

Guideline for Terms of reference

This tender is for the appointment of a service provider to supply and deliver fuel (petrol & diesel) for a period of three (3) years as and when needed.

A. Background

The Moqhaka Local Municipality requires an appointment of a service provider to supply and deliver fuel for a period of three (3) years as and when needed.

B. Scope of Work / Terms of Reference

Site Location

- The fuel station must be based in **Kroonstad** and able to provide fuel (Petrol & Diesel) in **Viljoenskroon** and **Steynsrus** (Moqhaka Municipality).

Requirements

- The supplier must be operating a 24 Hour Service Garage.
- The supplier must supply Unleaded Petrol & Diesel.
- The supplier must have a fuel (petrol/diesel) management system in place to administer the fuel usage (budget),
 - A Petrol/Diesel card system, or
 - A Petrol/Diesel manual system (register).
- The supplier must also attach all the required license pertaining to supply of petrol and diesel.
- The supplier must supply the name of their manufacturer/main supplier if they are middleman.
- The supplier must have the capacity to provide an estimated quantity of +/- 400 000 litres of diesel and 200 000 litres of Petrol per annum (these quantities may vary during the contract period).
- If the supplier for any reason cannot supply fuel due to some technical or operational challenges, the supplier should ensure that alternative arrangements are made at supplier's costs to service the municipality's fuel needs.

NB: ONLY MUNICIPAL VEHICLES AS PER THE VEHICLE LIST PROVIDED BY THE MUNICIPALITY TO THE BIDDER (WHICH WILL BE UPDATED CONTINUOUSLY) SHOULD BE SUPPLIED WITH FUEL!

Pricing

- The supplier will only be allowed to amend the bidding price in accordance with the official petrol & diesel price adjustments as announced from time to time.
- With each price adjustment, both upwards and downwards, proof of the price adjustment must be provided in the form of an official announcement/press release by the South African Department of Energy.

NB: PLEASE MAKE USE OF ANNEXURE B AS PRICING SCHEDULE!

Occupational Health & Safety/COIDA

- The successful tenderer must comply with the provisions of the Occupational Health and Safety Act.

C. Performance Management

In terms of Section 116 (2) of the MFMA, the municipality is required by Law to monitor the performance of service providers on a monthly basis in line with the performance areas as stipulated in the Service Level Agreement (SLA). The monitoring of service provider will be done as and when their services are utilised.

D. Preferential Points System

Indicate whether the tender will be evaluated in terms of 80/20 below a 50 million and 90/10 above 50 million.

80/20

A maximum of 20 points (80/20 preference points system), will be allocated for specific goals. The maximum points for these goals are as follows:

- Locality of Supplier - 15 points
- Women ownership - 5 points

These goals are specified in MBD6.1 in terms of the PPR2022.

E. Duration of the Contract

State how long the contract will take

Three (03) Years

F. Functional or Technical Evaluation Criteria

- Bidders must be registered with the Department of Energy to supply Fuel (Petrol & Diesel)
- Bidders must have fuel station operating for 24hrs within Moqhaka Municipality (Kroonstad, Viljoenskroon and Steynsrus)
- The bidder must comply with the provisions of the Occupational Health and Safety Act.

See examples of Functional Evaluation Criteria below in Annexure A

ANNEXURE 'A'

Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline

Only those tenderers who score the minimum of **70 points** in respect of the following criteria are eligible for further evaluation.

Criteria	Weight	Points	Documents to be submitted as proof to score points
Similar projects completed		35	For the Bidder(s) to be considered, the bidder(s) must provide signed Appointment letters and Reference letters from clients. Appointment letters and Reference letters of similar projects with contact details that can be contacted by the Municipality to confirm that the Appointment letters and Reference letters are valid. (they must both be attached)
0 project of previous experience	0		
1-2 projects of previous experience	1		
3-4 projects of previous experience	3		
5 plus projects of previous experience	5		
Petrol & Diesel Management System		30	Indicate in detail what type of a system they using brochure or written presentation with company logo
No system	0		
Manual system – (with brochure/ written presentation)	3		
Electronic Card System (ECS) (with brochure/ written presentation)	5		
Operational period		35	Bidder must provide: -Signed letter with company logo indicating trading hours -Pictures of Fuel station. -Fuel station address within Moqhaka Local Municipality. All above must be attached. (to be verified by the Fleet manager before Bid Evaluation Committee)
Non Operation 24/7	0		
Operating 24/7	5		
MAX POSSIBLE SCORE		100	

ANNEXURE "B"

PRICING SCHEDULE

DESCRIPTION	PRICE PER LITRE
Petrol:	
95: Unleaded	
93: Unleaded	
Diesel	
10 ppm	
50 ppm	
500 ppm	

MONTHLY MANAGEMENT FEES

DESCRIPTION	AMOUNT
<i>Please list all your additional that will be charged if it is not included above</i>	
TOTAL	

NB:

1. THE BIDDER SHOULD ENSURE THAT AT ALL TIMES, ONLY FUEL AS SPECIFIED IN THIS PRICE LISTING IS TO BE SUPPLIED ON MUNICIPAL VEHICLES.
2. THE BIDDER WILL BE EXPECTED TO SUBMIT THE FUEL INVOICES ON A WEEKLY BASIS TO THE MUNICIPALITY AT FLEET MANAGEMENT SECTION (E.G, TO BE SUBMITTED ON MONDAY FOR THE PREVIOUS WEEK {Monday - Sunday}).
3. REMITTANCE ADVICE: THE PROSPECTIVE BIDDER WILL BE EXPECTED TO LIAISE WITH THE MUNICIPALITY ON AN ONGOING BASIS TO ENSURE THAT ALL PAYMENT MADE ARE ACCORDINGLY ALLOCATED TO THE PAID FUEL INVOICES (SLIPS).