

2025



**APPOINTMENT OF SERVICE PROVIDER FOR PURCHASE AND INSTALLATION OF
22 X WHITEBOARDS FOR PETROLEUM AGENCY SA**

REFERENCE NUMBER: PASA-RFQ-2025-30

ISSUE DATE: 19 MARCH 2025

CLOSING DATE AND TIME: 28 MARCH 2025

VALIDITY PERIOD: 90 DAYS FROM THE CLOSING

EMAIL ADDRESS FOR SUBMISSIONS: procurement@petroleumagency.co.za

REQUEST FOR QUOTATION (RFQ)
REFERENCE NUMBER: PASA-RFQ-2025-30

1. INTRODUCTION

Petroleum Agency SA (herein referred to as the “Agency” or “PASA”) is a state-owned company involved in the search for appropriate energy solutions to meet the energy needs of South Africa and the sub-Saharan African region. It also manages the operation and development of the oil and gas assets of the South African government. The company falls under the auspices of the Department of Mineral Resources and Energy (DMRE). For more information on the company, you can visit our current website: www.petroleumagencyrsa.com.

2. BACKGROUND AND DELIBERATION

PASA requests potential suppliers to submit detailed quotations for the purchase of 22 magnetic whiteboards and have them installed in the relative offices. We have identified the offices.

3. SCOPE OF REQUIREMENTS

Below is the number of offices identified on the first and second floor and specification of the whiteboards.

1st Floor (Qty 9)

Offices	Qty
Admin Open Plan	1
Jimmy (System Administrator)	1
CIO	1
IS Open Plan	1
IT Open Plan	1
Thobile (IT Lab Office)	1
COO Open Plan 2	1
COO Open Plan 1	1
COO	1

2nd Floor (Qty 12 and 1 special)

Offices	Qty
Procurement Open Plan	1
COSEC Open Plan	1
COSEC PA	1
COSEC	1
CEO (special)	1
CFO	1
CFO PA	1
Finance Open Plan	1
Licensing Open Plan	1
Licensing Manager	1
Comms Open Plan	1
Comms Manager	1
HR Manager	1

Specification of the whiteboards:

- 21 X Size 1500 x 1200mm slim line magnetic
- 1 X Size 1500 x 1200mm Magnetic Year Planner;
- And the installation of all boards is to be included in the price.

4. DETAILED PRICING:

- The prices quoted should be (Inclusive of VAT), in South African Rand currency.
- Products / services offered should conform to Petroleum Agency SA specifications.

5. DEADLINE FOR SUBMISSIONS

The deadline for the submission of this RFQ is 12:00 PM on **28 March 2025**. Responses received after the closing date and time will not be accepted for consideration.

6. PRE-QUALIFICATION REQUIREMENTS

6.1 PHASE 1:

Administrative Evaluation Criteria

Initial Screening Process: At this phase bidder's response are reviewed to check if bidders have responded according to PASA RFQ document.

Required Documents	Non-submission may result in disqualification	
SBD1- Invitation to Bid	Yes	Must be completed and signed
SBD4 - Declaration of Interest	Yes	Must be completed and signed
SBD6.1- Preference Claim Form and Certified copy of B-BBEE Certificate or Affidavit	No	Non-submission will lead to zero (0) score on specific goals. "In instances where there are inconsistencies in a BBEE AFFIDAVIT received i.e. percentages not tying up, we will award zero points on specific goals"
Quotation	Yes	A detailed quotation must be submitted
Central Supplier Database (CSD) Registration Summary.	No	The service provider must be registered on the CSD. If not registered visit https://secure.csd.gov.za to complete the process prior to submission of proposal.
Valid Tax Compliance Status (TCS) Pin or Printed TCS report	No	PASA will not award any bid to a bidder who is not tax compliant.
Company Profile	No	Service provider to submit the company profile

Note: Bidder/s failing to meet the above administrative test may be eliminated and not be evaluated on price and specific goals phase.

6.2 PHASE 2

Compliance verification to specification

All bidders that fail to submit the detailed quotation will be disqualified.

	Mandatory requirements	Comply	Not comply
1.	Detailed quotation confirming the specification requirements		
	Comment:		

6.3 PHASE 3

Price and Specific Goals

All bids that meet the compliance verification will be evaluated further on preference point system

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
TOTAL SCORE:	100

Specific goals and points that may be claimed for this RFQ indicated below

Evaluation Criteria	Points (20)
100% Black ownership	12
30% or more black women ownership	5
Any % ownership of designated group	3
TOTAL SCORE:	20

- Black ownership: 100% black full owned entities will score full 12 points
- Black ownership between 75%-99% will score 8 points
- Less than 75% but above 50% will score 6 points

6 BRIEFING SESSION

None

7 BID VALIDITY

Proposals shall remain valid for a period of ninety (**90**) days after the closing date of the RFQ.

8 PREPARATION COSTS

The bidder will bear all its costs in preparing, submitting and presenting any response or proposal to this RFQ and all the other costs incurred by it throughout the bidding process.

9 SPECIAL CONDITIONS

Petroleum Agency SA reserves the right:

- 9.1 To award this RFQ to a bidder that did not score the highest total number of points, only in accordance with section 2(1) (f) of the PPPFA (Act 5 of 2000).
- 9.2 To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
- 9.3 To accept part of a bid rather than the whole tender.

- 9.4 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- 9.5 To correct any mistakes at any stage of the RFQ that may have been in the Bid documents or occurred at any stage of the process.
- 9.6 To cancel and/or terminate the RFQ process at any stage, including after the Closing Date and/or after presentations have been made, and/or after quotations have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- 9.7 Award to multiple bidders based either on size or geographic considerations.

10 ENQUIRIES

For more information or enquiries relating to this RFQ, communication must be via e-mail to: procurement@petroleumagencyrsa.com.

11 PETROLEUM AGENCY SA REQUIRES BIDDERS TO DECLARE

In the Bidder's Technical response, bidder(s) are required to declare the following:

Confirm that the bidder(s) is to: –

- a. Act honestly, fairly, and with due skill, care and diligence, in the interests of Petroleum Agency SA;
- b. Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- c. Act with circumspection and treat Petroleum Agency SA fairly in a situation of conflicting interests.
- d. Comply with all applicable statutory or common law requirements applicable to the conduct of business.
- e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with Petroleum Agency SA;
- f. Avoidance of fraudulent and misleading advertising, canvassing and marketing.
- g. To conduct their business activities with transparency and consistently uphold the interests and needs of Petroleum Agency SA as a client before any other consideration; and
- h. To ensure that any information acquired by the bidder(s) from Petroleum Agency SA will not be used or disclosed unless the written consent of the client has been obtained to do so.

I, the undersigned have read the RFQ document number.....

I further represent and warrant that I am empowered and duly authorized to execute this bid on behalf of the bidder and this offer will remain in effect for at least ninety **(90)** business working days from the closing date of the bid.

I, the undersigned, understand that Petroleum Agency SA is not bound to accept the lowest offer, nor will any expenses incurred by the bidder in connection with preparing and submitting this bid be borne by Petroleum Agency SA.

SIGNATURE OF THE BIDDER

Signature(s) of Bidder or assignees(s)

Date

Name of Signing Person

Capacity

Name of Bidder (Company Name)
