



ENQUIRY NO: CTT25714

TENDER DESCRIPTION: PROVISION OF A PANEL OF ENVIRONMENTAL CONSULTANTS

SECTION 4

SCOPE OF SERVICES

1. INTRODUCTION

The Petroleum Oil and Gas Corporation of South Africa SOC Limited (PetroSA), is South Africa's national oil company. It owns, operates and manages the South African government's commercial assets in the petroleum industry.

The PetroSA group comprises a number of subsidiaries, joint ventures and associated entities operating globally. Its activities extend along the value chain of the petroleum, oil, gas and petrochemical sectors.

PetroSA operations include:

- The exploration and production of oil and natural gas.
- The development, participation in, and acquisition of, local, as well as international upstream and downstream petroleum ventures.
- The production of synthetic fuels, procured from offshore gas at the Gas-to-Liquids (GTL) plant in Mossel Bay.
- The supply, logistics, marketing and trading of oil and petrochemicals including the operating of bulk storage depots (Tzaneen, Bloemfontein, George Airport and East London Airport)

PetroSA requires a panel of experienced Consultants that shall provide environmental, health, safety and quality management specialist services as per due instruction(s), as and when required, on a time and material basis.

2. SCOPE OF SERVICES

The Consultant shall be required to perform all or one of the following Services: **(Note:** none of the Services below shall be performed within the context of an Environmental Impact Assessment process).

Kindly clearly document experience in your CV which is relevant to the below required services, wherever applicable to you. Clearly demonstrate your experience in context of one or more of the services below.

1. Air Quality monitoring analysis, interpretation, sampling analysis and modelling
2. Groundwater Quality monitoring, analysis, interpretation and modelling
3. Contamination assessment and remediation, method depends on factors like the type of contaminant, site characteristics and regulatory requirements.
4. Soil Quality monitoring, analysis, interpretation and modelling
5. Marine water quality, monitoring, analysis and interpretation
6. Health, Safety, Environmental and/or Quality Auditing (The consultant MUST indicate which of these are offered (all or a selection))
7. Health, Safety, Environment Management, with respect to services for the development and review of project-specific HSE and Quality plans
8. Health, Safety, Environment and Quality Management, with respect to services of a project-specific HSE Officer and /or a project specific Quality Officer.
9. The services of External Environmental Control Officer (ECO) for off-shore and/or on-shore projects
10. The services of an Environmental Assessment Practitioner (EAP), project evaluation and scoping

3. TECHNICAL PROPOSAL

The Technical Proposal must comprise the following. Failure to provide the requested information may result in the service provider being disqualified.

3.1 Company Information

Concise but full information should be provided on the company designated the Controlling Company which would take overall responsibility for the Services and which would enter into a contract with PetroSA. If the designated company is part of a group or a consortium, the proposal should clearly indicate the following:

- The company's relationship to the other members of the group.
- The percentage of work that will be carried out by these designated sub-contractors
- The exact manner in which any other company member or members of the group would participate in the assignment and contribute to the work.
- What the fields of activity of each partner shall be.
- The Black Economic Empowerment status of these other groups or subcontractors.

The information should be presented in a tabular format as far as possible, with the applicable agreements between partners and any supporting descriptive material regarding these agreements, being presented in a separate attachment. In addition, any actual or potential conflicts of interest must be declared and details provided.

3.2 Experience Record

The Consultant must provide documentation of company experience in

similar work.

Note that, PetroSA wishes to discourage brochure ship and unnecessary costly proposal preparation. The material presented should be prepared with maximum economy to ensure that the resources of neither Proposers nor Evaluators are wasted.

The Consultant must list relevant projects undertaken in the past in accordance to the work for which the Consultant is tendering. For each of the projects listed, the following information must be provided:

- Brief project description; what was the project about?
- Exact services performed; what did you do?
- Value of the Contract of Services performed
- Dates of commencement and completion (or projected completion) of services;
- Location of Project, company's name, address, telephone number, e-mail address.
- Where comparable tasks were performed, and a letter expressing appreciation for outstanding performance was issued, such letters be provided.

In the case where the services listed above were performed as sub-contractors, or within a consortium of joint venture, this should be clearly stated, with an indication of the proportions of the services provided by each participant.

3.3 Curricula Vitae

In this part of the proposal, the Consultant must supply curricula vitae (CVs) for professional staff. The CV shall show the following information:

- Name, age, parent firm, nationality and current position in project organization;
- Educational qualifications;
- Professional qualifications (societies, honours, publications, etc)
- Relevant experience (actual duties performed and degrees of responsibility held) including locations, dates and duration of assignments, starting with the most recent. Experience before 2000 should not be included.
- Brief summary of other recent experience;
- Where relevant, clearly indicate ISO 14001 and ISO 9001 experience.
- Clearly demonstrate extensive experience of client and regulator liaison
- Clearly indicate in which industry/sector your experience of environmental management resides
- For the project manager/lead consultant clearly demonstrate schedule and cost management experience.
- Indicate experience in Environmental Impact Assessment.
- First language and, if not English, level of proficiency in speaking, reading and writing English.

PetroSA attaches a great degree of importance to the qualifications and experience of the staff proposed. The Consultant must ensure that if selected for this work, the nominated staff is assigned as proposed. Failure to do so may result in the annulment of the award of contract.

4. CHANGES TO THE SCOPE OF SERVICES

The scope of the Services shall be subject to changes by additions, deletions or revisions thereto by PetroSA. The Consultant shall be advised of any such changes by written notification from PetroSA describing the change. The Consultant shall promptly perform and strictly comply with each such change when so instructed by PetroSA. Any extra services resulting from such changes will be charged at the Consultant's normal or agreed rates.

5. CONTRACTS MANAGEMENT RATING SYSTEM

PetroSA has introduced a monthly Contracts Management Rating System, which includes the Consultant's performance monitoring as one of the important components of the system. The Consultant's performance monitoring component is rated on a scale of 1 – 5 (1=very poor; 2=poor; 3=good; 4=very good and 5=excellent). Should the performance of the Consultant be either poor or very poor, a letter will be issued to the Consultant informing it thereof.