

## INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE**  
**Pelchem SOC Ltd**

<b>BID NUMBER:</b>	FIN-SCM-TEN-0022
<b>BID DESCRIPTION:</b>	<b>SUPPLY AND DELIVERY OF BURNER FUEL IN BULK ROAD TANKERS TO PELCHEM FOR A PERIOD OF 5 YEARS</b>
<b>CLOSING DATE:</b>	07 August 2023
<b>CLOSING TIME:</b>	11:00
<b>BID VALIDITY PERIOD:</b>	120 Days (Commencing the Closing Date)
<b>NON-COMPULSORY BRIEFING SESSION:</b>	Date: 27 July 2023 Time: 11:00 AM
<b>VENUE:</b>	MS TEAMS Link below; <a href="#">Click here to join the meeting</a>
<b>DELIVERY ADDRESS:</b>	<b>BID DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:</b> Necsa Gate 3 R104 Elias Motsoaledi Street (Church Street West Ext) Pelindaba Brits Magisterial District Madibeng Municipality North West 0240
<b>ENQUIRES:</b>	Mr. Isaac Sibanda/Ms Rudzani Tshikhudo <b>Email:</b> <a href="mailto:Isaac.sibanda@pelchem.co.za">Isaac.sibanda@pelchem.co.za</a> / <a href="mailto:Rudzani.Tshikhudo@Pelchem.co.za">Rudzani.Tshikhudo@Pelchem.co.za</a> <b>Tel:</b> +27 (0) 12 305 4135/4239

**THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.**

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## **1. INTRODUCTION**

### **1.1 Company Overview**

Pelchem SOC Limited " Pelchem", is a global manufacturer and supplier of commodity and specialty chemicals such as hydrogen fluoride, hydrofluoric acid, fluoride salts, fluorine gas, fluorine gas mixtures and a range of speciality fluoride materials to South African and international customers. Pelchem manufactures speciality fluoro-chemicals for polymer production and fluorinate plastic components such as bottles, pipes, tanks and other plastics to reduce solvent permeation and panelling.

Surface Fluorinated containers are widely accepted for the packaging of agricultural chemicals, petrochemicals, automotive fuels, paint products, veterinary medicines, food products, household and industrial cleaners and medicinal products. Pipes are also Surface Fluorinated for the petrochemical industry.

Pelchem SOC plant has been in existence for over 35 years and its assets [machinery & technology] have aged quite significantly. Therefore, to keep up with the rest of the world the assets need an improvement in order to for Pelchem SOC to remain competitive and attractive to the clientele. It is for this reason that a strategic decision was taken to review and assess Pelchem SOC operations and assets. Additional information is available on Pelchem website – [www.Pelchem.co.za](http://www.Pelchem.co.za)

## **2. SCOPE OF WORK**

Pelchem requires a supplier to be contracted for the efficient supply and delivery of Burner Fuel to be contracted for a period of 5 years.

We require a supplier who will be able to supply us on a monthly basis for a 5 year period.

Supplier needs to conform to all procurement requirements and be able to supply without any disruptions.

The scope of work for Burner Fuel has been compiled and will be set out as follows:

The bidder shall strictly comply with all technical and commercial requirements of this bid

## 2.1 Specification / Technical Requirements


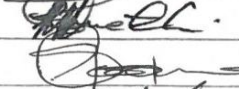
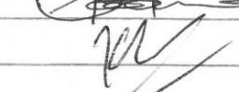
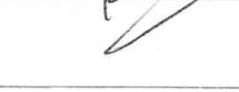
The bidder shall, based on the overall objective of the scope of work to be performed and the bidders expertise, identify any obvious omissions from the scope that they believe to be essential for meeting the overall objectives and it will include this into the price of the work to be performed and submit it for negotiation.

The bidder shall strictly comply with all technical and commercial requirements of this bid. A bid with a deviation shall be considered as an alternative bid. These may be evaluated provided that the main bid complies with all requirements supplied.



