

NOTE: ALL TENDERS AND QUOTATIONS ARE DONE VIA OUR EPROCUREMENT SYSTEM.

The information given below is an extract of the scope of work. **To access/open the full set of tender documentation, you must be registered on CSD.**

If you have a MAAA CSD registration number and receiving email notifications from PetroSA Procurement 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.

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>

14 July 2022

ENQUIRY NO: AHT22471

DESCRIPTION: COMPANY SECRETARIATE SERVICES

1. INTRODUCTION

The Petroleum Oil and Gas Corporation of South Africa (“PetroSA”) is registered as a commercial entity under South African law. PetroSA is a subsidiary of The Central Energy Fund SOC Ltd (“CEF”), which is wholly owned by the State and reports to the Department of Energy (“DOE”). The core business activities of PetroSA are:

- ✕ The exploration and production of oil and natural gas;
- ✕ The participation in, and acquisition of, local as well as international upstream petroleum ventures;
- ✕ The production of synthetic fuels from offshore gas at its Gas-to-Liquid (“GTL”) refinery in Mossel Bay, South Africa;
- ✕ The development of domestic refining and liquid fuels logistical infrastructure; and
- ✕ The marketing and trading of oil and petrochemicals.

2. SCOPE OF SERVICES

PetroSA requires a Consultant to provide a Corporate Secretariat service on an ad hoc basis in accordance with the Companies Act, King Reports, Public Finance Management

Act and other related legislation to ensure that the Board functions effectively. The successful bidder shall be required to provide support on the following functions:

- Provide the Directors of the company collectively and individually with guidance as to their duties, responsibilities and powers; making them aware of any law relevant to or affecting the company and reporting to the company's board any failure on the part of the company or a director to comply with the Memorandum of Incorporation or rules of the company or the Companies Act to ensure that PetroSA operates within acceptable governance principles;
- Provide the Directors of the company collectively and individually with guidance as to their duties, responsibilities and powers; making them aware of any law relevant to or affecting the company and reporting to the company's board any failure on the part of the company or a director to comply with the Memorandum of Incorporation or rules of the company or the Companies Act to ensure that PetroSA operates within acceptable governance principles;
- Compile and disseminate agendas and meeting packs, for Board, subsidiaries, Board committee and any other meetings delegated and review the content to ensure required standard and quality to facilitate an effective and efficient Board decision making process;
- Attend and record the proceedings, draft minutes. Resolution and action item registers of meetings to ensure that minutes are properly recorded in accordance with the Companies Act;
- Review PetroSA Board charter, Committee terms of reference;
- Prepare the Governance report required for the compilation of the annual report;
- Assist with Ad Hoc tasks on an as and when basis; and

- Ensure the maintenance and or retention of information and records, both manually and electronically and complete all documentation and file according to ISO standards to ensure up to date company records in compliance with the Companies Act and available records for audit purposes

3. ENQUIRIES

Any enquiries regarding this tender should be addressed to **Saseka Sihlwai** in the Tender Office e-mail address saseka.sihlwai@petrosa.co.za

PetroSA may issue Tender Bulletins from time to time to clarify certain aspects or to provide additional information on this tender. It is the tenderer's responsibility to check PetroSA Procurement website www.procurement.petrosa.com/OpenTenders to establish whether any bulletins were issued on this tender, prior to tender submission.

PetroSA reserves the right to withdraw the tender at its own discretion.

Yours faithfully

COMFORT BUNTING

Group Supply Chain Manager