

## **ANNEXURE “A”**

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#### **1. General Information**

PetroSA requires the transportation of various products from its loading points to various destinations and wishes to enter a fixed contract with the Contractor/s. The transportation service must be carried out as per PetroSA HSE requirements.

No services shall be performed without a Purchase Order issued by PetroSA Group Supply Chain Department. No invoice will be paid without the corresponding Purchase Order number appearing on the invoice.

#### **2. Integrated Requirements**

##### **2.1 Scope of Work**

- 2.1.1 PetroSA requires the transportation of various products from its loading points to various destinations both domestically and internationally.
- 2.1.2 The Supplier must be a minimum of level four (4) B-BBEE contributor or EME or QSE. The transportation service must be carried out as per PetroSA HSE requirements.
- 2.1.3 No services shall be performed without a Purchase Order issued by PetroSA Group Supply Chain Department. No invoice will be paid without the corresponding Purchase Order number appearing on the invoice.

##### **2.2 Transport Requirements**

- 2.2.1 The Contractor is required to provide a 24-hour service, 7 days a week, as and when required. PetroSA shall provide the Contractor with 48-hour notice in which to commence the provision of the service. Sufficient backup or contingency plans must be made so as not to disrupt service in the case of breakdowns or maintenance.
- 2.2.2 In the event that the Supplier is unable to meet the above service level for whatever reason, PetroSA reserves the right to contract a 3rd party to provide the service and any additional costs of such a service will be recovered from the Supplier. Penalties for non-delivery imposed on PetroSA by customers shall be recovered from the Supplier and PetroSA reserves the right to set-off such amounts from monies owed to the Supplier.

## **2.3 Vehicle Requirements**

- 2.3.1 The vehicle is fit for the purpose and has a planned service and preventative maintenance schedule. The vehicle must always be in a legal and roadworthy condition. Individual fleet files must be maintained on the operating site.
- 2.3.2 Operate all vehicles in accordance with the operational requirements and SANS standards at all times for loading, offloading, and transport of hazardous goods and obeying South African traffic regulations.
- 2.3.3 The vehicles and trailers must have the safe loading pass certification.
- 2.3.4 Loads do not exceed manufacturer's specifications and legal limits for the vehicle.
- 2.3.5 All vehicles must be fitted with a fully functional tachograph. A tachograph management system must be in place, clearly demonstrating correct tachograph analysis, and corrective actions recorded.
- 2.3.6 Vehicles must be fitted with fully functional satellite tracking devices.

## **2.4 Driver Requirements**

- 2.4.1 Drivers must be appropriately assessed, licensed, trained, and medically fit to operate the vehicle.
- 2.4.2 Drivers must be appropriately rested and alert.
- 2.4.3 Cellular telephones are not to be used in demarcated areas around the loading gantry, return areas at the Loading Point, and within 15 meters of the Offloading points and tank connections at the Offloading Point.
- 2.4.4 Adherence to road regulations whilst transporting hazardous materials.
- 2.4.5 Drivers must not be under the influence of alcohol or drugs, or any other substance or medication that could impair their ability to drive.

## **2.5 Operational Requirements**

- 2.5.1 Details of the fleet which you propose to use, vehicle size, registration, age, and capacity should be given in a table format.
- 2.5.2 The contractor has the responsibility for carrying out regular inspections plus preventative maintenance and inspection of all vehicles. Please supply full details of how and where this maintenance will be carried out and by whom.
- 2.5.3 Provide contingency plans for dealing with vehicle breakdowns.
- 2.5.4 Give the address of where you propose to base your vehicles.
- 2.5.5 Supply full details of your Health and Safety policy.
- 2.5.6 Submit details of your Emergency Response procedures and infrastructure.
- 2.5.7 Supply details of all training given to drivers, including a list of all protective clothing issued to drivers.
- 2.5.8 Supply details of the organizational structure supporting the proposed operation, including job title, key responsibilities, and location.
- 2.5.9 Provide a "method statement" of how you will run the day-to-day operation, indicating the degree of flexibility you have to cope with any changes PetroSA may wish to make.
- 2.5.10 Indicate any relevant experience that your company has in similar work and how this new business would fit in with your existing portfolio.

- 2.5.11 Submit comprehensive details of your driver recruitment policy (e.g. initial driving test, accident history, etc.).
- 2.5.12 Provide details of your incident communications procedures for drivers involved in accidents, including incident tracking and near-miss reporting.
- 2.5.13 Present any further initiatives you feel are relevant to the contract.
- 2.5.14 PetroSA requires proof of the last valid SHEQ transport audit completed by any other oil companies within the last 12 months.
- 2.5.15 Transporter is required to provide compartment seals for loading Depots that do not provide seals, a seal certificate will be signed by the loading Depot.

## **2.6 Total Quality Assurance**

- 2.6.1 The Contractor acknowledges PetroSA policy of Total Quality Management and mutual commitment to continuous/efficiency improvement. The Contractor will adhere to the HSE requirements as set out in Annexure "B".
- 2.6.2 The Contractor shall attend on request, operational review and performance assessment meetings with PetroSA.
- 2.6.3 In addition, at Contract Review Meetings with PetroSA, the Contractor will be required to demonstrate continuous improvement/efficiency objectives, incorporating mutually agreed target setting.

## **2.7 Performance**

- 2.7.1 The Contractor shall execute the requirements of the contract with all proper skill and care in accordance with good practice and in compliance with all relevant laws and regulations.
- 2.7.2 The Contractor's performance against the requirements and conditions of the contract will be continuously monitored. Should problems arise or improvements be required, PetroSA and the Contractor both undertake to take all reasonable actions to rectify such problems and implement appropriate and effective improvements.
- 2.7.3 Both the Contractor and PetroSA representatives will meet to review operations as well as PetroSA requirements as and when any of the parties so requests.

## **2.8 Reporting**

- 2.8.1 The Contractor will have to provide the following reports per voyage:
  - Monthly delivery on-time figures.
  - Monthly number of deliveries.
  - Monthly distance travelled.
  - Monthly volumes moved.
  - Number of spills.
  - Number of inaccurate documents; and
  - Number of in-transit losses.

