

2026



**APPOINTMENT OF ELECTRICAL COMPANY TO COMPLETE ELECTRICAL WORK
AND ISSUE A COC FOR MILNERTON STORES ON COMPLETION OF WORK.**

REFERENCE NUMBER: PASA-RFQ-2026-10

ISSUE DATE: 25 JULY 2025

CLOSING DATE AND TIME: 04 AUGUST 2025 AT 12H00

VALIDITY PERIOD: 90 DAYS FROM THE CLOSING DATE

EMAIL ADDRESS FOR SUBMISSIONS: procurement@petroleumagencyrsa.com

REQUEST FOR QUOTATION (RFQ)

REFERENCE NUMBER: PASA-RFQ-2026-10

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.petroleumagency.co.za.

2. PURPOSE

The purpose of this Request for Quotation (RFQ) is to source quotations from potential service providers to electrical company to complete electrical work and issue a COC for Milnerton stores on completion of work.

3. BACKGROUND AND DELIBERATION

In 2021, the Petroleum Agency SA (PASA) finalized a lease agreement for warehouse space in Milnerton with the Strategic Fuel Fund (SFF) to utilize it as the library to store all upstream oil and gas exploration drill cores and oil samples.

Since the occupation of the facilities by personnel, several health and safety elements have been identified that need immediate attention. So, it is crucial to ensure the facility meets all necessary health and safety regulations before proceeding with the allocation of resources.

As an organization, it is crucial to ensure the safety and stability of our buildings, particularly those that house our valuable assets and employees. The warehouse at Milnerton requires electrical work to be done so as to obtain a COC certificate.

Agency request an electrical consultant to compile a list of key areas that needs attention/upgrade on our electrical infrastructure.

4. SCOPE OF WORK:

Main db

1. Check all breakers together in working order.
2. Trace circuits and relabel distribution board...no legend card.
3. Tidy up main db and clean up
4. Touch up with orange spray.
5. Allow for samite board blanks.

Main DB receiving area

1. Replace faulty bulbs on high bay lights x 2.
2. Disconnect 2 x high bay lights over office area and make safe.
3. Remove all p2000 trunking and all old plug sockets due to vandalism.
4. Replace 1 damaged industrial socket outlet
5. Test and label 3phase socket.
6. Remove all redundant pipes and trunking.
7. Repair 6 x old fluorescent fittings with new 5ft bulbs at 2 offices no. CT12 and CT11.

Main entrance Reception area and offices.

1. Test and inspect all electrical wiring
2. Fit 16x16 trunking to light cables x 2 at office CT 9.
3. Trace Sub db and reliable at office CT 2.
4. Label aircon isolator and tidy up cables at office CT 1.
5. Remove old bowl and gallery lights in men's toilets and close up.
6. Label aircon isolator at main entrance.
7. Replace 2 x 4ft led tubes cool white in ladies toilets CT 5.
8. Office CT 4. Label isolator to aircon, remove all odd trunking, replace 1 x 4ft led tube. cool white.
9. Office CT 7. Label isolator to aircon unit, remove trunking.
10. Office CT 10. Replace bulb to store and close trunking.
11. Office CT8...no access.
12. Passage, Remove boxes on wall.
13. SUB DB-E... relabel db and Test, tidy up db, fit 3 x samite neutral bars to 3 x earth leakages, remove connectors and fit another earth bar.

Store room at (SUB DB E)

1. Close up all open trunking and replace where necessary.
2. Rewire light circuits to offices which includes 2 light switches and 8 lights and allow for 8 x 5amp sockets for lights.
3. Replace 8 x old fluorescent fittings and replace 5ft bulbs.
4. Check all wiring to be safe.
5. Label 2 x aircon units isolators
6. Back of DB. E. close up all trunking and saddle cables.

Main Warehouse area. Entrance.

1. Replace 1 x industrial double plug at door.
2. Remove all old conduits and trunking and cables.
3. Replace faulty bulbs by all high bay lights x 46 ...NB! Cherry picker required for high work.
4. Disconnect and remove 3 x 5ft fluorescent fittings and remove wires.
5. Replace damaged UT 7 draw box with new one and make circuits safe.
6. Remove all odd pipes and wires.
7. Fit new industrial double plug and close up trunking(16x25).
8. Remove old distribution board...not in use. SUB DB.D.
9. Tidy up and saddle 25mm conduits on high area.
10. Remove 3 x old industrial sockets
11. Remove 3 x old plug sockets.
12. Replace 1 x double plug and rewire new circuit...
13. Trace and label 3phase socket
14. Fit new 3 phase industrial isolator to gate motor at dispatch.

Offices at back of warehouse. SUB DB.C

1. Relabel and clean up db. isolate all circuits in DB and remove all unnecessary wires and make safe all cables.
2. Replace 100x40 to open cables.

SUB DB C1

1. relabel db and clean up..
2. Trunking to cables needed (40×40).
3. Remove all old and damaged Trunking.

Upstairs offices.

1. Replace 2 x 4ft fluorescent fittings with new led type.
2. Replace 3 x double plugs 4x4 cbi and check wiring.

Outside area.

Wash bay ...make all cables safe and remove damaged lights.

Outside factory

1. Check all outside light fittings...if damaged remove and make safe to make compliant.
2. saddle all loose conduits and make safe.
3. Make safe aircon circuits x 3.

Electrical work needs to be made safe due to vandalism and not replacing electrical materials as building will be renovated.

After completion of all electrical work a certificate of compliance will be issued

5. 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.

6. DEADLINE FOR SUBMISSIONS

The deadline for the submission of this RFQ is 12:00 PM on **04 August 2025**. Responses received after the closing date and time will not be accepted for consideration.

7. PRE-QUALIFICATION REQUIREMENTS

7.1 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 BBBEE 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 technical evaluation.

7.2 PHASE 2

Compliance verification to specification

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

| | Mandatory requirements | Comply | Not comply |
|-------|--|---------------|-------------------|
| 7.2.1 | Detailed quotation confirming the specification requirements | | |
| | Comment: | | |

7.3 PHASE 3

Price and Specific Goals

All bids that meet the technical evaluation 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

8 BRIEFING SESSION

None

9 BID VALIDITY

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

10 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.

11 SPECIAL CONDITIONS

Petroleum Agency SA reserves the right:

- 11.1 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).
- 11.2 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).
- 11.3 To accept part of a bid rather than the whole tender.
- 11.4 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.
- 11.5 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.
- 11.6 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.
- 11.7 Award to multiple bidders based either on size or geographic considerations.

12 ENQUIRIES

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

13 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)
