**ANNEXURE C**

**The Bidder is required to use the reference letter template for clear and easily verifiable response to the bid requirements.**

**This letter format is to be completed by the:**

**either**

1. The Bidder (wholesaler) if they use their own trucks and qualified driver for the transportation and delivery of fuel.

**or**

1. The Logistics/ trucking company’s that is used by the bidder (wholesaler) to supplying trucks and qualified drivers for the transportation and delivery of fuel on behalf of the bidder.

**LETTER OF UNDERTAKING:**

|  |  |
| --- | --- |
|  | **REFERENCE LETTER FORMAT** |
|  | Letterhead |
|  | Legal Name |
| Bid Number (optional) | **RFP/LOG/2020/09** |
| Bid Description: (optional) | **Supply and Delivery of Bulk Fuel for SABC Auckland Park offices for a period of three (3) years** |
| ***Please indicate an undertaking on as the bidder according to the following Criteria by ticking column and providing comments / details:*** |
| Criteria  | Yes | No |
| *Outsourced services for delivery using fully compliant Trucks?*  |  |  |
| ***OR*** |  |  |
| Own delivery using fully compliant trucks |  |  |
| 1. ***AND***
 |  |  |
| 1. *With each delivery, the truck driver possesses a Valid driver’s licence with a Professional Driving Permit for Conveyance of Dangerous Goods (PrDP) by road.*
 |  |  |
| *At delivery, the truck driver is accompanied by an Assistant trained in handling Hazardous and Dangerous Goods.*  |  |  |
| 1. *With each delivery, both the driver and the assistant are trained in basic firefighting*
 |  |  |
| Completed by:  |  |
| Signature:  |  |
| Company Name:  |  |
| Position: |  |
| Contact Telephone Number:  |  |
| Date:  |  |