



**MINUTES OF THE SCOPE CLARIFICATION MEETING
TENDER NO: CTT26569**

**GTL REFINERY REINSTATEMENT PROJECT –
PREPARATION AND PLANNING SERVICES**

Meeting No.:	CTT26569/01	Date:	10/02/2026
Present:	See attached list		
Apologies:			
Copies to:	All Tenderers		
Chair	Hennie Fortuin (HF)	Scribe:	Hennie Fortuin (HF)

DISCUSSION

1.	<p>Welcome & Introduction</p> <p>HF welcomed all attendees and confirmed that the meeting was being recorded. He introduced himself as Procurement & Contracts Consultant for the assignment and confirmed that the project would be led by Mr. Anele FUDU and the refinery team.</p> <p>Mr. FUDU proceeded to present the scope of work.</p>
2.	<p>Background and Purpose of the Tender</p> <p>The GTL plant has been shut down since 2020. The purpose of this tender is to appoint a service provider for the Prep and Plan phase of the reinstatement.</p> <p>The key objectives of the Prep & Plan phase are:</p> <ul style="list-style-type: none"> ○ Develop a reinstatement schedule. ○ Develop work packs (job packs). ○ Compile a Bill of Materials (BOM). ○ Provide an overall cost estimate for reinstatement. <p>Originally, the scope covered only the liquid side. It has now been extended to include both GTL and the FA Platform.</p>
3.	<p>Scope Overview</p> <p>3.1 Areas Covered</p> <ul style="list-style-type: none"> • GTL Refinery Units • FA Platform

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	<p>3.2 Discipline Scope (High-Level)</p> <p>Mechanical Reliability</p> <ul style="list-style-type: none"> • Inspection work for GTL and FA Platform. • Approx. 486 equipment items on FA Platform (main equipment, PSV's, valves, corrosion work, etc.). <p>Fabrication (GTL only)</p> <ul style="list-style-type: none"> • Pressure vessels • Piping • Tanks • Refractory work • Civil work <p>(Workshop vs site work to be confirmed during planning.)</p> <p>Electrical</p> <ul style="list-style-type: none"> • GTL and FA Platform (high-level consolidated scope). <p>Instrumentation</p> <ul style="list-style-type: none"> • GTL and FA Platform (high-level scope).
4	<p>Key Deliverables – Prep & Plan Phase</p> <p>The appointed contractor will be required to:</p> <ol style="list-style-type: none"> 1. Review and update equipment task lists (Excel & SAP). 2. Develop detailed work packs. 3. Develop a comprehensive Bill of Materials (BOM). 4. Provide labour and material cost estimates. 5. Develop: <ul style="list-style-type: none"> ○ Area-specific schedules ○ Overall project schedule ○ Resource loading per area 6. Provide ongoing progress reports. 7. Compile meeting minutes during execution of the Prep & Plan. 8. Conduct a post-mortem/lessons learned session at completion. <p>Important Clarification:</p> <ul style="list-style-type: none"> • No physical opening of equipment during Prep & Plan. • No physical NDT, wall thickness testing, or mechanical execution. • The contractor will: <ul style="list-style-type: none"> ○ Walk down the plant. ○ Review external condition. ○ Use available condition information from PetroSA. ○ Estimate scope and duration accordingly.
5.	<p>Commercial Bid Analysis (CBA)</p> <ul style="list-style-type: none"> • CBA updated to include FA Platform estimated hours. • Pricing is based on mobilised personnel and resources.

