



SHARED SERVICES CENTRE (SSC)

REQUISITION FORM FOR GOODS AND SERVICES

SCOPE OF WORKS

The purpose of this requisition is to invite suitably qualified and capable service providers to submit proposals for the supply and delivery of fuel (petrol unleaded ULP (93 and 95) and diesel 50ppm) for airport operations. The appointed supplier will be required to ensure a continuous, reliable, and regulatory-compliant supply of fuel to support critical airport functions.

The successful bidder shall be required to:

- Supply and deliver petrol (Unleaded Petrol – ULP) and low-sulphur diesel to the airport site.
- Ensure uninterrupted availability of fuel to meet all operational requirements, including emergency situations.
- Supply fuel that fully complies with all applicable South African National Standards (SANS) and relevant regulatory requirements.
- Deliver fuel in bulk quantities as required by airport operations.
- Provide, install (where applicable), and maintain appropriate fuel storage, handling, and dispensing infrastructure.
- Ensure accurate metering, recording, and reporting of all fuel deliveries and usage.

Item	Item/ Service Description	Unit of measure	Quantity
1.	Diesel 50ppm	Liters (L)	120 000L
2.	Petrol unleaded ULP (93 and 95)	Liters (L)	20 000L

CONTRACT DURATION

The contract shall be for a period of **Four (4) months**, on an *as-and-when-required* basis, subject to satisfactory performance. The Employer reserves the right to extend the contract at its discretion, in accordance with operational requirements and applicable procurement regulations.

PRICING STRUCTURE

- **Base Pricing**

Bidders shall be required to provide the following pricing information:

- A **base price per litre** for petrol (ULP) and diesel (low sulphur).
- A **detailed breakdown of the pricing structure**, which must clearly indicate the following components:
 - The **regulated wholesale price**, as determined and published by the Department of Mineral Resources and Energy (DMRE).
 - The **supplier margin**, clearly stated as either a fixed margin per litre or a percentage, which must be **all-inclusive** and cover:
 - Transportation and logistics costs
 - Handling and storage costs

All pricing must be transparent, auditable, and remain valid for the duration of the contract, subject to regulated fuel price adjustments where applicable.

DMRE-Linked Pricing Formula

Fuel pricing shall be linked to the official monthly fuel price adjustments published by the Department of Mineral Resources and Energy (DMRE).

The contract price per litre shall be calculated as follows:

Contract Price (per litre) =

DMRE Regulated Price + Supplier Margin + Approved Logistics Adjustment (if applicable)

Where:

DMRE Regulated Price refers to the official inland or coastal price published monthly by the DMRE for petrol or diesel.

Supplier Margin is a fixed Rand-per-litre or percentage margin agreed at contract award and remaining fixed for the duration of the contract.

Approved Logistics Adjustment refers to any pre-approved, auditable transport or delivery costs not included in the DMRE price, where applicable.

Only the DMRE-regulated price component shall be subject to monthly adjustments. All other components shall remain fixed unless otherwise approved in writing by the Employer.

Price Adjustment Mechanism

- The DMRE-regulated price component shall be adjusted automatically on a monthly basis, in line with the official fuel price adjustments published by the Department of Mineral Resources and Energy (DMRE).
- The supplier margin shall remain fixed for the full duration of the contract, unless:
 - A formal contract variation is approved in writing by the Employer; or
 - Exceptional circumstances arise that justify a price review in accordance with applicable procurement regulations.
- Any logistics adjustment shall:
 - Be clearly defined and agreed upon at contract award; and
 - Be supported by verifiable and auditable cost drivers, such as distance to site, security requirements, or restricted access conditions specific to KSIA.

No additional price increases shall be permitted outside of the mechanisms described above.

A formal price review may be conducted once during the contract period, where deemed necessary by the Employer, to assess the following:

- Continued alignment with the DMRE fuel pricing structure
- The market competitiveness of the supplier margin
- Any material changes in operational or logistical requirements

Any price review shall not automatically result in a price adjustment and shall be subject to mutual agreement and formal approval in accordance with applicable procurement and contract variation procedures.

• Delivery Requirements

Fuel deliveries shall be made in accordance with a pre-approved schedule or on an as-and-when-required basis. The supplier must maintain sufficient stock levels to prevent shortages and accommodate emergency deliveries within agreed response times. All deliveries shall comply with airport safety, security, and access protocols.