### Raw Material Specification Liquid Fuel For Industrial Oil Burner

Property	Unit	Specification
Energy Content (Gross)	kJ/kg	≥42 200 Min
Viscosity at 40 °C	cSt	≤7 Max
Flashpoint at 101.325 kPa	°C	≥55 Min
Pour Point	°C	<0 Max
Total Sulfur	Mass %	≤0.2 Max
Water Content	Volume %	≤0.3 Max
Ash Content	Mass %	≤0.2 Max
Density at 20 °C	kg/L	≥0.7 Min

	NAME	SIGNATURE	DATE
Compiled	AG Schoonbee		15/09/2021
Reviewed	RM Mmethi		13/09/2021
Reviewed	KP Poopedi		13/09/2021
Approved	F Khan		13-09-2021

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## 2.2 Bill of Quantities

The bidder shall provide a detailed breakdown of all activities in this schedule clearly specifying the deliverables, cost breakdown, start- and end dates for the different identified activities.

The quantities to be ordered are estimated to be an average of 360 tons per annum, with exception for periods when the plant is off for preventative maintenance or shut down.

Description	Quantity	Consumption Per Month	Type of packaging
Burner Fuel as per above specifications	360 tons	32 tons	30-35 Tons Road Tankers

## 2.3 Conditions of Contract

A 5-years contract may be awarded.

## Pricing

The bidder shall provide a detailed breakdown of all activities in this schedule clearly specifying the deliverables, cost breakdown, start- and end dates for the different identified activities.

Product Source	Description	Quantity	Round trip distance	Unit Price in ZAR (Excl. VAT)	Sub Total
1	Burner Fuel	Per 1000L			
2	Burner Fuel transport	Per 1000L			

Note: It is also feasible to include both materials and labour required per delivery

stage in the Bill of Quantities table.

## **2.4 Applicable Necsa Policies**

The following Necsa policies must be adhered to:

SHEQ-INS-0100	Necsa General Safety, Health and Environmental Policy.
SHEQ-INS-0102	Necsa Alcohol and Drug Policy.
FBD-SCM-2017-PRO-0001	Procedure for Necsa's Supply Chain Management Process.

## **3. APPLICABLE NECSA PROCEDURES**

### **3.1 Requirements to Access Necsa Site**

As Necsa site is a National Key Point access for tenderers are restricted to enter the site and the building where the briefing session will be held only.

Access to any other area will only be allowed when escorted by Necsa staff that is conversant in the security and safety requirements and conditions of the specific area.

The Necsa Contact Person for this bid will make arrangements for site access for all bidders that submitted their expression of interest accompanied by the following information, which shall be verified on the provision of a South African Identification Document or Driver's License:

	Full names and surname
	ID or passport number
	Mobile or work telephone number
	Employer name and phone number
	Vehicle registration number

In the case of foreign citizens, whether visitors to South Africa or residents in the country, a copy or scan of the passport must be submitted at least two (2) weeks before the date required to enter on the Necsa site.

Nobody will be allowed to enter the site if they are not in possession of the above identification documents.

### **3.2 Emergencies, Incidents, Accidents**

Necsa maintains an Emergency Control Centre, a Fire Brigade and Paramedics with a fully equipped ambulance, an on-site Medical Clinic with doctors and nursing staff and several highly trained response personnel.

The Emergency Control Centre and emergency response personnel are on call 24/7 and equipped to handle any emergencies foreseen.

If any emergency situation, incident, accident or injury should occur they Emergency Control Centre should be contacted at extension 3333 or 012 305 3333.

Emergency exercises and site alarm tests are conducted from time to time to ensure full preparedness of all Necsa staff. The site wide announcement will clearly state this is an exercise/test.

Everyone, including visitors, are required to follow emergency instructions. Your site host will explain the details during the compulsory briefing session.

### **3.3 Necsa Health, Safety and Environmental Requirements**

The bidder shall submit its company Health, Safety and Environmental (SHE) Policy with the bid. It shall reflect the intention to submit a SHE Plan in relation to the work that will be performed.

### **3.4 Necsa Requirements for Quality**

The bidder shall submit its company Quality Policy with its bid. It shall reflect the intention to submit a Quality Plan for ensuring all deliverables comply with the bid specifications.

### **3.5 Necsa Requirements for Project SHEQ**

Necsa's SHEQ Project Approval Process prescribes that all planned projects or project phases be assessed for compliance with Necsa/s SHEQ requirements (SHEQ-INS-0823).

### **3.6 Confidentiality**

Bidders shall handle the contents of this document as confidential and private and may not disclose it to a third party or publish in any way whatsoever.

The signing of Necsa's Confidentiality agreement will only be required if information of a confidential nature are provided to the bidders.

Normally this is only required on entering into the contract, which is not part of the

bid specification.

