



The Petroleum Oil and Gas Corporation
Of South Africa (SOC) Ltd
Reg. No. 1970/008130/30

151 Frans Conradie Drive, Parow 7500

Private Bag X5, Parow 7499
Republic of South Africa

Tel: +27 (0)21 929 3000
Fax: +27 (0)21 929 3144

Our Ref: PET/TSL/1460
Date: 14 June 2024

All Interested Supplier/Traders

Dear Sir/Madam,

ENQUIRY NO: PET/TSL/1460

CLOSING DATE: 16 JULY 2024 AT 11:00 (CAT)

DESCRIPTION: INVITATION FOR SUPPLIERS & TRADERS TO APPLY FOR PRE-QUALIFICATION FOR THE SUPPLY OF HYDROCARBONS (DIESEL 50PPM, UNLEADED PETROL 95, DUAL PURPOSE KEROSENE, LIQUEFIED PETROLEUM GAS, HEAVY FUEL OIL, AND LIQUEFIED NATURAL GAS) FOR PetroSA.

1. INTRODUCTION

Interested Suppliers and Traders are hereby invited to submit an application for pre-qualification on the PetroSA database of Suppliers for Hydrocarbons (Diesel 50ppm, Unleaded Petrol 95, Dual Purpose Kerosene, Liquefied Petroleum Gas and Heavy Fuel Oils).

All applications must be submitted electronically via email to tsl.tenders@petrosa.co.za on or before **16 July 2024 at 11:00 (CAT)**

Directors:

Ms Unati Figlan (Chairperson)
Ms Brenda Moagi; Mr Llewellyn Delpont; Mr Thembinkosi Bonakele
Mr Mmete Fusi; Ms Ditsietsi Morabe
Group Chief Executive Officer: Mr Xolile Sizani
Group Chief Financial Officer: Ms Nombulelo Tyandela
Group Company Secretary: Ms Nohlanga Motaung

Suppliers and Traders must ensure that they are registered, approved and pre-qualified. Suppliers and Traders that are not registered and pre-qualified will not receive invitations to bid and supply Hydrocarbons to PetroSA.

All current PetroSA registered and future suppliers are kindly requested to also register on the National Treasury Central Supplier Database. Your submission must be accompanied by updated required compliance and supportive documentation is important as part of this application. Please use the following link (<https://secure.csd.gov.za>) or visit the Office of the Chief Procurement Officer's webpage at www.treasury.gov.za.

2. BACKGROUND

The Petroleum Oil and Gas Corporation of South Africa (PetroSA) is a wholly state-owned company of the Government of South Africa and registered as a commercial entity under the South African law. It is a subsidiary of CEF SOC Limited (CEF).

CEF is the PetroSA shareholder on behalf of the Government and reports to the Department of Mineral Resources and Energy (DMRE). As such, PetroSA is empowered to engage in all commercial activities relating to Petroleum Operations.

In order to ensure compliance with section 217 of the Constitution, PetroSA is required to invite interested parties to participate in the procurement of Hydrocarbons (diesel and petrol). In order to give effect to section 217, and in line with oil trading processes, PetroSA is calling for Suppliers and Traders to apply for pre-qualification. Suppliers and Traders who supply Hydrocarbons (Diesel 50ppm, Unleaded Petrol 95, Dual Purpose Kerosene, Liquefied Petroleum Gas and Heavy fuel oils) must be pre-qualified in order to receive invitations to supply.

Suppliers and Traders are expected to supply and deliver Hydrocarbons in Mossel Bay, and in other operational locations identified by PetroSA within South African region.

3. WHO SHOULD APPLY?

The invitation to apply for pre-qualification is open to:

- Current PetroSA suppliers of Hydrocarbons
- Suppliers and Traders who have in place the necessary permits for participating in the importation/selling of hydrocarbons.
- Local entities meeting the statutory requirements for doing business with public companies and state-owned companies.
- Emerging Entities in the oil and gas industry
- BBEE contribution rating as outlined below will be considered in shortlisting

4. PRE – QUALIFICATION DATABASE (TWO CATEGORIES)

The Pre-Qualification Database shall consist of two categories:

Pre- Qualified Traders/Suppliers – A fully qualified applicant must meet all the minimum requirements for pre-qualification outlined in the evaluation criteria below. Pre-Qualified Traders/Suppliers are invited to bid on Hydrocarbons, as and when the need arises.

Emerging Firms – An applicant that partially meets the minimum criteria outlined hereunder will be included in PetroSA's Supplier Development Programme. Once on the Programme, the Emerging Firm will be assisted to, as far as possible, and within PetroSA's financial and technical abilities, to fully qualify for Pre-Qualification. An emerging firm must have a 51% or more black ownership, be 30% women owned, be a QSE or an EME.

