

RFP NO: 24/25/04/SUPPLY AND DELIVERY OF FUEL CARDS/HM

OPENING DATE	:	31 May 2024
COMPULSORY BRIEFING SESSION	:	04 June2024
CLARIFICATION QUESTIONS CLOSING DATE	:	06 June 2024
BID CLOSING DATE	:	20 June 2024 @11am

BID CLOSING DATE : 2024/06/20
CLOSING TIME : 11:00

CERTIFICATE OF ACQUAINTANCE WITH BID DOCUMENTS

1. We refer to the above bid.
2. We hereby offer to supply and deliver the services as set out in the attached proposal documents, the contents of which we have fully acquainted ourselves with.
3. We agree that this proposal incorporates as part thereof:
 - 3.1 Certificate of Acquaintance with Bid Documents (Addendum 1)
 - 3.2 The Scope of Supply and Specific Instructions (Annexure A)
 - 3.3 The Proposal Questionnaire (Annexure B).
 - 3.4 The Supplier Questionnaire (Annexure C).
 - 3.5 The Mutual Confidentiality Agreement (Annexure D)
 - 3.6 Statement of similar works completed (Annexure E)
 - 3.7 Declaration of Interest (Annexure F)
 - 3.8 Declaration of past SCM Practices (Annexure G)
 - 3.9 SBD 4 Forms
 - 3.10 SBD 1 Forms
 - 3.11 Bidders Resolution of Directors
 - 3.12 The Specification (Annexure H)
 - 3.13 Gate keeping, Bid conditions and : Commercial - Price (80) and Specific Goal (20) (Addendum 2)
 - 3.14 Pricing Schedule (Annexure I)
 - 3.15 Client Reference (Annexure BR)
 - 3.16 **Returnable/Checklist Documents**

This offer shall remain irrevocable for a period of hundred and eighty (180) days from the closing date hereof.

I/We of do hereby certify
 (Name of Company) that I/we acquainted myself/ourselves with the contents of all the documents listed in the Schedule of Bid Documents, as laid down by The South African Post Office for carrying out of the proposed works.

DESIGNATION OF SIGNATORY :
(PRINT) who warrants his authority to sign on behalf of the bidding company

DATE”:

SCOPE OF SUPPLY AND SPECIFIC INSTRUCTIONS

1. DESCRIPTION OF SERVICE

To appoint service provider(s) to provide Fuel Card services for a period of 1 year for the payment of petrol, diesel, and oil at all/any filling station across South Africa on a 24/7 basis and to pay for toll gates (where applicable) and all other related costs in rendering the services.

2. POINT OF DELIVERY OF SERVICES

SAPO Nationally

3. PRICE BASIS

- 3.1 Bidders shall take into account that the Post Office's total requirements may not be allocated to only one bidder.
- 3.2 Where figures are referred to in numerals and in words and there is a conflict between the two, the words will prevail.
- 3.3 The successful bidder shall commit to the programme of continuous improvement, which will result in cost-efficiencies during the currency of the relationship.

4. PAYMENT

The Contract Price is the amount, agreed to by both parties during contract negotiation process, which the Post Office shall pay to the Service Provider for the Services rendered in terms of the Agreement.

The Contract Price for the Services provided by the Service Provider to the Post Office shall be inclusive of VAT

5. PROPOSAL DOCUMENTS

- 5.1 Bidders responding to this RFP are deemed to do so, on the basis that they acknowledge and accept all the Terms and Conditions of this RFP.
- 5.2 No bids submitted by Facsimile, telegram, email will be considered. It is the bidder's sole responsibility to ensure that the complete bid has been received by the Closing Date and Time. Postmarking before or on the Closing Date will not substitute for actual receipt. Giving the bid to a courier prior to the Closing Date without actual receipt by the South African Post Office by the Closing Date and Time will not excuse the late delivery of a bid.
- 5.3 Proposal documents must be completed in ink and any amendments to the proposal documents, whether erasures or by means of correction fluid (e.g. tippex), must be initialled by the bidder.
- 5.4 All documents and correspondence must be in English, failure to comply, the bid proposal will not be evaluated.
- 5.5 Proposals must be compiled in the following manner:
 - 5.5.1 one (1) original proposal (marked 'original') must be submitted and also in an electronic format (CD) /USB
 - 5.5.2 Two (2) copies of the proposal (marked 'copy') must be submitted;
 - 5.5.3 Loose-leaf (not bound) proposal must be supplied, in arch lever files.

