



ANNEXURE “A1”

SCOPE OF SERVICES

ENQUIRY NO: CTT25651

DESCRIPTION: PROVISION OF CRANE HIRING SERVICES FOR PetroSA IN MOSSEL BAY

1. SCOPE OF WORK

1.1 SERVICES

The Services to be provided shall be the following:-

A) OPERATIONS DIVISION – VOORBAAI LOGISTICS BASE, MOSSEL BAY HARBOUR AND GEORGE HELIPORT

1.1.1 The Supplier shall provide crane, lifting, loading and off-loading services including the supply of mobile cranes, drivers, riggers, crane assistant and equipment (rigging equipment and crane attachments) at PetroSA's Voorbaai Logistics Base, Mossel Bay Harbour well as the George Heliport. The service will be provided on an as and when required basis for 24-hours, seven days a week, for the duration of this Agreement. The Service will be provided for PetroSA and its sub-contractor companies with whom PetroSA has contracted. The cranes contracted hereunder will be solely for PetroSA use.

1.1.2 The cranes must be licensed to travel on road between the Voorbaai Logistics Base, the Mossel Bay Harbour and the George Heliport

1.1.3 The supplier must be in a possession of a valid permit (Radius permit, with a normal license disc and abnormal permit) to move the crane on a public road. This must be an annual permit and issued by the Road Transportation Board.

1.1.4 The supplier must ensure that the cranes are in possession of valid annual permit issued by Transnet Ports Authority for access into the Port of Mossel Bay

B) OPERATIONS DIVISION – MOSSEL BAY REFINERY, VOORBAAI TANK FARM, AND SURROUNDING OPERATIONAL AREAS

1.1.5 The Supplier shall be fully responsible for the provision of craneage, lifting, loading and off-loading services including the supply of mobile cranes, drivers, riggers and equipment (rigging equipment and crane

attachments) on and off site for PetroSA in and around the Mossel Bay area. This covers all the operational areas attached to the GTLR, existing and new.

- 1.1.6 The cranes must be licensed to travel on road between the GTL-Refinery, Surrounding Operational Areas attached to the GTLR operations, the Voorbaai Tank Farm and Mossel Bay Harbour. The cranes will travel and operate in any other areas within PetroSA's business interest in Mossel Bay.

C) OPERATIONS DIVISION – CAPE TOWN, SALDANHA, PORT ELIZABETH (PROJECTS)

- 1.1.7 The Supplier shall provide crane, lifting, loading and off-loading services including the supply of mobile cranes, drivers, riggers, crane assistant and equipment (rigging equipment and crane attachments) in any town or city where PetroSA will be operating. The service will be provided on an as and when required basis for 24-hours, seven days a week, for the duration of this Agreement. The Service will be provided for PetroSA and its sub-contractor companies with whom PetroSA has contracted. The cranes contracted hereunder will be solely for PetroSA use
- 1.1.8 The cranes must be licensed to travel on road between as specified by the request and will travel and operate in those areas specified – Project Based

1.2. BUSINESS PROCESS

1.2.1 Normal operating conditions

The Supplier shall render the service upon verbal and or written instruction by PetroSA.

In the event of project work outside Mossel Bay and surroundings, the Supplier shall render services upon issuance of a works order

Each Works Order will identify a specific assignment to be performed by the Supplier.

1.2.2 Abnormal operating conditions (breakdowns and emergencies)

Work may proceed without the receipt of an official works order, and upon a verbal instruction

1.2.3 Turnarounds and Shutdowns

Turnaround maintenance work is generally performed on a turnkey basis and

although the turnkey Supplier is requested to give preference to the PetroSA Service Suppliers, it is not obliged to do so.

PetroSA reserves the right to negotiate separate contracts or to issue separate enquiries for Shutdowns falling within the period of this contract.

1.2.4 General

PetroSA will have no obligation in any respect on work performed by the Supplier without an official works order or verbal instruction given by the Supervisor of the Unit.

Any changes to an original works order must be authorised by means of a new or supplement works order or a new verbal instruction given by the Supervisor of the Unit.

The Supplier shall have no authority to change any conditions in a works order/verbal instruction given by the Unit Supervisor, and any work performed in excess of the approved scope or estimate shall be for the account of the Supplier.

