

**REQUEST FOR QUOTATION [RFQ] FOR THE SUPPLY AND DELIVERY OF DIESEL
OVER A PERIOD OF 24 MONTHS FOR CEF SOC LTD.**

RFQ NUMBER	: DIS/05/2023
ISSUE DATE	: 30 MAY 2023
CLOSING DATE	: 12 JUNE 2023
CLOSING TIME	: 12:00

PART 1

NOTICE TO TENDERERS

Quotations which must be completed as indicated in Part 3 of this RFQ are to be submitted as follows:

ADDRESS: scm-facility@cefgroup.co.za

CLOSING DATE: 12 June 2022

1 Submissions to RFQ

Submissions to this RFQ **[Quotation]** must not include documents or reference relating to any other proposal or proposals. Any additional conditions must be embodied in an enclosed letter.

2 Communication

- a) Bidders are warned that a submission will be liable for disqualification should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employee of CEF (SOC) Ltd in respect of this RFQ between the closing date and the date of the award of the business.
- b) A bidder may, however, before the closing date and time, direct any written enquiries relating to the RFQ to the following CEF (SOC) Ltd employee:

Name: Xola Mashabane

Email: xolam@cefgroup.co.za

- c) Bidders may also, at any time after the closing date of the RFQ, communicate with the Procurement Department on any matter relating to its RFQ Submission.

3 Tax Clearance

The bidder's valid tax compliance pin or CSD report must accompany the quotation. Note that no business shall be awarded to any bidder whose tax matters have not been declared by SARS to be in order.

4 Legal Compliance

The successful bidder shall be in full and complete compliance with all applicable national and local laws and regulations.

5 Pricing

All prices must be quoted in South African Rand on a fixed and firm price basis, including VAT. Pricing MUST be a lumpsum amount and NOT on a rates basis.

Please use the pricing schedule in **Part 3** to quote CEF.

6 Negotiations

CEF (SOC) Ltd reserves the right to undertake post-tender negotiations with selected bidder or any number of short-listed bidders.

7 Repudiations

CEF (SOC) Ltd is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in submission to it. Please note that CEF (SOC) Ltd reserves the right to:

- modify the RFQ's goods / service(s) and request bidders to re-tender on any changes;
- reject any quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced quotation;
- reject all quotations, if it so decides;
- place an order in connection with this quotation at any time after the RFQ's closing date;
- award only a portion of the proposed goods / service/s which are reflected in the scope of this RFQ;
- split the award of the order/s between more than one Supplier/Service Provider; or
- Make no award at all.

CEF (SOC) Ltd reserves the right to award business to the highest scoring bidder (s) unless objective criteria justify the award to another bidder.

8 Validity Period

CEF (SOC) Ltd desires a validity period of ninety (90) days from the closing date of this RFQ.

This RFQ is valid until 10 September 2022

9 Returnable Documents

Returnable Documents means all the documents, Parts and Annexures, as listed in the tables below.

- a) Bidders are required to submit with their quotations the **mandatory returnable documents** as detailed below.

Failure to provide all these returnable documents at the closing date and time of this RFQ will result in a bidder's disqualification.

Please confirm submission of these mandatory returnable documents by so indicating [Yes or No] in the table below:

Mandatory Returnable Documents	Submitted [Yes or No]
PDP (Public Drivers Permit) license for transporting or operating dangerous goods	
Safety data sheet for the diesel*	
Fire extinguisher*	
Safe working load or tons of diesel to be transported*	
Valid license or permit as a diesel supplier	
Letter of Good standing	
Risk Assessment of how to transport and supply the diesel safely*	

***Clarity on the mandatory requirements listed above:**

- Safety data sheet for the diesel

A safety data sheet (SDS) should be supplied with any hazardous chemical, in this case one is needed for the diesel. Safety data sheets (SDSs) provide useful information on chemicals, describing the hazards the chemical presents, and giving information on handling, storage and emergency measures in case of an accident or fire since when the diesel is flammable.

It is a mandatory sheet that can be accessed from a diesel manufacture or from the internet in a 16-point form.

- Fire extinguisher

A fire extinguisher is an active fire protection device used to extinguish or control small fires, often in emergency situations.

It must be present inside the mode of transport which will be used to carry the diesel.

- Safe working load or tons of diesel to be transported

It is the Safe working/maximum load that is designed to be carried/handled by the mode of transport which will be used to carry the diesel.

Normally it is displayed in a form of capacity, e.g., Litres or kilograms.

