



REQUEST FOR PROPOSAL/QUOTE (RFP/Q)

RFP/Q NUMBER	: EWM2026/08
DESCRIPTION OF SERVICE	: The Supply of Oils and Lubricants at Various Sites
RFP/Q SUBMISSION DETAILS	: Online Application / via e-mail (NO HAND DELIVERIES WILL BE ACCEPTED)
CLOSING DATE	: 14 August 2026
TIME	: 16H00 (Late applications will not be accepted)
WEBSITE	: www.enviroserv.co.za
E-MAIL	: Delisile.qwebu@enviroserv.co.za and sboniso.mangele@enviroserv.co.za

Company Name: _____

Representative Name: _____

Representative Signature: _____

Date: _____

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SECTION 1

1.1 ABBREVIATIONS

- | | | | |
|----|-------|---|---|
| a. | RFP/Q | - | Request for Proposal or Quote |
| b. | BBBEE | - | Broad Based Black Economic Empowerment |
| c. | EWM | - | EnviroServ Waste Management (Ltd) |
| d. | CPA | - | Consumer Protection Act 68 of 2008 |
| e. | OSHA | - | Occupational Health and Safety Act 85 of 1993 |
| f. | SLA | - | Service Level Agreement |
| g. | FML | - | Full Maintenance Lease |

1.2 DEFINITIONS

- a. "The Contract" means the agreement entered into between the EnviroServ and the awarded Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein. A contract will stem from this RFP/Q.
- b. "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- c. "The Goods" means all of the equipment, services, works and/or other materials, which the Supplier is required to supply to the Procuring entity under the Contract.
- d. "EnviroServ" means the organization or procuring entity purchasing the goods under this Contract i.e ENVIROSERV WASTE MANAGEMENT (PTY) LIMITED.
- e. "The Supplier" means the individual or firm supplying the goods under this Contract.
- f. "Ex-Stock" means a product or service can supplied immediately without any delay manufacturing lead time.

1.3 SCOPE OF WORK

a. Purpose

EnviroServ invites suitably qualified and experienced suppliers to submit proposals for the ***Supply and Delivery of Oils, Lubricants, Greases, Coolants and Related Products*** across its designated operations. The purpose of this Request for Tender (RFT) is to establish a supply arrangement with supplier(s) capable of providing quality products, reliable service, technical support, and competitive pricing in accordance with EnviroServ's operational requirements.

The detailed list of required materials is provided in ***Annexure C***, which forms an integral part of this Scope of Work. Tenderers shall submit pricing and all supporting information for the items listed in Annexure C.

1.4 RFP PROCESS

The following timeline table outlines the milestones and their respective due dates:

Milestone	Date
Advertisement period of RFP	30 July 2026 – 14 August 2026
Response submitted by	14 August 2026
Adjudication	17 August 2026 – 21 August 2026
Extend offer/s and sign Contract/s / SLA	TBA
New Contract effective date	TBA

1.5 SUBMISSION REQUIREMENTS

All Suppliers shall include the following information and documentation with their offer and where copies are attached they are to be certified:

- a. Completed RFP/Q document
- b. Code of Good Practice – Suppliers (As attached in Annexure A)
- c. Supplier Questionnaire (As attached in Annexure B)
- d. Written Power of Attorney of the signatory of the offer to commit the Supplier
- e. Proof of business address
- f. Accredited BBBEE status documentation
- g. Tax clearance certificate
- h. Price Schedule (As attached in Annexure C)
- i. Terms and Conditions of Trade (As attached in Annexure D)
- j. Company Registration Documents
- k. Tender Submission Form (As attached in Annexure E)
- l. COID Letter of good standing

Non-compliance to the requirements will result in an automatic disqualification as a bidder.

Submission of fraudulent documentation will also result in disqualification.

