REQUEST FOR PROPOSAL "RFP" FOR THE SUPPLY AND DELIVERY OF FUEL OIL, BURNER; TYPE: LOW SULPHUR FURNACE BULK FOR TRANSNET ENGINEERING MANUFACTURING BUSINESS DURBAN, KOEDOESPOORT AND BLOEMFONTEIN FOR A PERIOD OF SEVEN (7) YEARS ON AN "AS AND WHEN REQUIRED" BASIS



Minutes for the Compulsory tender briefing session Meeting

Project Name:	REQUEST FOR PROPOSAL "RFP" FOR THE SUPPLY AND DELIVERY OF FUEL OIL, BURNER; TYPE: LOW SULPHUR FURNACE BULK FOR TRANSNET ENGINEERING MANUFACTURING BUSINESS DURBAN, KOEDOESPOORT AND BLOEMFONTEIN FOR A PERIOD OF SEVEN (7) YEARS ON AN "AS AND WHEN REQUIRED" BASIS		
Meeting Venue:	MS Teams		
Date and Time of Meeting:	27 August 2025 at 10:00am		
Description	Action		Responsible person
Opening and welcome:	Introduction and overview		Lindy van Zyl
Name of Attendees			
1. As per attendance register			

1 Lindy welcomed everyone to the meeting.

Matters discussed

Tender Overview

- **Tender Number**: TE/2025/08/0043/104467/RFP (TE25-DBN-6GC-13895)
- **Scope**: Supply and Delivery of Fuel Oil, Burner; Type: Low Sulphur Furnace Bulk for Transnet Engineering Manufacturing Business Durban, Koedoespoort and Bloemfontein for a period of seven (7) years on a "As and When required" basis.
- Contract Duration: 7 years, on an as-and-when required basis.
- Issue Date: 20 August 2025
- Closing Date: 12 September 2025 at 10:00 AM
- **Bid Validity**: 180 business days from closing date
- **Submission Platform**: Transnet e-Tender Submission Portal

Attendance & Meeting Protocol

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- Over **105 participants** attended.
- Attendees were asked to submit their company details via the **chat box** or **email** to Lindy van Zyl (Lindy.vanZyl@transnet.net).
- Attendance Certificate must be completed and emailed to Lindy by Friday, 29 August 2025, 16:00. Late submissions will not be accepted.

2 Tender Document Highlights

Mandatory Returnable Documents

Section 4: Pricing and Delivery Schedule (must include pricing for all three regions)

Returnable Documents used for scoring points

- Respondent's valid proof of evidence to claim points for compliance with Specific Goals' requirements as stipulated in Section 9 of this RFP
- Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP (Valid B-BBEE certificate or Sworn- Affidavit as per DTIC guidelines)
- B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline
- Certified copy of ID Documents of the Owners / Doctor's note and /or EEA1 form confirming the disability
- CIPC B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guidelines and Proof Registered address of entity
- Annexure B Technical Specification PD_COMP_NAT_SPEC_938 Rev 7 (completed in full and signed)
- Technical Data Sheets (TDS)
- Material Safety Data Sheet (MSDS)
- ISO 9001:2015 certificate or documented Quality Management System
- Signed letter on Bidder's company letter head indicating the lead time
- Signed letter on Bidder's company letter head indicating the shelf life of the proposed product

Essential Returnable Documents

- In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement (if applicable)
- Latest Financial Statements signed by your Accounting Officer or latest Audited Financial Statements for 2 previous years
- Section 1: SBD1 Form
- Section 2: Notice to Bidders

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- Section 3: Background, overview, and scope of requirements
- Section 5: Proposal Form and List of Returnable documents
- Section 6: Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents
- Section 7: RFP Declaration and Breach of Law Form
- Section 8: RFP Clarification and Request Form
- Section 9: Specific Goals Points Claim Form
- Section 10: Certificate of Attendance of Compulsory RFP Briefing
- Section 11: Protection of Personal Information
- Valid Tax Clearance Certificate
- CSD Summary Report
- Price Breakdown of Tendered Price
- Price Adjustment Formula (if applicable)

Technical Evaluation Criteria

- Minimum Threshold: 80 points
- Criteria:
 - 1. Compliance to Specification (50 points)
 - Submit completed Annexure B (PDCOMP NATSPEC 938)
 - O Complete Appendix A & B with Table 2, and provide:
 - Technical Data Sheets (TDS)
 - Material Safety Data Sheets (MSDS)
 - Shelf-life declaration (≥12 months)
 - 2. Quality Management System (25 points)
 - o ISO 9001:2015 Certificate (25 points)
 - OR QMS aligned to ISO 9001:2015 (15 points)
 - 3. Lead Time Declaration (25 points)

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- \circ 6–10 working days: 10 points
- >10 working days: 0 points

Evaluation Process

- 1. Administrative & Substantive Responsiveness
- 2. Technical Functionality (≥80 points)
- 3. Price & Specific Goals (90/10 split)
- 4. Price Negotiation (if applicable)
- 5. Award & Contract Conclusion

Post-Award Testing Requirements

- SANAS-accredited lab testing required for the awarded bidder.
- Testing must cover all elements in Table 2, Appendix A & B.
- Turnaround time: 6 weeks post-award.
- Two attempts allowed for sample testing.
- Batch Certificate required with each delivery.