All work performed in excess of the approved scope and not performed in accordance with PetroSA's procedures, standards and specifications will be for the Supplier's account.

The Supplier shall not acquire the service of any sub-contractor without the prior written approval from PetroSA.

The Supplier shall be responsible to ensure that the workforce of the approved sub-contractor is competent and fully equipped to perform the service safely. The use of such Sub-contractor although approved by PetroSA shall not absolve the main supplier of their responsibility to provide craneage services.

1.2.5 Application

The Supplier shall perform all services in strict accordance to the latest approved edition of the applicable PetroSA procedures, specifications and standards. It will be the responsibility of the Supplier to fully acquaint itself with the content of these procedures, specifications and standards.

The Supplier shall be responsible to obtain the necessary work permits prior to the commencement of the services.

1.2.6 Demand

PetroSA's demand for the service varies considerably and no minimum turnover can be guaranteed.

The Supplier must have sufficient reserve capacity to mobilise immediately should the service be required on an emergency basis.

1.2.7 Expertise and technical Support

The Supplier shall have the technical support and expertise to supply professional advice and to design and approve special requirements on an ad hoc basis.

1.2.8 New technologies, products and trends

It will be expected from the Supplier to keep in contact with the latest national and international new technologies, products, trends and practises in its field of operation and share any information with PetroSA that could positively contribute to product performance, reliability, productivity, safety and costs.

1.2.9 Training

The Supplier shall be responsible to train all its personnel, including casual labour, to the minimum required level of competency to safely and effectively perform his/her duties.

All Crane Operators shall be trained by an accredited body to satisfy the requirements of Regulation 18 of the Occupational Health and safety Act.

The Supplier shall be responsible to submit proof of the above-mentioned accredited training for all its operators on assignment to PetroSA.

1.3 SUPPLY BY THE SUPPLIER

The Supplier may select to establish itself at PetroSA or operate from outside the PetroSA Site and establish per specific job.

The Supplier must be able to establish within 24 hours of the initial request if operating from outside the PetroSA Site.

The Supplier shall supply adequate resources and shall include but not be limited to the following to enable it to perform the services unless PetroSA elects to supply any of it to the Supplier as a free item.

1.3.1 Site Establishment

The Supplier may select to establish on site and will be responsible to erect suitable offices, workshop(s) and store facilities at own cost on a defined fenced area in the Contractors Yard.

The yard and all buildings must at all times be in compliance with the PetroSA safety policy.

PetroSA reserves the right to execute safety inspections at random on the premises, buildings and equipment on site including vetting and checking the qualifications of the manpower allocated to do the job at PetroSA. The list is not exhaustive but includes and suitability of the crane drivers (medical fitness; qualifications to operate a particular crane size; rigging competency

etc.)

1.3.2 Labour

The Supplier shall supply all labour, supervision, management and other overhead personnel required to perform the Services.

The Supplier shall give preference to suitable labour from the Mossel Bay area.

All personnel shall be suitably qualified and have the necessary experience required to perform the Services.

PetroSA shall have the right to evaluate, test and interview all personnel designated to perform the Services, prior to commencement of the Services. PetroSA reserves the right to object to any personnel, who in terms of this agreement is deemed to be incompetent, negligent, guilty of misconduct or otherwise unsuitable.

The Supplier shall immediately remove such personnel from the premises and provide a satisfactory replacement if required.

All personnel, including casual labour, must as a minimum be able to read and understand safety signs.

1.3.3 Reserve capacity

The Supplier must have sufficient reserve capacity to mobilise on short notice to meet the potential high demands during partial unit shutdowns or breakdowns.

The Supplier shall state what additional back-up manpower and equipment they have available with the associated mobilisation periods, if required by PetroSA.

1.3.4 Transport

The Supplier shall provide all necessary transport for its personnel and equipment i.e. transportation of counter weights to all the operational areas where the crane is required

1.3.5 Identification

The Supplier shall be responsible to clearly mark all its material, plant, tools and equipment for easy identification.

The Supplier shall be responsible for any loss of its own materials, plant, tools and equipment.

1.3.6 Accommodation

The Supplier shall be responsible for providing accommodation to its employees engaged in providing the Services.

