The Petroleum
Oil and Gas Corporation
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QUOTATION NOTICE

1. Introduction

Registered and approved suppliers ("Suppliers") are hereby invited to submit a quotation for the provision of Services detailed in this Request for Quotation ("RFQ").

Quotations must be **submitted electronically via the E Procurement Portal** by logging on to the procurement website www.procurement.petrosa.com and selecting the 'Login to Access Tenders/Quotes tab' and logging on to the E Procurement Portal or as detailed in the RFQ.

The quotation must be submitted in accordance with online terms and conditions and the requirements stipulated in the documentation listed below:

- This Quotation Notice
- Standard Terms & Conditions for PetroSA (available on http://www.procurement.petrosa.com/terms.aspx)
- Scope of Services Document (RFQ)
- General Requirements for Suppliers working in the PetroSA Works.
- Occupational Health General Conditions and Guidelines for Contractors Working on PetroSA Sites

IMPORTANT NOTICE

- **Suppliers must ensure that they are registered and approved. Suppliers that are not approved or provisionally approved will not be able to submit quotations on the portal.**

- **All current PetroSA registered and future suppliers are kindly requested to also register on the National Treasury Central Supplier Database with effect from 1 May 2016. Please use the following link (https://secure.csd.gov.za) or visit the Office of the Chief Procurement Officer's webpage at www.treasury.gov.za.**

- **Quotations will not be considered if it is not submitted electronically on the E-Procurement Portal by the closing date and time, as detailed in the RFQ.**

Directors:
Interim Chairman: Mr Tembinkosi Bonakele
Ms Brenda Moagi; Ms Ditsietsi Morabe; Mr Neil Jansen; Mr Msingathi Madokwe
Group Chief Executive Officer (acting): Ms Nombulelo Tyandela (Executive Director)
Executive Management
Group Chief Financial Officer (acting): Mr Linda Nene
Group Company Secretary: Ms Marlene Khumalo

- **All current PetroSA registered and future suppliers are requested to upload their POPI Statement/Notice/Policy on their PetroSA online registration with effect from 01 July 2021 as per the Protection of Personal Information Act No. 4 of 2013.**

PetroSA may issue Tender Bulletins from time to time to clarify certain aspects or to provide additional information on this RFQ. It is the Supplier's responsibility to check PetroSA procurement website (http://www.procurement.petrosa.com then click on "View Open Tenders") to establish whether any bulletins were issued for this RFQ's, prior to tender submission.

The scope of supply and pricing requirements are contained in the RFQ.

PetroSA endorses Broad Based Black Economic Empowerment (BBBEE) and reserves the right to give preference to BBBEE Suppliers, or Suppliers that form partnerships and/or joint ventures with BBBEE Suppliers.

PetroSA reserves the right to require joint ventures between such Suppliers and BBBEE Suppliers that tendered for or expressed interest in the provision of the above supply. Suppliers are required to submit a BBBEE improvement plan with their tenders, as per the attached BBBEE Proposal guideline.

Suppliers are required to give preference to suitable labour from the area in which the supply is required and to liaise closely with local labour forums in this regard. Preference should also be given to local black subcontractors.

In keeping with the principles of good corporate governance, which includes adequate fraud prevention measures as required by the Public Finance Management Act (PFMA), PetroSA has established **toll free hotlines,** details below:

Telephone No: 0800 111 583, Whatsapp ChatBot No: +27 31 308 4664, Sms No: 33490 Email: petrosa@whistleblowing.co.za, where any act of fraud should be reported. This "whistleblower" facility is managed by an independent company that will ensure the anonymity of the whistleblowers and establish the substance of any allegations made.

HOTLINE DETAILS	
Unique free call number	0800 111 583
Web reporting	www.whistleblowing.co.za
E-mail address	petrosa@whistleblowing.co.za
SMS short code	33490
WhatsApp ChatBot	+27 31 308 4664
Postal address	P O Box 51006, Musgrave, 4062

2. Minimum documentation required to accompany Tender

In addition to the technical and commercial proposal, the Supplier shall provide all supporting documentation where required.

3. Exchange Rate Variation

From the date of an order or award of a contract emanating from this RFQ, the Supplier accepts the risk of any additional cost due to exchange rate variation on the imported content of the order or contract.

Any additional cost due to exchange rate variation between the quotation/ tender date and receipt of the order or contract award shall be for the account of PetroSA. In order to claim any additional cost as a result of currency variation the Supplier shall clearly state the value of the imported content on the quotation.

The cost resulting from such exchange rate variation will be based on the difference between the relevant exchange rates at the closing date of the quotation/tender and the date of the order or contract award, as published by the South African Reserve Bank (https://www.resbank.co.za).

