the details therein except where such is necessary for the submission of this tender.

SIGNED

DATE:

(Print name of signatory)

Designation

FOR AND ON BEHALF OF:

COMPANY NAME

Tel No

Fax No

Cell No

SBD 4: Declaration of Interest

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

.....
.....
3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 **I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;**
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bid

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT
REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is 90/10 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 90/10 PREFERENCE POINT SYSTEMS

A maximum of 90 points is allocated for price on the following basis:

90/10

$$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Proof/documents to claim points (Failure to submit the listed documents will result in no points allocated as claimed)
Procurement from black women owned entities (At least 30% ownership).	04		ID Document, CIPC Documents (company document), BBBEE certificate or Affidavit
Procurement from black owned entities (At least 51% ownership).	02		BBBEE certificate or Affidavit
Procurement from youth owned entities (At least 51% owned by youth).	02		ID Document, CIPC Documents (Company Document)
Procurement from entities owned by persons with disabilities (At least 51% owned by PWD).	02		Letter from the doctor confirming disability.

DECLARATION WITH REGARD TO COMPANY/FIRM

3.2. Name of company/firm.....

3.3. Company registration number:

3.4. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

3.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the

company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

Terms of Reference

RFB003/2026 - APPOINTMENT OF SERVICE PROVIDERS TO SUPPLY AND DELIVER FUEL PRODUCTS (PETROL & DIESEL) TO SAFCOL FOR A PERIOD OF 3 YEARS.

1. BACKGROUND

SAFCOL is a state-owned forestry company listed as Schedule 2 major public entity in terms of the Public Finance Management Act 1 of 1999. It was established in 1992 following the promulgation of the Management of State Forest Act 128 of 1992 to promote the development in the long term of the forestry industry according to accepted commercial management practice in South Africa.

The purpose of this Request for Bid (RFB) is an invitation to Bidders (hereinafter referred to as "Bidders") to submit bid for the Supply of Fuel (Diesel & Petrol) to Komatiland Forests SOC Ltd as detailed in this document.

2. OBJECTIVE

SAFCOL plantations in the North and South region consists of 15 plantations is divided into three clusters with objective optimising the reordering point with convenient synchronised logistics flow. The chosen suppliers must ensure rateable supplies to all SAFCOL plantations.

3. SCOPE OF WORK /SPECIFICATION

On estimated annual volume of 2677039 litres on Diesel and 368084 litres on petrol for Komatiland Forests SOC Ltd, no fixed quantities are reflected in the bid as orders will be placed on the basis of "as and when required" and no guarantee is given or implied as to the actual quantity, which will be procured during the contractual period. End-User departments will place orders based on predetermined estimated annual volume order as reflected in *Table 1 to Table 6*.

3.1 Product Requirements:

- Petrol Unleaded '95
- Diesel - 50ppm

Fuel quality: Fuel must comply with South African National Standard, '*Automotive diesel fuel*', SANS342 national standards and Unleaded Petrol, SANS 1598 The Bidder shall elaborate on fuel quality standards, additives used and quality assurances. The average products requirements is indicated from table 1 to table 6.

3.1.1 Cluster One (Diesel)

Cluster One					
Table 1. Average diesel requirements for the year 2026/27					
Centres	Total litres per annum	Average litres/month	Zones	Diesel Tank	Total Capacity
Belfast 702	70 983	6055	10c	1 x 4200 L UG	8500L
				2x 22000 AG	
Berlin 703	140329	15 575	61C	2x 9000L UG	18000L
Uitsoek 717	55 995	5500	61C	1x 14000 L UG	14000
Witklip736	139 733	11 644	61C	1x9000L UG	9000L
Bergvliet 802	196 096	16 350	61C	2x4500L AG	9000L
Blyde (803)	189 203	15 100	61C	1x14000L AG	27500
				1x4500LUG	
Morgenzon				2x4500L	
Brooklands 804	187 328	15 611	61C	2x4500L UG	9000L
Tweefontein 821	389 776	32500	61C	2x9000L UG	18000L
Wilgeboom 822	204 105	17 009	61C	1x14000L UG	14000L
Total	1572872	135344			

