

**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](http://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](mailto: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: CTT26105**

**DESCRIPTION: SECURITY SERVICES AT PetroSA DEPOTS IN BLOEMFONTEIN AND TZANEEN**

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](http://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. Un-armed guarding and patrolling security service at the PetroSA Bloemfontein and Tzaneen Depots. The address for Bloemfontein Depot is: 2 Mill Street, Hamilton Industrial Site, Bloemfontein. The address for Tzaneen is Kudu Street, Industrial Site, Mopani District Municipality, Limpopo Province.
2. The Services include, but are not necessarily limited to, supervision, guarding duties, administrative duties, access control, loss control, investigations, emergency response, control room duties, permit office duties, screening for

substance abuse, ad hoc services and any other security related duties required by PetroSA.

3. The Supplier must be registered as a Security Service Provider, **prior to the commencement** of the contract.
4. The Supplier shall perform the Services on the following basis:
  - A 24-hour shift cycle coverage (24hr 7 days per week).
5. PetroSA requires the following minimum staff complement per shift:

#### 5.1 **BLOEMFONTEIN DEPOT**

- ***Minimum Staff coverage per shift (24 hr Shift cycle)7 days a week (06h00 to 18h00 and 18h00 to 06h00)***

##### **DAY SHIFT**

- 1 x C Grade Security Officer Admin
- 2 x C Grade Access Control Security Officers (SO)

##### **NIGHT SHIFT**

- 4 x C Grade Access Control Security Officers (SO)

#### 5.2 **TZANEEN DEPOT**

- ***Minimum Staff coverage per shift (24 hr Shift cycle)7 days a week (06h00 to 18h00 and 18h00 to 06h00)***

##### **DAY SHIFT**

- 1 x C Grade Security Officer Admin
- 2 x C Grade Access Control Security Officers (SO)

## **NIGHT SHIFT**

- 4 x C Grade Access Control Security Officers (SO)

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## **6. 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](mailto:Martinhennie.fortuin@petrosa.co.za)

## **7 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.