5. MINIMUM REQUIREMENTS FOR PRE- QUALIFICATION (MANDATORY)

Applications for pre-qualification must include all supporting documentation and must meet **all** the requirements outlined hereunder to be pre-qualified to supply Hydrocarbons to PetroSA. Emerging Firms will be allocated points and the **two entities** with the highest scores will be included in the PetroSA Supplier Development Programme for the supply of Hydrocarbons. The following minimum requirements will apply:

NOTE:

The technical evaluation will be scored out of 110 points (10 or 0 points per question) for Emerging Firms, and only the top two (2) highest scoring firms will be considered for the Supplier Development Programme.

Table 1: Evaluation Criteria (Both Pre-Qualification & Emerging Firms)

CRITERIA	DOCUMENTATION REQUIRED	POINT SCORING (ONLY FOR EMERGING FIRMS)
THE FOLLOWING CRITERIA WILL APPLY FOR PRE-QUALIFICATION AND TO EMERGING FIRMS		
1. Profile of Supplier / Trader	Company Profile PetroSA KYC to be completed in full.	Yes/No
2. Hydrocarbons	Capability Hydrocarbons offering the following: Diesel 50ppm (D50) and/or, Unleaded Petrol 95 (ULP95) and/or, Dual Purpose Kerosene (DPK) and/or, Liquefied Petroleum Gas (LPG) and/or, Heavy fuel oil (HFO). Was evidence (agreement/commitment letters) provided?	Yes/No
3. Quality	Provide proof of ability to offer the PetroSA Import specification. Was proof submitted?	Yes/No
4. Delivery of Cargo will be into Mossel Bay, Cape Town, East London, Durban, Matola, Walvis Bay on a DAP basis.	Provide confirmation of acceptance on terms	Yes/No

CRITERIA	DOCUMENTATION REQUIRED	POINT SCORING (ONLY FOR EMERGING FIRMS)
<p>5. The acceptable pricing mechanism linked to the month of delivery will be:</p> <p>Diesel 50ppm MOPAG 10ppm / CEF BFP 50ppm</p> <p>Unleaded Petrol 95 MOPS 95 / FOB MED 95 ULP / CEF BFP ULP95</p> <p>Dual Purpose Kerosene MOPAG Kerosene / CEF BFP</p> <p>Liquefied Petroleum Gas Saudi CP / MRGP</p> <p>Heavy fuel oil FOB Singapore Fuel Oil 180 cst</p> <p>Liquefied Natural Gas Henry Hub</p>	Provide confirmation of acceptance of pricing basis	Yes/No
<p>6. PetroSA will pay by telegraphic transfer MINIMUM thirty (30) days after Completion of Delivery of (COD) with COD to count as day one</p>	Provide confirmation that payment terms will apply. Also provide evidence of financial ability (i.e. letter from a financial institution) to be able to meet the payment terms. Was confirmation and evidence of financial ability submitted?	Yes/No
<p>7. Currency</p>	The preferred currency is ZAR (South African Rand), but USD (United States Dollar) will also be considered if necessary. Are you accepting ZAR/USD?	Yes/No
<p>8. Suppliers and Traders must have in place the necessary permits for participating in the importation/selling of hydrocarbons</p>	Submit applicable permits. Was permits submitted?	Yes/No
<p>9. For South African registered entities, in cases where the seller is not the primary supplier, the seller must provide written proof of backing from the primary supplier. The Primary supplier could be a local/international refiner or an international/local trading entity</p>	<p>Seller to provide the following:</p> <ol style="list-style-type: none"> 1. Letter of Intent (LOI) or Memorandum of Understanding (MOU) from the Refiner or Trading entity outlining the proposed agreement. 2. Details of Refinery's Licensing and Regulatory Compliance. 3. Refinery's Financial Statements or Reports (if available). 4. Track Record - 3 reference letters. 	Yes/No

CRITERIA	DOCUMENTATION REQUIRED	POINT SCORING (ONLY FOR EMERGING FIRMS)
	5. Any other relevant documentation demonstrating the legitimacy and capability of the Refinery.	
10. Due Diligence Report. All Suppliers must submit a due diligence report from a reputable institution confirming that the entity is: <ul style="list-style-type: none"> • Financially capable of supplying Hydrocarbons as outlined. • Is credit worthy • Has the capacity and experience to supply PetroSA • Is not a political exposed entity, and free from accusations of bribery and corruption. • Has no conflict or potential conflict of interest? • Is legally registered. • Its ownership and directorship • In the case of SA enterprises, an updated B-BBEE certificate or affidavit to be provided 	Must submit a due diligence report from a registered and accredited auditor or reputable financial institution. Was the due diligence report submitted?	Yes/No
THE FOLLOWING CRITERIA WILL ONLY APPLY TO EMERGING FIRMS		
CRITERIA	DOCUMENTATION REQUIRED	POINT SCORING (ONLY FOR EMERGING FIRMS)

