

# BRIEFING SESSION PRESENTATION

**RT23-2024: SUPPLY AND DELIVERY  
LUBRICATING OIL, WEAPON OIL,  
HYDRAULIC BRAKE FLUID, GREASE,  
ANTIFREEZE , DIESEL EXHAUST FLUID ,  
BUYING AND COLLECTION OF USED OIL  
TO THE STATE FOR A PERIOD OF 36  
MONTHS**

PRESENTED BY:

**MELITA MAKGATO**

*Division: OCPO*

**Date: 30 APRIL 2024  
@10H00**



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA



**STAY  
SAFE**

VACCINATE TO SAVE SOUTH AFRICA

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## AGENDA

- 1. Opening, welcome and Introductions
- 2. Purpose of the RFP
- 3. Duration of the Contract
- 4. Bid Timelines
- 5. How to access the Tender Document
- 6. Technical Specification and Scope of Work
- 7. Evaluation Criteria as per clause 7 of the SCC
- 8. SUBMISSION OF BIDS
- 9. LATE BIDS
- 10. Question and Answers
- 11. Closure

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1. Opening, welcome and Introductions
2. Purpose of the RFP
  - The purpose of this request for proposal (RFP) is to solicit bids from interested parties (“Respondents”) to enable National Treasury to appoint service provider(s) for the supply and delivery lubricating oil, weapon oil, hydraulic brake fluid, grease, antifreeze , diesel exhaust fluid , buying and collection of used oil for the State.
  - The RFP consists of the Special Conditions of contract( SCC), Technical Specification, GCC, Pricing Schedule and other Standard Bidding Documents ( SBD).
  - To obtain market related Price and to ensure that Government benefits from the economic of scale.
3. Duration of Contract – Three (3) years / Thirty-six (36) months

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## 5. How to Access bid document

- Where bid documents can be obtained:

National Treasury website

<http://www.treasury.gov.za/divisions/ocpo/ostb/CurrentTenders.aspx>

Etenders: <https://www.etenders.gov.za/>

- NOTE: Bidders are required to submit the bid at the 'Tender Information Centre bid box' situated at 'National Treasury, 240 Madiba Street' by the closing date and time as per clause 1 of the Special conditions of contract (SCC) .**No late bids will be accepted beyond the closing date.**
- Bidders to adhere to all the rules for the bid submission on or before **20 May 2024 at 11:00am.**

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## 4. Bid Timelines

ACTIVITY	DUE DATE
RFP Upload on e-Tenders Portal – Tender Document	The tender was advertised on e-Tender Portal & National Treasury website on 24 April 2024.
Non-compulsory briefing session	30 April 2024 at 10:00 – 11:00 ( Online session: MS Teams) Link to join: <a href="#">RT23-2024 Non compulsory tender briefing</a>
Bid Validity period	180 Days from the closing date of the bid
Bid Closing date and Time	20 May 2024 at 11:00am
Communication channels	Attention: Contract Manager Email: Demand.Acquisition3@treasury.gov.za
Deadline for Queries, Question and Answers	6 May 2024 at 16:00

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## 6. Scope of Work

- Bidders must be able to supply and deliver lubricating oil, weapon oil, hydraulic brake fluid, grease, antifreeze, diesel exhaust fluid, buying and collection of used oil for the State for the period of 36 months as per the **Scope of work and services. (clause 5.2 of the SCC )**
- All items are supported by detailed specifications. Items must comply with the specification as stated in the bid document of each item.

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## 7. Evaluation Criteria as per clause 6 of the SCC

Phase 1	Phase 2	Phase 3	Phase 4
Administrative Requirements	Mandatory Requirements	Technical Requirements	Price and Specific Goals
Compliance with administrative requirement	Compliance with mandatory requirement	Compliance with technical requirements	Bids evaluated in terms of the 90/10 preference system

