

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: newuser

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>

SCOPE OF WORK

THE SCOPE OF WORK IS FOR THE PRESERVATION AND SAFE MAKING OF FIREPROOFING & STRUCTURAL CONCRETE WITH RETAINING MESH (ROPE ACCESS) at PETROSA GTL REFINERY

1. SCOPE OF WORK

1.1 BACKGROUND

In August 2017 PetroSA Projects & Design with Amec Foster Wheeler conducted an investigation and structural assessment of concrete structures and fire proofing. Non-destructive testing was used to assess the extent of deterioration of the pipe rack structures. Following the investigation, a recommendation was made that all defective concrete structures must be repaired.

1.2 SERVICES

The scope of work is to install galvanised retaining mesh wire around high-risk areas where moderate to severe deterioration of fire proofing and concrete is present to prevent danger of falling objects. Severely compromised fireproofing and concrete structures will be accessed by means of rope access.

The requirements for the above scope are as follows;

- Formal abseiling training from a recognised Rope Access training provider.

- Training shall be backed by a valid formal certificate from an IRATA/IWH or similar training provider.
- All personnel shall have valid annual medical certificates declaring them fit for this type of work at time of commencement of work.
- PetroSA shall have the right to evaluate, test and interview all personnel designated to perform the Service, prior to commencement of the Service.
- Qualified Abseilers must thoroughly secure damaged beams and columns identified by PetroSA Project engineer.
- All regulatory standards to safely execute task to be followed.
- Safely removing all potential falling risk by dislodging loose pieces of fire proofing and concrete.
- Discard all fireproof and concrete rubble in nearest waste skip.
- Provide daily log of progress and activities as justification/backup for day work approvals.
- Ensure safety file is updated with all qualifying documentation.
- Mark completed areas on plot plan.
- Provide schedule with durations before commencement of work.

High risk areas

Unit 06/08

Unit 11

Unit 14

Unit 16

Unit 19

Unit 20/21

Unit 24

Unit 25/31

Unit 32

Unit 29/33

Unit 35

1.3 CHANGES TO SCOPE OF WORK

The scope of Services shall be subjected to changes by additions, deletions or revisions thereto by PetroSA. The Contractor shall be advised of such changes by written notification from PetroSA describing the change when so instructed by PetroSA. Any extra services resulting from such changes shall be agreed in writing and will be charged at the Contractor's normal or agreed rates.

1.4 GENERAL CONDITIONS

1.4.1 Normal operating conditions

Before commencing with any job, the Supplier shall be issued with a Works Order/Job Card. The Works Order number shall also be reflected on the Supplier's invoices and the job card attached as one of the supporting documents on the invoice. A Supplier shall not perform a service to PetroSA by means of a verbal instruction from any source whatsoever.

All quotations supplied by the Supplier to PetroSA shall have sufficient detail / breakdown (labour hours, rates, material, etc.) Lump sum quotations shall not be accepted.

1.4.2 Working Time

All work shall be performed during normal hours unless specifically instructed to the contrary by PetroSA. 08:00 – 16:30 Mon- Fri.

The Supervisor of team executing the required work will have to obtain a Works Permit at production control room every morning before safely entering worksite.

1.4.3 Inclement weather

PetroSA shall, in the event of adverse weather conditions, pay the Supplier for the crews on site at a minimum of four (4) hours or the actual hours that the crews would have spent on site and ordered to stand down. The approval for not allowing crews to work due to inclement weather must be approved by a PetroSA Representative in writing in order for the payment of crews to be authorised.

1.4.4 Supplier responsibility on site

PetroSA will supply an office building for the supplier and the supplier must maintain the office for duration of agreement and return it in same condition as it was received.

PetroSA reserves the right to randomly conduct safety inspections of the jobsite.

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

PetroSA will not provide fuel for Supplier's vehicles

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;

- Safety shoes/boots/Gumboots
- Long sleeve overall with elasticised cuffs.
- Hard hat
- Rain suit
- Safety gloves
- Hearing protection
- Safety glasses
- Safety harness

The Supplier shall supply any additional safety equipment/apparel required for the safe execution of the Services at no additional cost to PetroSA.

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

1.4.5 Labour

The Supplier shall supply all labour, supervision, management and other overheads and specialist personnel 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 to perform the services.