1.6 RULES AND REGULATIONS

- a. All documents relating to the offer will be in the English Language;
- b. The Supplier is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the RFP/Q documents or to submit an offer not substantially responsive to the RFP/Q documents in every respect will be at the Bidder's risk and may result in the rejection of its offer;
- c. The Bidder shall prepare one (1) original set of documents and clearly mark these as "ORIGINAL". **If Applicable.**
- d. **This ORIGINAL documentation shall be typed/written in indelible ink (black) and shall be signed by a person (or persons) duly authorised to sign on behalf of the Supplier. All pages of the tender where entries or amendments have been made shall be initialed by the person (or persons) signing it.**
- e. This ORIGINAL bid documentation shall be sealed in an envelope.**(If Applicable)**
- f. This sealed envelope will be addressed to EnviroServ's address provided in this document with the Bidder's name and RFP/Q reference number reflected. The envelope must also be marked with a clear warning NOT TO OPEN before the specified date and time;**(If Applicable)**
- g. The tender shall contain no alterations or additions, except those who comply with instructions by EnviroServ, or as necessary to correct errors by the bidder in which case such corrections shall be initialed by the person (or persons) signing the tender;
- h. EnviroServ may extend the deadline of submission of offers by issuing an amendment in which case all rights and obligations of EnviroServ and the bidders previously subject to the original deadline, will then be subject to the new deadline;
- i. NO LATE submissions will be accepted;
- j. Suppliers may modify or withdraw their submission by giving notice in writing before the deadline;
- k. Offers shall remain valid for 30 days or more after date of opening; Offers valid for a shorter period will be rejected and considered non responsive.
- l. No information shall be disclosed to Suppliers or any other persons prior to official adjudication process. Any effort by a bidder to influence EnviroServ's process of bid-awarding decisions may result in the rejection of his bid;
- m. The Supplier shall bear all costs associated with the preparation and submission of its offer, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the RFP/Q process;
- n. EnviroServ will determine the substantial responsiveness of each offer to the RFP/Q documents, substantially responsive tender is one, which conforms to all the terms and conditions of the RFP/Q documents without material deviations. There is no recourse should an offer be disqualified.
- o. EnviroServ will determine to its satisfaction whether a Supplier is qualified to perform the work satisfactorily. The determination will take into account the Supplier's financial, technical, and contractual capabilities. It will be based upon an examination of the documentary evidence submitted.
- p. EnviroServ reserves the right to accept or reject any offer, lowest quote or otherwise, and to annul the RFP/Q process and reject all offers at any time prior to contract award, without thereby incurring any liability to the affected Supplier on the grounds for the procuring entity's action. EnviroServ reserves it right to annul the procurement process an anytime.
- q. The bidder must reveal it's national foot print in South Africa by naming each branch/depot in every province and/or other national representation agencies, etc.;

- r. EnviroServ will notify the successful Supplier in writing that its offer has been accepted. The notification of award will signify the formation of the Contract but will have to wait until the contract is finally signed by both parties. Simultaneously other Suppliers shall be notified that their offers have not been successful.
- s. There is NO APPEAL process and EnviroServ's decision will be final.
- t. This RFP/Q trading terms and conditions supercedes the Suppliers trading terms and conditions.

1.7 EQUIPMENT ORIGIN, SPECIFICATIONS AND DRAWINGS (IF APPLICABLE)

- a. All equipment to be supplied and installed under the contract shall have their origin in eligible source countries.
- b. For purposes of this clause, "origin" means the place where the equipment(s) are produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
- c. The origin of equipment is distinct from the nationality of the Supplier and shall be treated thus in the evaluation of the RFP/Q.
- d. Suppliers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply.
- e. Suppliers must indicate on the specifications sheets whether the equipment offered comply with each specific requirement.
- f. A clause-by-clause commentary on EnviroServ's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications and an explanation of how any such deviation from provided specifications will still satisfy the requirements as set.
- g. All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any, shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. and an explanation whether the equipment can meet stated requirements even with such deviations. EnviroServ reserves the right to reject the equipment, if such deviations shall be found critical to the use and operation of the equipment and hence making the equipment to not meet requirements.

1.8 GENERAL TERMS AND CONDITIONS OF CONTRACT

a. Application

These General Conditions shall apply in all Contracts made by EnviroServ.

b. Standards

The Goods supplied under this RFP/Q shall conform to the standards mentioned in the Technical Specifications as per Annexure.

c. Use of Documents and Information

The Supplier shall not, without EnviroServ's prior written consent, make use or distribute any document or information in this RFP/Q. All documents, other than the Supplier Questionnaire itself, shall remain the property of EnviroServ.

d. Patent Rights

The Supplier shall indemnify EnviroServ against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or services supplied.

e. Inspection and Tests

EnviroServ or its representative shall have the right to inspect and/or to test the equipment to confirm their conformity to the technical specifications. EnviroServ shall notify the Supplier in writing in a timely manner, of the identity of any representatives retained for these purposes.

