



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Implementation Guide for Transversal Term Contracts Facilitated by National Treasury

RT70-2021 & RT70-01-2021

Supply and Delivery of Petrol, Automotive Diesel Fuel, Illuminating Paraffin, Marine Gas Oil, Heavy Furnace Oil, Polar Diesel, and Aviation Fuel to the State for the Period Ending 31 May 2026

National Treasury

Transversal Contracting

2022

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PART ONE

1. PURPOSE

This guide is intended to assist accounting officers and accounting authorities with the procedure to follow when utilising RT70-2021 and/or RT70-01-2021 transversal term contract for the supply and delivery of petrol, automotive diesel fuel, illuminating paraffin, marine gas oil, heavy furnace oil, polar diesel, and aviation fuel to the State. A supplementary bid was issued to mitigate the poor-performance of on RT70-2021.

2. APPLICABILITY

These guidelines are applicable to all organs of State participating on RT70-2021 and RT70-01-2021 transversal term contract facilitated by the National Treasury.

PART TWO

3. PROCEDURE TO UTILISE THE RT70-2021 AND RT70-01-2021 TRANSVERSAL TERM CONTRACT

Organs of State wishing to utilise any transversal term contract must obtain written approval from National Treasury: Transversal Contracting Office. To participate in a transversal term contract State institutions may forward their applications to the National Treasury for consideration. Participation letters must be completed and submitted to TCcontracts2@treasury.gov.za

4. ROLES AND RESPONSIBILITIES OF PARTICIPATING INSTITUTIONS

Participating State institutions are responsible for the following:

- a) Each individual purchasing State institution is responsible for generating the order(s) as well as the payment(s) thereof.
- b) The participating State institution must ensure that orders are generated using the exact price that has been approved and published by the National Treasury.
- c) The participating State institution should not pay for any additional costs which are not outlined in the published price list document.

<http://www.treasury.gov.za/divisions/ocpo/ostb/contracts/RT70-01-2021.aspx>

<http://www.treasury.gov.za/divisions/ocpo/ostb/contracts/RT70-2021.aspx>

d) Suppliers appointed on this contract submitted all the standard bidding documents and other required mandatory documentation with their bid proposal therefore State institutions are discouraged from requesting suppliers to complete and submit tender documents such as SBD documents and B-BBEE certificates.

5. ORDERING PROCEDURE FOR PARTICIPATING INSTITUTIONS

Participating State institutions are expected to follow the procurement procedure as stipulated below:

- a) Participating State institution(s) have an option of using either the RT70-2021 or RT70-01-2021 transversal term contract.
- b) Prior to placing a formal order with a supplier, the State institution(s) must communicate in writing with the first five (5) ranked suppliers in writing stipulating the details of the intended order. The suppliers will be allowed a maximum of three (3) working days to give a formal written respond to the request, indicating how the requirements of the order will be fulfilled.
- c) The participating State institution(s) are expected to place the order with the first highest ranked supplier who responds within the three (3) working days and in writing using the correct price as approved by National Treasury. The supplier must indicate whether the order will be fulfilled in full or partially fulfilled. Should the supplier indicate that the order will be partially fulfilled the State institution may proceed to order from the next highest rank supplier who responded to the request within three (3) working days.
- d) In the event that the participating State institution(s) does not receive the written response with the correct pricing as approved and published by the National Treasury within three (3) working days, the participating State institution(s) will be allowed to engage with the next five (5) suppliers as per the stipulated ranking.
- e) Should the supplier(s) respond with an incorrect pricing or decline the request, the next highest ranked supplier who responded in writing to the request for that specific line item should be engaged with.

- f) The participating State institution(s) may not enter into discussions to procure from next five (5) ranked suppliers without engaging with the first five (5) ranked suppliers.
- g) The purchasing State institution(s) must place the formal order within five (5) working days from receiving the written response from the supplier(s).

6. ORDER QUANTITIES

Participating State institutions have authority to purchase out of the contract quantities/volumes **below 1000 litres**. The authority is granted pursuant to Clause 21.4 of the General Conditions of Contract. Authority to purchase out of the contract is **only** applicable to the following line items:

- a) Automotive Diesel Fuel Oil, grade 50 ppm
- b) Automotive Diesel Fuel Oil, grade 500 ppm
- c) Illuminating Paraffin
- d) Lead Replacement Petrol (LRP) grade 93
- e) Lead Replacement Petrol(LRP) grade 95
- f) Unleaded Petrol (ULP) grade 93
- g) Unleaded Petrol (ULP) grade 95

The procurement of quantities/volumes **above 1000 litres** for the above-mentioned line items must be through this transversal contract.

7. CONTRACT PRICE ADJUSTMENTS

- a) The National Treasury will publish a new price list every month and participating department or State institution are expected to download the published document and place orders using the approved pricing. The published document will consist of two sections namely, **Category A** and **Category B**.

Category A	Category B
Petrol - Leaded and Unleaded 93 and 95	Marine Gas Oil
Diesel -50 ppm and 500 ppm	Polar Diesel
Illuminating Paraffin	Aviation Fuel

- b) The items which appear on **Category A** are processed in accordance with the monthly published media statement fuel prices as announced by the Department of Energy.
- c) The items on **Category B** are not adjusted on a monthly basis and participating department/institution(s) are still expected to use the price that appear on the National Treasury publication.

END

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