CRITERIA	DOCUMENTATION REQUIRED	POINT SCORING (ONLY FOR EMERGING FIRMS)
<p>1. For South African registered entities, in cases where the seller is a QSE (Qualifying Small Enterprise with an Annual total revenue of R10m- R50m) that are 51% Black-owned and or managed.</p> <p>or</p> <p>EME (Exempted Micro Enterprise with an Annual total revenue of R10 million or less) that is 100% black owned and managed the seller must provide written proof of backing from a funder.</p> <p>Or 30% Black Women Owned Enterprise</p>	<p>Seller to provide the following:</p> <ol style="list-style-type: none"> 1. Letter of Commitment to a minimum of 30 days after COD (Completion of Discharge) or Agreement from the Funders outlining the financial support they intend to provide. 2. Proof of Funds. 3. Funders' Due Diligence Documents (if available), including financial statements, regulatory compliance documents, and references. 4. Any other relevant documentation demonstrating the financial capacity and credibility of the Funders. <p>Was all the abovementioned submitted?</p>	Yes/No

Please note that Suppliers and Traders who are unable to provide the requested information and who are unable to meet the terms above will be eliminated and where applicable removed from the PetroSA Pre-Qualification Database for Hydrocarbons (Diesel 50ppm, Unleaded Petrol 95, Dual Purpose Kerosene, Liquefied Petroleum Gas and Heavy fuel oil, Liquefied Natural Gas). Suppliers or Traders who currently meet all the requirements and have previously submitted all the information are not required to re-submit additional information. However, it is the Supplier or Trader's responsibility to ensure that PetroSA has or receives the documentation required before the closing time and date.

PetroSA will update the Pre-Qualification Database periodically, at least annually. New entrants who meet the requirements may apply for pre-qualification at any time.

6. DECLARATION

By submitting an application for pre-qualification (offer to render the supply the goods and/or services referred to above) the Supplier or Trader declares that:

- a. the information provided is true and correct.
- b. the person submitting the application electronically is duly authorized to submit the application on behalf of the Supplier.
- c. the application is completed independently from, and without consultation, communication, agreement or arrangement with any competitor. Communication between parties in a joint venture or consortium will not be construed as collusive tendering (As detailed in the Certificate of Independent Bid Determination-SBD 9, available from the National Treasury's website).
- d. documentary proof regarding any tender submission will be submitted to the satisfaction of PetroSA when called upon to do so.
- e. the Supplier or Trader consents to a "due diligence" being conducted on it by PetroSA or its authorized representatives regarding the Suppliers' legal and empowerment status, technical ability, creditworthiness, security clearance, etc., and the Supplier undertakes to co-operate fully in this regard.
- f. the Supplier understands and acknowledges that any award made to it will be subject to the conclusion of a written agreement between the Supplier and PetroSA.

7. ENQUIRIES

Technical enquiries regarding this invitation should be addressed to tsl.tenders@petrosa.co.za on or before by **14:00 on 28 June 2024**.

General enquiries (i.e., Supplier queries, Updating / Completing supplier registration) should be addressed to our Supplier Database Call Centre on 021 928 4731.

8. SUBMISSION DATE AND TIME

Please submit your application or letter of interest (in the case of existing suppliers & Traders) on or before **16 July 2024 at 11:00 (CAT)** by email to tsl.tenders@petrosa.co.za

9. CORPORATE GOVERNANCE

In keeping with the principles of good corporate governance, which includes adequate fraud prevention measures as required by the Public Finance Management Act (PFMA), Act No.1 of 1999.

PetroSA has established a toll-free hotline, where any act of fraud should be reported. This “whistleblower” facility is managed by an independent company that will ensure the anonymity of the whistleblowers and establish the substance of any allegations made.

HOTLINE DETAILS	
Unique free call number	0800 111 583
Web reporting	www.whistleblowing.co.za
E-mail address	petrosa@whistleblowing.co.za
SMS short code	33490
WhatsApp ChatBot	+27 31 308 4664
Postal address	P O Box 51006, Musgrave, 4062

10. GENERAL

PetroSA may issue Bulletins from time to time to clarify certain aspects or to provide additional information on this Invitation. It is the Applicant’s responsibility to check the procurement website www.procurement.petrosa.com to establish whether any bulletins were issued, prior to submitting a proposal.

11. SCOPE CLARIFICATION MEETING

PetroSA has scheduled a virtual **TEAMS** scope clarification meeting on **2 July 2024** at 11:00 (CAT). Should you wish to attend the clarification meeting you must inform PetroSA by sending an email to tsl.tenders@petrosa.co.za by **14:00** on **28 June 2024**.

Kind Regards,

Tinyiko Mabasa
Acting Executive: Trading & Supply