

**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: CTT26080**

**DESCRIPTION: SECURITY SERVICES AT PetroSA HEAD OFFICE IN PAROW, CAPE TOWN**

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: -

- 1.1 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, Switch board, X-Ray line scanning, alcohol screening and any other security related duties required by PetroSA.
- 1.2 The Supplier may also be required to perform additional ad-hoc services upon receipt of a Works Order from Group Security. Ad-hoc services include special events and projects.

1.3 The Supplier shall perform the services on a 24-hour basis and 7 days a week. The Supplier shall supply Security personnel to perform the service on the following basis:

- A Contract's manager to manage entire contract, based on a maximum of 10 (ten) hours per day, 5 (five) days a week (a working week of 50 hours).
- An administration office basis, based on a maximum of 10 (ten) hours per day, 5 (five) days a week (a working week of 50 hours).
- A 24-hour shift cycle

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## 2. 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)

## 3. 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.