

Note: All tenders and quotations are done via our eProcurement system.

Please note you must be registered on CSD.

The information given below is an extract of the scope of work. **To access/open the full set of tender documentation, kindly go to www.procurement.petrosa.com and log in.**

If you have a MAAA you are already registered, please login as indicated below:

Username: MAAA...

User Code: MAAA...

Password: newuser

Contact the call center on **012 663 8815** or email: support@intenda.net if you are having problems with your login or alternatively contact the Contact Person of the Tender.

If **you do not have a MAAA** CSD registration number, please click on **“Not Registered Yet”** and register. Click on the link below to download a “how to” guide to assist you.

<http://www.procurement.petrosa.com/Downloads/Documents/SupplierSelfRegistration.pdf>

ENQUIRY NO: CTT25914

DESCRIPTION: NATIONAL KEY POINT (NKP) GUARDING AND PATROLLING SECURITY SERVICES AT PetroSA OPERATION FACILITIES IN MOSSEL BAY AND GEORGE HELIPORT

Registered and approved Suppliers (“Suppliers”) are hereby invited to submit a Tender for the provision of the above to PetroSA.

Tenders must be **submitted electronically via the E Procurement Portal** by logging on to the procurement website www.procurement.petrosa.com and selecting the ‘Login to Access Tenders/Quotes tab’ and logging on to the E Procurement Portal.

The Services to be provided shall be the following: -

- 1.1 National Key Point (NKP) guarding and patrolling security service at the PetroSA Operations facilities, Mossel Bay, (GTL Refinery Site, Duinzicht Avenue, Voorbaai Tank farm in Mossel Bay, Mossel Harbour and the PetroSA Heliport at George Airport).
- 1.2 Guarding and patrolling security service at the PetroSA Centre of Excellence – Training Centre, Bill Jeffery Road in Mossel Bay, and the Logistics Base in Voorbaai.
- 1.3 The Services include, but are not necessarily limited to, contract management, supervision, guarding duties, administrative duties, traffic control, access

control, loss control, investigations, emergency response, operating in the security control room, permit office duties, screening and testing for substance abuse, x-ray line scanning, rail and road tanker inspections, ad hoc services and any other security related duties required by PetroSA.

- 1.4 **The Supplier must be registered as a National Key Point Service Provider, prior to the commencement of the Agreement.**
- 1.5 The Supplier must comply with the firearms Legislation and be able to certify and proof that the contractual number of firearms will be available, prior and during the Agreement.
- 1.6 The Supplier must have access to a Registered and accredited National Key Point Training Provider to provide on the job training, job observations and National Key Point Refresher training, which include the Regulation 21 shoot, through an accredited Training Instructor / Facilitator.
- 1.7 The Supplier must be able to certify and have a signed agreement in place with accredited training providers to provide all training for the duration of the Agreement with PetroSA. Training records / portfolio of evidence must be kept at the GTL Refinery site office for inspection by the National Key Point Regulator.
- 1.8 The Supplier must be registered as a Service Provider and continue the registration with the Private Security Industry Regulatory Authority.
- 1.9 The Supplier must be registered as a Service Provider and continue the registration with the South African Civil Aviation Authority.

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2. ENQUIRIES

Any enquiries regarding this tender should be addressed to **Hennie Fortuin** in the Tender Office at e-mail address Martinhennie.fortuin@petrosa.co.za

3. SCOPE CLARIFICATION MEETING

PetroSA has scheduled a **Virtual (MS TEAMS) scope clarification meeting** at **11h00 on 29 January 2025.**

Should the Tenderer wish to attend it must inform the PetroSA representative by **14H00** on **28 January 2025**, so that we can send you the link.

Suppliers are advised to attend the scope clarification meeting in order to acquaint themselves with the nature of the supply required and local conditions, as no claims will be entertained in this regard once the tender has been awarded. **The scope clarification meeting will give Suppliers an opportunity to seek clarification of the tender documentation to facilitate completion thereof.** Non-attendance at the above meeting/inspection will not disqualify a tender.