Annexure 'B'

- 5.5.4 if the proposal is submitted by a consortium / JV, each company forming part of the consortium / JV must complete Annexures 00 and 01 individually and submit it as part of the proposal;
- 5.5.5 all Annexures, company profiles, etc., shall form part of the '**ORIGINAL**' as well as the '**COPY**' proposals.
- 5.6 All proposals must be delivered **sealed**. The following information shall appear on the outside of the sealed proposal:
- 5.6.1 Name of bidder;
 - 5.6.2 Description of proposal;
 - 5.6.3 RFP number;
 - 5.6.4 Closing date and time;
 - 5.6.5 Name of person for whose attention the proposal is intended; and
 - 5.6.6 The name and address of the Bidder must be written on the reverse side of the proposal/envelope.

6. CONSULTATION PRIOR TO SUBMISSION OF A PROPOSAL

Bidders shall consult, **in writing**, with the undernoted Post Office officials should there appear to be any discrepancy, ambiguity or uncertainty pertaining to the meaning or effect of any description, dimension, quality, quantity or any other information contained in this bid. The Post Office undertakes to provide clarification in writing to all Bidders, provided that the request is received prior to the closing date and time for clarifications.

Officials	Location	Contact Details
Lungile Nkomo (Procurement Specialist)	South African Post Office Limited Supply Chain Management Cnr. James Drive and Moreleta Street Silverton, Pretoria.	(012) 845 2669/082 361 1901 Lungile.Nkomo@postoffice.co.za

7. CLARIFICATIONS

- 7.1 Bidders are encouraged to submit clarification questions in writing to South African Post Office Officials mentioned above not later than **06 June 2024 @16h00**. No further questions will be entertained after this period.
- 7.2 The SAPO will respond in writing to queries and distribute to all bidders who attended the briefing session after receipt of questions.
- 7.3 Oral communication or instruction by SAPO or its representative shall have no standing in this RFP unless and until they have been confirmed in writing.
- 7.4 SAPO accepts no responsibility for the failure of any bidder not receiving notifications or correspondence relating to this RFP.

8. VALIDITY PERIOD OF PROPOSAL

The period during which the Post Office shall have the right to accept a proposal without any right of withdrawal on the part of the bidder shall be hundred and eighty (**180**) days from the date on which proposals are due. After such period a bidder may withdraw his proposal if he has not been notified of its acceptance.

Annexure 'B'

9. COST OF THE BID

Each Bidder shall bear all of its costs (of whatsoever nature) associated with the preparation or submission of its bid and of negotiating with the SAPO regarding a possible contract agreement and any other costs and expenses incurred by the Bidders in connection with or arising out of the competitive procurement process.

10. BIDDING CONDITIONS

10.1 The South African Post Office reserves the right to reject and /or disqualify any proposal:

- 10.1.1 Received without all the data and information requested.
- 10.1.2 That fails the Bid Conditions as stipulated in Addendum 02
- 10.1.3 That fails to comply with the specification.
- 10.1.4 That contains any information that is found to be incorrect or misleading in anyway.
- 10.1.5 Such non-compliant bids shall be rejected without further evaluation, provided that SAPO believes, in its own discretion, that the non-compliance is minor then SAPO may continue with the evaluation, or seek clarification thereon or reject the bid.

10.2 The South African Post Office reserves the right:

- 10.2.1 Not to award or cancel this RFP at any time and shall not be bound to accept the lowest or any bid.
- 10.2.2 To negotiate with one or more Preferred or Reserved Bidders identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Bidder who has not been awarded the status of the Preferred or Reserved Bidder.
- 10.2.3 To accept part of a bid rather than the whole bid.
- 10.2.4 To split the award of the bid between two or more Bidders.
- 10.2.5 To cancel and/or terminate the bid process at any stage, including after the Closing Date and/or after presentations have been made, and/or after bids have been evaluated and/or after the Preferred Bidders and Reserved Bidders have been notified of their status as such.
- 10.2.6 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the Services bidden for, whether before or after adjudication of the bid.
- 10.2.7 To award the contract to a Bidder whose bid was not the lowest in price.
- 10.2.8 To award the bid to a Bidder who is not the highest scoring Bidder.
- 10.2.9 To correct any mistakes at any stage of the bid that may have been in the bid documents or occurred at any stage of the bid process.

