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ANNEXURE "A1"

SCOPE OF WORK

ENQUIRY: AHT25115

DESCRIPTION: PROVISION OF CIVIL WORKS AT PetroSA IN MOSSEL BAY

1. SCOPE OF WORK

1.1. SERVICES

The Supplier shall be required to perform the following comprehensive Civil labour and engineering services to replace below ground firewater piping which has failed in several areas for PetroSA on site at the Mossel Bay GTL Refinery that shall include, but not be limited to the following:

- Earth Works - Site excavations and backfilling, maintain and ensure excavation barricading is safe.
- Civil Work - Sundry works, concrete work, form work, etc.
- Roads - Repairs of existing surfaced and non-surfaced roads
- Structural works - Erecting / casting of concrete structures and repairs, e.g. Columns, slabs, beams etc.
- Paving - New paving installation or repairs to existing.
- Fencing - Erection of new fences, posts, barricading, etc.
- Carpentry - General woodwork for shoring purposes
- Environmental - Rehabilitate areas where excavations has been done

1.2. APPLICATION

The Supplier shall perform all work in strict accordance to the latest approved edition of the applicable "SABS / SANS" standards.

All excavations shall be performed in strict accordance with the PetroSA Work Practice and Policies, see listed below

- **WFS/WP/CNT/009**
- **SP/DZ010S009**

It will be the responsibility of the Supplier to fully acquaint itself and be familiar with the content of these procedures, Work Practices and Standards, also to ensure compliance. These procedures to be made available to tenderers.

1.3. EXPERTISE AND TECHNICAL SUPPORT

The Supplier shall have access to a Registered Professional Civil Engineer (ECSA) in reasonable time when required.

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.

1.4. NEW TECHNOLOGIES, PRODUCTS, TRENDS AND BEST PRACTICES

The Supplier shall keep up to date with the latest national and international new technologies, products, trends and practices in its field of operation and share any information with PetroSA that could positively contribute to product performance, reliability, productivity, safety and costs.

1.5. TRAINING

The Supplier shall be responsible for training all its personnel, including casual labour, to the minimum required level of competency to safely and effectively perform his / her duties, e.g. construction chemical competencies, excavations – shoring and bracing.

PetroSA will provide at no cost regulatory training onsite for personnel to perform their duties, which will include

- Confined space entry
- Working at heights
- Permit to perform work
- Oxygen and HF (hydrofluoric acid plant), if and when required

1.6. SUB-CONTRACTING

The Supplier shall not acquire the service of any sub-contractor without the prior written approval of PetroSA. The Supplier shall be responsible for ensuring that the workforce of the approved sub-contractor is competent and fully equipped to perform the Services.

1.7. WORK PERFORMANCE

1.7.1. General

PetroSA reserves the right to source alternative Suppliers if the approved Supplier does not deliver as required due to capacity or manpower problems and/or rates and/or material costs are totally out of line with market related rates and costs.

The Supplier must be able to plan, prepare and execute the work independently of the PetroSA Service Coordinator/Project Engineer.

The Supplier will inform PetroSA timeously if the scope of work cannot be completed as per approved schedule. If the Supplier has been delayed by PetroSA then the Supplier will be reimbursed accordingly. The Supplier needs to inform PetroSA of such delays.

1.7.2. Delays

The Supplier to keep records of any delays and report to PetroSA responsible person within 15 minutes of such a delay. All delays must be approved in writing on a daily basis.

1.8. SUPPLY BY SUPPLIER

The Supplier shall establish itself at PetroSA's sites and supply adequate resources, which 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,

1.8.1. Site Establishment

The Supplier will be responsible for establishing on site at contractors yard and all buildings provided (offices and ablution facilities) must at all times be clean and 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.

The Supplier will be responsible to maintain their respective yards, ablution and shower blocks. In the case where PetroSA provides the Supplier with infrastructure, the Supplier is to return the infrastructure in an acceptable state at completion of the contract.

1.8.2. Labour

The Supplier shall supply all labour, supervision, management and other overhead and expert personnel to perform the Services listed. The Supplier shall give preference to suitable labour from the Mossel Bay area.

All personnel shall be suitably qualified and have the necessary experience to perform the Services. PetroSA will have the right to evaluate, test and interview all personnel designated to perform the Services. PetroSA reserves the right to object to any personnel who in terms of this service or any PetroSA policy, 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.

1.8.3. Material

The Supplier shall supply all materials for the performance of the Services and carry sufficient stock so as not to delay the completion of the Services. All materials supplied by PetroSA on a free issue basis shall remain the property of PetroSA and any surplus material shall be returned to PetroSA upon completion of the Services. The Supplier shall also be responsible for any loss of material due to negligence, misconduct or bad workmanship.