3.1.2 Cluster Two (Diesel)

Cluster Two					
Table 2. Average diesel requirements for the year 2026/27					
Centres	Total litres per annum	Average litres/month	Zones	Diesel Tank	Total Capacity
Jessievale 711	292 499	24 375	8C	1x9000L UG	27500L
				1x4500L UG	
Redhill Depot				1x14000LUG	
Ngome 715	55 599	4 633	6C	1x9000L AG	9000L
Nelshoogte 718	129 774	10 815	61C	2x9000L UG	18000L
Roburnia 737	228 959	19 080	8C	1x14000L UG	23000L
Blairmore Depot				1x9000L UG	
Total	706831	58903			

3.1.3 Cluster 3 (Diesel)

Cluster 3					
Table 3. Average diesel requirements for the year 2026/27					
Centres	Total litres per annum	Average litres/month	Zones	Diesel Tank	Total Capacity
Woodbush 862	115 381	9 615	13C	1x14000L AG	27200L
New Agatha				2x2200L AG	
JDM KEET Depot				4x2200L	
Entabeni 867	199 087	16 591	13C	1x23000L AG	37000L
				14000L AG	
Timbadola 915	128 523	10 710	13C	2x9000L UG	18000L
Total	442991	36916	13C		

3.1.4 Cluster 1 (Petrol)

Cluster 1					
Table 4. Average petrol requirements for the year 2026/27					
Centres	Total litres per annum	Average litres/month	Zones	Petrol Tank	Total Capacity
Belfast 702	20 733	1 728	10c	1x3500L UG	3500L
Berlin 703	24 963	2 080	61C	1x4500L UG	4500L
Witklip	3 002	250	61C	9000L UG	9000L
Uitsoek	15072	1256		9000L UG	9000L
Bergvliet 802	24 401	2 033	61C	1x4500LUG	4500L
Blyde 803	49 856	4 155	61C	1x4500L UG	4500L
Brooklands 804	24 702	2 059	61C	1x9000L UG	9000L
Tweefontein 821	21 970	1 831	61C	2x 4500L	9000L
Wilgeboom 822	35 000	2 917	61C	1x9000L UG	9000L
Total	219699	18309			

Cluster 2 (Petrol)

Cluster 2					
Table 5. Average petrol requirements for the year 2026/27					
Centres	Total litres per annum	Average litres/month	Zones	Petrol Tank	Total Capacity
Jessievale 711	27 978	2 332	8C	2x4500L UG	13500L
Redhill Depot				1x4500L UG	
Ngome 715	6 005	500	6C	1x9000L UG	9000L
Nelshoogte 718	26 404	2 200	61C	2x4500L UG	9000L
Roburnia 737	29 259	2 438	8C	14000L UG	14000L
Total	89646	7470			

3.1.5 Cluster 3 (Petrol)

Cluster 3					
Table 6. Average petrol requirements for the year 2026/27					
Centres	Total litres per annum	Average litres/month	Zones	Petrol Tank	Total Capacity
Woodbush 862	33 903	2 825	13C	1x4500L UG	13000L
New Agatha				1x4000L UG	
JDM KEET Depot				1x 4500L	
Entabeni 867	24 836	2 070	13C	1x4500L UG	4500L
Timbadola	-	-	13C		
Total	58739	4895			

3.3 Kilometre Distances of SAFCOL Plantation

This indicative of the distance between the plantations and nearest towns in the two regions namely south and north.

