81 Drummond & Mdantsane Access Road, Reeston North, East London.
043-0517900 info@mtcec.co.za www.mtcec.co.za

SUPPLY AND DELIVERY OF FUEL FOR A PERIOD OF 36 MOTHS.

BID NO: MTC 2026/27/05

BIDDER'S COMPANY NAME:	
CSD NUMBER:	
EMAIL FOR SUBMISSIONS	**tendersubmissions@mtcec.co.za**
BRIEFING SESSION **DATE&TIME**	**N/A** **N/A**
CLOSING DATE&TIME	**11 DECEMBER 2026 @ 11H00**

ENQUIRIES

SCM ENQUIRIES	**TECHNICAL ENQUIRIES**
Enquiries: Ms. T. Mapekula **Telephone no. 082 043 4562** **Email: mapekulat@mtcec.co.za**	**Enquiries: Mr M. Seboni** **Telephone no. 060 546 9171** **Email : sebonim@mtcec.co.za**

PREPARED BY:
SUPPLY CHAIN MANAGEMENT UNIT
81 CNR DRUMMOND ROAD& MDANTSANE ACCESS
REESTON NORTH
EAST LONDON
5200

Mr. X Malamlela (Chairperson), Ms. N Matikinca (Deputy Chairperson), Ms. N Abrahams-Ntantiso, Mr. M Dimaza, Ms. S Dyantyi, Mr. B Makambi, Adv. P Mayapi, Ms. N Mnconywa, Ms. N Ntshanga, Ms. P Roboji (CEO), Ms. A Mhlambi-Nqikashe (CFO)

SBD 1

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MAYIBUYE TRANSPORT CORPORATION					
BID NUMBER:	MTC 2026/27/05	CLOSING DATE:	11 DECEMBER 2026	CLOSING TIME:	11:00
RFQ DESCRIPTION	SUPPLY AND DELIVERY OF FUEL FOR A PERIOD OF 36 MONTHS.				
BID RESPONSE DOCUMENTS					
Please email your submission to tendersubmissions@mtcec.co.za					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Ms. T.Mapekula**	CONTACT PERSON	**Mr. M.Seboni**
TELEPHONE NUMBER	**082 043 4562**	TELEPHONE NUMBER	**060 546 9171**
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	**mapekulat@mtcec.co.za**	E-MAIL ADDRESS	**sebonim@mtcec.co.za**

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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

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

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE EMAILED TO TENDERSUBMISSIONS@MTCEC.CO.ZA BY, 11 DECEMBER 2026 11:00. 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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
2. 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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN 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."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF THE BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED:

……

(Proof of authority must be submitted e.g. company resolution

Mayibuye Transport Corporation
81 Surrey Road, Vincent,
East London
5247
Phone 043 745 2582 • Fax 043 745 2586

Disclaimer

The following document is made only to, and is directed only at, persons to whom such a document may lawfully be communicated ("relevant persons"). Any person who is not a relevant person should not act or rely on this document or any of its contents.

This document contains forward-looking statements that are subject to risks and uncertainties, including statements about Mayibuye Transport Corporation's beliefs and expectations.

These forward-looking statements are based on assumptions that Mayibuye Transport Corporation has made in light of its experience in the industry in which it operates, as well as its perceptions of historical trends, current conditions, expected future developments and other factors which Mayibuye Transport Corporation believes are appropriate under the circumstances. Relevant persons should understand that these statements are not guarantees of future performance or results.

Due to these factors, Mayibuye Transport Corporation cautions that relevant persons should not place undue reliance on any forward-looking statements. Further, any forward-looking statement speaks only as of the date on which it is made. New risks and uncertainties arise from time-to time, and it is impossible to predict these events or how they may affect Mayibuye Transport Corporation.