## **4. INSTRUCTION TO BIDDERS**

### **4.1 General**

Bidders must familiarise themselves with and comply with the mandatory requirements and ensure their availability for site visits and presentations, as required, on the appropriate dates.

### **4.2 Bidder Information**

The required information on the bidder must be completed as stipulated in Annexure A. Failure to do so may result in disqualification.

Bidder to provide solvency statement signed by a qualified authority that the financial position of the bidder is sound and that the company will be able to mobilise the required resources for the execution of this contract.

The successful bidder shall demonstrate to Necsa that adequate pre-employment screening, including security screening, was performed on their employees/sub-contractors (staff).

The pre-employment screening shall as a minimum be able to:

- 4.2.1.1 Authenticate that staff are who they claim to be;
- 4.2.1.2 Confirm that staff have a right to work in the RSA;
- 4.2.1.3 Obtain written declaration from staff of any criminal record; and

Confirm that staff possesses the relevant qualifications to undertake the duties effectively and safely.

The successful bidder shall deploy competent staff, supervision and labour who are appropriately experienced and trained for the work they are to undertake.

Necsa and its representatives may seek formal assurance to this effect (including a formal audit) at any time during the contract period.

### **4.3 Consortium**

Bidders forming part of a Consortium must submit with their bid a copy of their Consortium agreement in a separate attachment. This must clearly indicate:

- 4.3.1.1 The form of agreement;
- 4.3.1.2 The respective roles and responsibilities of the members;
- 4.3.1.3 The identity of the lead company which will have the overall project responsibility;



- 4.3.1.4 The name and address of the officer acting as the single point of contact for all communications between NECSA and the tenderers. He shall be fully empowered to act on behalf of all members; and
- 4.3.1.5 The member's agreement to be jointly and severally liable to NECSA for the performance of the contract.

#### **4.4 Sub-contracting**

Bidders must detail any work to be sub-contracted, and the proposed sub-contractor(s) to be used.

Necsa reserves the right to reject the use of any of the bidder's proposed subcontractors and any subcontractor proposed during the contract term.

Bidders are advised that Necsa will not respond to any direct approach from potential sub-contractors for details in respect of any particular item in this bid.

#### **4.5 Necsa's Bidding Rights**

Necsa reserves the right to:

- 4.5.1.1 Extend the closing date;
- 4.5.1.2 Verify any information contained in a proposal;
- 4.5.1.3 Request documentary proof regarding any bid issue;
- 4.5.1.4 Give preference to locally manufactured goods or locally sourced services;
- 4.5.1.5 Issue follow-up or supplementary questions during the response period or after receipt of tenders;
- 4.5.1.6 Make known to all bidders any questions submitted by a bidder including commercial and technical clarifications, together with the answers given to any individual bidder, if it is considered to be relevant to the tender; and
- 4.5.1.7 Cancel or withdraw this request for tender as a whole or in part.

Evaluating Authorities' part of the evaluation process NECSA may require bidders to arrange and/or participate in one or more of the following:

- 4.5.1.8 Interviews with, or written references from, nominated reference;
- 4.5.1.9 Reference site visits to the location(s) of nominated reference;
- 4.5.1.10 Interviews with bidder personnel who would be involved in the contract execution (day-to-day operations of the site); negotiations with the bidders.

## 4.6 Bidding Process

Bidders must familiarise themselves with and comply with the procurement timetable and ensure their availability for the site visit and presentations, as required, on the appropriate dates. Necsa is unlikely to be able to offer much flexibility to this timetable.

Bidders are required to:

- 4.6.1.1 Respond in the English language;
- 4.6.1.2 A cover letter on the bidders company letterhead with clear reference to the bid of interest should accompany both the technical and pricing proposals;
- 4.6.1.3 All copies of the tender response must have signatures on the Declaration of Compliance to the Necsa Contact Person;
- 4.6.1.4 Ensure that all document attachments are clearly marked and bound in a clear, logical and well-marked format with a table on context ensuring ease of finding individual documents or sections; and
- 4.6.1.5 The original document must be signed in black ink by an authorised person, agent or representative and each and every page of the bidding documents shall contain the initials of the same signatory.

All costing and information must be typed and signed by the bidder, no hand written costing/pricing will be accepted.

All bids in this regard shall be accepted if they have been placed in the tender box by the closing date stipulated. Late bid submissions will not be considered.