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- Kindly refer to paragraph 6 of the Special Conditions of Contract for detailed Phases 1 to 4
- **PHASE 1: ADMINISTRATIVE REQUIREMENTS**
- Bidders will be evaluated based on the documents submitted at the closing date and time of the bid. Only bidders who have complied with Phase 1 requirements will be evaluated on Phase 2.
- Bidders are advised to refer to Bid Document checklist and returnable documents table on pages 7 and 8 of the SCC to ensure all required documents are submitted with the bid.
- The State may conduct due diligence during any of the evaluation phases to confirm the information submitted by the bidder and any misrepresentation by the bidder may disqualify the bid thereof.
- The State reserves the right to verify any information supplied by the bidder in the Authorisation Declaration and should the information be found to be false or incorrect, the State will exercise any of the remedies available to it in the bid documents.
- The bidder must ensure that all financial and supply arrangements for goods or services have been mutually agreed upon between the bidder and the third party. No agreement between the bidder and the third party will be binding on the State.



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## **OTHER STANDARD BIDDING DOCUMENTS**

### **▪ Company Registration and Organogram , CIPC Documents**

Shareholding portfolio by proof of registration of the company with Companies Intellectual Property Commission. An additional document detailing the shareholding of the bidder in an organogram format in support of the proof of company registration must be submitted by bidders at the closing date and time.

### **▪ Conditions of Contract**

**General Condition of Contract** which are fully signed and initialed on every page to indicate that the bidder has read and understood the terms and conditions.

**Special Conditions of Contract** which are fully signed and initialed on every page to indicate that the bidder has read and understood the terms and conditions.

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## **Draft Master Transversal Agreement**

A Master Transversal Agreement (MTA) will be signed between National Treasury and the successful bidders on acceptance of an unconditional award letter. This document will be issued only to successful bidders.

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## **PHASE 2: MANDATORY REQUIREMENTS (6.3 of the SCC)**

- Bidders' must submit all required documents indicated hereunder with the bid documents at the closing date and time of the bid. During this phase bidders' responses will be evaluated against the mandatory requirements for compliance. This phase is not scored and bidders who fail to comply with all the mandatory criteria will be disqualified .
- Pricing schedule must be submitted as per the SCC clause 6.3.2
- The pricing schedule (Annexure 1) must not be a scanned PDF but must be submitted in an excel format with a USB.
- The Trade reference letter must be submitted as per the SCC clause 6.3.4

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### **PHASE 3: TECHNICAL EVALUATION**

- During this phase, the bidder's response will be evaluated based on the technical requirements for each item offered. Non-compliance with all the evaluation requirements will result in the disqualification of the relevant line item being evaluated.
- Bidders are required to submit the below documents under clauses 6.6, 6.7, 6.8 and 6.9 of the SCC respectively:

- **FOOTPRINT**

It is a requirement of this bid that the bidder provide valid proof of their footprint in each province they are bidding for.

- **WASTE MANAGEMENT CERTIFICATE**

It is a requirement of this bid that the bidder provide a valid waste management certificate from the Department of Environmental Affairs (DEA) when bidding for the buying and collection of used oil.

- **TCD 13.2 Authorization Letter / Letter of Undertaking**

Any bidder who is sourcing goods or services from a third party must submit a valid Third-Party Undertaking (template provided as TCD 13.2) in full and signed for all relevant goods or services.

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**• PHASE 4: PRICE AND SPECIFIC GOALS**

**1.1.1 Preference Point System**

1.1.1.1 The pricing evaluation will be in terms of regulation 5 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 90/10 preference point system.

1.1.1.2 The following formula will be used to calculate the points for price:

$$P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where,

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

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- **Group Series Evaluation (clause 6.10.9 of the SCC)**

Some of the items are grouped as a group series and will be evaluated accordingly.

Bidders are required to submit offers for ALL ITEMS on group series. The grouped items are indicated on the pricing schedule attached as Annexure B

Bidders are required to offer prices for all units of measure specified in the series and for all items within the group series.

Failure to submit all offers will invalidate the line item.

- **Specific goal objective criteria (6.10.7 of the SCC) :**

The specific goal objective criteria for this bid are to award to a tender(s) who were historically disadvantaged and who are female.

In terms of section 2(1) (f) of the PPPFA Act, the state may award a contract to a tenderer that did not score the highest points.