10.3 **The RFP bid will be evaluated as follows:**

- ✓ **Phase 0:** Attendance of Compulsory Briefing Session
- ✓ **Phase 1:** Gatekeeping Criteria.
- ✓ **Phase 2:** Bid Conditions.
- ✓ **Phase 3:** Commercial - Price (80) and Specific Goal (20).

10.4 No attempts may be made, whether directly or indirectly, to canvass any member of SAPO staff before the award of the contract. Any enquiries must be referred, in writing, to the specified persons.

11. SAMPLES (If applicable)

12.1 SAPO shall not pay for samples provided and damaged / destroyed samples as a result of destruction testing.

12. CONDITIONS OF PURCHASE

The terms and conditions applicable to any order / contract that may result from this bid will be stated in the main contract between SAPO and appointed service provider.

PROPOSAL QUESTIONNAIRE**1. PRICE BASIS**

Bidders shall indicate whether the prices quoted

1.1 are fixed (Please note that SAPO prefers fixed prices).

☐ Yes ☐ No

If no specify:

1.2 Inclusive of VAT;

☐ Yes ☐ No

1.3 exclude the discounts offered as per paragraph 2 of this Annexure;

☐ Yes ☐ No

If no specify:

..... ..

1.4 include all costs applicable

☐ Yes ☐ No

If no specify:

..... ..

2. PAYMENT

Bidders shall indicate whether they accept the terms of payment of the Post Office as stipulated in clause 5 of the Scope of Supply and Specific Instruction (Annexure B).

☐ Yes ☐ No

If no please specify alternative terms of payment required.

.....

Payment will be made at the end of the month following the date of statement.

However, should we decide to make an earlier payment, state the settlement discount offered:

% Discount:

Days :

From:

3. DELIVERY/EXECUTION

3.1 It is required that delivery / execution shall commence immediately after contract award. Please, indicate whether this target can be achieved.

☐ Yes ☐ No

3.2 If ~~No~~ please specify alternative delivery date(s).

.....

.....

3.3 Should it become apparent to the successful Bidder at any time during the course of the execution of the order that the guaranteed completion date may not be reached, the successful Bidder shall immediately notify the SAPO representative in writing of this fact, stating the reasons for the delay as well as the actions being taken to rectify the situation

4. VALIDITY PERIOD OF PROPOSAL

- Please note that the Post Office requires that the bid be valid for a period of hundred and eighty **(180) days** from closing date of the RFP without any right of withdrawal from the bidder. The Bidder accepts the validity period.

☐ Yes ☐ No

5. CONDITIONS OF PURCHASE

Bidders shall indicate whether they accept the Contractual Terms and Conditions.

☐ Yes ☐ No

If ~~No~~ please specify amendments for consideration (attach additional pages if required).

.....

.....

6. MANUFACTURING FACILITIES (if applicable)

6.1 Physical address where the manufacturing process will take place.

.....

.....

6.2 Name of company who will do the manufacturing.

.....

7. SUPPLIER CREDENTIAL FORM

Annexure ~~is~~ refers.

Bidders shall complete and return the credential form, which will be considered part of the proposal.

8. QUALITY ASSURANCE

Bidders shall indicate what Quality Assurance System is being used by their company and, if applicable, by their sub-contractors.

.....

Note: Accreditation to ISO standards would be imperative. Please submit full details in this regard and submit a copy of the relevant certificate if applicable (attach additional pages if required).

9. COMPLIANCE TO SPECIFICATION

Bidders shall indicate whether the goods/services offered comply with the specifications listed in Annexure D.

☐ Yes ☐ No

If No please specify the deviations (attach additional pages if required).

SIGNATURE :

NAME OF DELEGATED SIGNATORY (PRINT) :
 in his capacity of

DESIGNATION OF SIGNATORY (PRINT) :
 who warrants his authority to sign on behalf of

NAME OF BIDDER (COMPANY) :

DATE :

THE SOUTH AFRICAN POST OFFICE'S CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

1. DEFINITION

Unless otherwise expressly stated, or the context otherwise requires, the words and expressions listed below shall, when used in this Confidentiality Agreement, bear the meanings ascribed to them:

1.1 "Bidder" shall mean any person who attends the briefing session and/or any entity which is represented at the briefing session whose details and signature are set out in the attendance register;

1.2 "Confidentiality Agreement" shall mean this confidentiality Agreement; and

1.3 "Post Office" shall mean the South African Post Office, a public company with limited liability duly incorporated in accordance with company laws of the Republic of South Africa with registration number 1991/005477/06.

