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**TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER FOR SAMPLING AND TESTING OF PETROLEUM PRODUCTS IN THE SOUTH AFRICAN PETROLEUM INDUSTRY IN TERMS OF REGULATIONS REGARDING PETROLEUM PRODUCTS SPECIFICATIONS AND STANDARDS NO. R. 627 FOR THE DEPARTMENT OF ENERGY FOR A PERIOD OF THREE (3) YEARS.**

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**1 BACKGROUND**

- 1.1 The petroleum industry is regulated in terms of the Petroleum Products Act, 1977 (Act No. 120 of 1977) (“the Act) as amended. A licensing regime for the petroleum industry was for the first time in the Republic of South Africa, introduced by the 2003 amendment through the Petroleum Products Amendment Act, 2003 (Act No. 58 of 2003) and subsequent Regulations promulgated under the Act. In March 2006, Regulations Regarding Petroleum Products Specifications and Standards of 2006 (“the Regulations”), issued on 23 June 2006 in Gazette No. 28958 under Government Notice Number R. 627, were enacted to monitor and enforce compliance to fuel quality.
- 1.2 The main purpose of the Act as amended and its Regulations is to ensure an efficient Manufacturing, Wholesaling and Retailing of the petroleum products in the sector to promote an environment conducive for investment, development of small enterprises, promote competition in the industry, prohibit certain actions and ensure compliance to the Act and conditions attached to operating licenses.
- 1.3 Further, to increase efficiency, economic viability, accelerate transformation in the South African petroleum industry and to promote the sale of quality petroleum products in an effort to mitigate against harmful effects and pollutants emitted from petroleum products (e.g high sulphur content in Diesel and Petrol), and to mitigate the effects of global warming, evident from erratic weather patterns and current persistent draughts affecting the country’s socio-economic status.

- 1.4 To achieve the above, the Department of Energy (“DoE”) issues operating licenses to refiners, wholesalers and retailers of petroleum products, monitors compliance to conditions of licences issued under the Act, and further monitors compliance to legislative requirements applicable in the petroleum industry.
- 1.5 The DoE has limited information about performance of petroleum operators in terms of compliance to the Regulations. It is against this backdrop that the DoE undertakes to appoint a suitably qualified service provider to conduct sampling and testing of petroleum products to establish compliance status by petroleum products operators in the industry, to check the quality of fuel that circulates or is sold in the Republic of South Africa, and obtain broader understanding of the challenges confronting petroleum operators in terms of compliance to fuel quality.
- 1.6 Fuel quality monitoring programme in the country will deal with challenges regarding identification of fuel that do not meet minimum quality specifications. Failure to monitor fuel quality will result in the influx of fuel that are below the set specifications and standards, and such will, *inter alia*, reduce the country’s efforts against global warming and air pollution control. Furthermore, there are unscrupulous petroleum operators in our midst who smuggle petroleum products below the set specifications into the country with the deliberate purpose to evade tax such as custom, excise or import duties. The foregoing has negative impact on revenue collection for the country in general.
- 1.7 The DoE is the key role player to ensure that the petroleum industry comply to the Regulations pertaining petroleum products sold in the country. Fuel quality monitoring is of strategic importance in the country and as such, forms part of the DoE’s ongoing strategic objectives aimed to, *inter alia*, improve energy regulation, competition, efficiency, human and environmental protection.

## 2. DISCUSSION

2.1 The Petroleum Products Amendments Act, 2003 (PPA), introduced in 2006, regulated certain aspects of transport fuel specifications, with application to the South African National Standards (SANS). These ensure that the consumer has choice and is guaranteed a fit-for-purpose product, while at the same time certain environmental aspects are also addressed in the following manner:

*2.1.1 Petrol and diesel must be supplied to regulated specifications;*

*2.1.2 Suppliers must label fuel dispensers with the mandated label (grade and quality);*

*2.1.3 The consumer has a right to request information about the product; and*

*2.1.4 The DoE has the mandate to sample the fuel and check that it meets the regulated specifications (Emphasis).*

2.2 Prior to 2006, South Africa did not have compulsory fuel specifications and standards for all petroleum products manufactured and sold in the country. Oil companies were at a leeway to produce, export and import petroleum products such as petrol and diesel at any level of specifications and standards. When the process of introducing cleaner fuels in the South African petroleum industry began, the focus was on the reduction and complete removal of lead in petrol and reduction of sulphur content in both diesel and petrol.

2.3 During 1920s, lead alkyl has been supplemented to petrol as an octane boost as well as preventing engine knock. Not only did it occur in South Africa, throughout the 1970s, lead alkyl was used globally until such time when its negative health effects were deciphered resulting into a total ban of lead additives in petrol. Nonetheless, South Africa was not leading in pioneering fuel quality improvement in the world; it followed countries such as United States of America, Canada and Japan who began with the removal process in the mid- 1970s.

- 2.4 Sixteen years after the inception of removal process in the developed countries, South Africa started by reducing lead levels in petrol from 0.836gPb/l to 0.60gPb/l. Subsequently, lead additive continued to be reduced until complete ban in January 2006.
- 2.5 Post 2006, South Africa began to experience influx of new vehicle technology that uses catalytic converters in order to improve air quality by restraining vehicle exhaust emission to the atmosphere. Lead additive is prone to damaging catalytic converters which then results into substantial vehicle emissions. During this period, the market also experienced reduction of sulphur levels in diesel. For example, diesel sulphur content was reduced from 5 500 ppm to 3 000 ppm in 2001 and further reduced to 500 ppm in 2006, with 50 ppm prominent in the country. And sulphur content on unleaded petrol (ULP) was also reduced from 1000 ppm to 500 ppm.
- 2.6 The quality of fuel will result in the improvement of vehicle technology in the country and the environment. The following fuel parameters are critical in the quality of petroleum products; **Petrol:** to reduce level of benzene in order to reduce carcinogenic emissions, reducing volatility to reduce evaporative emissions, reducing sulphur to improve catalytic converter efficiency and reduce particulate matter (PM); **Diesel:** to reduce sulphur to improve particulate matter, oxides of sulphur (SO<sub>x</sub>), oxides of nitrogen (NO<sub>x</sub>) emissions, tightening total aromatics, final boiling point and cetane number.
- 2.7 All fuel is required to meet the regulated quality "ex nozzle", that is, at the point of sale or supply. Some minor changes occur with regard to fuel properties during storage and distribution and such is inevitable. The fuel suppliers/marketers have therefore developed exchange specifications for refined product. These are more comprehensive and in some cases more stringent than the regulatory requirements. These exchange specifications reflect more specific fit-for-purpose requirements (such as geographical and atmospheric variations) and allow some operating margin for quality changes between storage and sale.

2.8 The interaction between transport fuel (petrol and diesel), vehicles and the environment is complex, yet critical. It is important that this interaction is clearly understood within the specific context of the local environment to ensure the achievement of the desired outcome - namely cleaner air – without prejudice to the requirement for affordable transportation. Air pollution continues to affect the quality of air that we breathe and this is attributed to the major sources of urban air pollution – e.g motor vehicles, commercial industries and domestic fuel use.

2.9 According to Energy Statistics compiled by Energy Planning Chief Directorate, in the DoE, the annual consumption of petrol and diesel in January to December 2016 are recorded as follows:

<b>Product name</b>	<b>Q1 Jan to Mar</b>	<b>Q2 Apr to Jun</b>	<b>Q3 Jul to Sept</b>	<b>Q4 Oct to Dec</b>	<b>Grand Total: Volume in litres</b>
<b>Diesel: All grades</b>	2,829,738,940	3,036,890,979	3,161,483,803	3,054,260,316	<b>12,082,374,038</b>
<b>Petrol: All grades</b>	2,803,577,694	2,820,197,997	2,876,271,380	2,962,205,396	<b>11,462,252,467</b>

2.10 The reality in the South African context is that local demand exceed the supply, hence the shortfall is met through imports. Importation of refined products by nature presents an opportunity for off specification molecule to find way into the country, hence the importance of an ongoing fuel quality monitoring programme.

2.11 In executing its mandatory responsibilities, the Chief Directorate; Petroleum Compliance Monitoring and Enforcement (“CD: PCME”) undertakes to appoint a competent and appropriately resourced service provider (with own laboratory) to conduct fuel sampling and testing exercise on behalf of the DoE for a period of three years, (implemented according to DOE APP fuel sampling and testing targets)

- 2.12 Fuel quality monitoring is of strategic importance and critical to safeguard the interest of motorists, the environment and public health. Value proposition is that the programme will assure cleaner product, fuel quality compliant industry and transparency of the fuel specification of products consumed in the country. Economic benefits are derived from consumers receiving quality products in areas of fuel quality, vehicle efficiency and vehicle maintenance.
- 2.13 The behavior of petroleum industry, whether due to ignorance, weaknesses, recklessness or deliberate non-compliance only means that instances of failure to comply with petroleum legislation will exist. Hence the need to monitor compliance and to have administrative structures that will enable the DoE to keep non-compliance with petroleum laws to a minimum. The aim is to ensure that compliance takes place in such a manner that inspires confidence to the industry, citizens of the country and business at large.

### **3. OBJECTIVES OF THE PROJECT**

- 3.1 To execute an ongoing fuel quality monitoring and compliance enforcement as mandated by Regulations Regarding Petroleum Products Specifications and Standards, R 627, issued on 23 June 2006 in Gazette No. 28958;
- 3.2 The creation of South Africa fuel quality database for future policy/ legislative intervention aimed at improving energy regulation, competition, efficiency, human and environmental protection;
- 3.3 Respond to instances of consumer fuel contamination complaints and dispute resolution;
- 3.4 Identify fuel quality compliance challenges in the petroleum value chain and mitigate through policy/ legislative intervention;

- 3.5 Enhance advocacy and encourage regular stakeholder engagements to discuss the importance of fuel quality compliance in the country, thereby attracting foreign investments in new engine technology and the creation of job opportunities; and
- 3.6 Continue to prioritise high risk areas to establish product sources, extent and/or magnitude of non-compliance to prescribed fuel specifications and standards.

#### 4. SCOPE OF WORK

- 4.1 The successful service provider is expected to perform the following functions as a minimum deliverable; all the items referenced in the Scope of Work below and to adequately address all the listed objectives:
- 4.2 Collect a minimum total of 1080 petrol and diesel annually (540 diesel and 540 petrol) from selected sites, conducted monthly in the different provinces (e.g North West, Northern Cape, Western Cape, Eastern Cape, Limpopo, KwaZulu Natal, Mpumalanga, Gauteng and Free State) as informed by risks, provincial dynamics and the prevalence of non-compliance. A total of each specified petroleum product sampled and tested should amount to 1080 units tested for specifications per annum;
- 4.3 Testing properties in **Petrol** must include: ***appearance, octane, aromatics content, benzene, manganese (metal content), sulphur content and distillation;***
- 4.4 Testing properties on **Diesel** must include: ***appearance, CFPP (cold filter plugging point), flash point, sulphur content, total contamination, Fuel Marker, water content and distillation.*** Prepare a report summarizing the results of analytical testing and comparing the results against prescribed requirements as per the Regulations;
- 4.5 2.5 litres of each sample will be collected from each selected site to allow excess sample to be retained for re-sampling, if necessary. Passed samples shall be retained for of three (3 months) after date of analysis and failed

samples shall be retained by the service provider for a period six (6) months after date of analysis for potential future compositional analysis and as evidence in the event of non-compliance dispute;

- 4.6 Use appropriate container compliant to SABS approved methodology and consistent with international best practice;
- 4.7 Develop site sampling manual incorporate Safety, Health, Environment and Quality requirements for use by DoE and service provider;
- 4.8 Develop clearly defined dispute resolution procedure in the event of any contestation of samples results;
- 4.9 Develop comprehensive sampling schedules and testing criteria (compliant to SABS approved methodology, (e.g ISO 4295). The sampling methods and choice of sample sizes must achieve randomness and representativeness. Proposed sampling schedule and methodologies shall be subject to DoE consideration and approval;
- 4.10 Develop comprehensive logistical plan for transportation of samples from source to laboratory to ensure sample integrity is maintained;
- 4.11 Develop comprehensive plan/ procedure to deal with any eventuality resulting in sample(s) being compromised in any form or manner; and
- 4.12 In consultation with the Project Manager, the service provider shall handle testing results in accordance with applicable confidentiality and law. The service provider shall adhere to the same confidentiality level that DoE personnel are required to maintain, and shall take steps through which all persons employed by the service provider and any sub-contractors will be made aware of the service provider's obligations for protection of confidentiality, failing which the Service Level Agreement on breach shall be evoked;

4.13 At the end of the contract the service provider will make recommendations to the DoE for future policy/ legislative design as well as compliance monitoring and enforcement strategies; and

4.14 All information generated, created and / or obtained by the service provider under the fuel quality monitoring project shall be and remains the property of the DoE. The service provider must ensure that all such information referred above is transferred to the DoE within three months from date of completion of project. Access to all such information by third party shall be made directly to the DoE in writing. The DoE shall consider such request at its sole discretion and decide whether to grant or refuse the request.

## **5. REPORTING REQUIREMENT AND PROGRESS MEETINGS**

5.1 It is envisaged that the DoE will require an initial meeting with the successful bidder(s) to agree on the project process and options to be investigated. Reporting to DoE will be through the Project Manager and shall be done in the following manner:

5.1.1 Executive summary of the report (Word, Excel and/ or PowerPoint),

5.1.2 Hard and electronic copies monthly reports including Annexure(s) of laboratory results (e.g Certificates of Analysis);

5.1.3 Report on skills transfer (referred to in paragraph 11.9 below) and any other subsequent fuel quality monitoring best practices;

5.1.4 Report on employment creation for the duration of the project and any opportunities beyond the contract; and

5.1.5 The DoE and successful service provider will have monthly meetings to discuss issues on the project, and the service provider will be required to record minutes and produce same to the DoE within three working days after the meeting.

## **6. PAYMENTS**

6.1 The DoE will not make an upfront payment to a successful service provider. Payment will only be made in accordance with payment plan and delivery of

service; **e.g consolidated monthly report & Certificates of Analysis** (COA's), and upon receipt of an **Original invoice**.

## **7. COMPLETION DATE**

7.1 The duration of the project is for a period of three (3) years upon signing of the Service Level Agreement.

## **8. COMPULSORY INFORMATION SESSION**

8.1 Briefing session will be held in on **16 May 2018 at the DoE**, at 192 Corner Paul Kruger and Visagie Streets at **10H00**.

## **9. TAX CLEARANCE CERTIFICATE**

9.1 9.1 The potential service provider/s must ensure compliance with their tax obligations.

9.2 The potential service provider/s are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.

9.3 Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website [www.sars.gov.za](http://www.sars.gov.za).

9.4 The potential service provider/s is/are may also submit a printed TCS together with the proposal.

9.5 In proposals where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of TCS / pin / CSD number.

9.6 Where no TCS is available but the potential service provider/s is/are registered on the central supplier database (CSD), a CSD number must be provided

## 10. CONFIDENTIALITY OF INFORMATION

- 10.1 The names of all the members of the team must be disclosed for the project prior approval of DoE. Any changes, replacements and/or additions should be submitted for prior approval of DoE.
- 10.2 A bidder must disclose if affiliated with a firm or entity that has been hired (or is proposed to be hired) by DoE or the lender.

## 11. TERMS AND CONDITIONS

- 11.1 Service Level Agreement will be entered into with the successful service provider which will include, *inter alia*, obligations of the DoE and the successful service provider;
- 11.2 The DoE reserves the right to appoint more than one service provider for the project;
- 11.3 The DoE reserves the right to instruct the service provider to sample and test petroleum products and have results available within 24 hours as and when required and/ or in an emergency situation;
- 11.4 The successful service provider must have own laboratory for testing to ensure the integrity of samples tested is maintained;
- 11.5 The successful service provider must develop detailed project schedule/ plan for the sampling and testing project;
- 11.6 The successful service provider must create a database on the work performed under the contract and create a link for DoE use for ease retrieval of documents;
- 11.7 The successful service provider must develop a detailed disposal process/ procedure for both passed and failed samples. The disposal process will be subject to DoE consideration and approval;

- 11.8 The DoE Project Manager will from time to time randomly choose any tested samples for re-testing and conduct physical inspection at the service provider's laboratory where samples are being tested and stored;
- 11.9 The successful service provider must transfer skills in the field of fuel quality monitoring and compliance enforcement during the duration of the contract through targeted training provided by accredited institution of higher learning and/ or relevant SITA. Further, such training shall be conducted in line with Skills Development Act 2008, as amended;
- 11.10 The successful service provider must conduct quarterly audit of retained samples and provide report of same to the Project Manager for further verification;
- 11.11 The successful service provider shall create meaningful employment opportunities within the duration of the contract and submit proof of such to the DoE within the first three months of assuming work under the contract;
- 11.12 All fuel sampling and testing to be in line with International Best Practice and SABS petroleum / fuel industry standard;
- 11.13 The service provider will be required to strictly adhere to DoE sampling and testing Standard Operating Procedures to be made available by DOE ; and
- 11.14 The successful service provider will be required to submit payment schedule providing projections for the period of 12 months on work performed.