The inspections and tests may be conducted on the premises of the Supplier or even at EnviroServ's premises. Should any inspected or tested equipment fail to conform to the specifications, the EnviroServ may reject the equipment, and the Supplier shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to EnviroServ. This rejection may happen any time before expiry of the warranty offered by the Supplier of the goods.

EnviroServ's right to inspect, test and where necessary, reject the equipment after the equipment arrival and installation shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by EnviroServ or its representative prior to or after the equipment delivery.

f. Delivery and Documents

Delivery of the equipment, documents, installation and maintenance of the same shall be made by the Supplier in accordance with the terms specified by EnviroServ.

Suppliers must ensure the shortest possible delivery period of the equipment. Delivery period will be an important evaluation criterion and the responsive firm offering shortest delivery period will gain an advantage.

g. Pricing and Payment

Prices quoted by the Supplier shall remain fixed during the Supplier's performance of the contract. An offer submitted with an adjustable price quotation will be treated as non-responsive and will be rejected unless otherwise agreed by the parties. Prices indicated on the Price Schedule shall be the cost of the goods and any incidental works/services including all duties, VAT and other taxes. Payment of goods and services will be 45 or 60 days from statement.

h. Termination for Default

EnviroServ may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, terminate the contract in whole or in part:

- if the Supplier fails to deliver any or all of the equipment within the period specified in the Contract, or within any extension thereof granted by EnviroServ
- if the Supplier fails to perform any other obligation(s)

- if the Supplier, in the judgment of the EnviroServ has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

In the event that EnviroServ terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, equipment, works and services similar to those undelivered, and the Supplier shall be liable for any excess costs for such similar equipment.

i. Termination for convenience

EnviroServ by way of written notice may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the EnviroServ convenience, the extent to which performance of the Supplier of the contract is terminated and the date on which such termination becomes effective. No compensation will be payable for termination of contract.

j. Delivery terms

Goods and services must delivered or performed at EnviroServ sites.. EnviroServ prefers Suppliers to supply all regions. EnviroServ may elect split the contract to satisfy it needs.(If Applicable)

k. Commissioning

Test runs and eventual equipment commissioning (if applicable) will be done by the Supplier and a commissioning certificate signed by both parties on agreement between the two parties that the equipment has performed to expectations

l. Warranty

A warranty declaration of at least 1 year must be included **(if applicable)**

m. Technical support

Suppliers must include the after sales service arrangement, including technical support services, availability of spare parts, etc.

n. Agency

The Supplier shall attach documentary proof of appointment as an agent of the original equipment manufacturer through the manufacturer's authorization form duly signed by the manufacturer and on manufacturer's letterhead. The Supplier shall also elect its own agent however, they shall remain liable for all duties and obligations according the contract.

1.9 GENERAL ENQUIRIES

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

DEPARTMENT	PROCUREMENT
DESIGNATION	PURCHASING MANAGER
CONTACT PERSON	SBONISO MANQELE
TELEPHONE	011 456 5400

1.10 TECHNICAL ENQUIRIES

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

DEPARTMENT	OPERATIONS
DESIGNATION	NATIONAL MAINTENANCE & AFRICA SUPPORT MANAGER
CONTACT PERSON	SHERESH WELLCOME
TELEPHONE	011 456 5400

SECTION 2

2.1. ELIGIBILITY OF SUPPLIERS

- a. All eligible Suppliers are requested to sign the DECLARATION OF INTEREST and CODE OF CONDUCT attached in Annexure A stating any relationships with EnviroServ employees, or members of consortiums, or joint ventures and/or sub-Suppliers, either in the past or currently. Should this Declaration be proven to be false, the Supplier's offer will be rejected.
- b. Suppliers shall not be under administration.
- c. Suppliers shall not be under a declaration of ineligibility for corruption and fraudulent practices.
- d. EnviroServ's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in this RFP/Q.
- e. Suppliers must be in good standing with the South African Revenue Service.
- f. Suppliers must have a proven track record in the supply of the service on offer.
- g. Suppliers must have the ability to supply good and services on time and in full.
- h. A Suppliers poor service deliver record will adversely affect a Suppliers ability to be awarded this RFP/Q.
- i. Community suppliers will be given first preference.

