



**PetroSA**

## MINUTES OF SCOPE CLARIFICATION MEETING

**TENDER/QUOTATION CTT26499 – Specialised NDT  
for PetroSA in Mossel Bay**

<b>Meeting No.:</b>	01	<b>Meeting Date:</b> 29 January 2026
<b>Present:</b>	Nesha Gaca – PetroSA Contracts Manager Tenderers as per Attendance List	<b>Via MS Teams</b>
<b>Apologies:</b>		
<b>Copies to:</b>	All Tenderers	
<b>Chair</b>	Nesha Gaca	Scribe: Nesha Gaca

### DISCUSSION

<b>1.</b>	<b>Welcome</b> 1.1 Tenderers were welcomed to the meeting.  1.2 It was highlighted that the service is required urgently.
<b>2.</b>	<b>Tender Submission Procedures</b> 2.1 A brief summary was given highlighting certain important issues when submitting a tender as follows : <ul style="list-style-type: none"><li>• Tenders to be submitted electronically via e-procurement system</li><li>• <b>Closing date of tender 03/02/2026 @ 11:00</b></li></ul> 2.2 Tenderers were informed that non-attendance of the meeting will not disqualify a tender (see item 7 on page 4 of the tender letter).  2.3 Minutes of the scope clarification meeting will be issued to all tenderers present as well as posted on the e-procurement website.
<b>3.</b>	<b>Terms and Condition</b> 3.1 The Tenderer will be required to accept the “Standard Terms and Conditions for PetroSA”.  3.2 If Tenderers are unable to fulfil some of the conditions these exceptions must clearly be stated.

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<b>4.</b>	<p><b>Evaluation of Tenders</b></p> <p>Tenders are evaluated in three phases as follows :</p> <p>Pre-Qualification Phase -</p> <ul style="list-style-type: none"> <li>• Refers to Phase 1 of the Technical Questionnaire</li> <li>• All information provided must be fully substantiated.</li> </ul> <p>Disqualification Phase –</p> <ul style="list-style-type: none"> <li>• Refers to Phase 2 of the Technical Questionnaire</li> <li>• Applicable to all tenders that qualified in Phase 1</li> <li>• Must provide information to ALL the technical questions</li> </ul> <p>Commercial /BEE Evaluation -</p> <ul style="list-style-type: none"> <li>• Applicable to all tenders that qualified in Phase 2</li> <li>• Will be evaluated in accordance with the Preferential Procurement Policy Framework Act of 80/20 or 90/10 (80/90% commercial and up to 20/10% for BEE status)</li> </ul> <p>The tenderer with the highest score will be recommended for award of the contract.</p>
<b>5.</b>	<p><b>Commercial Issues</b></p> <p>5.1 The commercial Bid Analyses (CBA) are to be completed and attached to the tender.</p> <p>5.2 The total price calculated in the CBAs are to be inserted under Step 5, 'Line Item Detail', and submitted electronically via e-procurement.</p> <p>5.2 Tenderers may price for either option or for both.</p>
<b>6.</b>	<p><b>Technical Issues</b></p> <p>6.1 No scaffolding to be utilised due to challenge to erect. There shall be no vessel entry either. Externally, crawlers on shells shall be used.</p> <p>6.2 Surface preparation is limited. Inspection to be conducted with paint intact on surface. Legs are concrete based and fire-proof.</p> <p>6.3 Execution via rope access can be a challenge as tanks are spherical. Hence, PetroSA has opted for use of a crawler</p> <p>6.4 A Supplier can opt to utilise Rope Access or any other process to execute the service should the Supplier deem it applicable once onsite.</p>

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7.	<b>E-Procurement</b> <ul style="list-style-type: none"> <li>• The e-procurement tendering process was demonstrated and important information on the system was highlighted, such as:           <ol style="list-style-type: none"> <li>1. Login to “Tenders” to view and submit a tender</li> <li>2. Complete each step before proceeding to the next (7 steps in total)</li> <li>3. Enter a price for each “line item” (step 5)</li> </ol> </li> <li>• Tenderer may change/alter its tender many times before the closing time. The tender can be retrieved even after clicking on the “submit e-request” tab. Once the tender has closed, the last version of the tender submitted will be the only version available on the system as the final one.</li> <li>• Tenderer will receive a notification informing him that the tender has been submitted.</li> <li>• After the closing time, your tender will no longer be visible nor accessible on the system.</li> </ul>
8.	<b>Closure</b> There being no further business to discuss, the meeting closed @ 14h40

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