1.8.4. Equipment, Plant and Tools

The Supplier shall be required to keep sufficient plant, tools and equipment on site to effectively perform the Services for the normal day-to-day requirements

PetroSA safety representative will inspect on a regular basis tools / equipment and machinery to ensure it is in good condition and safe to use.

1.8.5. Reserve Capacity

The Supplier shall have sufficient additional back-up work force and equipment available with associated mobilisation periods, if required by PetroSA.

1.8.6. Transport in executing the Works

The Supplier shall provide all necessary transport for its personnel and equipment for the Operations Division in Mossel Bay at GTL Refinery

1.8.7. Identification

- The Supplier shall be responsible for clearly marking all its material, plant, tools and equipment for easy identification.
- The Supplier shall be responsible for any loss, damage to or breakage of its own materials, plant, tools and equipment.

1.9. SUPPLY BY PetroSA

1.9.1. Utilities and facilities free of charge

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

- Contractors Yard. Designated fenced area. PetroSA reserves the right to execute safety inspections at random on the premises, buildings and equipment on site.

- Ablution and shower facilities on site.
- Crane / Riggers with tools and scaffolding where required assisting in the performance of the Services.
- Water, steam, compressed air and electrical power at various points on site.
- Water and electricity in the Contractors Yard.

1.9.2. Utilities and facilities at charge

The following utilities and facilities can be made available to the Supplier should it be required-:

- Telephone and Fax lines (Supplier will be charged for all calls made and faxes sent)
- No Fuel will be supplied by PetroSA

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

1.10. CHANGES TO THE 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.

1.11. QUALITY ASSURANCE

The Supplier shall ensure that the Services (including all workmanship) and all products, materials, documentation, tools and equipment used or required for the rendering of the Services, comply with PetroSA's Quality Assurance and Certification Requirements Standard Document Ref. EP/SHE/PR/015.

QCP and method statement Clauses-:

- a. Concrete
- b. Structural
- c. Pavement
- d. Roads
- e. Pipelines
- f. Excavation and backfilling
- g. Fencing

Any rework or damage to PetroSA equipment due to negligence, poor quality of workmanship, materials or application of incorrect material shall be for the account of the Supplier.

1.14 QUALITY CONTROL PLAN

The Supplier's Quality Control Plan (QCP) shall cover major tasks identifying all witness hold points required for PetroSA interventions.

The QCP shall also include details of Supplier's Quality Control System, preparation of test packs, sign-off procedures, check lists and forms for final acceptance.

All documents produced by Supplier shall be submitted to PetroSA for approval. PetroSA will return the document within 5 working days with the following approval classifications:

- Approved
- Approved with comment
- Rejected
- Information only

Documents classified Approved with Comments shall be re-submitted incorporating PetroSA's comment.

The Supplier shall also submit with the Quality Control Plan a copy of its Quality Control Manual.

1.15 SAFETY PLAN

The Supplier's Safety Plan shall be specific to this Agreement and shall contain details of the following:

- Standards and Procedures to be followed to ensure Supplier personnel safety in the execution of the works and in compliance with PetroSA's SHEQ requirements, including procedures for identifying protective equipment for specific jobs and procedures for confined space entry.
- Accountability of Supplier's key personnel with regards to safety at the work site.
- Responsibility of Supplier's Safety Officers and number of Safety Officers to be used.
- Supplier safety induction for its personnel and safety meeting frequency.
- Procedures to ensure safety hazards are identified through proper planning and continuous monitoring.
- Preparation of risk assessments to identify hazards and the control measures to be used to eliminate or reduce the risk.
- Emergency procedures and first aid.
- Housekeeping.

- Basic personal protective equipment; compliance with PetroSA requirements.
- Accident / incident reporting.

1.16 ENVIRONMENTAL REGULATION PLAN

- The Supplier shall describe in this plan how his / her Company will comply with environmental regulations of PetroSA.

1.17 GENERAL

- Any activity, work or condition not covered in this Agreement shall be agreed with PetroSA Project Manager prior to commencement.
- Proper clean-up after the completion of a specific job shall be deemed to be part of the job and payment may be withheld until completed.
- 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 barricade and protect surrounding process equipment with appropriate canvasses during activities performed within the process units.
- It will be the responsibility of the Supplier to fully acquaint himself with the conditions and environment of each job, and to plan and execute accordingly.
- The Supplier must mobilise the required resources (work force and equipment) to effectively perform the service within the agreed pre-determined period / as per agreed schedule.
- The Supplier shall be responsible for obtaining the necessary work permits prior to the commencement of the services specified on the works order.

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:

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>