- **Health, Safety, and Environmental Compliance**

The supplier shall comply with all applicable health, safety, environmental, and hazardous substances legislation. All personnel involved in fuel handling must be appropriately trained and certified. Material Safety Data Sheets (MSDS) shall be provided for all fuel supplied, and effective spill prevention and emergency response measures must be implemented in line with airport requirements.

- **Quality Assurance**

All fuel supplied must comply with relevant SANS specifications. The Employer reserves the right to conduct random quality testing. Any non-compliant fuel shall be rejected at the supplier's cost.

- **Reporting and Administration**

The supplier shall provide accurate monthly delivery and consumption reports, invoices aligned to actual deliveries and approved pricing, and full audit trails for all transactions.

- **Service Level Agreement (SLA)**

The appointed supplier shall enter into a Service Level Agreement (SLA) covering, but not limited to, delivery turnaround times, fuel availability, performance standards, penalties for non-performance, and key performance indicators (KPIs).

- **Risk Management**

The supplier shall identify and mitigate supply chain risks, maintain contingency plans for disruptions, and ensure continuity of fuel supply during emergencies.

- **Legal, Transport, and Operational Compliance**

The supplier shall comply with all applicable South African legislation, including the National Road Traffic Act, Hazardous Substances Act, Occupational Health and Safety Act, and relevant SANS standards relating to the transport, storage, and handling of petroleum products. Fuel shall be transported as Class 3 Dangerous Goods using licensed vehicles operated by qualified drivers, equipped with appropriate safety equipment and documentation.

All offloading shall take place at designated airport areas in accordance with approved safety procedures, including grounding, spill control, fire protection, and exclusion zones. Personnel shall wear appropriate personal protective equipment (PPE), and all incidents, spills, or near-misses must be reported immediately. Airport-specific requirements such as permits, escorts, and coordination with airport operations shall be strictly adhered to.

Pricing Schedule (PLEASE COMPLETE PRICING SCHEDULE ON THE RFQ DOCUMENT)

Fuel Type	Monthly Volume (Liters) (A)	DMRE Price (R/Liter) * (B)	Supplier Margin (R/Liter) (C)	Logistics Adjustment (R/Liter) (D)	Total Price (R/Liter) (E) = B+C+D	Monthly Cost (R) (F)= E x monthly volume
Diesel	16 006.05L	R32,03	R	R	R	R
Petrol	6 859.74L	R29,38	R	R	R	R
Total Price					R	R
Total Price X 4months Excluding VAT					R	R
VAT					R	R
Total Price Including VAT					R	R

Evaluating a tender for the supply and delivery of fuel at King Shaka International Airport requires a multi-staged approach that balances mandatory compliance with technical capability. Based on standard Airports Company South Africa (ACSA) and National Treasury guidelines, the evaluation functionality is divided into the following categories:

Proposed Evaluation Criteria

Bidders must comply with all the mandatory requirements listed below. Failure to submit any of the required documents or information will result in disqualification, and the bid will not be considered further.

The mandatory requirements are as follows:

- **WHOLESALE LICENSE:** Submission of a valid Petroleum Wholesale Licence issued by the Department of Mineral Resources and Energy.
- **DANGEROUS GOODS COMPLIANCE:** Proof of compliance with Chapter VIII of the National Road Traffic Regulations for the transportation of dangerous goods (Class 3).
- **TAX COMPLIANCE:** Submission of a valid SARS Tax Compliance Status (TCS) PIN.
- **CENTRAL SUPPLIER DATABASE (CSD):** Proof of active registration on the National Treasury Central Supplier Database.
- **COMPANY REGISTRATION:** Submission of valid company registration documents issued by the Companies and Intellectual Property Commission (CIPC).

- **OCCUPATIONAL HEALTH AND SAFETY COMPLIANCE:** Proof of compliance with the Occupational Health and Safety Act applicable to fuel handling and transportation

6. **Special Airport-Specific Requirements**

- Insurance: Mandatory aviation liability, product liability, and general liability insurance, with the airport authority named as co-insured where required.
- Reporting Systems: Capability to provide daily reports on stock forecasts, actual stock levels, and fuel deliveries through an API or a Fuel Information Management System.