[illegible]

3.4 Coordinates for Plantations from Cluster one to three

The table below is for coordinates for each plantation within the three clusters delivery to determine the distance of 400 kms radius for delivery of fuel products around the plantations per cluster

Table 8: The table below is for coordinates for each plantations within the three clusters				
PLANTATIONS WITHIN THE CLUSTERS	POINT_Y	POINT_X	LAT_DMS	LONG_DMS
BELFAST	-25,646644	30,025904	25° 38' 48"	30° 01' 33"
BERGVLIET	-25,074756	30,886447	25° 04' 29"	30° 53' 11"
BERLIN	-25,556973	30,741122	25° 33' 25"	30° 44' 28"
Blairmore	-26,466000	30,757000	26° 27.96'	30° 45.42'
BLYDE	-24,838293	30,847046	24° 50' 18"	30° 50' 49"
BROOKLANDS	-25,236438	30,748081	25° 14' 11"	30° 44' 53"
ENTABENI	-23,048369	30,222263	23° 02' 54"	30° 13' 20"
JDM-KEET	-23,782387	30,118200	23° 46' 57"	30° 07' 06"
JESSIEVALE	-26,238622	30,521157	26° 14' 19"	30° 31' 16"
MORGENZON	-24,876128	30,715632	24° 52' 34"	30° 42' 56"
NELSHOOGTE	-25,825461	30,832625	25° 49' 32"	30° 49' 57"
NEW AGATHA	-23,946590	30,134364	23° 56' 48"	30° 08' 04"
NGOME	-27,819497	31,416841	27° 49' 10"	31° 25' 01"
PLATORAND	-25,062283	30,778815	25° 03' 44"	30° 46' 44"
ROBURNIA	-26,667292	30,737559	26° 40' 02"	30° 44' 15"
SPITSKOP	-25,158015	30,827694	25° 09' 29"	30° 49' 40"
TIMBADOLA SAWMILL	-23,023097	30,194426	23° 01' 23"	30° 11' 40"
TWEEFONTEIN	-25,056959	30,782037	25° 03' 25"	30° 46' 55"
UITSOEK	-25,291502	30,585361	25° 17' 29"	30° 35' 07"
WILGEBOOM	-24,944320	30,956612	24° 56' 40"	30° 57' 24"
WITKLIP	-25,230525	30,877926	25° 13' 50"	30° 52' 41"
WOODBUSH	-23,802747	29,980815	23° 48' 10"	29° 58' 51"

3.5 Fuel Support Services:

- Availability to deliver fuel to all listed KLF plantations as when the fuel is required.
- On normal orders, delivery of fuel must be within 36hrs after placement of order.
- On emergency orders, delivery of fuel must be within 6hrs after placement of order.
- Must provide efficient, adequate depot dipsticks,
- Conduct a risk assessment for Fire, Safety and Spillages
- Clearly stipulate the standard operating procedure (SOP) during delivery to illustrate compliance with Safety Standards.
- Confirm delivery time with the Plantation 12 hours prior to making delivery.
- Conduct fuel sample testing through approved laboratories for delivered fuel and provide the on-spot fuel accredited testing kit to business unit to be used for testing delivered fuel volume.

4. REGULATORY REQUIREMENTS

It is mandatory that the wholesaler is compliant with the following regulations:

- a) Petroleum Products Amended Act No 2 of 2005
- b) Wholesale / Manufacturing License issued by the Department of Minerals and Energy in terms of the Petroleum Products Acts, 1977 (Act No. 120 of 1977)
- c) Occupational Health and Safety Act 93, Act 85 of 1993

Any changes in any applicable legislation may lead to a re-negotiation on the affected content of any agreements.

5. SPECIAL CONDITIONS OF THE BID

Wholesale / Manufacturing License issued by the Department of Minerals and Energy in terms of the Petroleum Products Acts, 1977 (Act No. 120 of 1977).

6. DUE DILIGENCE

SAFCOL reserves the right to conduct supplier due diligence prior to final award or at any time during the Contract period. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid or Contract in whole or parts thereof.

7. EVALUATION CRITERIA

The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. Service Providers will be evaluated on functionality. The bidders who score the minimum threshold provided on functionality will be further evaluated on price and specific goals provided in terms of the Preferential Procurement Regulations, 2022. The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.

