



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 RT70-01-2021 contract for 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 supplement 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 contract must obtain written approval from National Treasury: Transversal Contracting. To participate in a transversal term contract department or State institution may forward their applications to the National Treasury for consideration.

4. ROLES AND RESPONSIBILITIES OF PARTICIPATING INSTITUTIONS

Participating Departments or State institutions are responsible for the following:

- a) Each individual purchasing department or State institution is responsible for generating the order(s) as well as the payment(s) thereof.
- b) The participating department or 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 department or State institution should not pay for any additional costs which are not outlined in the published price list document.
- d) Suppliers appointed on this contract submitted all the standard bidding documents and other required mandatory documentation with their bid proposal therefore 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 department or State institution are expected to implement the following purchasing procure:

- a) Participating departments have an option of using RT70-2021 and/or RT70-01-2021.
- b) Prior to placing a formal order with a supplier, the participating department or State institution must communicate with the 1st ranked supplier in writing stipulating the details of the intended order. The supplier 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. The supplier must indicate whether the order will be fulfilled in full, partially fulfilled or completely declined.
- c) In the event that the participating department or State institution does not receive the written response within three (3) working days, the purchaser will be allowed to engage with the next highest ranked supplier.
- d) Should the supplier respond with a partial acceptance or decline the request, the next highest ranked supplier on the list for that specific item must be contacted to supply the balance or full requirement.
- e) The participating department or State institution may not enter into discussions to procure from the 2nd ranked supplier without engaging with the 1st ranked supplier.
- f) The purchasing department or State institution must place the formal order within five (5) working days from receiving the written response from the supplier(s).

6. 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.

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For CHIEF-DIRECTOR: TRANSVERSAL CONTRACTING

DATE: 02 AUGUST 2022