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	<ul style="list-style-type: none"> • Technical requirements remain unchanged. <p>Pricing Clarifications:</p> <ul style="list-style-type: none"> • All overheads must be included (licenses, laptops, printers, software, etc.). • No separate invoicing for licenses or support services. • Pricing must strictly follow the CBA document. <p>Exclusions:</p> <ul style="list-style-type: none"> • Scaffolding/access services – provided by PetroSA. • Insulation removal and wall thickness testing – services exist under PetroSA. • No subcontractor pricing for physical execution work. 												
6.	<p>Subcontractor Clarification</p> <p>The requirement to provide details of proposed subcontractors applies only to the Prep & Plan phase, not the main reinstatement execution.</p>												
7.	<p>Tender Submission Date</p> <p>Original Closing Date: 27 February 2026 Following the discussion, the closing date was extended.</p> <p>New Closing Date: 13 March 2026 at 11:00 CAT This will be updated on the website and serves as the official confirmed date.</p> <p>Last Date for Questions: 10 March 2026</p> <p>All questions must:</p> <ul style="list-style-type: none"> • Be submitted to Hennie Fortuin. • Be sent to the email address provided in the tender document. • Not be sent directly to other PetroSA personnel. <p>Responses will be issued via Tender Bulletins.</p>												
8.	<p>Actions</p> <table border="1" data-bbox="280 1294 1445 1585"> <thead> <tr> <th data-bbox="280 1294 667 1330">ACTION</th> <th data-bbox="667 1294 1053 1330">RESPONSIBLE</th> <th data-bbox="1053 1294 1445 1330">DUE DATE</th> </tr> </thead> <tbody> <tr> <td data-bbox="280 1330 667 1458">Issue revised scope document (with highlighted changes)</td> <td data-bbox="667 1330 1053 1458">HF</td> <td data-bbox="1053 1330 1445 1458">11/02/2026</td> </tr> <tr> <td data-bbox="280 1458 667 1543">Update tender closing date on website</td> <td data-bbox="667 1458 1053 1543">HF</td> <td data-bbox="1053 1458 1445 1543">11/02/2026</td> </tr> <tr> <td data-bbox="280 1543 667 1585">Issue meeting minutes</td> <td data-bbox="667 1543 1053 1585">HF</td> <td data-bbox="1053 1543 1445 1585">11/02/2026</td> </tr> </tbody> </table>	ACTION	RESPONSIBLE	DUE DATE	Issue revised scope document (with highlighted changes)	HF	11/02/2026	Update tender closing date on website	HF	11/02/2026	Issue meeting minutes	HF	11/02/2026
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Issue meeting minutes	HF	11/02/2026											
9.	<p>General</p> <ul style="list-style-type: none"> • Tenderers must submit their tenders timeously to allow assistance in the event that support is required. • Tenderers must comply strictly with all instructions in the Tender Document to facilitate an efficient evaluation process. • All companies conducting business with PetroSA must be registered on the National Treasury’s Central Supplier Database (CSD). • Tenderers must pay careful attention to detail. Failure to provide any information requested in the Technical Questionnaire and Returnable Schedules will result in disqualification. 												

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	<ul style="list-style-type: none"> • Tenderers must regularly check the PetroSA website for updates relating to the Tender (e.g., minutes, tender bulletins, clarifications, etc.). • For all updates and additional information, visit: http://www.procurement.petrosa.com/tenders/tenders/default.aspx • It remains the sole responsibility of the Tenderer to monitor the website regularly.
6.	<p>Closure</p> <p>No further questions were raised.</p> <p>The Chairperson thanked all attendees and reminded bidders:</p> <ul style="list-style-type: none"> • Closing date: 13 March 2026 • Last date for queries: 10 March 2026 • No further extensions will be granted. <p>Meeting adjourned at</p>

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Annexure “A”

Attached is the attendance register of all attendees.

ATTENDEES	
Name	Email
Martin (Hennie) Fortuin	MartinHennie.Fortuin@petrosa.co.za
Deriek Boks (Unverified)	
HPIC (Unverified)	
Avela Mangcu (External)	Avela@thezacapital.co.za
estimations (External)	estimation@swiftengineering.co.za
Sihle Matshini	
Zimi Mazuza	
Erik Kriek (Unverified)	
Avashnee Persad	apersad@turntown.co.za
Carmen Larsen (Unverified)	
Kamogelo Maphutha (External)	kamogelo@publicbonds.co.za
Nozizwe Nkosi Brimis Engineering (External)	admin@brimiseng.com
FMG ENGINEERING- Fundakubi (Unverified)	
Nico Burger (External)	nburger@bbenergy.co.za
Magamane Ledwaba (External)	Magamane.L@africaia.com
Lesiba (Unverified)	
Clint Ekman	
Vuyo Damane	VUYO.Damane@petrosa.co.za
Ayanda N Brimis Engineering (External)	ayandan@brimiseng.com
Simone Fontini (External)	simonef@epcmholdings.com
Schalk (Unverified)	
Abram Moloto	ABRAM.Moloto@petrosa.co.za
Jean Van Staden	JEAN.VanStaden@petrosa.co.za
Mukelani Kheswa	
Mothusi Motsilanyane (External)	mothusim@vgi.co.za
Sunelle Fourie (External)	sunelle@swiftengineering.co.za
Ali Dyabaza -Gwatyuza (Unverified)	
Paul Norton (External)	Paul.Norton@aurex.com
Charl van den Berg (External)	charlvdb@vgi.co.za
Aviwe Nqandela	AVIWE.Nqandela@petrosa.co.za
Johan Gerber	JOHAN.Gerber@petrosa.co.za
Trevor Loxton (Unverified)	
Nivin Lund (External)	Nivin@rscgroup.co.za
Scholtz, Fanie	fanie.scholtz@hatch.com
Joseph Kihara (External)	joseph.k@africaia.com
Anele FUDU	ANELE.FUDU@petrosa.co.za
Ashish Karanjavkar (External)	Ashish.Karanjavkar@aurex.com
Raymond & Benny Prommac (Unverified)	