To obtain additional information, please contact:

Ms. T. Mapekula : mapekulat@mtcec.co.za

1. DEFINITIONS

In this document, unless the context indicates otherwise the following meaning(s) are associated with each related term and/or abbreviation:

Term /Abbreviation/Acronym	Meaning
Accounting Authority	The Board of Directors appointed by the Premier or Member of the Executive Council, accountable to the Provincial Legislature and Executive Council for that public entity
Agreement	This comprises the agreement signed by the parties, the conditions of tender, and the specifications.
Agreement Period	36 Months.
Certified	Stamped and signed by a Commissioner of Oaths
Contact Person	The Depot Manager or his/her delegate will act as intermediary between the Contracted staff at the Head Office and the depots Management.
Contractor	The person or persons, partnership, closed corporation, firm or company who's tender for this service was accepted.
Corporation	Mayibuye Transport Corporation
EM	Executive Manager
Executive Authority	The Member of the Provincial Executive Council who is accountable to the Provincial Legislature for that public entity or in whose portfolio it falls
Facilities Management	Facilities management is the practice of coordinating and overseeing all physical assets, resources, and services needed to support an organization's core operations.
MTC	Mayibuye Transport Corporation
NTR	National Treasury Regulations
PAR	Paragraph

Term /Abbreviation/Acronym	Meaning
PFMA	Public Finance Management Act (Act No. 1 of 1999 as amended by Act No. 29 of 1999).
PPPFA	Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)
SARS	South African Revenue Service
SCM	Supply Chain Management

SPECIFICATION:

SUPPLY AND DELIVERY OF FUEL FOR A PERIOD OF 36 MONTHS

BID NO.: MTC 2026/27/05

CLOSING DATE: 11 DECEMBER 2026

CLOSING TIME:11H00

VALIDITY PERIOD: 180 days

2. INTRODUCTION

Mayibuye Transport Corporation (MTC) is a provincial public entity under the jurisdiction of the Department of Transport – Eastern Cape whose mandate is to provide safe, reliable, and affordable public transport to predominantly rural areas of the Eastern Cape.

The Corporation's Head office is in East London – Beacon Bay, while it has depots in Reeston, Zwelitsha - King Williams Town, eDikeni and Komani.

1.1 The Mayibuye Transport Corporation operates as a state-owned bus passenger transport service provider belonging to the Eastern Cape Provincial Government.

1.2 The Vision of the MTC is to the Eastern Cape's leader in quality transport services.

1.3. It is the mission of the MTC to provide a safe, reliable, affordable and customer-friendly public transport service to the people of the Eastern Cape.

1.4. The prices tendered must be valid for 180 days.

1.5. There will be no briefing session for this bid.

1.6. All submissions must be made electronically to the email address provided by the closing date and time, as advertised, to; tendersubmissions@mtcec.co.za

1.7. All submissions must be indexed appropriately.

3.BACKGROUND

The Mayibuye Transport Corporation herein referred to as the Corporation is a state-owned entity established by the Ciskei Corporation Act No 16 of 1981 and listed under Part D of Schedule 3 of the Public Finance Management Act, No. 1 of 1999, as amended.

4.PURPOSE

To procure quality services from a suitable and qualified services provider for supply and delivery of fuel for a period of 39 months.

5.SPECIFICATION

The Corporation hereby invites tenders from reputable Service Providers for the Supply and Delivery of Fuel (Diesel).

- Detailed specification of a required diesel;
  Gross Calorific Value @ 20 ºC, kJ/l, (typ). 37990
  Density @ 20 ºC, Inland, kg/l, (typ). 0.822
  Distillation, ºC, 90% recovered, max. 362
  Flash Point, (PMCC), °C, min. > 55

Cetane Number, min. 45
Cold Filter Plugging Point (CFPP), ºC, max.
Summer Grade. + 3
Winter Grade. - 4
Sulphur Content, mg/kg, max. < 50
Viscosity @ 40 deg ºC, mm2/s. 2.2 / 5.3
Lubricity, WSD 1.4 @ 60 ºC, max. 460
Total Contamination Number, mg/kg, max 24

The Service Provider will be required to adhere to the following Acts / Regulations:

- South African National Standard (SANS) 10131, latest edition.

- Regulations regarding petroleum specifications and standards (Petroleum Act No, 120 of 1977).

- Petroleum Products Amendment Act (No. 58 of 2003) – Charter for the South African Petroleum and Liquid Fuels Industry on Empowering Historically Disadvantaged South Africans in the Petroleum and Liquid Fuels Industry as gazetted on 26 April 2004.

- B-BBEE Petroleum and Liquid Fuels Sector Transformation Charter, as gazetted on 13 September 2017.

The fuel will be delivered at the Corporations' four depots situated in Dikeni, Komani, Reeston and Zwelitsha. It will be used for the Public Transport operation with one (1) 20 000 litre capacity storage tank in each depot. Minimum order of diesel shall be 5000 litres per delivery.