All bidders who score less than the minimum threshold of 70 out of 100 points for functionality will not be considered further.

This bid will be evaluated on 90/10 preference point system.

In accordance with the SAFCOL Supply Chain Management Policy, the bid evaluation process shall be carried out in three (3) phases namely:

- Phase 1 (a) Administrative Compliance
- Phase 1 (b) Mandatory requirements
- Phase 2 Functionality Evaluation
- Phase 3 Price and Specific goal

Phase 1 (a) Administrative Compliance

Description	Comply	Not Comply
Completion in full the Request for Proposal document		
Completion of all SBD Forms		
Proof that tax matters with SARS are in order (SARS Pin Number/ Tax Clearance Status)		
Proof of company registration documents (e.g., Pty; Trust; CC etc.)		
Proof/documentation required to claim specific goals points (Failure to attach proof will lead to non-allocation of points)		
Registration with Central Supplier Database (CSD)		
Joint Venture Agreement (If Applicable)		

Phase 1 (b) Mandatory requirements

No.	Description:	Comply	Do not comply
1.	Attach a copy of a valid Wholesale / Manufacturing License from the Department of Energy for the following fuel types: • Petrol • Diesel SAFCOL reserves the right to verify the validity of license with the Department of Minerals Resource and Energy		
2.	Public Liability Cover with a Spread of Fire (Forestry and Plantation) minimum of R 5 000 000 confirmation of quotation from insurance company or proof of cover • Attach liability cover or quotation		
3.	(a) Attach most recent Bank statement or Bank confirmation letter stating availability of funds (Bank statement not older than three months) of the account held by the bidding company with available funds of at least R5,2 million (NB: Bank statement to be accompanied by an account confirmation letter and documents must have a valid bank stamp) or (b) proof of access to a credit facility of R5,2 million from an accredited financial institution (NB: A letter must confirm that the credit provider will provide credit to the bidder. Letters that make reference to credit applications that is yet to be made and confirmed will not be accepted). or (c) proof of access to a credit facility of R5,2 million from the fuel supplier of the bidding Company (Proof of agreement must be attached in the case of c). In a case of a Joint venture the bidding companies should have a <i>combined credit facility of 5.2 million</i> available.		

	(NB: Financial institution confirming availability of funds must be registered with the National Credit Regulator (NCR number will be verified on the NCR database)) Service providers must complete the consent form attached to the bid to give SAFCOL permission to verify the submitted information in relation to these mandatory criteria.		
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N.B: Bidders who fail to meet mandatory requirements will not be considered for further evaluation.

CONSENT

I, THE UNDERSIGNED (FULL NAME):

.....
Certify that the information furnished on the mandatory requirements to be true and correct.

I accept and give SAFCOL consent to verify the information in line with the mandatory requirements of this bid.

