



RETURNABLE SCHEDULE

ENQUIRY NO: CTT 26715

TENDER FOR SUPPLY AND DELIVERY OF LPG VIA ISOTAINERS FOR
PetroSA, MOSSEL BAY

RETURNABLE SCHEDULE – TO BE COMPLETED, DOCUMENTARY PROOF TO BE
PROVIDED AND MUST BE SUBMITTED WITH THE TENDER/PROPOSAL

Please use this as a template for answering the Technical Evaluation Criteria together with the online Elimination Questionnaire of Step 4 on the e-Procurement system. Insert information under all the relevant section/s and insert appropriate page numbers/document name and proof of such documents and information requested.

Failure to submit the completed Returnable Schedule and or information requested MAY result in Elimination / Disqualification of your Tender.

Please check the Evaluation Criteria for more information.

Name of Company: _____

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1. UPDATED EVALUATION CRITERIA AND RETURNABLE SCHEDULE

PRE-QUALIFICATION FOR PREFERENTIAL PROCUREMENT	DOCUMENT ATTACHED / SUBMITTED (Y/N)	REFERENCED DOCUMENT/FILE NAME(if applicable)
<p>In order to advance certain designated groups, this tender is subject to pre-qualification. Only Suppliers who meet the following minimum requirements will proceed to the technical/functionality evaluation stage: • The Supplier must be a minimum of level four (4) B-BBEE contributor, QSE or EME. Have you attached relevant documentation, (e.g. a SANAS accredited B-BBEE Certificate or applicable Affidavit), to substantiate this?</p> <p>NB: Please note that the above criteria will not apply in cases where:</p> <ul style="list-style-type: none"> • all the tenderers fail to comply with the above stated tender requirements. <p>and/or</p> <ul style="list-style-type: none"> • all tenderers who qualify in terms of the pre-qualification requirements listed above, are non-compliant with PetroSA technical tender requirements. 		
<p>SCOPE OF WORK REQUIREMENTS:</p>		
<p>ELIMINATION PHASE - TENDERERS WILL BE ELIMINATED FROM FURTHER EVALUATION FOR FAILURE TO COMPLY WITH ANY OF THE FOLLOWING</p>		
<p>The tenderer is required to have the necessary skills and experience to supply and deliver LPG via isotainers as per the full scope of work requirements, with at least a minimum of two (2) years LPG industry experience. Please submit proof of previous experience in the form of a minimum of one (1) or more contactable references for the supply and delivery of LPG through isotainers, preferably in the attached reference table. References to include the client's name and contact details, volumes (MT), delivery location, etc. Has the tenderer submitted verifiable evidence of at least one (1) reference for supply of LPG through isotainers, preferably completed in the reference table provided?</p>		
<p>The product (LPG) must comply with SANS specifications, and PetroSA's LPG product specifications requirements. Please provide the following:</p> <ul style="list-style-type: none"> • Product specifications. • Certificate of Analysis (COA) from a recent shipment within the last twelve months. • And demonstration of product traceability from source to delivery point, including product origin and supply chain route. <p>PetroSA's LPG specification was issued to all bidders as part of the tender clarification process.</p> <p>Does the LPG meet the applicable and PetroSA's LPG specification requirements, and has the tenderer provided valid product specifications, a recent COA, and product traceability information?</p>		
<p>The proposed isotainers must be ISO and UN-T75 compliant. Please provide copies of the latest valid certificates, inspection and maintenance records of isotainers and confirmation of access to a sufficient isotainer fleet to meet required supply volumes. Are your isotainers ISO and UN-T75</p>		