4.4 The average consumption per depot is as follows:

DEPOT	**Actual usage over six (6) months in litres Diesel**	**Average Monthly usage in litres Diesel**
DIKENI	60 888	10 148
KOMANI	114 479	19 079
REESTON	137 295	22 883
ZWELITSHA	180 952	30 160
AUXILIARY VEHICLES	62 272	10 378
TOTAL	555 886	92 648

By submitting a proposal, the bidder agrees that a binding Service Level Agreement willbe entered into between the MTC and the successful bidder. The appointed Service Provider will:

4.5. Be in possession of a valid Wholesale Licence Certificate in terms of the Petroleum Products Act (No. 120 of 1977)

4.6. Deliver fuel to the following addresses:

DEPOT	PHYSICAL ADDRESS
Alice	No. 6 Thompson Street, Alice.
Queenstown	No.8 Farraday, Industrial, Queenstown.
Reeston	Corner Drummond and Mdantsane Access Road, Reeston, East London.
Zwelitsha	Mount Coke Road, Zone 8 Zwelitsha, King Williams Town.

4.7. Supply only diesel compatible with Euro 3 emission standards.

4.8. Supply and Deliver fuel within 24 hours or as agreed with the MTC, after placement of an order.

4.9. Supply and deliver new digital / automatic diesel dispensers or pumps and ID Tags for designated MTC employees at the four (4) depots.

4.10. Installation of fuel management system and all provision of all associated equipment that is able to address:

• Fuel security;

• Stock reconciliation;
• Maintenance scheduling; • Cost Analysis;
• Fuel burn rates and
• Fuel ordering or level notification

4.11. Training MTC employees on fuel management system operations. This includes:

- Depot Managers
- Preventative Maintenance Technicians x 4.
- Accident and Fleet Management Officer x 1.
- Stores Practitioners x 6.
- Stores Manager x 1.
- To draw out Reports from the system.

4.12. Service, Cleaning, Maintenance of all fuel equipment and repair same as and when required will be the responsibility of the Service Provider during the duration of the contract.

4.13. Ensure that an environmental analysis is conducted regularly during the contract period on all equipment for which responsible.

4.14. Submit, on a quarterly basis, maintenance and service reports on the fuel pumps.

4.15. Prices are to be subject to fluctuations during the contract period as regulated by Government.

4.16. In the event that the service provider fails to meet the material obligations of this agreement the

corporation reserves a right to cancel the contract with immediate effect.

4.17. In the event of breakdown of fuel dispensing equipment at a depot, the service provider must provide fuel at the depot by means of a portable fuel bowser trailer with calibrated fuel dispenser.

6.EVALUATION CRITERIA

The bid will be evaluated in accordance with section 217 of the Constitution, the Public Finance Management Act 1 of 1999, applicable Treasury Regulations and SCM prescripts, the Preferential Procurement Policy Framework Act 5 of 2000, the Preferential Procurement Regulations, 2022, and MTC's approved Supply Chain Management / Procurement Policy, as applicable at the date of invitation and award.

In addition to the requirements as stated, all bids will be evaluated based on price and proposals that best suit the corporate operational requirements of the Mayibuye Transport Corporation.

Qualifying proposals will be evaluated based on the following evaluation criteria:

EVALUATION CRITERIA	WEIGHTING
Stage 1 – Compliance	
Stage 1A	Mandatory Requirements
Stage 1B	Non-Mandatory Requirements
Stage 2	
Functionality	70 Points requirement to proceed to Stage 3
Stage 3	
Price	90
Specific Goals	10
TOTAL	100

STAGE 1: COMPLIANCE REQUIREMENTS

Bidders must comply with the following requirements and failure to comply may lead to disqualification.

STAGE 1A – MANDATORY REQUIREMENTS

Failure to submit any of the below documents will render the proposal non-responsive and it will be disqualified from the bid process. Please note bidders will not be evaluated further if they do not meet the mandatory requirements. Where possible the corporation reserves the right to request further particulars.