- Risk Assessment of how to transport and supply the diesel safely

Yes, the service provider must draft one and identify the risks associated with the handling, transporting and storage of the diesel and stipulate the safe control measures that they will put in place to ensure safe delivery.

b) In addition to the requirements of Part (a) above, bidders are further required to submit with their quotations the following **essential returnable documents** as detailed below.

Please confirm submission of these essential Returnable Documents by so indicating [Yes or No] in the table below:

Essential Returnable Documents	Submitted [Yes or No]
<ul style="list-style-type: none"> - Valid B-BBEE Verification Certificate/BBBEE sworn affidavit or copy thereof <p>Note: failure to provide a valid B-BBEE /sworn B-BBEE affidavit at the closing date and time of the RFQ will result in an automatic score of zero for preference points.</p>	
ANNEXURE A – SBD 1: Invitation to Bid	
ANNEXURE B – SBD 4: Bidder's Disclosure	
ANNEXURE C – SBD 6.1 : Preference points claims form	
Proof of Central Supplier Database registration (MAAA.....)	

PART 2 SPECIFICATION

1. SPECIFICATION

CEF seek to appoint the supplier to supply and deliver diesel to support the generator when the load shedding strikes over a period of 24 months (see below specification)

Item No	Description	Quantity	Total
01	The supply of diesel over a period of 24 months (50ppm)	20 000 litres	
02	Quoted price per litre at the time of the closing date of the RFQ		R
03	Quoted price per litre maximum at a capped fee (including all risks of escalation)		R
Total excl Vat at the time of the closing date of the RFQ over 24 months			R
Total excl Vat at a maximum capped fee over 24 months (including all risks of escalation)			R
Total Incl. Vat at the time of the closing date of the RFQ over 24 months			R
Total Incl. Vat at a maximum capped fee over 24 months (including all risks of escalation)			R

SELECTION CRITERIA

Phase Price and Preference goals scoring

CEF (SOC) Ltd will utilise the following formula in its evaluation on commercial offers:

[Weighted score 80 points]

$$PS = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

Ps = Score for the Tender under consideration

Pt = Price of Tender under consideration

Pmin = Price of lowest acceptable Tender

Preference points/specific goals criteria

[Weighted score 20 points]

Specific goals / Preference Points Claim

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
TOTAL SCORE:	100

A maximum of 20 points will be awarded to a tenderer for specific goals specified for the tender/RFQ as follows:

Specific goals	Points
Historically disadvantaged individual (HDI)	
Enterprises with ownership of 51% or more by person/s who are black	10
Enterprises with ownership of 51% or more by person/s who are women	5
Enterprises with ownership of 51% or more by person/s who are youth	3
Enterprise with ownership of 10% or more by person/s with disability	2
Total	20

Tenders must submit their B_BBEE certificate issued by an authorized body or person or a B-BBEE sworn affidavit to claim preference points.

- The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- The contract must be awarded to the tenderer scoring the highest points.
- If two or more tenders score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals, and if two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

PART 3 QUOTATION FORM

I/We _____

hereby offer to supply the services at the prices quoted in the Price Schedule below, in accordance with the conditions related thereto.

I/We agree to be bound by those terms and conditions in:

Any other standard or special conditions mentioned and/or embodied in this Request for Quotation.

I/We accept that unless CEF (SOC) Ltd should otherwise decide and so inform me/us, this Quotation [and, if any, its covering letter and any subsequent exchange of correspondence], together with CEF (SOC) Ltd's acceptance thereof shall constitute a binding contract between CEF (SOC) Ltd and me/us.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Quotation, I/we fail to deliver the said goods/service/s within the delivery lead-time quoted, CEF (SOC) Ltd may, without prejudice to any other legal remedy which it may have, cancel the order and recover from me/us any expenses incurred by CEF (SOC) Ltd in calling for Quotations afresh and/or having to accept any less favourable offer.

PRICE SCHEDULE

I/We quote as follows for the services required, including VAT (A breakdown of the pricing into various activities is required):

Item No	Description	Quantity	Total
01	The supply of diesel over a period of 24 months (50ppm)	20 000 litres	
02	Quoted price per litre at the time of the closing date of the RFQ		R
03	Quoted price per litre maximum at a capped fee (including all risks of escalation)		R

Total excl Vat at the time of the closing date of the RFQ over 24 months	R
Total excl Vat at a maximum capped fee over 24 months (including all risks of escalation)	R
Total Incl. Vat at the time of the closing date of the RFQ over 24 months	R
Total Incl. Vat at a maximum capped fee over 24 months (including all risks of escalation)	R