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compliant and have you submitted latest valid certificates and inspection records of isotainers, as well as access to sufficient isotainer capacity?		
The tenderer must demonstrate the ability to reliably supply LPG in line with PetroSA's requirements. Confirmation of ability to supply required volumes (anticipated ramp-up of approximately 2,500 MT to 8,000 MT per month), description of supply source (s), and an outline of the supply model, including import route and logistics. Has the tenderer demonstrated the ability to meet the required supply volumes and provided a clear and feasible supply chain model?		
The tenderer must demonstrate sufficient financial capability to execute LPG import transactions. Please submit audited financial statements for the last two financial years. Include evidence of working capital and /or access to trade finance, as well as the ability to fund LPG cargo purchases. Has the tenderer demonstrated sufficient financial capacity to support the proposed LPG supply volumes?		
Given the hazardous nature of LPG, the tenderer must demonstrate robust Health, Safety and Environment (HSE) capability. Please submit your HSE policy, incident history (last three years), and description of risk management and emergency response procedures. Has the tenderer provided comprehensive HSE documentation, including incident history and risk management procedures?		
OBLIGATORY STATUTES AND STANDARDS		
TENDERERS MAY BE ELIMINATED FROM FURTHER EVALUATION FOR FAILURE TO COMPLY WITH ANY OF THE FOLLOWING		
Has the tenderer attached this Returnable Schedule, completed?		
Has tenderer completed and uploaded the Commercial Bid Analysis (CBA) on the eProcurement System?		
Conflict of Interest - Does your company have any conflict of interest or potential conflict of interest with PetroSA as defined in PetroSA's Procurement Policy (available on PetroSA's website) as well as the SBD4 form (available on National Treasury website). If yes, please complete the attached conflict of interest declaration.		
Was any contract between the tenderer and any organ of state terminated during the past five years on account of failure to perform or comply with the contract? If yes, furnish particulars.		
Will any portion of the contract be sub-contracted? If yes, provide the percentage of the contract that will be sub-contracted and attach a list of sub-contractors including their BBBEE status. Where more than 25% is subcontracted, please also attach the sub-contract agreement .		
Is the tenderer or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If yes, furnish particulars.		
Is the tenderer or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If yes, furnish particulars.		

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Was the tenderer or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If yes, furnish particulars.		
Is your company a Personal Service Provider as defined in the fourth schedule of the Income Tax Act?		
Past Poor Performance (PetroSA) - Has the tenderer been notified of poor past performance on any PetroSA contract during the past 3 years? If so, furnish particulars		
Does your company have a valid COID Certificate, if applicable?		
Is your company Tax Compliant?		
Who is the contact person for this tender?		
Please provide contact details of the contact person mentioned above e.g. telephone number, fax, e-mail address or cellular number.		
Are you registered as a supplier on the National Treasury Central Supplier Database? If so, please provide the supplier number.		
Tenderers are required to update the supplier data electronically on the eProcurement system with the correct BBEE information at all times to allow for electronic tender evaluations. It is the tenderer's responsibility to ensure that B-BBEE information, including the attachment of the latest affidavit (signed by Commissioner of Oath) or certificate (approved by SANAS), on PetroSA e-Procurement system (on Step 6/Statutory Requirements screen) is current at all times. Did you check that your B-BBEE information is current and valid before submitting this tender?		
Due Diligence - The supplier is required to submit a report from an auditor, accountant or other competent authority confirming (a) the financial position of the entity, (b) credit worthiness, (c) client references and client satisfaction, (d) ability to deliver on the contract, (e) that the supplier has no conflict of interest and is not a politically exposed entity. Has the above information been submitted?		
Please note that it is the responsibility of the tenderer to ensure that PetroSA is in possession of the valid Tax Clearance and BBEE certificates on the database.		
PetroSA reserves the right not to award any tender, including a tender that is technically compliant, if the tender is found to be commercially unattractive.		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
(IF THE ANSWER IS "NO" TO ALL THE QUESTIONS BELOW, 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 THE ANSWER IS "YES" TO ANY OF THE QUESTIONS BELOW, THEN APPLICATION FOR TAX COMPLIANCE STATUS, (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA)		
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		

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DOES THE ENTITY HAVE A BRANCH IN THE RSA?		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		
IS THE ENTITY LIABLE IN RSA FOR ANY FORM OF TAXATION?		

2. OTHER INFORMATION REQUIRED IN RESPECT OF TENDER

Legal Company name and Trading name (if applicable)	
Addresses:	
Physical-	
Website-	
Main contact details:	
Contact person-	
telephone numbers-	
email address-	
Company Registration details with SARS	
Summary of nature of products or services offered	
CSD Registration Number MAAAA	

3. BBBEE CERTIFICATE

Where applicable, please attach valid certificate/affidavit and complete table below:

BBBEE CERTIFICATE SANAS APPROVED (please circle/tick)	YES		NO	
BBBEE LEVEL				
BBBEE CATEGORY (GEN/EME/QSE)				

4. COMPLETE SBD 1 AND SBD 4 FORMS/ATTACH CSD REPORT

Is the completed and signed off SBD 1 and SDB 4 FORMS attached to the Tender?

Is your CSD report attached to the tender or have you provided your MAAA CSD Registration number?

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Requirement	Attached (Y/N)
SBD 1	
SBD 4	
CSD REPORT	

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