2. INTRODUCTION

2.1 The Bidder has attended a briefing session which is hosted by the Post Office, at which the Post Office shall provide information to Bidders who wish to enter into discussions with the Post Office concerning a number of issues pertaining to the possible provision of services by the Bidder to the Post Office, which discussions may or may not result in the Post Office and the Bidder entering into an agreement, arrangements, discussions or alliances.

2.2 During the briefing session and in negotiating the business relations, the Post Office shall disclose confidential information relating to its business to the Bidder.

2.3 The Bidder agrees to be bound by the terms and to be subject to the conditions of this Confidentiality Agreement.

3. CONFIDENTIAL INFORMATION

Confidential Information in respect of this Confidentiality Agreement shall include, but not be limited to, all oral, written, printed, photographic and recorded information of all types that is:

- 3.1 Confidential or secret information relating to the commercial and financial activities of the Post Office, which would include legal, financial, contractual or commercial arrangements between the Post Office group of companies, customers and/or third parties;
- 3.2 Confidential information and details concerning current or prospective customers, suppliers, commercial associates and other parties with whom the Post Office enjoys a commercial relationship;
- 3.3 Proposed, impending or actual commercial transactions, arrangements, ventures, agreements or opportunities which are of a confidential or secret nature;

- 3.4 Trade secrets, operating procedures, quality control procedures, approximate operation personnel requirements, descriptions, trade names, trade marks, know how, techniques, technology, copyright, and all goodwill relating to the business and any other existing intellectual property rights or any intellectual property created as a result of the provision of services;
- 3.5 Confidential or privileged information concerning disputes, claims, litigation or similar actions in which any party is or may become involved; and
- 3.6 Any other information surrounding the nature of the discussions giving rise to this Confidentiality Agreement.

4. EXCLUDED INFORMATION

There will be no obligation of confidentiality or restriction on the use of information where:

- 4.1 The information is publicly available, or becomes publicly available otherwise than by action of the Bidder; or
- 4.2 The information was already known to the Bidder (as evidenced by its written records) prior to its receipt under this or any previous confidentiality agreement between the parties or their affiliates; or
- 4.3 The information was received from another party not in breach of an obligation of confidentiality.

5. NON-DISCLOSURE

- 5.1 The Bidder acknowledges that the Confidential Information is a valuable and unique asset proprietary to the Post Office.
- 5.2 The Bidder agrees that it shall not disclose the Confidential Information to any third party for any reason or purpose whatsoever without the prior written consent of the Post Office.
- 5.3 The Bidder may disclose the Confidential Information only to its directors and other officers, employees and professional advisors agents and consultants only on a strictly need-to-know basis and on the terms and conditions provided for in this Confidentiality Agreement.
- 5.4 The Bidder undertakes not to use the Confidential Information for any purpose other than:
 - 5.4.1 That for which it is disclosed; and
 - 5.4.2 in accordance with the provisions of this Confidentiality Agreement.
- 5.5 The Bidder undertakes to ensure that their employees will observe and comply with their obligations in respect thereof, whether or not they remain employees of the Bidder.
- 5.6 The Bidder agrees that it shall only, where necessary, disclose the Confidential Information to its professional advisers, agents and consultants, provided that such professional advisers, agents and consultants sign a similar undertaking and that they are aware of the confidential nature of the information being made available to them.
- 5.7 The Bidder shall takes all steps necessary to procure that such professional advisers, agents and consultants agree to abide by the terms of this Confidentiality Agreement to prevent the unauthorized disclosure of the Confidential Information to third parties.

6. OWNERSHIP

- 6.1 All Confidential Information disclosed by the Post Office to the Bidder is acknowledged by the Bidder to be proprietary to the Post Office who shall retain all right, title and interest in and to that information.
- 6.2 The possession of the Confidential Information by the Bidder does not to confer any rights of whatever nature in such Confidential Information to the Bidder.
- 6.3 No provision in this Confidentiality Agreement shall be interpreted to confer any right of license under any trademark, patent or copyright, or any applications for such a trademark, patent or copyright which may be pending now or in the future to the Bidder.