## 4.7 Bid Submission Requirements

Bidders must submit their responses and all supporting documents in properly labelled and sealed envelopes clearly as follows:

- 4.7.1.1 Technical Proposal – Envelope One must include:

	<p>a set of 2 (2) hard copies (one (1) original and one (1) copy) and one (1) electronic copy (on disk or memory stick).</p> <p><b>No pricing information must be included in Envelope One.</b></p>
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- 4.7.1.2 Pricing Proposal – Envelope Two must include:

	<p>a set of two (2) hard copies (one (1) original and one (1) copy) and one (1) electronic copy (on disk or memory stick).</p> <p><b>All compulsory returnable documents must be included in Envelope</b></p>
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	<b>Two.</b>
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## 5. ELIGIBILITY REQUIREMENTS

### 5.1 Pre-qualification Criteria

Non-compliance to the following pre-qualification criteria will result in automatic disqualification:

Item	Requirement	Yes/No
1	Bidder company information (As per section 7)	
2	CSD summary report	
3	Product Specification Documentation	
4.	Product allocation letter from manufacturer.	

### 5.2 Technical / Functional Evaluation Criteria

Item	Requirement	Weight	Points	Score	Criteria
1	Specification Compliance	60	60		100% compliance to PCM-QUA-SPE-10007 specification
			50		Compliance through deviation with 90% elements of the PCM-QUA-SPE-10007 specification
			0		Non compliance with more than 90% of elements outstanding
2	Track Record	20	0		No submission/irrelevant contact
			10		Provide (1 ) one relevant reference letter with contact details of the clients (name of client, telephone number and/or email address) and Value of the contract
			20		Provide (2) or more relevant reference letter with contact details of the clients (name of client, telephone number and/or email address) and Value of contract
3	Quality	20	0		Non submission of ( ISO 9001: 2015

Item	Requirement	Weight	Points	Score	Criteria
	Management Systems		20		) of product Manufacturer
					submission of ( ISO 9001: 2015 ) of product Manufacturer.
<b>Total</b>		<b>100</b>			

**Note: Bidders that score less than 80 points out of a 100 in respect of Technical / Functional Evaluation Criteria will be regarded as submitting a non-responsive bid.**

## 6. EVALUATION IN TERMS OF PRICE

### 6.1 Specific Goal and Price Evaluation Criteria

Each tender that obtained the minimum qualifying score for functionality must be evaluated further in terms of price and the preference point system.

### 6.2 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million

5.4.1 The following formula must be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:

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

Where-

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender.

The following table must be used to calculate the score out of 20 for specific goal:

Ownership	Number of Points
100% black ownership	20
At least more than 51% black ownership	15
Less than 51 % black owned but more than 40% black ownership.	10
Less than 40% black ownership and	05

Ownership	Number of Points
more than 0% black ownership.	
0% black ownership	0

A tenderer must submit proof of its B-BBEE status level of contributor (Specific goal).

A tenderer failing to submit proof of specific goal, may not be disqualified, but:

- 6.2.1.1 May only score points out of 80 for price; and  
Score 0 points out of 20 for specific goal.
- 6.2.1.2 The points scored by a tenderer for a specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- 6.2.1.3 Subject to sub regulation 4(4), the contract must be awarded to the tenderer scoring the highest points.
- 6.2.1.4 If the price offered by a tenderer scoring the highest points is not market-related, the organ of state may not award the contract to that tenderer.

The organs of state may:

- 6.2.1.5 Negotiate a market-related price with the tenderer scoring the highest points or cancel the tender;
- 6.2.1.6 If the tenderer does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender;
- 6.2.1.7 If the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender; or
- 6.2.1.8 If a market-related price is still not agreed the organ of state must cancel the tender.

## 6. RETURNABLE DOCUMENTS CHECKLIST

Please indicate that all mandatory documents are included in this bid by ticking the boxes in the checklist below. Responses received without all required documents will be considered invalid. Please also indicate where additional documents have been submitted to the main tender response.

### 6.1 Mandatory Documents

- ☐ Bidder's Information (Annexure A SBD 1)
- ☐ Original good standing letter from SARS (Tax clearance) OR a letter from SARS with PIN number issued for TAX compliance status.
- ☐ If a Consortium, Joint Venture or Sub-contractor, a valid Tax Clearance Certificate for each member.
- ☐ Compensation for Occupational Injuries and Diseases Act (COIDA).
- ☐ Copy of Construction Industry Development Board (CIDB) certificate. Not applicable
- ☐ Product Specification

## 6.2 Price

- ☐ Price Breakdown.