Items	Mandatory Requirements	Supporting Evidence
	SBD Forms, duly completed and signed	
1.	Signed MTC SBD 1 Form “Invitation to Bid”.	Signed and completed SBD forms (requirements 1 to 3)
2.	Signed MTC SBD 3.1 Form “Firm Pricing Schedule”.	
3.	Signed MTC SBD 4 Form “Desclosure of Interest”.	
4.	A company must be registered on the Central Supplier Database.	CSD registration number
5.	Valid Certified Copy of the Wholesale License Certificate issued by the Department of Energy and that of the subcontracted company as per the pre-qualifying criteria.	Cerfitied copies of the listed certificates.
6.	Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database, and their tax compliance status will be verified through the Central Supplier Database.	Relevant agreement

STAGE 1B – NON-MANDATORY REQUIREMENTS (REQUIRED INFORMATION FOR BIDDING)

Items	Non - Mandatory Requirements
1.	Proof of registration on Centralized Suppliers Database (CSD). The Corporation will only consider service providers registered on the CSD.
2.	Original and signed MTC SBD 6.1 Form "Preferential Points Claim Form". Each page must be initialed.
3.	A Certified copy of the Identity Document for each of the Company Directors or Owners as it appears in the Business Registration Documents issued by either the Companies Intellectual Property Commission (CIPC) or Department of Trade and Industry and that of the subcontracted company as per the pre-qualifying criteria.

MTC may request the bidder to submit the information within (7) working days where necessary. Should this information not be provided, your bid proposal will be disqualified.

Bidders will be required to be compliant with the following requirements upon appointment. Proof of documentation will be requested and verified.

Certified ID Copies of all directors of the company

CSD Report

Certified copies of company registration document

STAGE 2: FUNCTIONALITY

Note: The bidder must achieve a minimum of 70 Points in functionality to advance to the next stage of evaluation. 80/20-point system shall apply. The Table below reflects evaluation functionality components:

Evaluation criteria	**Points**
1. Location • Office – Local Representation (Submit proof of local office, within East London (Lease contract, Municipal statements). • Within Eastern Cape Province • Outside the Eastern Cape Province Failure to provide a complete information pack as required in this item will result in no score being awarded.	**40 Points** 20 Points 10 Points
2. Previous Experience and Capability • 5 and above reference letters • 4 – 3 reference letters • 2 – 1 reference letters Submit signed letters of references with contactable references for Fuel supply services to support experience in a clients letter head, clearly indicating the number of contract years and contract value. Proof of experience and references must cover the minimum requirements of the MTC. Bidders are required to ensure that each response to a section is clearly marked as such. Failure to provide a complete response for this section will result in points being forfeited.	40 points 20 points 10 points
methodology The bidder must provide a detailed methodology and the following aspects must be reflected; i. Project Plan ii. Cash Flow iii. Risk Assessment **Points will be allocated as follows:** • Methodology with all 3 aspects	20 points

• Methodology with 2 aspects. • Methodology with 1 aspect. • Methodology that does not reflect any required aspects.	10 points 5 points 0 points
	100

To proceed to the next stage of evaluation bidders must meet a minimum of 70 points on functionality

STAGE 3

90/10 PREFERENCE POINTS STAGE 3

Bidders must submit a separate pricing schedule as per the pricing schedule provided.

Bidders should provide their price proposal and provide proof of Specific Goals. They will be evaluated on price and specific goals using the 90/10 preference point system, as per the table below:

CRITERIA	POINTS
PRICE	90
SPECIFIC GOALS	10
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	**100**

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE PREFERENCE POINT SYSTEMS
Maximum points are allocated for price on the following basis:

80/20 **or** **90/10**

$$PS = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right) \qquad PS = 90\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where
Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system*

Table for Specific goals

The specific goals allocated points in terms of this tender	Acceptable evidence	Criteria	Number of points allocated (80/20 or 90/10 system) (To be completed by the organ of state)	Number of points claimed (80/20 or 90/10 system) (To be completed by the tenderer)
100% Black ownership	CIPC registration document, Affidavit and Certified copies of ID for the directors	a) 100% black ownership	3	
51% - 99% black ownership	CIPC registration document, Affidavit and Certified copies of ID for the directors	b) 51% to 99% black ownership	2	
Less than 51% ownership	CIPC registration document, Affidavit and Certified copies of ID for the directors	Less than 51% black ownership	1	
Women Equity ownership	CIPC registration document, Affidavit and Certified copies of ID for the directors	Women ownership a)100% women ownership b)30% to 99% women ownership (c) Less than 30% black	2 1 0	
Youth Equity ownership	Certified copies of ID documents of the owners	a)100% youth ownership b) 30% to 99% youth ownership c) Less than 30% youth	2 1 0	

The specific goals allocated points in terms of this tender	Acceptable evidence	Criteria	Number of points allocated (80/20 or 90/10 system) (To be completed by the organ of state)	Number of points claimed (80/20 or 90/10 system) (To be completed by the tenderer)
People with Disability	Letter from the medical practitioner confirming the disability	(a) 20% or more disabled people ownership (b) Less than 20% disabled people ownership	1 0	
Locality within the Eastern Cape	Proof of Company address	a) Within the Eastern Cape (b) Outside the Eastern Cape	2 1	

Failure to submit the required documentation for acceptable evidence will result in the bidders forfeiting the points for specific goals.