7. STANDARD OF CARE

The Bidder agrees that it shall protect the Confidential Information disclosed pursuant to the provisions of this Confidentiality Agreement using the same standard of care that it applies to its own proprietary, secret or confidential information, but in any event not less than a reasonable standard of care, and that the Confidential Information shall be stored and handled in such a way as to prevent any unauthorized disclosure thereof.

8. RETURN OF CONFIDENTIAL INFORMATION

- 8.1 The Post Office may at any time request the return of the Confidential Information disclosed to the Bidder. Upon the return of the Confidential Information, the Bidder shall submit a written statement to the Post Office confirming that the Bidder has not retained in its possession or under its control, either directly or indirectly, any Confidential Information.
- 8.2 Alternatively to the return of the material contemplated in clause 0 above, the Bidder shall, at the request of the Post Office, destroy the Confidential Information and furnish the Post Office with a written statement to the effect that all Confidential Information in the possession or under the control of the Bidder has been destroyed.
- 8.3 The Bidder shall comply with the request in terms of this clause 8 within forty-eight hours of receipt of such a request.

9. BREACH

- 9.1 Any breach of any obligation or undertaking by the Bidder will constitute a material breach of this Confidentiality Agreement.
- 9.2 The Bidder shall be liable to pay the Post Office all costs incurred in the protection of its interests in terms of this Confidentiality Agreement on an attorney and own client scale.
- 9.3 The Bidder acknowledges that the Post Office shall be entitled to apply to court for an interdict or other appropriate relief against the Bidder, should the Post Office have any reasonable basis to believe that the Bidder is or may be in breach of this Confidentiality Agreement and thus endangering the proprietary interests of the Post Office.

10. DURATION

The obligations undertaken by the Bidder in terms of this Confidentiality Agreement shall endure notwithstanding the termination of this Confidentiality Agreement or notwithstanding that either party decides at any time, whether before or after the commencement of this Confidentiality Agreement, not to pursue the discussions to enter into a business relationship or that the relationship between the parties pursuant to those discussions is terminated for any reason whatsoever

11. GENERAL

Annexure J

- 11.1 This Confidentiality Agreement constitutes the sole record of the agreement between the parties with regard to the subject matter hereof. No party shall be bound by any express or implied term, representation, warranty, promise or the like not recorded herein.
- 11.2 No addition to, variation of, or agreed cancellation of this Confidentiality Agreement shall be of any force or effect unless in writing and signed by or on behalf of the parties.
- 11.3 No relaxation or indulgence which the Post Office may grant to the Bidder shall constitute a waiver of the rights of the Post Office and shall not preclude the Post Office from exercising any rights which may have arisen in the past or which might arise in future.
- 11.4 The Bidder agrees and confirm by their signature to the RFP Documents that any present and/or previous discussions or correspondence shall, for purposes of this Confidentiality Agreement, be considered to be Confidential Information.
- 11.5 An approval or consent given by a party under this Confidentiality Agreement shall only be valid if in writing and shall not relieve the other party from responsibility for complying with the requirements of this Confidentiality Agreement nor shall it be construed as a waiver of any rights under this Confidentiality Agreement except as and to the extent otherwise expressly provided in such approval or consent, or elsewhere in this Confidentiality Agreement.

SIGNATURE	
NAME OF DELEGATED SIGNATORY	
(PRINT)	in his capacity of
DESIGNATION OF SIGNATORY	
(PRINT)	who warrants his authority to sign on behalf of
NAME OF BIDDER (COMPANY)	
DATE	

BIDDER'S DECLARATION OF INTEREST

1. Any legal person or persons having a kinship with persons employed by the South African Post Office may make an offer or offers in terms of this invitation to bid. In view of the possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to a South African Post Office employee, it is required that the bidder or his/her authorized representative declare his/her position in relation to the evaluation/adjudication authority declaring his/her interest where ñ
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation/adjudication of the bid (s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

Question	Answer Yes / No	If yes, state particulars
2.1 Are you or any person connected with the bidder, employed by the South African Post Office?		
2.2 Do you or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the South African Post Office and who may be involved with the evaluation and or adjudication of this bid?		

