



Independent Communications Authority of South Africa

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion Private Bag X10, Highveld Park 0169

Telephone number: (012) 568 3000/1

TERMS OF REFERENCE TO SUPPLY & DELIVER/REFILL 50PPM DIESEL FOR GENERATORS FOR A PERIOD OF TWENTY-FOUR (24) MONTHS (01 SEPTEMBER 2024- 31 AUGUST 2026)

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 24 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 that will be procured during the contract period.

2.4. Note that ICASA has procured four thousand five hundred (4 500) litres for the previous financial years.

2.5. Comply with all legal requirements about 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 a valid driver's license(s) and all necessary training certificates to transport and handle dangerous goods (diesel).



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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, regarding 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.



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4. Pricing

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



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	Month	Wholesale Diesel Price	Wholesale plus % mark-up	Total
		A	B	
1	September 2024	R	R	R
2	October 2024	R	R	R
3	November 2024	R	R	R
4	December 2024	R	R	R
5	January 2025	R	R	R
6	February 2025	R	R	R
7	March 2025	R	R	R
8	April 2025	R	R	R
9	May 2025	R	R	R
10	June 2025	R	R	R
11	July 2025	R	R	R
12	August 2025	R	R	R



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10	June 2026	R	R	R
11	July 2026	R	R	R
12	August 2026	R	R	R



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Item	Unit Cost	Estimated litres/ deliveries	Total Cost (incl. VAT & % mark- up)
1. Cost of 50PPM Diesel per litre	R	24 000 estimated litres	R
2. Delivery rate during normal hours (per delivery) over the 24 months	R_per delivery	24 estimated deliveries	R
3. Delivery rate during overtime & weekends (per delivery) over the 24 months	R_per delivery	16 estimated deliveries	R
4. Delivery cost per kilometre over the 24 months	R_per delivery	24 estimated deliveries	
Total price (VAT Inclusive)			R

NB: There will be a compulsory briefing session. 23 May 2024 @ 11H00am [Join the meeting now](#)