Mayibuye Transport Corporation does not bind itself to accept the lowest or any bid and reserves the right not to accept the whole or any part of the bid.

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: **ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder……
Bidnumber…….....

Closing Date & Time:11 DECEMBER 2026@ 11:00
……...

OFFER TO BE VALID FOR……DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ***(ALL APPLICABLE TAXES INCLUDED)*
1.	Per Litre	Supply and delivery of fuel to Dikeni Depot.	
2.	Per Litre	Supply and delivery of fuel to Komani Depot	
3.	Per Litre	Supply and delivery of fuel to Reeston Depot	
4.	Per Litre	Supply and delivery of fuel to Zwelitsha Depot	

- Required by: ……
- At: ……
  ……
- Brand and model ……
- Country of origin ……

- Does the offer comply with the specification(s)? *YES/NO

- If not to specification, indicate deviation(s) ……

- Period required for delivery ……
  *Delivery: Firm/not firm

- Delivery basis ……

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

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 interest[1] 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 consortium[2] 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.

3.5 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.

3.6 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.

3.7 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.

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.

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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

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

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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**

(*delete whichever is not applicable for this tender*).

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

b) 90/10 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	10
SPECIFIC GOALS	90
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 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \quad \text{or} \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(c) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(d) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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	Acceptable evidence	Criteria	Number of points allocated (80/20 or 90/10 system) (To be completed by the organ of state)	Number of points claimed (80/20 or 90/10 system) (To be completed by the tenderer)
100% Black ownership	CIPC registration document, Affidavit and Certified copies of ID for the directors	a) 100% black ownership	3	
51% - 99% black ownership	CIPC registration document, Affidavit and Certified copies of ID for the directors	b) 51% to 99% black ownership	2	
Less than 51% ownership	CIPC registration document, Affidavit and Certified copies of ID for the directors	Less than 51% black ownership	1	
Women Equity ownership	CIPC registration document, Affidavit and Certified copies of ID for the directors	Women ownership a)100% women ownership b)30% to 99% women ownership (c) Less than 30% black	2 1 0	
Youth Equity ownership	Certified copies of ID documents of the owners	a)100% youth ownership	2 1	

The specific goals allocated points in terms of this tender	Acceptable evidence	Criteria	Number of points allocated (80/20 or 90/10 system) (To be completed by the organ of state)	Number of points claimed (80/20 or 90/10 system) (To be completed by the tenderer)
		b) 30% to 99% youth ownership c) Less than 30% youth	0	
People with Disability	Letter from the medical practitioner confirming the disability	(a) 20% or more disabled people ownership (b) Less than 20% disabled people ownership	1 0	
Locality within the Eastern Cape	Proof of Company address	a) Within the Eastern Cape (b) Outside the Eastern Cape	2 1	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. 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

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4.6. 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.

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SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....
DATE: .....

ADDRESS: .....

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CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) ……. in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number…….... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

   (i) Bidding documents, *viz*
   - Invitation to bid;
   - Proof of tax compliance status;
   - Pricing schedule(s);
   - Filled in task directive/proposal;
   - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
   - Bidder's Disclosure form;
   - Special Conditions of Contract;

   (ii) General Conditions of Contract; and
   (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) …….

CAPACITY …….

SIGNATURE …….

NAME OF FIRM …….

WITNESSES

1 …….

2 …….

DATE: ……..

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I……. in my capacity as……..……..
accept your bid under reference number ……dated……for the rendering of services indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating service delivery instructions is forthcoming.

3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4.I confirm that I am duly authorized to sign this contract.

SIGNED AT ……ON……..

NAME (PRINT) ……

SIGNATURE ……

OFFICIAL STAMP

WITNESSES

1 ….....

2 ….....

DATE: