

REQUEST FOR QUOTATION (RFQ)

RFQ REF	FIN-INF-07/2026
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF DIESEL ON AN “AS AND WHEN” BASIS FOR A PERIOD OF TWENTY-FOUR (24) MONTHS.
RFQ ISSUE DATE	15 OCTOBER 2026
COMPULSORY PHYSICAL CLARIFICATION MEETING DETAILS	26 OCTOBER 2026 AT 11H00AM
CLOSING DATE & TIME	30 OCTOBER 2026 AT 16H00 PM

Submissions must be electronically submitted to InfrastructureRQE@legal-aid.co.za on or before the closing date of this RFQ,

For queries, please contact **Phumlani Ngidi** via email: PhumlaniN@legal-aid.co.za

SUPPLIER NAME :

POSTAL ADDRESS :

TELEPHONE NO :

FAX. NO. :

E MAIL ADDRESS :

CONTACT PERSON :

CELL NO :

SPECIFICATION FOR SUPPLY AND DELIVERY OF DIESEL ON 'AS AND WHEN' BASIS-FINANCE

Legal Aid South Africa is an independent statutory body established by the Legal Aid Act, 1969 (Act 22 of 1969), replaced by the Legal Aid South Africa Act 39 of 2014. Its aim is to render legal aid to indigent persons as widely as possible within its financial means, including providing legal representation and advice at state expense as contemplated in the constitution. Legal Aid South Africa is a high-performance organization delivering its constitutional mandate to provide legal assistance to the poor.

The Legal Aid SA hereby invites suitably qualified and reputable service providers to submit proposals for supply and delivery of diesel on an **"As and When"** basis for the period of twenty-four months.

1. OBJECTIVE OF THE REQUEST FOR QUOTATION:

The objective of this Request for Quotation (RFQ) is to appoint a suitably qualified and experienced service provider for the **supply and delivery of diesel on an as-and-when-required basis, 24 hours a day, 7 days a week, 365 days a year (24/7/365)** to Legal Aid South Africa National Office.

The appointed service provider will be required to supply diesel in accordance with the organisation's operational requirements and deliver the required quantities to National Office within the agreed response times. Deliveries will be made based on authorised requests and actual operational demand, with no guarantee of a minimum quantity or expenditure.

The purpose of the RFQ is to ensure the reliable, timely and uninterrupted availability of diesel for operational requirements, including standby generators, particularly during power interruptions and emergencies.

The service provider must ensure that all diesel supplied complies with applicable South African standards, legislation and quality requirements and that deliveries are undertaken safely and in accordance with applicable occupational health and safety and environmental requirements.

The contract will operate on an **as-and-when-required basis for the duration of the contract**, with payment based on the actual quantities of diesel supplied and delivered against authorised orders/requests.

2. AREA:

Legal Aid SA offices, Legal Aid House, 29 De Beer Street, Braamfontein.

3. DETAILED SCOPE OF WORK:

The successful service provider shall be required to provide Legal Aid SA with the following, but not limited, to services over a period of twenty-four (24) months from appointment:

- 3.1 Supply and delivery of Ultra-low Sulphur diesel 50ppm diesel to refill the generator and reserve tank at Legal Aid Building 29 De Beer Street Braamfontein Johannesburg on an 'As and When' basis for a period of twenty-four months from appointment. (Transportation, cost of refilling and sundry items must be included)
- 3.2 Automotive diesel fuel is an unleaded petroleum-based liquid fuel used in compression-ignition (diesel) engines of vehicles like cars, trucks, and buses. It has a high energy content, a high cetane number for efficient ignition, and is regulated by standards to control quality, sulfur content, and emissions. It must comply with SANS 342 specifications.
- 3.3 Fuel must be delivered with a mobile refueler complying with all applicable legislative requirements.
- 3.4 Fuel must be free from water, sediment, dirt, microbial contamination and other substances that could adversely affect equipment.
- 3.5 The supplier should be responsible for ensuring the fuel is not contaminated during storage, transportation or delivery.
- 3.6 Legal Aid SA will reserve the right to request a certificate of analysis (COA) or any other acceptable evidence of fuel quality.

