



SCM REFERENCE NO: 2025/0002

A1026/61120/2025/L01 PMB

BRIEFING SESSION FOR REQUEST FOR PROPOSALS FOR THE LEASE OF ERF 3045 PIETERMARITZBURG FT

VENUE: ONLINE-MICROSOFT TEAMS

DATE: 24 JULY 2026, 11:00

MEETING MINUTES

1. Opening, welcome and introduction of the project: Presenter(s): [ProcurementSR3](#) and [Mashego Moswana](#)

The meeting was a compulsory clarification and briefing session for bidders interested in leasing **ERF 3045 Pietermaritzburg FT**, a SANRAL-owned property currently configured as a filling station with ancillary businesses. The presenters explained tender requirements, evaluation criteria, property details, statutory compliance obligations, pricing methodology, and the compulsory site visit.

2. Key Decisions / Clarifications

2.1 Mandatory Tender Requirements

Bidders must:

- Attend the compulsory virtual briefing session.
- Attend the compulsory site meeting.
- Submit bids before the closing date and time.
- Be registered on the National Treasury CSD.
- Submit all required returnable documents, signed schedules, hard copies and PDF copies on a flash drive.

2.2 Compulsory Site Meeting

A compulsory physical site meeting was confirmed for **27 July 2026** at: **101 New England Road, Hayfields, Pietermaritzburg.**

Failure to attend would result in the bidder being declared non-responsive.

2.3. Tender Closing Date

Tender submissions close on: **14 August 2026 at 11:00 (SA Time).**

Late submissions will not be accepted.

2.4. Property Use

The property will primarily be leased for:

- Filling station operations.
- Ancillary services associated with the filling station. Potential future uses such as a truck stop or EV charging facility may be considered, subject to SANRAL approval and regulatory approvals from authorities.

2.5. Statutory Compliance Obligations

The successful lessee must obtain at its own cost:

- Site license.
- Retail licence.
- Environmental authorisation.
- Any other required approvals. Applications must be submitted within **3 months** of commencement and approvals must generally be obtained within **12 months**, unless supported by evidence of regulatory delays.

2.6. Existing Fuel Infrastructure

The underground tanks belong to the previous tenant (Engen):

- If the successful bidder continues with Engen, arrangements may continue.
- If another fuel supplier is selected, the bidder will be responsible for installing new tanks and infrastructure.

2.7. Lease Conditions

- Lease term: **9 years and 11 months.**
- Reserve rental: **R430,835 per month excluding VAT.**
- Offers below the reserve rental will not be considered.
- Annual escalation: **CPIX + 3%.**

2.8. Beneficial Occupation

The successful bidder will receive a beneficial occupation period (generally 12 months) to obtain approvals.

- No rental is payable during this period.
- Rent starts only after all required approvals are obtained and occupation conditions are met.

2.9. Public Opening of Bids

It was confirmed that bid submissions would be publicly opened after the closing date.

3. Evaluation Process

Bidders must first pass responsiveness requirements. Thereafter, functionality is evaluated with a minimum threshold of **60 points**. Criteria include:

Criterion	Points
Experience operating filling station properties	30
Detailed maintenance plan	20
Regulatory compliance experience	30
Track record/project value	20

Only bidders achieving the minimum functionality threshold proceed to price and preference evaluation.

4. Questions Raised & Responses

4.1. Previous Operator

A bidder requested details of the previous operator. SANRAL advised that such details may only be shared after appointment of the successful bidder.

4.2. Why the Previous Lessee Left

SANRAL advised generally that lease failures may arise from poor financial assumptions, non-payment of rentals, or contractual disputes. It was noted that eviction proceedings had occurred through legal channels.

4.3. Option to Purchase

A bidder asked whether the successful lessee would receive a first right to buy the property. SANRAL confirmed **no preferential purchase right exists**. If the property is sold in future, it would be offered through a public tender process.

4.4. Approval Delays

Where municipal or departmental delays occur:

- Proof of submission within the required timeframe must be provided.

-
- Written evidence from the authority showing the application is still under consideration must be submitted.

5. Action Items

5.1. SANRAL / Procurement

1. Send the clarification presentation to attendees.
2. Record attendance using the briefing register and meeting records.
3. Respond to bidder clarification requests submitted through the official procurement email process.

5.2. Bidders

1. Attend the compulsory site meeting on **27 July 2026**.
2. Submit company name, email address and contact details in the attendance register.
3. Ensure CSD registration is valid before tender closing.
4. Prepare and submit all returnable documents, signed forms, hard copy submission and flash drive copy.
5. Submit any clarification requests at least **8 days before tender closing**.
6. Submit tender before **14 August 2026, 11:00**.
7. Provide an acknowledgement letter accepting responsibility for obtaining all outstanding statutory approvals at their own cost.



Chairperson: SCM

24 July 2026

Date