1.3.7 Safety Equipment/Apparel

The Supplier shall ensure that all its personnel engaged in the performance of the Services are provided as a minimum with the following safety equipment/apparel in good condition:

- Overall with long sleeves
- Hard hat
- Rain Suit
- Safety gloves
- Hearing protection
- Safety glasses
- Safety shoes/boots
- High visibility Reflective vest

The Supplier shall supply any additional safety equipment/apparel required for the safe execution of the services.

All safety equipment/apparel to bear the SABS mark and be approved by the PetroSA Safety Department.

PetroSA will supply free of charge to the Supplier any additional safety equipment/apparel to satisfy specific area safety requirements. This safety equipment/apparel will remain the property of PetroSA and any damage as a result of abuse, neglect, misuse, etc. will be for the account of the Supplier.

1.4 SUPPLY BY PetroSA

1.4.1 Utilities and facilities free of charge

PetroSA will provide the following utilities and facilities free of charge to the Supplier, unless specifically excluded elsewhere:

- Supplier's lay down area (yard). The Supplier may erect suitable office, workshop and store facilities, which must at all times be in compliance with PetroSA' safety policy. PetroSA reserves the right to execute safety inspections at random on the premises, buildings and equipment on site.
- Ablution and shower facilities on site.
- Water, steam and compressed air and electricity at various points on site.
- Water and electricity in Supplier's lay-down area.

1.4.2 Utilities and facilities at charge

PetroSA will provide the following utilities and facilities to the Supplier for which the Supplier shall be charged:

- Telephone and fax lines.
- Fuel

The Supplier will be charged in accordance with the relevant PetroSA procedures.

1.5 CHANGES TO SCOPE

The scope of the services shall be subject to changes by additions, deletions or revisions thereto by PetroSA.

The Supplier shall be advised of any such changes by written notification from PetroSA describing the change.

The Supplier 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 Supplier's normal or agreed rates.

1.6 OPERATION

The operation of the mobile cranes itself is the full responsibility of the Supplier's mobile crane drivers.

The Supplier's mobile cranes, drivers and equipment shall at all times, whilst on assignment for PetroSA be under the supervision and instruction of a suitably qualified rigger appointed by PetroSA.

1.6.1 Certification for Safe Use

All mobile cranes and corresponding equipment will be subjected to an intensive inspection by the competent person appointed by PetroSA and will have full authority to declare the applicable mobile crane(s) and its equipment unsafe for use if the following requirements are not met:

- Each mobile crane shall be equipped with its own set of outrigger pads in good order.
- Applicable load test certificates are to be provided.
- Applicable rope test certificates are to be provided.
- Load cells must have valid calibration certificates
- Accredited training certificates for operators shall be submitted.
- Hand signals to be as per instructions, which instructions shall be kept inside each crane.
- Crane hooks safety latches are to be in good order.
- Crane hook measurements as per 4 pop mark method.
- General condition of mobile cranes to be in good order (i.e. driver's cab, operating levers, tyres, hydraulic system, engine, brakes, etc.)
- Mobile cranes are to be fully equipped with anti-two block safety system.

1.6.2 Operators

PetroSA requires the services of suitably qualified and adequately skilled and certified Crane Operators on a 24-hour basis.

1.6.3 Back-up Services

The Supplier warrants that it has sufficient number of cranes available to perform the Services and undertakes, in the event of any breakdown, to supply a suitable and technically capable replacement without any additional cost to PetroSA. The back-up crane will be stationed in Mossel Bay and must be available within 2 (two) hours from call-out with a minimum lifting capacity of 100 tons.

1.6.4 Fuel

The Supplier is to provide a full tank of fuel initially when work commences and such volumes will be checked by the Logistics Services Supervisor together with back-up documentation provided by the Supplier. On completion of the work, PetroSA will return the crane with a full tank of fuel and will provide proof of such by providing back-up documentation that will be signed off by the Supplier's Crane Operator on site. PetroSA will provide all fuel requirements free of charge during the contract period.

1.6.5 Operating Hours

Operating hours- normal charge (08:00 – 17:00) only usage outside these times will be billed as extra provided that a signed off site instruction (SI) for such work is issued/verbal instruction given.

1.6.6 Maintenance

The Supplier shall, at all times, maintain the cranes or any back-up crane in a fully operational condition. The Supplier shall prepare a monthly report for scheduled and unscheduled maintenance for each crane.