..... Signature	 Date
..... Position	 Name of Bidder

Phase 2 Functionality Evaluation

Description Of Criteria	Method Of Evaluation	Points Allocation
Company Experience (20)	Method Of Evaluation	Points Allocation
References letters from clients not older than 12 months (as dated) for ease of verification on a client's business letterhead and signed, as proof of validating the experience of the company in providing the fuel bulk service. Reference letters must indicate the following: contract start date and end date, (The reference letter to have start to end date with a standard format (DD/MM/YYYY)) contract value and quantities (litres), contact name, number and quality of the services rendered. N.B. the reference letters that do not conform to the above-outlined aspects will not be considered. Reference letters will be verified with the referee (clients of bidder), reference letters submitted which fails verification will not be considered. (This will be applicable to bidders that have reached the final phase of evaluation)	Less than one 1- year experience	0
	Reference letter(s) with 1-2 years' experience	5
	Reference letter(s) with 3 to 5 years' experience	10
	Reference letter(s) 6 to more years' experience	20
Capacity and Expertise to Undertake the Project – (20)	Method Of Evaluation	Points Allocation
Conveying Dangerous goods capacity	No attached certified copy of Driver's Dangerous goods certificate.	0
	Attached a certified copy of Driver's Dangerous goods certificate.	10
Backup plans for supply Failure/ Fuel Shedding		
Backup plans for supply failure or fuel shedding Bidder to provide a signed agreement or letter of intent from an alternate supplier confirming they will provide fuel supply in case of unavailability of fuel stock from the Bidder's supplier. NB: the alternative supplier or back up supply should be equal to the volume requirements of SAFCOL.	No attachment of back up plans in the form of signed agreement or letter of intent from alternative supplier confirming they will provide fuel supply in case of unavailability of fuel stock from the Bidder's supplier.	0
	Bidder attached of back up plans in the form of signed agreement or letter of intent from alternative supplier confirming they will provide fuel supply in case of unavailability of fuel stock from the Bidder's supplier.	10
The Logistics Requirements (20)	Method Of Evaluation	Points Allocation
Capacity and ability to deliver the required services: The Bidder shall indicate how the orders are to be delivered, in instances where the Bidder has the in-house tankers to carry out the deliveries, and then the Bidder shall provide the detailed papers of proof of ownership of the fleet of tankers, by means of copies eNaTIS document.	The Bidder has no proof for ownership of tankers, or no full-time lease agreement and has no valid signed SLA for the outsourced logistics function to third party.	0

Description Of Criteria	Method Of Evaluation	Points Allocation
In case of full-time lease, or contracted transport service provider, the Bidder shall provide the details of the tankers with the signed copy between lessor/contractor and lessee/client full time lease agreements detailing the lease period and number leased tankers. NB: A tanker is set of a truck tractor and tanker body or trailer the bidder to attach detailed papers of proof of ownership of the fleet of tankers, from the supplier/contractor by means of copies eNaTIS document and service plan or maintenance plan of the tankers.	Own minimum of one tanker/or leased one tanker with a minimum capacity of 24000 litres capacity. And the bidder has attached Service plan or Maintenance plan and eNaTIS document.	10
	Own minimum of two or more tankers/or leased two or more tankers with a minimum capacity of 24000 litres capacity and the bidder has attached Service plan or Maintenance plan and eNaTIS document.	20
Capability to Deliver Fuel on Regular Basis (10)	Method Of Evaluation	Points Allocation
The Bidder shall illustrate the capability to deliver fuel on the regular basis; by completing the table below, a Bidder shall complete the required information and failure to complete the required will lead to supplier scoring zero.	The Bidder that is capable of servicing the clusters on North and South region within 400 kms radius from the depot and within 36 hours lead-time.	10
	The Bidder that is not capable of servicing the clusters within 400 kms radius from the depot	0
Capability to deliver Fuel per cluster on Regular basis. The table below is for delivery schedule to determine the capability for delivery of fuel products around the plantations per cluster within 400 km radius from the depot and within 36 hours lead-time.		

Description Of Criteria		Method Of Evaluation		Points Allocation
Table 10: Capability to deliver Fuel per cluster on Regular basis				
Clusters	From Bidder's depot location	Bidder's depot Coordinates	Distance (km)	Plantation Coordinates
Cluster 1				
Belfast 702				
Berlin 703				
Uitsoek 717				
Witklip/736				
Bergvliet 802				
Blyde/Morgenzon 803				
Brooklands 804				
Tweefontein 821				
Wilgeboom 822				
Cluster 2				
Jessievale 711				
Ngome 715				
Nelshoogte 718				
Roburnia 737				
Cluster 3				
Woodbush/New Agatha and JDM Keet 862				
Entabeni 867				
Timbadola 915				

Capability to Deliver Fuel on Emergency Basis (10)		Method Of Evaluation	Points Allocation
The Bidder shall illustrate the capability to deliver fuel on the emergency basis; by completing the table below, a Bidder shall complete the required information and failure to complete the required will lead to supplier scoring zero.	The Bidder that is capable of delivering emergency orders triggered by the fire's incidents from SAFCOL within 6 hours	10	
	The Bidder that is capable of delivering emergency orders triggered by the fire incidents within 7 to 12 hours	5	
	The Bidder that is capable of delivering emergency orders triggered by the fire incidents from SAFCOL more than 12 hours.	0	

Capability to deliver fuel on Emergency basis.
The table below is for delivery schedule to determine the capability for delivery of fuel products around the plantations per cluster on emergency triggered by the fires or production events from SAFCOL.