2.3 Are you or any person connected with the bidder, aware of any relationship (family, friend, other) with a person employed by the South African Post Office and who may be involved with the evaluation and or adjudication of this bid?		
2.4 Were you or any person in your company involved or assisted SAPO		

2.8 Employee of SAPO: If the employee of SAPO is a Shareholder / Director / Trustee it must be declared as follows:		
Name	Identity Number (ID)	Persal Number / Employee Number
employees in the development and/or drafting of the specification for this bid		
2.5 Shareholders of the Company		
Name	Identity Number (ID)	Company Name
2.6 Directors		
Name	Identity Number (ID)	Company Name
2.7 Trustees		
Name	Identity Number (ID)	Company Name

3. Non-disclosure shall constitute a serious offence and shall entitle the South African Post Office to take the necessary legal action, which may include applying for an interdict and/or claiming for damages, to enforce this Agreement.

4.

Annexure 'L'

5. The Bidder acknowledges that the stipulations of this Agreement is fair and that all costs incurred by the South African Post Office to enforce this contract or to curb any breach or to claim damages resulting from a breach by the Bidder shall be payable by the Bidder should he be proven guilty.

DECLARATION

I, the undersigned (Full Name) _____

Certify that the information furnished in paragraph 2.1 to 2.8 above is correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

**DECLARATION OF BIDDERS PAST SUPPLY CHAIN
MANAGEMENT PRACTICES**

1. The bid of any bidder may be disregarded if the bidder, or any of its directors have
Abused the institution's supply chain management system;
Committed fraud or any other improper conduct in relation to such system; or
Failed to perform on any previous contract.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

Question	Answer Yes / No	If yes, furnish particulars
2.1 Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied.)		
2.2 Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters".)		
2.3. Was the bidder or any of its directors convicted by a court of law (including court outside of the Republic of South Africa) for fraud or corruption during the past five years?		
2.4 Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?		

3. Non-disclosure shall constitute a serious offence and shall entitle the South African Post Office to take the necessary legal action, which may include applying for an interdict and/or claiming for damages, to enforce this Agreement.
4. The Bidder acknowledges that the stipulations of this Agreement is fair and that all costs incurred by the South African Post Office to enforce this contract or to curb any breach or to claim damages resulting from a breach by the Bidder shall be payable by the Bidder should he be proven guilty.

DECLARATION

I, the undersigned (Full Name) _____

Certify that the information furnished in paragraph 2.1 to 2.4 above is correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

SIGNATURE

.....

NAME OF DELEGATED SIGNATORY:

(PRINT)

in his capacity of

DESIGNATION OF SIGNATORY

.....

(PRINT)

who warrants his authority to sign on behalf of
the bidding company

DATE

.....

SUPPLIER CREDENTIAL FORM

Contents:

Part A: General Particulars

Part B: Declaration

Please complete the form in full .

Part A: GENERAL PARTICULARS

1. Particulars of Enterprise

Please complete the form in full.

Part A: GENERAL PARTICULARS

Particulars of Enterprise

[illegible]

Direct Telephone Number	
Direct Fax number	
Cell phone number	
E-mail address	

2. (a) Provide your CSD registration number

(b) Provide sub-contractor CSD registration number (if applicable)

3. Type of business:

- ☐ Partnership
 ☐ Sole Trader
☐ Close Corporation
 ☐ Company Pty Ltd
☐ State Owned Enterprise
☐ Other (Specify) _____

4. Principal Business Activity and Types of Services Provided:

5. Since when has the enterprise been in operation? Months/Years

6. What is your company's annual turnover (previous financial year)?

Part B: DECLARATION

I, the undersigned hereby declare, in my capacity as _____

And duly authorised thereto, that the information furnished is true and correct and I hereby indemnify the South African Post Office from any loss and/or damages howsoever caused that I or any other party may suffer as a result of the said information being correct.

DULY AUTHORISED TO SIGN FOR AND ON BEHALF OF ENTERPRISE/ORGANISATION:

Name:	Signature:	Date:	Telephone
Address:			

SPECIFICATION

1. Background

The South African Post Office (SAPO) operates a fleet of +- 200 vehicles, nationally on a 24/7 basis consuming +- 50 000 Litres of fuel per month for the distribution of mail items and other related essential services across the country.

2. Objective of the bid

To appoint service provider(s) to provide Fuel Card services for a period of 1 year for the payment of petrol, diesel, and oil at all/any filling station across South Africa on a 24/7 basis and to pay for toll gates (where applicable) and all other related costs in rendering the services.

3. Scope of work

The card must be accepted nationally for use by all companies that supply fuel.