The Supplier shall provide all spares and tools necessary to maintain and repair the cranes.

The Supplier shall perform annual load and deflection tests on mobile cranes as per SABS standard 1599-1: 1994

All cranes shall have a "crane book" (history) on arrival to start the service.

1.7 SAFETY REQUIREMENTS

The Supplier shall be obliged to:

- Approach PetroSA to subject all its drivers to a compulsory PetroSA Safety Induction Course.

- Approach PetroSA to get fully acquainted with the PetroSA General Safety Policy and Regulations.
- Fully acquaint itself with the content of, and comply in full with the Occupational Health and Safety and Mine Health and Safety Acts and is applicable at all times on the PetroSA Site/Plant.

1.8 WORKING HOURS

The Supplier shall provide the Service on a 24 hours per day, seven days a week basis. All work shall be performed during normal hours unless specifically instructed to the contrary by PetroSA.

Hours of work are defined as follows:

- Normal Time:
Mondays to Fridays 08:00 - 17:00
(Less 30 minutes allowance for lunch time)

Saturday & Sunday: Normal day off.
- Overtime:
Two categories of overtime will be applicable and are defined as follows:

Overtime 1	Mondays	00:00 - 07:00
	Mondays to Fridays	17:00 - 07:00
	Saturdays	08:00 - 24:00
Overtime 2	Sundays and Public Holidays	

1.9 GENERAL

- Any breakdowns on the mobile cranes itself during operations on the PetroSA Site will be for the account of the Supplier.
- If the repair work is of such a nature that it cannot be completed within a reasonable period of 12hrs, a replacement mobile crane of equal or greater capacity shall be provided to complete the work at the replaced crane-working rate.
- The Supplier will only be paid for the time the mobile cranes are available for use to PetroSA in terms of the Works Order.
- The Supplier shall be able to report and commence work with the timeous mobilisation of the crane on receipt of the Works Order, to the PetroSA Site as identified on the Works Order.
- Any damage to PetroSA property during the supply or removal of the Supplier's mobile cranes from PetroSA Site or operation of the mobile cranes without the instruction, supervision or approval by the competent person appointed by PetroSA will be for the account of the Supplier.

- The Supplier will be fully responsible for the maintenance of all its mobile cranes and equipment at all times on the PetroSA Site.
- Although PetroSA might assist to obtain clearances of heavy lift cranes during heavy lift embargo period imposed by Department of Transport, the Supplier will be fully responsible to obtain all the necessary permits and security clearance documents for all its mobile cranes, drivers and equipment.
- PetroSA shall provide all lifting tackle, slings, spreaders, beams, etc at the area on the PetroSA Site as identified on the Works Order.
- All hand signals during operation of the Supplier's mobile crane(s) on the PetroSA Site/Plant shall be as per agreed hand signals.
- Any activity or work not covered in this contract shall be negotiated and approved in advance with PetroSA.
- Proper clean up after the completion of a specific job shall be seen as part of the complete job and payment may be withheld if not adhered to.
- Any damage to PetroSA equipment due to negligence or poor workmanship will be for the account of the Supplier.
- The Supplier shall be responsible to properly protect surrounding equipment against any damage.
- Costs for extra personnel or equipment not authorised officially by PetroSA will be for the account of the Supplier.

Kindly note that all tenders and quotations are done via our eProcurement system. The information given on our website under "Open Tenders" is an extract of the full Tender. To access the full set of tender documentation, you must log in with your unique Username and Password that you received upon registration. LOGIN AT : https://procurement.petrosa.com/iss_prd/

The PetroSA database is linked to the Treasury Central Supplier Database. If you have an MAAA number from Treasury Central Supplier Database, you are

already registered. DO NOT register again. Otherwise, please register on the Treasury Central Supplier Database (CSD) to obtain an 'MAAA' number. Please also ensure that your Tax status is compliant on your (National Treasury) CSD registration and with SARS.

Note: Suppliers whose registration status reflects “Registration not Approved”, or “Registration in Progress” will not be able to submit a tender/quote online. Please complete your registration process. For assistance with registration, please contact the PetroSA helpdesk on 021-928-4730.

If you require assistance with your login details, please contact support on 012 663 8815 or email support@intenda.net