Description Of Criteria	Method Of Evaluation	Points Allocation
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Table 11: Capability to deliver fuel on Emergency basis

Clusters	From Bidder's depot location	Bidder's depot Coordinates	Distance (km)	Plantation Coordinates
Cluster 1				
Belfast 702				
Berlin 703				
Uitsoek 717				
Witklip 736				
Bergvliet 802				
Blyde/Morgenzon 803				
Brooklands 804				
Tweefontein 821				
Wilgeboom 822				
Cluster 2				
Jessievale 711				
Ngome 715				
Nelshoogte 718				
Roburnia 737				
Cluster 3				
Woodbush (862 (New Agatha and JDM Keet)				
Entabeni 867				
Timbadola 915				

NB: the emergency orders are made and placed by the centre to the Bidder, are to be delivered within six (6) hours of the same date placed.

Compliance to Regulatory Requirements: (National Environmental Management Act, 1999 (20)	Method Of Evaluation	Points Allocation
The purpose of this SOP is to provide awareness of the hazards of various types of fuel products, guidance for minimizing the potential for spills/releases, and action to take in response to a fuel spill or release to mitigate threats to the environment, property, and persons. 1) Incidental fuel Spill Response Procedures An incidental spill is a manageable spill that poses low risk to safety and health and is not likely to adversely impact the environment.	No SOP for Controlling incidental response procedure and emergency fuel spills	0
	Bidder attached only Incidental fuel spill response procedures or Emergency fuel spills.	10
	Attached Incidental fuel spill response procedures and Emergency fuel spills	20

Description Of Criteria	Method Of Evaluation	Points Allocation
2) Emergency fuel Spills The Incidental fuel spill procedures must be in place for a spill that is an emergency. An emergency situation exists when: - The quantity of spilled fuel is 200 litres or larger, or - The spill has entered a sanitary or storm drain, or - The spill has entered a ground or surface water, or - The spill cannot be contained or stopped, or - The spill poses a fire/explosion hazard, or - Additional spill equipment is needed and is not immediately available. Spillage Operating Procedure (SOP): The Bidder shall submit SOP for Controlling Spillages on incidental fuel spill and emergency fuel spill.		
Total Points for functionality	Total Points	100

N.B: Only Bidders that score a minimum of 70 points will be considered for further evaluation on Price and Specific Goals

PHASE 3: PRICE AND SPECIFIC GOAL

Evaluation Criteria		Points
1.	Price	90
2.	Specific goal	10
3.	Total	100

Category of specific goals

Points allocated for specific goals.

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system)	Proof/documents to claim points
Procurement from black women owned entities (At least 30% ownership).	4	ID Document, CIPC Documents (company document), BBBEE certificate or Affidavit
Procurement from black owned entities (At least 51% ownership).	2	BBBEE certificate or Affidavit
Procurement from youth owned entities (At least 51% owned by youth).	2	ID Document, CIPC Documents (Company Document)
Procurement from entities owned by persons with disabilities (At least 51% owned by PWD).	2	Letter from the doctor confirming disability.

NB: No specific goals points will be allocated to a bidder who fails to submit documents/proof to claim specific goals points as indicated in the above table and SBD 6.1

8. SUB-CONTRACTING

Should a service provider be awarded a contract the service provider must subcontract a portion of the contract to the emerging enterprise, the Bidder shall submit the subcontracting proposal.

9. CONTRACT TERMS

The applicable contract term with the successful bidder will be NEC4 supply contract.