4. Declaration

By submitting a quotation (offer to render the supply of goods and/or services referred to above) the Supplier declares that:

(a) the information provided is true and correct;

(b) the person submitting the quotation is duly authorised to submit the quotation on behalf of the Supplier;

(c) the quotation is completed independently from, and without consultation, communication, agreement or arrangement with any competitor. Communication between parties in a joint venture or consortium will not be construed as collusive tendering (As detailed in the Certificate of Independent Bid Determination-SBD 9, available from National Treasury's website);

(d) documentary proof regarding any quotation will be submitted to the satisfaction of PetroSA when called upon to do so;

(e) the Supplier consents to a "due diligence" being conducted on it by PetroSA or its authorised representatives regarding the Supplier's legal and empowerment status, technical ability, creditworthiness, security clearance, etc., and the Supplier undertakes to co-operate fully in this regard, within two days of receiving notification from PetroSA; and

(f) the Supplier understands and acknowledges that any award made to it will be subject to the conclusion of an agreement between the Supplier and PetroSA. The Supplier understand and acknowledge that the PetroSA's Standard Terms and Conditions shall be applicable and shall take precedence over the Supplier's own terms and conditions of supply (if any). The Supplier further acknowledge that it is its responsibility to peruse same prior to making any proposal to PetroSA. It is an express condition that any comments and/or qualification on PetroSA's Standard Terms and Conditions, must be submitted with the Supplier's quotation. Any negotiations shall solely be conducted on the basis of such Supplier's comments and/or qualifications.

5. Evaluation Process

Pre-qualification for preferential procurement

In order to advance certain designated groups, this RFQ is subject to pre-qualification. Only Suppliers who meet the following minimum requirements will proceed to the technical/functionality evaluation stage:

- The Supplier must be at least a level four (4) BBBEE contributor or
- The Supplier must be an EME or QSE.

Only technically acceptable tenders that meet the scope of work requirements will be considered and evaluated further (Refer to technical questionnaire available on the eProcurement System). Points will be allocated in accordance with the following preference point system:

Preference points system

Preference points in terms of the Preferential Procurement Regulations 2024. Refer to Claim Form SBD 6.1 for full explanation

The following preference point systems are applicable to all quotations:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

Preference points for this tender shall be awarded for:

(a) Price; and
(b) B-BBEE Status Level of Contribution.

Points awarded for Price

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for comparative price of tender under consideration
Pt = Comparative price of tender under consideration
Pmin = Comparative price of lowest acceptable tender

Points awarded for B-BBEE Status Level of Contribution

It is the Supplier's responsibility to ensure that PetroSA is, at all times, in possession of the Supplier's valid B-BBEE certificate. Suppliers with expired B-BBEE certificates and/or who are non-compliant contributors to B-BBEEE will not be awarded preference points for B-BBEE.

Preference points must be awarded to a Supplier for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

6. Submission of Proposals

Suppliers submitting Quotations

The following requirements are to be adhered to:

a) The registered Supplier on the PetroSA Supplier database should be the Supplier submitting the quotation.

b) Should the Supplier quoting sub-contract more than 25% of the work, a sub-contracting Agreement or letter of intent between both parties should be submitted with the quotation.

c) Should the Supplier quoting make use of a sister company in providing the services, full documentation/proof is to be provided that the sister company is technically competent to provide the services, together with a full explanation on the distribution of the services to be provided.

d) An Agent or local Supplier cannot submit a quotation on behalf of a Holding Company and vice versa

e) Should a quotation be submitted as a Joint Venture full details are to be provided on issues of providing services, payment details, liabilities, management, etc. and a signed undertaking of Agreement should the Joint Venture be awarded the order or contract.

7. Fronting

PetroSA supports the spirit of broad based black economic empowerment and recognises 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, PetroSA condemns any form of fronting.

PetroSA, in ensuring that Suppliers conduct themselves in an honest manner will, as part of the quotation evaluation process, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in the quotation. Should any of the fronting indicators as contained in the Guidelines on Complex Structures & Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/investigation, the onus will be on the Supplier to prove that fronting does not exist. Failure to do so within 14 days from date of notification may lead to the disqualification of the quotation and may also result in the restriction of the Supplier to conduct business with PetroSA, in addition to any other remedies PetroSA may have against the Supplier.

8. Enquiries

Technical enquiries regarding this quotation should be addressed to the buyer responsible for the quotation.

General enquiries (i.e. Supplier queries, Updating / Completing supplier registration) should be addressed to our Supplier Database Call Centre on 021 928 4731.

9. Reverse Auctions

Prior to any order or contract award, PetroSA may, at its sole discretion, request short listed Suppliers who have submitted technically and commercially acceptable quotations to engage in a reverse auction to determine the final winning quotation.

The following additional provisions are applicable during the reverse auction:

9.1 Short listed Suppliers will be notified of the scheduled time and date of the reverse auction.

9.2 Suppliers who elect not to participate in the reverse auction will not be eligible for order or contract award.

10. Order or Contract Award

PetroSA reserves the right to withdraw RFQs, reissue RFQs and/or divide the scope of supply and award more than one order or contract.

PetroSA shall not be obliged to accept the lowest or part or all of any quotation submitted. No agreement between PetroSA and the Supplier shall come into existence until such time as a written contract signed by PetroSA and the Supplier is concluded, or an official purchase order is issued to the Supplier, and becomes unconditional in accordance with its terms. The Supplier should not and cannot rely on any communication to the Supplier of a successful quotation by PetroSA staff and representatives as no legally binding agreement will come into existence until a formal written and legally binding and enforceable agreement is validly concluded and executed. Please further take note that even if a Supplier scores the highest points in an RFQ/auction the award is subject to a due diligence before a purchase order or contract can be concluded with PetroSA.

PetroSA reserves the right not to award any quotation, including a quotation that is technically compliant, if the quotation is found to be commercially unattractive.

Comfort Bunting
Head Supply Chain Management