

# BRIEFING SESSION PRESENTATION

RT23-2025:SUPPLY AND DELIVERY OF LUBRICATING OIL,  
HYDRAULIC BRAKE FLUID, GREASE, ANTIFREEZE, BUYING  
AND COLLECTION OF USED OIL, AND OIL ANALYSIS  
SERVICES TO THE STATE FOR A PREIOD OF THIRTY-SIX (36)  
MONTHS

PRESENTED BY:

**Ntombi Sidinile**

*Division: OCPO*

**Date: 29 October 2024  
@10H00**



**national treasury**

Department:  
National Treasury  
**REPUBLIC OF SOUTH AFRICA**



**STAY  
SAFE**

**VACCINATE TO SAVE SOUTH AFRICA**

# **RT23-2025:SUPPLY AND DELIVERY OF LUBRICATING OIL, HYDRAULIC BRAKE FLUID, GREASE, ANTIFREEZE, BUYING AND COLLECTION OF USED OIL, AND OIL ANALYSIS SERVICES TO THE STATE FOR A PREIOD OF THIRTY-SIX (36) MONTHS**

## **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 SCC
- 8 Terms and Conditions
- 9. Question and Answers
- 10. Closure

## **RT23-2025:SUPPLY AND DELIVERY OF LUBRICATING OIL, HYDRAULIC BRAKE FLUID, GREASE, ANTIFREEZE, BUYING AND COLLECTION OF USED OIL, AND OIL ANALYSIS SERVICES TO THE STATE FOR A PREIOD OF THIRTY-SIX (36) MONTHS**

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 suppliers for **RT23-2025**: supply and delivery of lubricating oil, hydraulic brake fluid, grease, antifreeze, buying and collection of used oil, and oil analysis services to the state.
  - The RFP consists of the Special Conditions of Contract ( SCC), Technical Specification/Scope of Work (clause 5.2 of the SCC) , GCC, Pricing Schedule, Standard Bidding Documents (SBD) and TCD documents.
  - To obtain market-related Prices and to ensure that the Government benefits from the economics of scale.
3. Duration of Contract – Thirty-six (36) Months

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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 23 October 2024. |
| Non-compulsory briefing session                  | 29 October 2024 at 10:00 – 11:00 ( Online session: MS Teams)                                 |
| Bid Validity period                              | 180 Days from the closing date of the bid  |
| Bid Closing date and Time                        | 13 November 2024 at 11:00am  |
| Communication channels                           | Attention: Contract Manager<br>Email: Demand.Acquisition3@treasury.gov.za                    |
| Deadline for Queries, Question and Answers       | 31 October 2024 at 16:00   |
|  |  |

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- Where bid documents can be obtained:

National Treasury website

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

E-tenders: <https://www.etenders.gov.za/>

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## **6. Technical Specification and Scope of Work**

- Bidders on RT23-2025 must be able to **SUPPLY AND DELIVER LUBRICATING OIL, HYDRAULIC BRAKE FLUID, GREASE, ANTIFREEZE, BUY AND COLLECT USED OIL, AND PROVIDE OIL ANALYSIS SERVICES TO THE STATE FOR A PREIOD OF THIRTY-SIX (36) MONTHS** as per the technical specifications/scope of work and services. (Clause 5.2, from page 9 of the special conditions of contract)

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### 7. Evaluation Criteria as per clause 5 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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### **PHASE 1: Administrative Requirements**

Bidders are required to submit the required documents , which must be completed in full.

- a. SBD 1 – Invitation form to bid.
- b. Proof of Authority – This is a company resolution for the capacity under which this bid is signed as per SBD 1.
- c. SBD 4 – Bidders Disclosure
- d. SBD 6.1 – Preference points claim form
- e. TCD 13 and 13.1 Authorisation Declaration
- f. Central Supplier Database
- g. Written Confirmation to disclose tax status
- h. Company registration documents issued by CIPC
- i. Copy of Identity Document (Directors/Owners)



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## **PHASE 2: Mandatory Requirements**

- a. Pricing Schedule

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### **PHASE 3: Technical Compliance 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 must be Compliant with Item Standards/Specifications Requirements

#### **PART A:**

##### **1. TCD 13.2 Authorization Letter /Letter of Undertaking**

Any bidder who is not an original equipment manufacturer (OEM) of the product must submit a valid Third-Party Undertaking letter (template provided as TCBD 13.2) in full for all relevant goods or services.

##### **Requirements for the authorisation letter to be valid**

1. letter must be in a manufacturer or third part letterhead, dated and signed and must not be older than 30 days at the closing date and time of the bid
2. Must List items , description, brand name and model number
3. Contact details of the signatory i.e. address and telephone number
4. It must be written in English

##### **2. SANAS 17025 certificate : Category C**

2.1 The bidder must submit a valid SANAS 17025 certificate when bidding for oil analysis at the closing date and time of the bid.

##### **3. Waste Management Certificate for Buying and Collection of Oil :Category B**

3.1 The bidder must submit a valid waste management certificate from ROSE Foundation when bidding for the buying and collection of used oil at the closing date and time of the bid.

##### **4. Footprint : Category B & C**

4.1 It is a requirement of this bid that the bidder provide valid proof of their footprint in each province they are bidding for at the closing date and time of the bid.

##### **5. Quality Assurance Requirements: Category A**

5.1 Bidders must submit at the closing date and time of bid, valid quality assurance certificates ISO 9001 to confirm compliance for the items offered as per the pricing schedule. The holder of the certificates must be the original equipment manufacturer of the product as indicated on the pricing schedule.