2.2. SUPPLIER DETAILS

Company name _____

Physical Address _____

Postal Address _____

Landline Number _____

E-mail Address _____

2.3. DECLARATION

I.....confirm that the information given this day of 2026 is correct, accurate and I understand that any false information will lead to automatic disqualification without any further notice. I also understand that EnviroServ Waste Management (Pty) Limited will confirm with my previous clients that my company has dealt with if need be. We also declare that we have not engaged in any fraudulent practice or offered inducement to any member of procuring entity for purpose of this RFP.

Authorized signature..... Date.....

Name of signatory.....

3.2 ANNEXURE B – SUPPLIER QUESTIONNAIRE

SUPPLIER NAME			
CONTACT PERSON			
CELLPHONE / LANDLINE			
RFP/Q DESCRIPTION		EWM2026/08- The Supply of Oils and Lubricants at Various sites.	
		NB : please tick appropriate box	
Technical			
Does your services meet EnviroServ's specification?	Yes	No	
Price			
Is your price fixed for the contract period?	Yes	No	
Are your prices VAT exclusive?	Yes	No	
Payment		From Statement:	
What payment terms do you offer? (Please tick)	45 Days	60 Days	
General			
Do you agree to the terms and condition of the RFP/Q?	Yes	No	
Do you agree that this RFP/Q falls under the Consumer Protection Act?	Yes	No	
Trade references (Minimum three)	Yes	No	
Which community ward are you from?			
Documentation			
Have you submitted the following documents?			
• Completed RFP/Q document	Yes	No	
• Code of Good Practice – Suppliers (As attached in Annexure A)	Yes	No	
• Supplier Questionnaire (As attached in Annexure B)	Yes	No	
• Written Power of Attorney of the signatory of the offer to commit the Supplier	Yes	No	
• Proof of business address	Yes	No	
• Accredited BBBEE status documentation	Yes	No	
• Tax clearance certificate	Yes	No	
• Price Schedule (As attached in Annexure C)	Yes	No	
• Pictures, technical specifications, performance and relevant data of goods and services supplied (if applicable)	Yes	No	
• Terms and Conditions of Trade (As attached in Annexure D)	Yes	No	
• Company Registration Documents	Yes	No	
• Certificate of attendance (if applicable)	Yes	No	
• COID Letter of Good Standing	Yes	No	
• Tender Submission Form (As attached in Annexure E)	Yes	No	

3.3 ANNEXURE C – PRICING SCHEDULE VAT EXCLUSIVE

ESTIMATED MONTHLY VOLUMES

No.	Description	Gauteng	KZN	Eastern Cape	Western Cape
1	Engine Oil SAE15W40	2 x 210L Drums	80L	4 x 20L	80L
2	ATF (Steering Oil)	4 x 25L	1L	1 x 20L	3L
3	Gearbox Oil 80W90 GL5	As Required	16L	1 x 20L	16L
4	Diff Oil EP90 GL5	As Required	45L	As Required	45L
5	Hydraulic Oil HM68	1,000L	371L	2 x 210L Drums	40L
6	Pentosin (Clutch Servo Oil)	20L	2L	As Required	2L
7	Brake Fluid DOT 4	20 Units	3L	2 Units	1L
8	Multipurpose Grease EP2	4 x 50kg	1 x 50kg	2 x 15kg	1 x 15kg
9	Anti-Freeze RTU 50/50	4 x 20L	2 x 20L	1 x 20L	3 x 20L

TENDER PRICING SCHEDULE

No	Description	UOM	Gauteng (ZAR)	Kwa-Zulu Natal (ZAR)	Eastern Cape (ZAR)	Western Cape (ZAR)
1	Engine Oil SAE15W40	210L Drum				
2	ATF (Steering Oil)	25L				
3	Gearbox Oil 80W90 GL5	1L				
4	Diff Oil EP90 GL5	1L				
5	Hydraulic Oil HM68	210L Drum				
6	Pentosin (Clutch Servo Oil)	1L				
7	Brake Fluid DOT 4	500ml				
8	Multipurpose Grease EP2	50kg				
9	Anti-Freeze RTU 50/50	20L				

3.5. ANNEXURE D – TERMS AND CONDITIONS OF TRADE

TERMS AND CONDITIONS OF TRADE
Between
ENVIROSERV WASTE MANAGEMENT (PTY) LTD
(Reg. No: 2008/021152/07) / (VAT No: 4300251123)
("EnviroServ")
And

.....
(The Supplier ")
Company registration no.: VAT no:
Physical address: Postal address:
.....
.....
.....
Tel no: Fax no: Email:

1. Payment

Payment to the Supplier shall be effective within _____ from date of statement being emailed to EnviroServ.

