



**Independent Communications Authority of South Africa**

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion

Private Bag X10, Highveld Park 0169

**TERMS OF REFERENCE TO SUPPLY & DELIVER/REFILL 50PPM DIESEL FOR  
GENERATORS FOR A PERIOD OF TWELVE (12) MONTHS (01 SEPTEMBER  
2023- 31 AUGUST 2024)**

**1. PURPOSE**

The Independent Communications Authority (ICASA) hereby seeks to appoint a **service provider to supply and refill 50PPM diesel for two generators** at its Head Office premises, in Eco Point Office Park, 350 Witch-Hazel Avenue Centurion 0046, for Block B and C buildings.

**2. SCOPE OF WORK**

The service provider to be appointed is expected to:

- 2.1. ICASA have two tankers with a capacity of 1000 litres each
- 2.2. Supply and refill of diesel for the generators within four (4) hours as per request from ICASA over a period of 12 months.
- 2.3. Note that the quantities/volumes required may either increase or reduce and is dependent on various factors, such as Eskom's load shedding and locality municipality power interruptions. Therefore, no guarantees are given or implied as to the actual quantity which will be procured during the contract period.
- 2.4. Note that ICASA has procured four thousand five hundred (4 500) litres between 01 September 2022– 31 August 2023.
- 2.5. Comply with all legal requirements pertaining to the transportation, supply, refill of diesel and provide all the necessary documentation thereof.
- 2.6. Ensure that the vehicles and tankers to be used comply with all necessary road permits (Dangerous Goods Transportation Permit) as per the National Road Traffic Act – attach valid proof.
- 2.7. Comply with all the health and safety requirements.
- 2.8. Ensure that drivers have valid driver's license(s) and all necessary training certificates to transport and handle dangerous goods (diesel).

- 2.9. Ensure that the tankers they use have a meter reading and a long hose pipe to be able to reach the generators.
- 2.10. Tankers and vehicles to be able to fit at the office park gates and parking bays.
- 2.11. Comply with Health & Safety, Security and Environment requirements, pertaining to the transportation of hazardous substances, including requirements such as fire extinguishers, spillage kits, cleaning of spillage etc.
- 2.12. Be available for 24 hours, with a maximum of four (4) hours of response time after notification. Must have an after-hours accessible emergency number(s).

**3. Mandatory Requirements**

- 3.1. Service providers must submit proof of at least two vehicles and/or trailer’s/browsers licensed to carry diesel with all safety equipment required by law (Copy of vehicle registration and roadworthy certificates).
- 3.2. The service provider must submit a valid wholesale/manufacturing license, or proof of license renewal, issued by the Department of Minerals and Energy.
- 3.3. A minimum of 5 years of relevant company experience in delivering projects of a similar nature and scale.
- 3.4. Proposal should include a minimum of **3 reference letters** for the supply and delivery of diesel to corporate offices.

**4. Pricing**

<b>Description</b>		
Is the diesel price firm? Comments (if any):	Yes	No
Is the diesel price dependent on the diesel adjustment announcement made by the Department of Energy? Comments (if any):	Yes	No
If the diesel price to be charged is dependent on the diesel adjustment announcement, are there any savings that are going to be passed back to ICASA? If yes, how are those savings going to be passed to ICASA – please specify below:		

<b>Description</b>		
Is there a markup to be charged on the diesel price? If yes, please state the percentage Comments (if any):	Yes	No
	_____ %	

	Month	Wholesale Diesel Price	Wholesale plus % mark-up	Total
		<b>A</b>	<b>B</b>	
1	September 2023	R_____	R_____	R_____
2	October 2023	R_____	R_____	R_____
3	November 2023	R_____	R_____	R_____
4	December 2023	R_____	R_____	R_____
5	January 2024	R_____	R_____	R_____
6	February 2024	R_____	R_____	R_____
7	March 2024	R_____	R_____	R_____
8	April 2024	R_____	R_____	R_____
9	May 2024	R_____	R_____	R_____
10	June 2024	R_____	R_____	R_____
11	July 2024	R_____	R_____	R_____
12	August 2024	R_____	R_____	R_____

<b>Item</b>	<b>Unit Cost</b>	<b>Estimated litres/ deliveries</b>	<b>Total Cost (incl. VAT &amp; % mark- up)</b>
1. Cost of 50PPM Diesel per litre	R_____	12 000 estimated litres	R_____
2. Delivery rate during normal hours (per delivery) over the 12 months	R_____ per delivery	12 estimated deliveries	R_____
3. Delivery rate during overtime & weekends (per delivery) over the 12 months	R_____ per delivery	8 estimated deliveries	R_____
4. KM rate per kilometre over the 12 months period	R_____ per delivery		R_____
<b>Total price</b>			R_____