Estimated Quantities Over 7 Years

Durban: 4 050 000L

• Koedoespoort: 680 000L

• Bloemfontein: 1 224 000L

Note: Quantities are estimates and not quaranteed.

Pricing Notes

- Pricing must be submitted for all three regions.
- Indicate whether pricing is:

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- Fixed for 7 years
- o Fixed for 12 months, then subject to escalation or
- o Variable (must include escalation formula and justification)
- Include rate of exchange used if pricing is based on foreign currency.
- **Specific Goals (10 Points)**
 - B-BBEE Level 1–2: 2 points
 - ≥51% Black-Owned QSE/EME: 4 points
 - Disability Ownership: 2 points
 - Locality (KZN, Gauteng, Free State): 2 points
- **Clarifications**
 - All queries must be emailed to Lindy by Friday, 5 September 2025, 12:00 PM.
 - Responses and briefing minutes will be published on:
 - National Treasury eTender Portal
 - Transnet eTender Portal
- **Technical Discussion:**
- **Key Technical Document**
 - **Document Name**: PD_comp_nat_spec_938 Revision 0.7
 - Nature: Proprietary technical specification from Transnet Engineering.
 - Access: Provided via the eTender portal.
- ***** Critical Compliance Requirements
 - 1. Specification Adherence:
 - o Suppliers must acknowledge and indicate compliance with every clause and subclause.

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- Appendix A & B must be completed with Yes/No responses and comments.
- partial Failure to complete these forms or provide supporting documentation results in automatic disqualification.

2. Certificate of Analysis (COA):

- Mandatory for all suppliers.
- Must be issued by a SANAS-accredited lab.
- o If imported, the COA must accompany the product or be obtained locally.

3. Licensing Requirements:

- Valid Petroleum Retail or Wholesale License.
- Valid Category D Professional Driver Permit.
- Valid Hazardous Substance Transport Permit.
- Valid Operator Card D.
- o These apply whether logistics are in-house or outsourced.

4. **Deviation Policy**:

- No deviations from the specification unless approved in writing by Transnet Engineering.
- Innovations may be considered if they offer clear benefits and are pre-approved.

Product Specifications

- Must be free of water, impurities, and PCBs.
- Must meet **specific standards** for:
 - Viscosity
 - Density
 - Energy content
 - Moisture
 - Sulfur content
 - Flashpoint
 - Boiling/Pouring point
 - Trace elements
- Suppliers must submit:
 - Technical Data Sheet
 - Material Safety Data Sheet (MSDS)

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Lity, Safety & Environmental Standards Compliance with ISO 9001 is expected. Environmental impact and safety are critical due to the nature of the product and operational site Visit Requirement Final-stage bidders must visit Transnet Engineering facilities to: Understand offloading systems Measure coupling dimensions Ensure delivery compatibility This information is not shared beforehand due to IP and security concerns. umentation Checklist Includes: COA Licensing documents Compliance forms	5.
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Compliance forms	
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 Technical specs 	
 Signed and dated tables 	
 Warranty letter (minimum shelf life) 	
Highlights	

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- 1. If a test certificate is sufficient or if own testing is needed:
 - o Answer: COA from a SANAS lab is sufficient at initial tender stage. Further testing may be required at later stages.
- 2. If product testing is only done post-award:
 - o **Answer**: Initial COA is required for technical evaluation. Full testing is done at later stages.

3. Quality Assurance:

- Each delivery must be traceable via batch certificates.
- Transnet performs its own quality checks post-award.
- 4. What is required if you submit as a JV:
 - You need to submit for both entities with the JV agreement.
 - Also see the last point below on you BBBEE.
 - You need to submit all company documents for both entities.

JOINT VENTURES OR CONSORTIUMS

- Respondents who would wish to respond to this RFP as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their RFP submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If at the time of the bid submission such a JV or consortium agreement has not been concluded, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by Transnet through this RFP process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to Transnet.
- Respondents are to note that for the purpose of Evaluation, a JV will be evaluated based on one consolidated B-BBEE score card (a consolidated B-BBEE Status Level verification certificate) Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in Section 4.1 of the specific goals Claim Form.

Final Reminders

- No split award one supplier will be appointed for all three sites.
- Late submissions, incomplete documentation, or non-attendance will result in disqualification.
- Suppliers are encouraged to submit early to avoid system issues.
- 3 Lindy thanked everyone for attending and the meeting was adjourned.

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Minutes complied by:	Reviewed by:	
Lindy van Zyl Facilitator Date: 01.09.2025	Amit Ramterath Transnet Engineering Date: 01/09/2025	