2. Invoices

Invoices for services rendered/good supplied shall reflect the correct order number(s) and VAT number of the Supplier and EnviroServ; invoices shall be signed off by the authorised representative of the Supplier and shall be approved and signed off by a duly authorised representative of EnviroServ and to be valid for payment to be affected thereon. Invoices are to be emailed to librariangauteng@EnviroServ.co.za.

3. Bank particulars

Confirmation of the Supplier's banking particulars shall be confirmed in writing by the Supplier's banker alternatively by producing a cancelled cheque of the Supplier's banking account.

4. Discount

Early settlement discount will only be permitted if so agreed.

5. Service delivery

The Supplier shall deliver goods/supply services at the designated address specified in the Purchase Order. The Supplier will advise EnviroServ timeously of early/delayed performance.

6. Revoking of Purchase Order

EnviroServ reserves the right to revoke or cancel any Purchase Order by giving notice by electronic email to the Supplier.

7. VAT Registration

The Supplier shall produce a copy of its VAT registration certificate to EnviroServ.

8. Supplier's contractual terms

Contractual terms of the Supplier will only be of force and effect if presented to EnviroServ and accepted by it in writing.

Signed at.....on this.....day of 2026.

.....
Full name of signatory Signature Position of signatory of the Supplier

Signed at.....on this.....day of2026

.....
Clifford Mavundza
Head of Procurement and Supply Chain

3.4 ANNEXURE E – TENDER SUBMISSION FORM

TENDER SUBMISSION FORM

DESCRIPTION OF SERVICE : The Supply of Oils and Lubricants at Various Sites

TENDER NUMBER : EWM2026/08

TENDER CLOSING DATE : 14 August 2026

BIDDER INFORMATION	
COMPANY NAME	
NAME OF REPRESENTATIVE	
DESIGNATION OF REPRESENTATIVE	
SIGNATURE	
DATE OF SUBMISSION	
METHOD OF SUBMISSION (PLEASE TICK UNDERNEATH METHOD OF DELIVERY)	
EMAIL	WEBSITE
RECEIVED BY (NAME & SURNAME)	
DATE RECEIVED	
SIGNATURE	
DESIGNATION	

3.5 ANNEXURE F – EVALUATION CRITERIA

Evaluation Criteria		Weighted Score
		80/20
OPERATIONAL EFFECTIVENESS (SERVICE DELIVERY)		30
1	Technical Competence / Service: - Company Profile: - Ability to deliver required services - Expertise	20
2	Administrative Compliance to Tender requirements - All supporting documents have been submitted - Did not submit all the required documents but submitted these documents: Completed RFP Document, All Annexures, Valid BBEEE Certificate/Affidavit, Valid Tax Clearance, Company Document & Company Profile	10
FINANCIAL IMPACT (COST, FINANCE, WARRANTIES)		50
1	Fee structure	50
ECONOMIC EMPOWERMENT (B-BBEE & strategic partnership)		20
1	B-BBEE Level	10
2	% Black Ownership	5
3	% Black Woman Ownership	5

AGREED METHODOLOGY FOR TENDER EVALUATION CRITERIA (80/20 RULE)

- 80% CRITERIA

- **50% FOR PRICE (MAX)**
 - Lowest = 50%
 - 2nd Lowest = 25%
 - 3rd Lowest = 10%
 - Others – 0%
- **20% FOR EXPERIENCE/TECHNICAL COMPETENCE (MAX)**
 - Company Profile provided = 20%
 - Ability to deliver required services - 10%
 - Expertise = 5%
 - Trade references = 5%
 - No company profile = 0%
 - No references = 0%
- **10% FOR ADMINISTRATIVE COMPLIANCE (MAX)**
 - Submitted all required documents = 10%
 - Did not submit required documents = 0%

- 20% BEE CRITERIA

- **10% BEE LEVEL**
 - Level 1 = 10%
 - Level 2 = 7.5%
 - Level 3 = 5%
 - Level 4 = 2.5%
 - Level 5,6,7,8 = 0%
- **5% BO%**
 - BO ≥ 51 = 5%
 - BO < 51 = 0%
- **5% BWO%**
 - BWO ≥ 30% = 5%
 - BWO < 30% = 0%