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

#### **Preference Structure**

- The pricing schedule provided in this bid forms an integral part of the bid document and bidders must ensure that it is completed without changing the structure thereof.
- Bidders are required to complete a mandatory Pricing Schedule as a response on how much the items offered will be charged. Non submission of the Pricing Schedule will invalidate the bid response.
- Prices submitted for in this bid must be filled in on the field provided on the pricing schedule supplied with the bid. Price structures that do not comply with this requirement may invalidate the bid.
- The Pricing Schedule (see Annexure 1) must be uploaded in an excel format at the closing date and time of bid.
- Bidders may submit multiple offers by creating a new line below the original line offer/line item. Bidders are advised again to not change the format of Annexure 1.

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## Multiple Offer per line item

- Bidders are allowed to offer multiple brands per line item.

|   | A           | B            | C                 | D                  | E  | F            | W      | X     | Y     | Z     |
|---|-------------|--------------|-------------------|--------------------|--|--------------|--------|-------|-------|-------|
| 1 | ITEM CODE   | GROUP NUMBER | CATEGORY A        | SUB-CATEGORY       | FULL ITEM DESCRIPTION                                | PROVINCE     | A 210L | B 20L | C 5L  | D 1L  |
| 2 | RT23-01-001 | EC Group 1   | PETROL ENGINE OIL | MINERAL, MONOGRADE | ENGINE OIL, MINERAL, MONOGRADE, VISCOSITY 10, API SA | EASTERN CAPE | R0,00  | R0,00 | R0,00 | R0,00 |
| 3 | RT23-01-001 | EC Group 1   | PETROL ENGINE OIL | MINERAL, MONOGRADE | ENGINE OIL, MINERAL, MONOGRADE, VISCOSITY 10, API SA | EASTERN CAPE | R0,00  | R0,00 | R0,00 | R0,00 |
| 4 | RT23-01-001 | EC Group 1   | PETROL ENGINE OIL | MINERAL, MONOGRADE | ENGINE OIL, MINERAL, MONOGRADE, VISCOSITY 10, API SA | EASTERN CAPE | R0,00  | R0,00 | R0,00 | R0,00 |
| 5 | RT23-01-002 | EC Group 2   | ENGINE OIL        | MINERAL, MONOGRADE | ENGINE OIL, MINERAL, MONOGRADE, VISCOSITY 20, API SB | EASTERN CAPE | R0,00  | R0,00 | R0,00 | R0,00 |
| 6 | RT23-01-003 | EC Group 3   | ENGINE OIL        | MINERAL, MONOGRADE | ENGINE OIL, MINERAL, MONOGRADE, VISCOSITY 30, API SF | EASTERN CAPE | R0,00  | R0,00 | R0,00 | R0,00 |
| 7 |             |              |                   |                    |  |              |        |       |       |       |

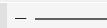
CATEGORY A

CATEGORY B

CATEGORY C

+

Ready Accessibility: Investigate



108%



16°C Mostly sunny

ENG

07:39  
2024/10/24

48

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1.1.1.1 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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### 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<br>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 | 10                            |

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### **Group Series**

- Bidders must note that all group items in category A will be evaluated as a series.

### **Requirements for group series items**

- Bidder must submit an offer for all items in a series.
- Bidders are required to submit offers for ALL ITEMS on group series. The grouped items are indicated on the pricing schedule attached as Annexure 1
- 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 pricing for a specific volume as required will invalidate the bid
- Bidders must ensure that all products within a specified group or series come from the same brand.
- Failure to submit all offers will invalidate the line item.



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**• STANDARDS**

- Standards are established criteria or guidelines that measure quality, safety, consistency, and performance across different fields.
- Bidders must take note of the below standards that they must adhere to for this commodity:
- SANS 1409: Automotive Lubricant;
- SANS 347: Categorization and Conformity Assessment;
- SANS 1598: Brake Fluid; (ISO 4925, SAE J1703, J1704, J1705, FMVSS No 116)
- Letter of Authority (LOA) from the NRCS may be required to ensure compliance with South African standards before the product can be imported and sold;
- American Petroleum Institute (API);
- European Automobile Manufacturers Association (ECEA);and
- Japanese Automotive Standards Organisation (JASO).

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**CONTRACT PRICE ADJUSTMENT**

- Bidders are required to take note of clause 12 of the SCC
- Price adjustment periods – Bi-Annually
- Dates : Table 10 on page 33
- Price adjustment will only be effective once it is approved.
- Price adjustment is not automatic therefore bidders must apply for price adjustment and attach the necessary documents as stipulated on this clause.

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### **8. TERMS AND CONDITIONS**

#### **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 -:**

- To award the bid in part or in full,
- Not to make any award in this bid or accept any bids submitted,
- Request further technical information from any bidder after the closing date,
- Verify information and documentation of the bidder(s),
- Not to accept any of the bids submitted,
- 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
- If an incorrect award has been made to remedy the matter in any lawful manner it may deem fit.

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## **9. SUBMISSION OF BIDS**

### **ONLINE SUBMISSION**

- Bidders must submit their bids online through the eTender Publication portal.
  - **Manual or hardcopy bids are not acceptable.**
  - Video that guides bidders on uploading documents on E tender: <https://youtu.be/B7pNseNJYHM>
- 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 31 October 2024. All enquiries beyond the closing date will not be considered.

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