## **12. EVALUATION METHODOLOGY**

### **12.1 Cost**

- 12.1.1 The service provider will be requested to provide a quote regarding the work to be undertaken for this project and such should include travelling and

accommodation cost, these cost should be in line with the National treasury costs containment measures;

- 12.1.2 The quotation value must present clear indication of budget allocated for the duration of the project which will be payable by the DoE to the service provider upon satisfactory work delivery, provision of monthly report and Certificates of Analysis (COA's);
- 12.1.3 The total cost of the project must include costs for buying of fuel (Diesel and Petrol) at all service stations for sampling and testing purposes which will be remunerated in accordance with the regulated prices;
- 12.1.4 The total cost must be VAT inclusive and should be quoted in South African Rands. This should include payment schedules linked to deliverables. Disbursements will be in equal payments according to set milestones; and
- 12.1.5 The proposed payment schedule that does not match the quantity and quality of work done shall not be considered.

### **13. Broad-Based Black Economic Empowerment**

- 13.1 Provisions of the Preferential Procurement Policy Framework Act (PPPFA) 2017 and its Regulation will apply in terms of awarding points.
- 13.2 Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.
- 13.3 Bidders who do not submit their B-BBEE status level verification certificates or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.
- 13.4 Bidders other than Exempted Micro Enterprises (EME), MUST submit the following documents: Submitted
  - (a) Verification agencies accredited by SANAS; and
  - (b) Registered auditors approved by IRBA.

13.5 Bidders who qualify Exempted Micro Enterprise (EME: MUST submit the following documents

- (a) Sworn affidavit signed by the EME representative; and attested by a commissioner of oaths.

13.6 The table below depicts the B-BBEE status level of contribution:

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

### **13.6 Company Experience**

13.6.1 Service providers should at least have **ten (10) years practical experience** in the fuel testing, sampling and analysis, deep knowledge of the South African petroleum industry, industry trends and related policies, industry best practices and legislations. Demonstrate capability of analysing fuel samples using internationally accepted best methods, good ability to collate and interpret data and make recommendations thereof, demonstrate skills in project management, demonstrate communication, writing and presentation skills.

13.6.2 Content supported by proof from **3 contactable referees** indicating that similar project was executed should be attached. Failure to attach proof will result in the service provider forfeiting points.

### **13.7 Team leader and team members' experience**

13.7.1 Team Leader must have at least **seven (7) years practical experience** and individual team members must have at least a minimum of **five (5) years practical experience** in the fuel testing, sampling and analysis, deep knowledge of the South African petroleum industry, industry trends and related policies and legislations, demonstrate capability of analysing fuel samples using internationally accepted methods, good ability to collate and interpret data and make recommendations thereof, demonstrate skills in project management, demonstrate communication, writing and presentation skills.

13.7.2 CV's of the team leader and team members must be attached to the technical proposal as proof.

### **13.8 Qualification**

13.8.1 Team leader and team members must possess a minimum of a **bachelor's degree in the relevant discipline (i.e Chemistry or Petrochemical engineering)**.

13.8.2 Copy of certified certificates of the team leader and team members must be attached to the technical proposal as proof. **Failure to attach proof, bidders will forfeit functionality points.**

### **13.9 Project Plan**

13.9.1 Project plan with intermediate and final outputs and identified time frames / milestones;

13.9.2 Proposed Methodology;

13.9.3 Management of the project; and

### **13.10 Skills Transfer Plan**

13.10.1 Service providers are required to demonstrate how they will transfer skills to DoE petroleum inspectorate during the duration of the project.

## 14. EVALUATION CRITERIA

14.1 Bids will be evaluated on 80/20 point system as outlined in the PPPFA of 2017. The proposals will be evaluated in two phases:

**Phase 1:** Bidders will be evaluated based on functionality. The minimum threshold for functionality is **70 out of 100 points**. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price points.

