



The Petroleum Oil and Gas Corporation
Of South Africa (SOC) Ltd
Reg. No. 1970/008130/30

151 Frans Conradie Drive, Parow 7500

Private Bag X5, Parow 7499
Republic of South Africa

Tel: +27 (0)21 929 3000
Fax: +27 (0)21 929 3144

SCOPE OF WORK

DESCRIPTION: **SERVICING, REPAIR AND INSTALLATION OF AIR CONDITIONING MACHINES**

1. **SERVICE**

1.1 **SERVICING, REPAIR AND INSTALLATION OF AIR CONDITIONING MACHINES AND VENTILATION FANS**

PetroSA requires the Services of a Supplier to service, repair and install air-conditioning units and ventilation fans at its Head Office in Parow, Cape Town for the following units:

- 372 x 18000 BTU Ceiling gazette units
- 16 x 12000 BTU Consol units
- 15 x 12000 BTU Mid-wall split units
- 1 x VRV System (outbuilding)
- 3 x Evaporative cooling fans (skylight)
- 6 x Extractor fans (Skylight)
- 5 x Intake fans (main building)
- 4 x Extractor fans (IS, Gijima, Doc centre)

(a) Major Service (once per annum)

- Clean indoor and outdoor coils
- Clean indoor and outdoor casings
- Remove and clean filters
- Check fan blades for damage or out of balance
- Check for oil spots on refrigerant piping
- Check and clean condensate drains and pans
- Check refrigerant pressure and record
- Check heating operation
- Check cooling operation
- Check all electrical connections (loose connections and burnt wiring)
- Check and number indoor and outdoor unit, isolator and distribution board

Directors:

Mr Nkululeko Poya (Chairperson),
Mr Llewellyn Delpont, Mr Leon Haywood, Ms Nolubabalo Sondlo, Mr Mthozami Xiphu,
Group Chief Executive Officer (acting): Ms Sandisiwe Ncemane
Group Company Secretary: Ms Marlene Khumalo

(b) Minor Service (once per annum)

- Remove and clean filters
- Check and clean condensate drains
- Check refrigerant pressure
- Check heating operation
- Check cooling operation
- Check all electrical connections (loose connections and burnt wiring)
- Check and number indoor and outdoor unit, isolator and distribution board

(c) Service Report

- Supply full service report for major and minor service
- Supply quotation for all defects identified during services

(d) The Supplier shall supply a quotation for all Adhoc repairs and/or re-gassing of stand-alone fridges. PetroSA reserves the right to obtain quotes from other Suppliers and to procure the required parts and services from these (other) Suppliers.

(e) The Supplier shall provide the service on a 24-hour basis. A standby roster detailing the name and cell phone numbers of service technicians/ personnel will be given to the PetroSA officials. All call-outs and requests will be handled within a two-hour turnaround time.

(f) Installation of new air-conditioning Units

The Supplier shall allow for the following when installing new air conditioning.

All building work and sleeves

Penetrations through walls and ceilings

Patching of holes

Ducting

Trays, hangers and fixing

Piping runs to a maximum of 20 metres (any runs above 20 metres will be charged as extra)

Gas

Drainage to maximum of 20 Metres

Cutting and making good of ceilings

Connecting to electrical supply (by PetroSA)

All other items relating to the installation of the air conditioner

Test, commissioning and marking of unit

1.2 CHANGES TO THE SCOPE OF SERVICES

The scope of Services shall be subject to changes, 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.

2. SPECIFIC CONDITIONS

2.1. Health Safety Environment (HSE) Requirements

the Supplier should have the following in place prior to commencement of activities on site and the Supplier shall submit its safety file with minimum contents as detailed below for approval by PetroSA's SHEQ department:

- HSE plan (job specific safety plan)
- HSE manual (policies and procedures)
- Fall protection plan
- Letter of good standing with workmen's compensation (COID)
- Legal appointments
- Registers and checklists for all equipment
- Risk assessment per task
- Records and registers
 - Safety induction training/medical reports
 - Pre-task HSE briefings
- HSE risk management
- HSE competency
- Emergency preparedness
- Accident/Incident management
- Environmental impact/aspect register
- Waste disposal plan
- Organogram