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| **RFQ 003-2024-043 (RE-Issue)**  **Request for Quotation for the supply of fuel for a period of 18 months** |
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* 1. Written Quote Form26

**RFQ NUMBER: RFQ 003-2024-043**

**ISSUING DATE: 22 May 2025 CLOSING DATE: 29 May 2025 @16h00 CAT**

**VALIDITY OF RFQ: 90 Days**

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| **RFQ RETURNABLE DOCUMENTS TO BE E-MAILED TO:** | Andani Nevilimadi, *andaninevilimadi@airchefs.co.za* |
| **Bidder should ensure that quotations are returned before the closing date and time.** | |

**Air Chefs requests your quotation on the goods and/or services listed on the attached form.**

**Please furnish all information as requested and return your quote and all mandatory returnable documents on/before the date stipulated.**

**Late and incomplete submissions may invalidate the quote submitted.**

NAME OF VENDOR (SUPPLIER):

POSTAL ADDRESS:

TELEPHONE NO.:

CELL NO:

E MAIL ADDRESS:

CONTACT PERSON:

**This RFQ will be evaluated on pricing, BBBEE and functionality.**

**Mandatory Returnable Documentation to be attached:**

1. Pricing Schedule
2. Valid BBBEE Certificate or Affidavit
3. Company Registration Documents
4. Confirmation of Tax Compliance (Tax Pin)
5. COIDA Letter of good standing
6. SBD 4
7. Valid wholesale license for petroleum that allows bulk selling issued by the department of mineral resources and energy

**The following documents will be required from the successful bidder before contracting**

1. Confirmation of bank account
2. Vendor Registration form
3. Identity Copies of Directors
4. 3 Contactable References where bidder has done similar work (letters must be on the letterhead)
5. General Conditions of the contract

**CONDITIONS**

* All goods or services purchased will be subject to Air Chefs General Conditions of Contract (C10&C11). A copy of said conditions is available from the local Procurement office.
* It is the responsibility of the Supplier to ensure that Air Chefs is in possession of a valid Tax Compliance confirmation from SARS. The onus therefore rests on the Supplier to ensure Air Chefs receives confirmation of Tax compliance in terms of a Tax Compliance Report in good standing at all times. An Original Tax Compliance Status report must be submitted with this RFQ. Failure to do so may invalidate the quote submitted in terms of the RFQ.
* All purchases will be made through an official purchase order. Therefore, no goods must be delivered or services rendered before an official order/contract has been received.

**DECLARATION BY BIDDER**

* I certify that I am duly authorized to submit this bid on behalf of the information supplied is correct and I have read and understand SAA General Conditions of Contract and accept SAA General Conditions of Contract.
* I further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the bid.

SIGNATURE OF SUPPLIER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CAPACITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Background**

1.1 The Bidder is requested to provide Prices with their quotation to Air Chefs for all the goods to be provided as per the specification. Service providers are expected to submit a costing that is fair and reasonable.

1.2. Air Chefs has the right to enter into negotiation with a prospective Supplier regarding any terms and conditions, including price(s), of a proposed contract.

1. **Scope of Work**

* The supplier should be within an 8-kilometre radius from all three of our premises in Johannesburg, Cape Town and Durban and operating 24/7 operations except for bidders bidding for the tanks.

1. **Specification**

* JNB:
* Refined Petroleum (ULP95) = 2000lt per month
* Diesel (50ppm) = 10 000lt
* CPT:
* Refined Petroleum (ULP95) = 600lt per month
* Diesel (50ppm) = 2000lt per month
* DBN:
* Refined Petroleum (ULP95) = 300lt per month
* Diesel (50ppm) = 600lt per month
* 9000 litres of Diesel, for our diesel tank (To be delivered to Johannesburg site site) Monthly
* 500 litres of Diesel, for our diesel tank (To be delivered to Cape town site) Monthly

1. **The Evaluation Process** 
   1. **Mandatory Requirements**

A bidder will be disqualified is they fail to meet the following Mandatory Requirements.

1. Submission of all mandatory returnable documents as stated above.
   1. **Application of the applicable Preference Point System**
      1. **Price Evaluation**

Please complete the pricing schedule here below

The below stated Preference Point System will be utilized in line with the PPPFA requirements.

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| **Criteria** | **Points** | **Score** |
| Price | 80 |  |
| 50% Black Women owned | **5** |  |
| 50% Black Youth owned | **5** |  |
| EME or QSE 51% Black Owned | **5** |  |
| Empowering supplier | **5** |  |
| **Total** | **100 points** |  |

1. **The Standard Conditions for Request for Quotation**

**Conditions:**

5.1 All prices quoted must be inclusive of Value Added Tax (VAT).

5.2 All goods/services purchased will be subject to Air Chefs Conditions of Contract and Order, available when requested.

* 1. All prices submitted must be firm – whilst “Firm” prices are deemed to be fixed prices.
  2. Although Air Chefs would prefer to award this contract to one service provider, it remains at Air Chefs discretion (where applicable) to award to more than one service provider to ensure flexibility in provision of the required goods or services.
  3. Air Chefs is not obligated to award this quote to any Bidder- thus entitled to retract this quote at any time as from date of issue, without any refunds whatsoever. Air Chefs is also not obligated to award this quote to the bidder that quotes the lowest.
  4. Service, pricing and availability will be taken into consideration.
  5. Pricing should be given based an individual component that would make up the solution based on technical and functional requirements.

**Additional Requirements**

In addition to the requirements of the Condition of Tender, offers will only be accepted if:

* 1. The Bidder or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
  2. The Bidder has not abused the Air Chefs’ supply chain management system; and
  3. The Bidder has not failed to perform on any previous contract and has not been given a written notice to this effect;

***NB.:***

***IF NOT QUOTING, please indicate so and subsequently drop an e-mail to the relevant Procurement official, dealing with this RFQ.***