No	Criteria	Weights
1	<p><b>Company Experience:</b></p> <ul style="list-style-type: none"> <li>❖ Service providers should at least have ten (10) years practical experience in the fuel testing, sampling and analysis, deep knowledge of the South African petroleum industry, industry trends and related policies and legislations.</li> <li>❖ Demonstrate capability of analysing fuel samples using internationally accepted methods, good ability to collate and interpret data and make recommendations thereof.</li> <li>❖ Demonstrate skills in project management, communication, writing and presentation skills.</li> <li>❖ Proof from 3 contactable referees indicating that similar project was executed should be attached.</li> </ul>	<p><b>30</b></p> <p>10</p> <p>10</p> <p>5</p> <p>5</p>
2	<p><b>Team leader and team members:</b></p> <p>(i) Team Leader must have at least seven (7) years practical experience in fuel testing, sampling and analysis, deep knowledge of the South African petroleum industry, industry trends and related policies and legislations, demonstrate capability of analysing fuel samples using internationally accepted methods, good ability to collate and interpret data and make recommendations</p>	<p><b>20</b></p> <p>10</p>

	<p>thereof, demonstrate skills in project management, demonstrate communication, writing and presentation skills.</p> <p>(ii) Individual team members must have at least five (5) years practical experience in fuel testing, sampling and analysis, deep knowledge of the South African petroleum industry, industry trends and related policies and legislations, demonstrate capability of analysing fuel samples using internationally accepted methods, good ability to collate and interpret data and make recommendations thereof, demonstrate skills in project management, demonstrate communication, writing and presentation skills.</p> <p>(iii) CV's must be attached as proof.</p>	10
3.	<p><b>Qualifications:</b></p> <p>(i) Team leader must possess a minimum of a bachelor's degree in the relevant discipline (i.e. Chemistry or Petrochemical engineer).</p> <p>(ii) Team members must possess a minimum of a bachelor's degree in the relevant discipline (i.e. Chemistry or Petrochemical engineer).</p> <p>(iii) Proof of certified certificates must be attached.</p>	<p><b>15</b></p> <p>5</p> <p>5</p> <p>5</p>
4	<p><b>Project Plan:</b> Detailed Project/ Execution Plan and Management should be attached.</p> <p>(i) Project plan with intermediate and final outputs and identified timeframes/milestones;</p> <p>(ii) Proposed Methodology; and</p> <p>(iii) Management of the project.</p>	<p><b>30</b></p> <p>10</p> <p>10</p> <p>10</p>
5	<p><b>Skill Transfer Plan:</b> Have capacity for internship that is inline aligned with relevant SETAs PIVOTAL skills programme</p>	<b>5</b>
<b>Total</b>		<b>100</b>

**For purpose of evaluating functionality, the following values will be applicable:**

<b>1=</b>	<b>Very poor</b>	Will not be able to fulfil the requirements
<b>2=</b>	<b>Poor</b>	Will not be able to fulfil the requirements
<b>3=</b>	<b>Average</b>	Will partially fulfil the requirements
<b>4=</b>	<b>Good</b>	Will be able to fulfil the requirements
<b>5=</b>	<b>Excellent</b>	Will fully fulfil the requirements

**Phase 2:**

<b>Price</b>	<b>80</b>
<b>B-BBEE compliance</b>	<b>20</b>

## **15. FORMAT AND SUBMISSION OF THE PROPOSAL**

- 15.1 All the standard bidding documents (SBD) must be completed in all respects by bidders. Failure to comply will invalidate a bid.
- 15.2 Bidders are requested to submit two (2) copies: 1 original plus copy of the Proposal and bid documents.

## **16. CLOSING DATE**

- 16.1 Proposals must be submitted on or before **24 May 2018, at 11H00**, Department of Energy, 192 Corner Visagie and Paul Kruger Streets, Pretoria in the bid box marked Department of Energy. **No late bids will be accepted.**

**17. ENQUIRIES**

**17.1 All Technical Enquiries to be directed in writing to:**

Ms Lesego Majaja

Tel: 012 406 7537

Email: [Lesego.majaja@energy.gov.za](mailto:Lesego.majaja@energy.gov.za)

**17.2 All Bid enquiries should be directed to:**

Ms. Daisy Maraba

Tel: 012 406 7748

Email: [daisy.maraba@energy.gov.za](mailto:daisy.maraba@energy.gov.za)

Ms. Leah Mnguni

Tel: 012 406 7703

Email: [Leah.mnguni@energy.gov.za](mailto:Leah.mnguni@energy.gov.za)