4. LEGISLATIVE REQUIREMENTS AND COMPLIANCE:

- Awarded bidder must at all times comply with the following legislative acts and applicable regulations:
- The Occupational Health and Safety Act No 85 1993;
- Petroleum Products Act 1977 In Conjunction with Petroleum Products Amended Act No 2 of 2005;

- SANS 10228 – Dangerous Goods Transit;
- SANS 10231 – Transportation of Dangerous Goods
- National Environmental Act, Act No.107 of 1998;
- National Road Traffic Act, Act No. 93 of 1996;
- National Regulator for Compulsory Specifications Act, Act No. 5 of 2008
- The service provider must take reasonable care of all precautionary safety and environment actions and be prepared in the event of spillage and/or fire;

5. SERVICES LEVELS AND RESPONSE TIMES:

- 5.1 Normal Incidents: Delivery **must** take place within **24 hours** of receipt of Purchase Order or written confirmation in any formal communication mode deemed suitable by Legal Aid SA 24/7, 365 days of the year.
- 5.2 Emergency incident: For emergency orders, the supplier must acknowledge receipt within one (1) hour and complete delivery on site within five (5) hours after receipt of an authorised written order seven (7) days a week.

6. Health and Safety File

Bidder will be required to submit or hand in a Safety File Plan (particular attention must be given to adherence to all OHS regulations).

The successful bidder will be required to comply with the Occupational Health and Safety Act 85 of 1993 and Regulations, and Compensation for Occupational Injuries and Disease Act 130 of 1993 and applicable legislations. This will include the provision of a Site Health and Safety File with all relevant documentation this will only be required upon appointment. Adherence is to be maintained throughout the duration of the contract

7. Mandatory Requirements

First Phase Evaluation: Mandatory Documents

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation.

Bidders must indicate their compliance/ non-compliance to the following requirements and to substantiate as required.

MANDATORY REQUIREMENT		COMPLY	NOT COMPLY
1.	The bidder must possess a relevant license from the Department of Energy to supply diesel. A valid petroleum products: Diesel, wholesale license to be attached.		
2.	The bidder must be operating within Gauteng and submit proof of address of the premises. Bidder to attach proof of address (lease, title deed or municipal account).		
3.	The bidder must submit at least three (3) contactable references, testimonial/reference letters for term-contract diesel supply services successfully undertaken and completed within the last five (5) years and must contain the following: • Detail scope of work • Client Referee Contact Details • On Official company letterhead, • Signed and Dated.		

NON-SUBMISSION OF THE MANDATORY DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.

Please note that this is not an instruction to proceed with supply of any goods or service unless the quotation is approved and a purchase order is supplied

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8. Pricing:

Pricing Structure Requirements

- The prices of diesel (fuel), in South Africa are regulated by the Department of Mineral Resources and Energy (DMRE).
- The DMRE adjusts the Basic Fuel Price monthly, which form the basis for determining regulated wholesale and retail prices.
- For Diesel are required to submit the offer using a basic fuel price for October 2026 and all the relevant cost.
- Prices quoted must be furnished based on “delivered to State facility” country-wide, and inclusive of VAT.

Cost Breakdown

- Bidders are requested to submit the cost breakdown of their pricing for each item offered on the response fields allocated on the pricing schedule for each item offered. The cost breakdown submitted will be utilized during the price adjustment considerations.

Example:

Component	Amount per litre
DMRE Basic Fuel Price / applicable DMRE reference price	R20.00
Delivery & transport	R1.20
Handling & administration overhead	R0.50
Supplier profit	R0.80
Final Ad Hoc Rate	R22.50/litre

NB:

- For evaluation purposes, 15,000 liters will be used. The following criteria will be applied to calculate the estimated value: this is not fixed but only indicative.
- Legal Aid SA reserves the right to obtain fuel from other sources if the service provider fails to deliver fuel within the agreed timelines.

9. Consequences of non-conforming fuel:

Where fuel is found to be contaminated or non-conforming:

- the delivery may be rejected;
- the service provider must remove and replace the fuel at its own cost;
- the service provider must bear reasonable costs associated with draining/cleaning contaminated tanks and fuel systems;
- the service provider may be liable for damage to generator or other equipment directly or indirectly caused by the non-conforming fuel;
- any applicable contractual penalties/remedies may be invoked
- Legal Aid SA reserves the right to recover demonstrable losses arising from the supplier's non-conforming delivery, subject to the contract terms.

