



MINUTES OF THE SCOPE CLARIFICATION MEETING

TENDER AHT0000026827 – NITROGEN PURGING SERVICES AT THE
PetroSA GTL REFINERY, MOSSEL BAY.

Meeting No:	01	Meeting Date: 03 June 2026
Present:	Zonazihle Sityata –Tenders and Contracts Consultant Tenderers and Users as per Attendance List	
Apologies:	None	
Copies to:	All Tenderers	
Chair	Z Sityata	Scribe: Z Sityata
DISCUSSION		
1.	Welcome	
1.1	Tenderers were welcomed to the meeting.	
2.	Tender Submission Procedures	
2.1	<p>A brief summary was given highlighting certain important issues when submitting a tender as follows :</p> <ul style="list-style-type: none"> • Tenders to be submitted electronically via e-procurement system • Closing date of tender is 05/06/2025 @ 13:00 • Extended closing date of tender is 09/06/2025 @ 13:00 	
2.2	<p>Tenderers were informed that non-attendance of the scope clarification meeting will not disqualify a tender.</p> <p>Minutes of the scope clarification meeting will be made available online for all tenderers.</p>	
2.3	<p>Tenderers were urged to submit their clarification question via email. The contact person for the tender is the consultant, Z. Sityata.</p>	

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3.	Terms and Condition
3.1	The Tenderer will be required to accept the online “Standard Terms and Conditions for PetroSA”.
3.2	If Tenderers are unable to fulfil some of the conditions these “qualifications” must clearly be stated.
4.	Evaluation of Tenders
	Pre-qualification criteria for Preferential Procurement
4.1	In accordance with the National Treasury instruction, the pre-qualification criteria for this tender is as follows: <ul style="list-style-type: none"> The Supplier must be a minimum of a level four (4) B-BBEE contributor or EME or QSE. Evidence: SANAS accredited B-BBEE Certificate or applicable Affidavit.
4.2	Tenders are evaluated in two phases as follows : Disqualification Phase – <ul style="list-style-type: none"> Refers to Phase 1 of the Technical Questionnaire Must provide information to ALL the technical questions Commercial /BEE Evaluation <ul style="list-style-type: none"> Applicable to all tenders that qualified in Phase 1 Will be evaluated in accordance with the Preferential Procurement Policy Framework Act of 80/20 (80% commercial and up to 20% for BEE status) The tenderer with the highest score will be recommended for award of the contract.
5.	Commercial Issues
5.1	The Commercial Bid Analysis (CBA) is to be completed and attached to the tender.
5.2	The total price calculated in the CBA is to be inserted under Step 5, Line Item Detail, and submitted electronically via e-procurement.
6.	Scope of Work /Technical Issues
	<ul style="list-style-type: none"> The purging point will be at the battery limit of the plant, so it's a common nitrogen line going to the unit.

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- The scope is only the two bullets.
- PetroSA will monitor the oxygen endpoint.
- We have allowed for 12 tonnes of nitrogen.
- Total duration, is estimated for four days on site. One day for the rig up, one day for the rig down and one bullet per day or per 24 hours.
- Only one approved methodology exists for the execution of the purging services, as the alternative approach has been excluded from consideration.
- The size of the line is 3” and the length is approximately 630m. It will give you approximately 3m³.

7.

E-Procurement

- It was agreed in the meeting that the e-procurement tendering process need not be demonstrated as all suppliers present are knowledgeable in the process and for time saving purposes as well.
- Login with your CSD registration number MAAA number and password. The username and user code is the MAAA number.
- Click on the icon tenders/quotes
 1. The process has 7 steps. Step 1 – Highlight the tender number and your step 1 will change from a red cross to a green tick.
 2. Step 2 – Click on Step 2 and accept terms and conditions.
 3. Step 3 – Attachments are shown, highlight the first document and click view attachment. This will allow you to save the document in your drive to enable you to effect changes you need. Repeat this process for all documents attached on the system, e.g. Draft Acceptance Agreement, Tender Notice and BBEE proposal. The step will change from a red cross to a green tick.
 4. Step 4 – 2 questionnaire on tender-highlight the questionnaire and complete, then click submit response, and then click OK to save successfully.
 5. Step 5 – Items for pricing will appear with a red cross, highlight the line item, scroll down to *response price*, type in your price/rate. If the item has no lead time type 0 and click save (top screen save icon). Once done the Red Cross will turn to green tick.

Lead time refers to the number of days required for mobilisation after receipt of the purchase order.
 6. Step 6 – Click *add attachments* and a new screen will appear. Type the file name in the description column and in the order column type number, preferably 1 for the first attachment to be uploaded, then 2 for second attachment etc. Click *upload* then the white small box (browser button) and save. To load the next document click *clear*, then repeat this process until all attachments required have be uploaded. To move to the next step click on the small x on the right hand corner at the top of the blue screen, it will only close the session.

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	<p>7. Step 7 – highlight the tender and click *submit tender*. And print the submission report and keep as proof.</p> <ul style="list-style-type: none"> • 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. • After the closing time, your tender will no longer be visible nor accessible on the system.
8.	<p>Closure</p> <p>There being no further business to discuss, the meeting adjourned at 11:42 am.</p>

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