

SASOL SUPPLY CHAIN

Communication



BEWARE: SUSPICIOUS AND FRAUDULENT ACTIVITIES

IMPORTANT: Sasol will never ask for any payments towards participating in Request for Quotation events (RFQ)

To help you identify any fraudulent activities, kindly take note of the following when receiving any Request for Quotations (RFQ's) from Sasol:

1. There are five (5) mechanisms through which RFQs are issued by Sasol:
 - A. Electronically via SAP, by the Tactical Procurement team. When printed, this document looks the same as the Sasol purchase order. When the request is part of a sealed bid, a specific process as detailed in point D will be followed.
 - B. Once off contracting and Small Projects, a RFQ is issued via Ariba and the supplier receives an email from Ariba with a link to the RFQ.
 - C. Mining Capital Procurement team executes the market solicitation process manually outside of the Ariba platform. The Request for Quotations are issued to the market through the email platform. The Request for Quotation is issued to all bidders simultaneously. The bids are received either through physical submission to the Brandspruit bid box or electronically to a Mining dedicated electronic bid submission box with address bid.mining@sasol.com.
 - D. Category Management and /or Capital Project Procurement RFQ's which will take place via email, a SAP Ariba invitation or via a link to Coupa.
- All Manual or electronic RFQ's are consistently structured in the same way:
 - The document will always request electronic delivery to bids.secunda@sasol.com or PEITCommercialBidBox@sasol.com or bid.mining@sasol.com submission via SAP Ariba or Coupa CSO. No other email, submission via SAP Ariba or Coupa CSO. No other email addresses should be used or copied*.
 - The subject line of the e-mail will always contain the following information:
 - The name of the responsible Sasol Supply Chain Specialist/ Advisor/ Commercial Official
 - The closing date and time
 - The RFQ unique reference number
 - When issued via SAP Ariba, the subject line of the e-mail will read: "Sasol has invited you to participate in an event: [Description of the RFQ]. The unique RFQ reference number will appear at the bottom of the e-mail and will either start with DOC (For Ariba Sourcing RFQ's) or a ten-digit number (For Ariba Discovery RFQ's)
- E In **Mozambique** for both Capital Projects and Operations RFQ's takes place via email or a SAP Ariba invitation.
- All email RFQ's are consistently structured the same way:
 - The document will request electronic delivery to sptprocurement@sasol.com for Mozambique Operations and bids.secunda@sasol.com for capital projects (note this is temporarily being used) . No other email addresses should be used or copied*.

- The subject line of the e-mail will always contain the following information:
 - The name of the responsible Sasol Supply Chain Specialist/Advisor/Commercial Official
 - The closing date and time
 - The unique reference number
 - When issued via SAP Ariba, the subject line of the e-mail will read: “Sasol has invited you to participate in an event: [Description of the RFQ]. The Unique RFQ reference number will appear at the bottom of the email and will either start with DOC (For Ariba Sourcing RFQ’s).
 - Sasol follows the Mozambican Petroleum Law Regulations. For Mozambique, the following should be completed before a tender can go out to the market:
- For tenders with the value of above **USD 500 000.00**, the Expression of Interest (EOI) or Request for Proposal (RFP) must be published in local Mozambican newspapers.
 - When sending out the EOI/RFP in newspaper, similar format is structured the same way and the subject line of the advert will always contain the following information:
 - The name of the responsible Sasol supply chain Specialist/Advisor/commercial Official
 - Closing time and date
 - Unique reference number (a PR number is mostly used)
 - Brief description of the scope of work

Sasol GSO (Gas Sourcing and Operations) will under no circumstances request money from suppliers in order to participate or send them the RFQ requirements.

2. In the case of a manual bid submission, a bid box and its location will always be stipulated. The format and clause should be similar to the following:

The BIDDER’S QUOTATION shall be submitted to SASOL in a sealed envelope, clearly endorsed as follows:

Quotation – Confidential

Request Number : _____

Supplying of Work : _____

Sasol Representative: _____

Closing date and time : _____ at ____ H _____

BIDDER’s name : _____

The sealed envelope must be deposited in the Quotation Box specified, at the different official sites in Secunda, Sasolburg or Sandton.

3. There will always be the details of a Sasol contact person in the RFQ document. The email address will be in the format: name.surname@Sasol.com. When the request is generated from Coupa the e-mail address will be relevant to the RFx scope followed by @sasol.cso.coupahost.com.

The following headings will normally appear in the Sasol RFQ document:

- THE FOLLOWING DEFINITIONS SHALL APPLY
- GENERAL
- PROCEDURE FOR SUBMITTING QUOTATION
- COMMUNICATION WITH SASOL
- REQUEST FOR QUOTATION MEETING AND/OR SITE VISIT (IF APPLICABLE)
- PRICE
- SASOL GENERAL TERMS AND CONDITIONS / NEC Conditions of Contract
- SECURITY, SAFETY, HEALTH AND WORK REQUIREMENTS
- QUOTATION OPENING AND EVALUATION
- AWARD OF CONTRACT
- BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE)
- EVALUATION AND COMPARISON OF QUOTATIONS
- QUOTATION SUMMARY
- SASOL LIST OF COMPANIES
- DESCRIPTION OF THE WORK

5. The Sasol RFQ will always refer to the Sasol Operating Model Entity (OME) that requires the good/service. It will also contain the Sasol OME's company registration number and its Value Added Taxation (VAT) number
6. A site visit to a Sasol site will be required for any on-site services. You will not be requested to visit any other non-Sasol sites.
7. In the event that the delivery address is that of a non-Sasol site, please confirm the authenticity before delivery is made.

Should you wish to clarify the validity of any Sasol RFQ, please get in touch with the Sasol Contact Centre on +27 860 104 777 or **contact.sasolshedservices@sasol.com**

Please report RFQ Fraud to the police and **rfqfraud@sasol.com**