10. PRICING

- All prices shall be quoted in South African Rand.
- Bid prices must be all inclusive, including all relevant associated costs.
- Only firm pricing will be accepted, non-firm prices (including prices subject to rates of exchange variations) will not be considered.
- Bidders MUST submit a price for each line item in the pricing schedule to be considered for evaluation. Should the bidder fail to submit a price for each line item as stated, the bid will be seen as non-responsive.

10.1 Pricing Schedule

The following Schedule of Prices from table 10.1.1 to 10.1.3 must be completed by the bidder. The total price must include everything necessary to complete the delivery in terms of the specification.

10.1 Cluster One (Diesel)

Cluster One					
Table 10.1.1 Estimated Average diesel requirements for the year					
Centres	Total litres per annum	Average litres/month	Zones	Price Per Litre (R)	Total Bid Price Per Centre (R)
Belfast 702	70 983	6055	10c		
Berlin 703	140 329	15 575	61C		
Uitsoek 717	52 995	5 500	61C		
Witklip/Swarfontein 736	139 733	11 644	61C		
Bergvliet 802	196 096	16 350	61C		
Blyde/Morgenzon (803)	189 203	15 100	61C		
Brooklands 804	187 328	15 611	61C		
Tweefontein 821	389 776	32 500	61C		
Wilgeboom 822	204 105	17 009	61C		
Total Bid Price Per Cluster	1 570548	135 344			

10.2 Cluster Two

Cluster Two					
Table 10.1.2 Estimated Average diesel requirements for the year					
Centres	Total litres per annum	Average litres/month	Zones	Price Per Litre (R)	Total Bid Price Per Centre (R)
Jessievale 711	292 499	24 375	8C		
Ngome 715	55 599	4 633	6C		
Nelshoogte 718	129 774	10 815	61C		
Roburnia 737	228 959	19 080	8C		
Total Bid Price Per Cluster	706831	58903			

10.3 Cluster 3

Cluster 3					
Table 10.1.3 Estimated Average diesel requirements for the year					
Centres	Total litres per annum	Average litres/month	Zones	Price Per Litre (R)	Total Bid Price Per Centre (R)
Woodbush/ New Agatha 862	115 381	9 615	13C		
Entabeni 867	199 087	16 591	13C		
Timbadola 915	128 523	10 710	13C		
Total Bid Price Per Cluster	442991	36916	13C		

10.4 Cluster 1(Petrol)

Cluster 1					
Table 10.1.4 Estimated petrol requirements for the year					
Centres	Total litres per annum	Average litres/month	Zones	Price Per Litre (R)	Total Bid Price Per Centre (R)
Belfast 702	20 733	1 728	10c		
Berlin 703	24 963	2 080	61C		
Uitsoek 717	21000	1313	61C		
Witklip/Swarfontein 736	3 002	250	61C		
Bergvliet 802	24 401	2 033	61C		
Blyde 803	49 856	4 155	61C		
Brooklands 804	24 702	2 059	61C		
Tweefontein 821	21 970	1 831	61C		
Wilgeboom 822	35 000	2 917	61C		
Total Bid Price Per Cluster	225627	18366			

10.5 Cluster 2 (Petrol)

Cluster 2					
Table 10.1.5 Estimated petrol requirements for the year					
Centres	Total litres per annum	Average litres/month	Zones	Price Per Litre (R)	Total Bid Price Centre (R)
Jessievale 711	27 978	2 332	8C		
Ngome 715	6 005	500	6C		
Nelshoogte 718	26 404	2 200	61C		
Roburnia 737	29 259	2 438	8C		
Total Bid Price Per Cluster	89646	7470			

10.6 Cluster 3 (Petrol)

Cluster 3					
Table 10.1.5 Estimated petrol requirements for the year					
Centres	Total litres per annum	Average litres/month	Zones	Price Per Litre (R)	Total Bid Price Centre (R)
Entabeni 867	24 836	2 825	13C		
Woodbush 862	33903	2825	13C		
Timbadola	-	-	13C		
Total Bid Price Per Cluster	89646	7470			

Total Bid Price R_____