The Supplier's Site Manager shall ensure that only qualified and competent people will be allowed to work on Site.

Proof of training must be submitted before any personnel will be allowed on site.

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 agreement or any PetroSA policy is deemed to be incompetent, negligent, guilty of misconduct or unsuitable.

The Supplier shall immediately remove such personnel from the premises and provide a satisfactory replacement, if required, at the Supplier's own cost.

All personnel, including casual labour, must be able to read, and understand safety signs and participate in on-the-job safety talks.

1.4.6 Categories, qualifications and experience of personnel

Category & Level	Experience (post certification)
Level 1 Abseiler certificate	Minimum 3 years Abseiling experience
Level 2 Abseiler certificate	Minimum 4 years combined (ie. Including level 1) Abseiling experience
Level 3 Abseiler certificate	Minimum 5 years combined (ie, including level 1, 2 & 3) Abseiling experience

1.4.7 Material

The supplier shall supply all material and consumables required for the performance of the services as will be required. (At cost plus agreed markup)

1.4.8 Accommodation

No accommodation will be provided by PetroSA. This will be for the cost of the Supplier.

1.4.9 Medicals & compulsory training

Medical assessment will be for the cost of Supplier.

A compulsory 8-hour induction course, permit to work and Working on heights training is required. The Supplier's personnel must attend the full induction before they commence work at PetroSA facilities and address all generic aspects of HSEQ, Fire & Security requirements of a typical Petrochemical Plant. PetroSA will reimburse the Supplier for its personnel for the 8-hour induction.

These are the requirements for Medical Fitness for entry onto PetroSA sites:

For employees and contractors to be able to enter PetroSA sites, a medical that aligns with PetroSA's Certificate of Fitness (COF) is required.

Should the contractor have a valid medical that is less than 6 months old the contractor can send it to NKELE.Monyatsi@petrosa.co.za and Medical Station will assess validity and submit for approval.

Attached is medical surveillance forms to follow and PetroSA COF for reference.

Required mandatory tests to be done and all test to be sent to NKELE.Monyatsi@petrosa.co.za

- Physical examination
- Audio testing
- Vision testing
- Lung function testing (Spirometry) (Currently being omitted in light of covid)
- Chest X-Ray
- Stress ECG for employees older than 55 years of age and for those with chronic conditions
- 5 Panel Drug test
- BMI measurement
- Biological monitoring for employees exposed to chemicals and hazard substances
- Working on heights and confined spaces questioners
- Psychological Questioner

1.4.10 Contract requirements

The scope is for the appointment of a Rope Access/Civil Contractor, for the purposes of preserving and securing deteriorated fireproofing and structural concrete. PetroSA will determine the contract value based on the rates submitted by contractors.

A site visit is compulsory and must be conducted with the Tenderers.

Defining the cost per Unit Location is imperative, and payments must be referenced with signed dayworks.

1.4.11 Reference Documents:

- U20,21 Marked-up Plot plan
- U24 Marked-up Plot plan
- U25 U31 Marked-up Plot Plan
- U29,33 Marked-up Plot plan
- U35 Marked-up Plot Plan
- Unit 06 sectional repairs
- Unit 08 sectional repairs
- Synthol fin fan structure scaffolding
- Certificate of Fitness - PetroSA COF
- PetroSA medical examination form

2. PRICING

2.1 GENERAL

No payment or reimbursement shall be due by PetroSA to the Supplier unless otherwise specifically provided for in this Agreement.

The Supplier's rates are fully inclusive of all the Supplier's costs and expenses for rendering the Services pursuant to this Agreement, including protective and safety clothing, mobilisation and demobilisation costs, compliance with laws, including but not limited to, the Supplier's portion of any employee insurance and

social security benefits, payroll and income taxes, levies, premiums for insurance and all other contributions and benefits and the costs to the Supplier for its personnel, unless otherwise specifically provided for in this Agreement.