The successful service provider will be required to provide;

- 3.1. Fuel Cards for the payment of Petrol, Oil and Diesel at filling stations across South Africa on a 24 / 7 basis. The requirements of 200 cards are an estimate and might increase or decrease based on operational requirements.
- 3.2. Pay for toll fees (where applicable)
- 3.3. Real time transaction information via internet for billing.
- 3.4. Integrated electronic billing system at own cost to interact with existing SAPO IT (SAP) system. Bidders must confirm on their company letterhead that their system has or will have the capability to generate SAP compatible data files at the time of contracting. If successful in this bid, the bidder will be required to submit proof that they do have the capability at the contracting stage.
- 3.5. Comprehensive Management Information System on all fuel transactions and toll.
- 3.6. Training of staff on the supplier's MIS system.
- 3.7. The successful service provider must be available on a 24/7 basis to respond to complaints. A 24/7 help desk and emergency helpline for card related problems is required.
- 3.8. Bidders must submit proof that they are an authorized credit service provider with the National Credit Regulator (NCR).

4. Pricing proposal

Bidders are requested to quote rates which must include the following:

- Fixed card fees (include if any subsidized fees applies).
- Admin/fleet fees.
- Cost of insurance against related losses.
- Cost of Lost/stolen and replacement of damaged cards.
- All fees must be VAT inclusive.

Bidders to provide rebate on pump price per liter and/or wholesale list price per liter. The preference points for this bid will be calculated on the total cost of supply of fuel cards services excluding rebate offering.

5. Fuel card profile

5.1. Standard requirements

- 5.1.1. Comprehensive reports on Fuel Management System
- 5.1.2. Daily electronic transfer of data
- 5.1.3. Access for online reports via internet site

5.2. Network Coverage

5.2.1. National acceptance of the fuel cards

5.2.2. Availability of electronic information via internet

5.3. **IT Systems requirements:**

5.3.1. Electronic sharing of Flat Data files compatible with SAPO SAP system.

5.3.2. Training in the use of the service provider's system

5.3.3. Availability of electronic information via internet with full access for client

6. Credit Facility

The successful bidder must provide revolving credit facility to the minimum of R4million at time of contracting period.

1. EVALUATION PROCESS/CRITERIA

The bid will be evaluated as follows:

- **Phase 0:** Attendance of Compulsory Briefing Session
- **Phase 1:** Gatekeeping Criteria.
- **Phase 2:** Bid Conditions.
- **Phase 3:** Commercial - Price (80) and Specific Goal (20). Attendance of compulsory briefing

1.1 Phase 1: Gatekeeping Criteria

The bidder is required to comply with the gatekeeping criteria to be eligible for further evaluation. **Failure to comply with the gate-keeping criteria will result in the disqualification of the bid.**

- Completed Pricing schedule (Annexure F) in the format provided in the bid document

1.2 Phase 2: Bid Conditions

The bidders must provide the following documentation with their bid proposals.

Should the bidder fail to submit at the time of closing of the bid, bidder/s will be requested to submit the outstanding bid condition/s document(s) within five (5) working days excluding statutory requirements that being tax compliancy. Seven (7) working days for tax compliance shall apply from the date the request was sent by SAPO. Failure to comply will result in the disqualification of their bid.

1.2.1 Specific Goals (The Preferential Point System)

The specific goal that this project seeks is to appoint service provider/s that are as follows;

- At least 51% Black owned or more.

The following will be used to assess the specific goal

- A SANAS accredited BEE Certificate OR
- Signed Sworn Affidavit attested by a Commissioner of Oaths(EMEs and QSEs) OR
- CIPC/DTI BBBEE Certificate (EMEs and QSEs)

The Preferential Point System that will be used are **20/80** (20 Preferential Point and 80 Pricing).

Note: Tenderers who do not submit specific goal requirement will not be disqualified from the bid process, but they will score zero (0) points out of 20 for the specific goal.

1.2.2 National Credit Regulator

Bidders must submit their credit provider certificate issued by the National Credit Regulator that must be valid on the date of bid closing reflecting their NCR Registration Number.

1.2.3 System Requirement

Bidders must confirm on their company letterhead that their system has or will have the capability to generate SAP compatible data files at the time of contracting. If successful in this bid, the bidder will be required to submit proof that they do have the capability at the contracting stage.

1.2.4 Revolving Credit Facility

The bidder must confirm on their letter head that they will be able to provide the revolving credit facility to the minimum of R 4 million at the time of contracting.