## 6.3 Compliance Documents

- ☐ SBD 1 Invitation to Bid.
- ☐ SBD 3.1 Pricing Schedule – Firm Prices.
- ☐ SBD 4 Declaration of Interest.
- ☐ SBD 6.1 Preference points claim form in terms of the preferential procurement regulations 2017.
- ☐ SBD 6.2 Declaration Certificate for Local Production and Content for Designated Sectors.
- ☐ SBD 7.1 Contract Form – Purchase of Good/Works.
- ☐ SBD 7.2 Contract Form – Rendering of Services.
- ☐ SBD 7.3 Contract Form – Sale of Goods/Works.
- ☐ Necsa Terms and Conditions of Contract.
- ☐ Necsa Confidentiality Agreement.
- ☐ Necsa Alcohol and Drug Control Policy.
- ☐ Necsa Safety, Health and Environmental Policy.

## 7. BIDDER INFORMATION

A.1. The following information must be completed. Failure to do so may result in disqualification.

BIDDER INFORMATION	
Bidder Name:	
Registration Number:	
VAT Registration Number:	
Bidding Structure (Individual, Joint Venture, Consortium, Sub-contractors)	
Contact Person:	
Telephone Number:	
Fax Number:	
Email Address:	
Postal Address:	
Physical Address:	

HAS A TAX CLEARANCE AND PIN BEEN SUBMITTED?	Yes		No	
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IF YES, PLEASE INDICATE THE EXPIRY DATE	D	D	M	M	Y	Y	Y	Y
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IS A VALID BBBEE CERTIFICATE BEEN SUBMITTED?	Yes		No	
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IF YES, PLEASE INDICATE THE EXPIRY DATE	D	D	M	M	Y	Y	Y	Y
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A.2. If bidding as a Joint Venture, Consortium or Sub-Contractors, complete the following company information.

Name of Company (1):	
Registration Number:	
VAT Registration Number:	

Contact Person:	
Telephone Number:	
Fax Number:	
Email Address:	
Postal Address:	
Physical Address:	

<b>HAS A TAX CLEARANCE AND PIN BEEN SUBMITTED?</b>	Yes		No	
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<b>IF YES, PLEASE INDICATE THE EXPIRY DATE</b>	D	D	M	M	Y	Y	Y	Y
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<b>IS A VALID BBBEE CERTIFICATE BEEN SUBMITTED?</b>	Yes		No	
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<b>IF YES, PLEASE INDICATE THE EXPIRY DATE</b>	D	D	M	M	Y	Y	Y	Y
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<b>Name of Company (2):</b>	
Registration Number:	
VAT Registration Number:	
Contact Person:	
Telephone Number:	
Fax Number:	
Email Address:	
Postal Address:	
Physical Address:	

<b>HAS A TAX CLEARANCE AND PIN BEEN SUBMITTED?</b>	Yes		No	
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<b>IF YES, PLEASE INDICATE THE EXPIRY DATE</b>	D	D	M	M	Y	Y	Y	Y
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IS A VALID BBBEE CERTIFICATE BEEN SUBMITTED?	Yes		No	
--	-----	--	----	--

IF YES, PLEASE INDICATE THE EXPIRY DATE	D	D	M	M	Y	Y	Y	Y
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<b>Name of Company (3):</b>	
Registration Number:	
VAT Registration Number:	
Contact Person:	
Telephone Number:	
Fax Number:	
Email Address:	
Postal Address:	
Physical Address:	

HAS A TAX CLEARANCE AND PIN BEEN SUBMITTED?	Yes		No	
---	-----	--	----	--

IF YES, PLEASE INDICATE THE EXPIRY DATE	D	D	M	M	Y	Y	Y	Y
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IS A VALID BBBEE CERTIFICATE BEEN SUBMITTED?	Yes		No	
--	-----	--	----	--

IF YES, PLEASE INDICATE THE EXPIRY DATE	D	D	M	M	Y	Y	Y	Y
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<p>I CERTIFY THAT THE INFORMATION PROVIDED ON THIS FORM IS TRUE AND CORRECT.</p> <p>I FURTHER ACCEPT THAT, IN ADDITION TO CANCELLATION OF CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.</p>
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**SIGNATURE OF BIDDER (DULY  
AUTHORISED)**

**DATE**

**CAPACITY UNDER WHICH THIS BID IS SIGNED**