2.2 PRICE

2.2.1 Detailed Price Breakdown

***Rates to be inserted on the attached CBA spreadsheet. Total Contract Prices on the CBA to be entered on eProcurement price lines for the duration of the contract. The completed CBA to be uploaded as an attachment on eProcurement.**

***Prices to be entered on the eProcurement system (the breakdown in table below to be uploaded as an attachment on eProcurement)**

DESCRIPTION	Nr of Personnel	Unit	Quantity Total hrs per 5 day week for duration of project	Rate Normal Time	Total	Provide rates for overtime for noting	
						Overtime 1	Overtime 2
Note: Low rates refer to rates that will be used when damaged concrete or fireproofing can be reached from platform or fin fan deck(via staircase) and secured using low risk absailing methods(eg columns on decks, columns on cantilever beams)							
Low rates (damaged sections on platform)							
Level 3 Supervisor	1.00	per hour	520.00		0.00		
Level 2 Absailer	1.00	per hour	520.00		0.00		
Level 1 Absailer	1.00	per hour	520.00		0.00		
General installation of mesh via absailing							
Level 3 Supervisor	1.00	per hour	520.00		0.00		
Level 2 Absailer	1.00	per hour	520.00		0.00		
Level 1 Absailer	1.00	per hour	520.00		0.00		
Materials							
GALV D/MESH 1500x50 Medium Duty (30m)		Each	56.00		0.00		
Wire Galvanized 5 k g X 3.15 mm		Each	30.00		0.00		
TOTAL LABOUR COST					0.00		
TOTAL MATERIAL COST					0.00		
TOTAL VALUE (RAND)	Please insert this value on the e-procurement system				0.00		

2.3 MATERIALS/SPARES

2.3.1 Material rates include for all direct and indirect taxes, delivery costs to site, etc. All materials purchased by the Supplier on behalf of PetroSA will be reimbursed to the Supplier at actual cost plus ____%, which materials shall remain the property of PetroSA.

2.3.2 PetroSA reserves the right to supply materials required.

2.3.3 No payment will be made for incorrect, inferior or rejected materials.

2.4 PRICING BASIS

All rates and prices shall remain fixed and firm for the duration of the Agreement.

2.5 VAT

All rates are exclusive of VAT. VAT at the rate applicable at the time of performing the relevant service is to be added to the total net amount shown on the tax invoice.

2.6 TERMS OF PAYMENT

2.6.1 Original invoices and monthly statements are to be sent to:

PetroSA
Private Bag X5
PAROW
7499

Attention: Creditors Department

by the end of a calendar month. Invoices shall only be considered for payment when accompanied by originals of the supporting documentation signed by the authorised PetroSA representative and the invoice has been approved for payment.

PetroSA's Purchase order number/s and Contract Number:
_____ must be quoted on the invoice.

PetroSA's VAT No. 4320103502, must be stated on the invoice.

2.6.2 Copy invoices may be sent directly to the Contract Administrator or other PetroSA representative in order to expedite approval.

2.6.3 Payment will be made within thirty (30) days to the Supplier after receipt and approval of its invoice.

2.6.4 PetroSA may make corrections or modifications to any invoice, which had been issued to PetroSA and shall have the right to withhold certification in respect of any part of the Services, which has not been carried out to its satisfaction.

2.6.5 All monies paid by PetroSA for and on behalf of the Supplier, or any other monies for which the Supplier may become liable to PetroSA in terms of this Agreement, or otherwise, may be deducted by PetroSA from any monies due, or to become due to the Supplier and/or may be recovered from the Supplier by whatever means deemed feasible.

2.7 TAXES

All amounts payable in terms of this Agreement exclude VAT but are inclusive of all other costs, and no contributions, levies, imposts, duties or the like shall be payable by PetroSA.

3. Site Visit at the Refinery

PetroSA has scheduled a **site inspection on the 30th of September at the GTL Refinery, Duinzicht Street, Mossel Bay.** Should Suppliers wish to attend they must complete the attached visitors permit form and email it to CURTLEY.Andries@petrosa.co.za by the 23 September 2022, to arrange the necessary permits. ID documents must be produced to gain access to the site.

All tenderers must attend small induction 08:15 on 30th with full PPE (overall, hardhat and safety boots)

See Tender Notice.

4. Enquiries

Any enquiries regarding this tender should be addressed to **Saseka Sihlwai** in the Tender Office at telephone no. **(021) 929-3314**, or e-mail address saseka.sihlwai@petrosa.co.za.