1.2.5 Experience/Reference Letters

Bidders are required to have a minimum of one (1) year completed experience in supplying Fuel Card services the following must be submitted to confirm the one year experience.

1.2.5.1 Complete **Annexure K**

1.2.5.2 Bidders must request their client to complete and sign **Annexure BR** as a confirmation of one year experience in the supply of fuel card services

1.2.6 Central Supplier Database

Bidders must be registered on the National Treasury Central Supplier Database (CSD). If the bidders are not registered the bidder can register online at the following website www.csd.gov.za to upload mandatory information as required.

1.2.7 Tax compliance requirements

SAPO will not do business with a supplier who is not tax compliant.

1.2.7.1 A CSD MAAA number provided by the bidder on the SBD1 form, will enable SAPO to verify a bidder's tax compliance status.

1.2.8 SBD Forms

Bidders must complete and submit SBD1

Bidders must complete and submit SBD4

Note: SAPO shall disqualify bidders that are in the National Treasury list of restricted suppliers.

1.3 Phase 3: Commercial Evaluation

The bid will be evaluated on 80/20

Price (80) and Specific Goals (20)

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to specific Goals	20/100	Points will be awarded to bidders according to their specific goals as indicated in the specific goal table below:
Specific Goal		Scores
Bidding Company that is ≥ 51% Black owned		20
Bidding Company that is < than 51% Black owned		0

STATEMENT OF SIMILAR WORKS COMPLETED**Annexure 'K'**

A Due Diligence may be conducted by SAPO on but not limited to the information provided below.

.	Name of Company	Contact Person	Contact No.	Type of contract (Supply of Fuel Card)	Contract duration	Start Date	End Date
1							
2							
3							
4							
5							
6							

Bidders are required to have a minimum of one (1) year completed experience in supplying Fuel Card services.

- ✓ Bidders must submit and complete **Annexure K**
- ✓ Bidders must request their client to complete and sign **Annexure BR** as a confirmation of one year experience in the supply of fuel card services

ANNEXURE BR:

[BIDDERS CLIENT'S COMPANY LETTERHEAD]

[Insert the Date]

This reference letter serves to confirm that [Insert the bidding company name] has provisioned fuel card services to our company from [start date] to [end date]. The service provided is/was [satisfactory/not satisfactory] for the duration of the contracted period.

[Signature of the bidder's client]

[Name of the bidder's client representative]

Checklist for Returnable documents

To assist bidders to check that all required documents are included in the file.

ID	RETURNABLE DOCUMENTS	YES
1.	Company Registration Documents	
2.	Company Profile (Not more than 3 pages)	
3.	The Proposal Questionnaire (Annexure G)	
4.	Supplier Credential Form Annexure I	
5.	Mutual Confidentiality Agreement (Annexure J)	
6.	Declaration of Interest (Annexure L)	
7.	Declaration of Past SCM Practices (Annexure M)	
8.	Completed Pricing Schedule (Annexure F).	
9.	The specific goal that this project seeks is to appoint service provider/s that are as follows; - At least 51% Black owned or more. The following will be used to assess the specific goal - A SANAS accredited BEE Certificate OR - Signed Sworn Affidavit attested by a Commissioner of Oaths(EMEs and QSEs) OR - CIPC/DTI BBBEE Certificate (EMEs and QSEs)	
10.	National Credit Regulator Bidders must submit their credit provider certificate issued by the National Credit Regulator that must be valid on the date of bid closing reflecting their NCR Registration Number.	
11.	System Requirement Bidders must confirm on their company letterhead that their system has or will have the capability to generate SAP compatible data files at the time of contracting. If successful in this bid, the bidder will be required to submit proof that they do have the capability at the contracting stage.	
12.	Revolving Credit Facility The bidder must confirm on their letter head that they will be able to provide the revolving credit facility to the minimum of R 4 million at the time of contracting.	
13.	Experience/Reference Letters Bidders are required to have a minimum of one (1) year completed experience in supplying Fuel Card services the following must be submitted to confirm the one year experience. a) Complete Annexure K b) Bidders must request their client to complete and sign Annexure BR as a confirmation of one year experience in the supply of fuel card services	
c)	Proof of registration with National Treasury Central Supplier Database	

	(CSD Report to be submitted)	
d)	Tax compliance requirements Bidders to ensure that their Tax comply and will be verified on CSD report	
e)	SBD1Forms	
f)	SBD4 Forms	
g)	Bidders Resolution of Directors	