10. Terms and conditions:

- Quotation must be VAT inclusive where applicable;
- Quotations must be valid for a minimum period of 30 and maximum 120 days from the closing date;
- The full costs must be disclosed and no variances will be entertained;
- The following documents must be completed and returned together with the quotation:
 - SBD 1
 - SBD 3.1
 - SBD 4
 - SBD 6.1
 - (together with the proof to substantiate the points claimed as per the table)
- Quotation on a company letterhead must be provided;
- The service provider will not be entitled to a retainer fee;
- The estimated quantity of 15,000 litres over the 24-month contract period is provided solely for evaluation and comparative pricing purposes and does not constitute a minimum purchase commitment or guaranteed volume. Legal Aid South Africa shall only be liable for quantities actually ordered, delivered and accepted in accordance with authorised purchase order
- Legal Aid SA reserves the right to award the same item to more than one bidder to ensure security of supply, maintain continuity of service, and mitigate the risk of supply disruption. The maximum number of bidders per item to be awarded will be determined at the discretion Legal Aid SA.
- Legal Aid SA may conduct negotiations with the highest-ranked responsive bidder before award, where permitted by the applicable SCM Policy and prescripts, provided that the negotiations do not afford the bidder an unfair advantage, alter the essential scope, or result in a price higher than the bidder's tendered price. No material post-award price or scope negotiation will be permitted except through a lawfully approved contract amendment.
- **Bidders will be evaluated on the Preference Point System of 80/20 whereby the maximum points are as follows: Price = 80 points and HDI = 20 points**
- A maximum of 20 points may be awarded to a tenderer for specific goals specified for the tender as follows:

Specific goals	Points
Historically Disadvantaged individual (HDI)	
1) Enterprises with ownership of 51% or more by person/s who are black person/s.	10
2) Enterprises with ownership of 51% or more by person/s who are women	5
3) Enterprises with ownership of 51% or more by person/s who are youth	3
4) Enterprise with ownership of 51% or more by person/s with disability	2
5) Enterprises with ownership of less than 51% by person/s who are black or less than 51% by person/s who are women or less than 51% by person/s who are youth or less than 51% by person/s with disability	0
Total	20

Proof and Acceptable Evidence	
B-BBEE Level of Contributor	B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per the Codes of Good Practice
Women	CIPC documents/B-BBEE Certificate / Sworn- Affidavit / Certified Copy of Identity Document
Black Youth	CIPC documents/B-BBEE Certificate / Sworn- Affidavit / Certified Copy of Identity Document
Disability	Medical Report/ CIPC documents/B-BBEE Certificate / Sworn- Affidavit/ Certified Copy of Identity Document

- Prices to be fixed for a year upon appointment;
- **A Health and Safety File will be required to be maintained for the duration of the Contract;**
- **Only the Awarded Bidder will be required to submit a Safety File/ Plan for Works before the commencement of the Contract;**
- The Awarded Bidder will be required to submit a valid COIDA Certificate for Fuel Delivery Services
- The bidder must provide proof of registration on National Treasury's Central Supplier Database (CSD) which should reflect that the bidder is an active supplier, is tax compliant and is not a restricted supplier;
- Quotations must be submitted by email to InfrastructureRQF@legal-aid.co.za
- Site Viewing and Technical enquiries should be directed by email to PhumlaniN@legal-aid.co.za
- **Hand-delivered quotations will not be considered;**
- **Payments will be made within 30 days of the invoice date;**

APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF DIESEL ON AN "AS AND WHEN" BASIS FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

- **Closing date of submission is on at 30 October 2026 AT 16h00 pm.**

COMPULSORY PHYSICAL CLARIFICATION MEETING DETAILS:

Date: 26 October 2026

Time: 11:00AM

Place: 29 De Beer Street, Legal Aid House Braamfontein 2017

LEGAL AID SOUTH AFRICA RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT AND SHALL NOT ENTERTAIN ANY CLAIM FOR COSTS THAT MAY HAVE BEEN INCURRED IN THE PREPARATION AND SUBMISSION OF THE PROPOSAL.