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### Points Scored for Specific Goals

1. The following formular will be used to calculate the points for price:

$$\bullet \text{ } PSSG = MPA \times \frac{POE}{100}$$

Where,

PSSG = Points scored for specific goals

MPA = Maximum points allocated for a specific goal

POE = Percentage of equity ownership by an HDI

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SPECIFIC GOALS	POINTS ALLOCATED OUT OF 10	FORMULA TO CALCULATE THE POINTS OUT OF 10
Preference points for equity ownership by historically disadvantaged Individuals who, due to the apartheid policy that had been in place had no franchise in national elections before the introduction of the Constitution of the RSA, 1983 (Act 110 of 1983) or the Constitution of the RSA, 1993 (Act 200 of 1993), ("the Interim Constitution") and or	5	$PSSG = MPA \times \frac{PEO}{100}$ <p>Where:</p> <p>PSSG = Points scored for a specific goal</p> <p>MPA = Maximum points allocated for a specific goal</p> <p>PEO = Percentage of equity by an HDI</p>
Who is female	5	
<b>POINTS</b>	<b>10</b>	



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## Counter Conditions

- Bidders' attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by bidders may result in the invalidation of such bids.
- The National Treasury reserves the right to change or supplement any information or to issue any addendum to this bid before the closing date and time. The National Treasury and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.
- If the National Treasury exercises its right to change or supplement information in terms of the above clause, it may seek amended bid documents from all bidders.

## Fronting

- The National Treasury supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background the National Treasury does not support any form of fronting.

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## **Right Of Award**

**The State reserves its following rights -**

- a) To award the bid in part or in full,
- b) Not to make any award in this bid or accept any bids submitted,
- c) Request further technical information from any bidder after the closing date,
- d) Verify information and documentation of the bidder(s),
- e) Not to accept any of the bids submitted,
- f) To withdraw or amend any of the bid conditions by notice in writing to all bidders prior to closing of the bid and post award, and
- g) If an incorrect award has been made to remedy the matter in any lawful manner it may deem fit.

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## SUBMISSION OF BIDS

### PHYSICAL AND HARDCOPY BID SUBMISSION

- Bidders are required to submit hard copies at the National Treasury, 240 Madiba Street, TIC, and Deposit the bid in the tender box.
- The hard copy of the bid response will serve as the legal bid document.
- Bidders' attention is drawn to the sequential submission format as per the checklist on Table 1.
- Bidders must submit the bid at the Tender Information Centre (TIC) situated at corner 240 Thabo Sehume and Madiba Streets, Pretoria in the following format:
  - a. One (1) original hard copy
  - b. One (1) memory stick or USB with all the documents on the original hard copy and an Excel version of the pricing schedule. Bidders must ensure that the USB is marked with the bidder's name. All documents on the USB submitted must be an exact copy of the hard copy documents. Any discrepancies between the USB document and the original hard copy, the hard copy will take precedence.
- A bid should be submitted in a sealed envelope or sealed suitable cover on which the name and address of the bidder, the bid number and the closing date must be visible.
- Non-compliance with the bid submission WILL invalidate the bidder's response.
- Bid Enquiries: - All enquiries should be in writing to [demand.acquisition3@treasury.gov.za](mailto:demand.acquisition3@treasury.gov.za) The closing date for receipt of all enquiries is **6 May 2024**. All enquiries beyond the closing date will not be considered.

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## TRANSVERSAL CONTRACT PRICE ADJUSTMENT

### Refer to paragraph 24 of the SCC:

Transversal Contract Price adjustments shall be applied on a quarterly basis. Transversal Contract Price adjustment period will be as follows:

Adjustment	CPA application to reach the office at the following dates	End Index Date	Dates <i>from</i> which adjusted prices will become effective
1 <sup>st</sup> Adjustment	1 August 2024	June 2024	1 November 2024
2 <sup>nd</sup> Adjustment	1 February 2025	December 2024	1 May 2025
3 <sup>rd</sup> Adjustment	1 August 2025	June 2025	1 November 2025
4 <sup>th</sup> Adjustment	1 February 2026	December 2025	1 May 2026
5 <sup>th</sup> Adjustment	1 August 2026	June 2026	1 November 2026
6 <sup>th</sup> Adjustment	1 February 2027	December 2026	1 May 2027

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- Questions and Answers

# Thank You