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Nigel Zhuwaki (External)	Nigel.Z@africaia.com
Taylor Honiball (External)	taylorh@epcmholdings.com
Brian Dickinson	BRIAN.Dickinson@petrosa.co.za
Winstone Mashimbye	wmashimbye@turntown.co.za
Grant Villet (External)	Grant.Villet@aurex.com
Ludwe Geza	LUDWE.Geza@petrosa.co.za
Marius Verster (Unverified)	
Saseka Sihlwai	SASEKA.Sihlwai@petrosa.co.za
Dreyer, Alex (External)	Alex.Dreyer@kelvion.com
bafanamthabela	bafanamthabela@gmail.com
Siphiwe Msipho	SIPHIWE.Msipho@petrosa.co.za
Stevenson Nkabinde	STEVENSON.Nkabinde@petrosa.co.za
Velaphi Gumede	VELAPHI.Gumede@petrosa.co.za
Vuyo Tuku (External)	Vuyo.Tuku@gtac.gov.za
Phanuel M Brimis Engineering (External)	phanuelm@brimiseng.com
Sandleni Investments PTY LTD (Unverified)	
FMG ENGINEERING- Fundakubi (Unverified)	
Banzi Dlamini	BANZI.Dlamini@petrosa.co.za
Ragashan Gilbert (External)	Ragashan.Gilbert@aurex.com
Khomotso Nonyane	
Tšiea Morojele	tsiea.morojele@petrosa.co.za
Thozama Mandleleni	THOZAMA.Mandleleni@petrosa.co.za
Maleking, Bianca (External)	bianca.maleking@thyssenkrupp.com
3. In-Meeting Activities	
Name	Email
Martin (Hennie) Fortuin	MartinHennie.Fortuin@petrosa.co.za
Martin (Hennie) Fortuin	MartinHennie.Fortuin@petrosa.co.za
Deriek Boks (Unverified)	
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Avela Mangcu (External)	Avela@thezacapital.co.za
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Lesiba (Unverified)	
Clint Ekman	

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Vuyo Damane	VUYO.Damane@petrosa.co.za
Ayanda N Brimis Engineering (External)	ayandan@brimiseng.com
Simone Fontini (External)	simonef@epcmholdings.com
Schalk (Unverified)	
Abram Moloto	ABRAM.Moloto@petrosa.co.za
Jean Van Staden	JEAN.VanStaden@petrosa.co.za
Mukelani Kheswa	
Mothusi Motsilanyane (External)	mothusim@vgi.co.za
Sunelle Fourie (External)	sunelle@swiftengineering.co.za
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Paul Norton (External)	Paul.Norton@aurex.com
Charl van den Berg (External)	charlvdb@vgi.co.za
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Nivin Lund (External)	Nivin@rscgroup.co.za
Scholtz, Fanie	fanie.scholtz@hatch.com
Joseph Kihara (External)	joseph.k@africaia.com
Anele FUDU	ANELE.FUDU@petrosa.co.za
Ashish Karanjavkar (External)	Ashish.Karanjavkar@aurex.com
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Khomotso Nonyane	
Tšiea Morojele	tsiea.morojele@petrosa.co.za
Thozama Mandleleni	THOZAMA.Mandleleni@petrosa.co.za

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