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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>

REQUEST FOR QUOTATION

AHT26079

SCOPE OF WORK

INTERNATIONAL AIR TRANSPORT ASSOCIATION (IATA) DANGEROUS GOODS REGULATIONS TRAINING

1. INTRODUCTION

The Petroleum Oil and Gas Corporation of South Africa SOC Ltd (“PetroSA”) wishes to arrange two (2) in-house courses covering the topics of the International Air Transport Association (IATA) Dangerous Goods Regulations. The dates of the courses will be fixed by mutual agreement between PetroSA and Supplier.

The legal requirement of the International Civil Aviation Organization's is that all staff who prepare or handle cargo or deal with the handling and/or loading of a commercial aircraft must receive *Dangerous Goods Regulation Training*.

The International Civil Aviation Organization (ICAO) Technical Instructions require that recurrent training must take place within 24 months of previous training to ensure that the knowledge is current unless a competent authority has defined a shorter period.

2. AIM OF THE COURSE

The aim of the course is to enable staff to recognise and classify *dangerous goods* and compile and verify relevant documentation in line with organisational and legislative requirements.

Training will have to be delivered in two (2) sessions covering both offshore deck crew shifts for two separate groups.

Course Type	Attendees
Refresher (3 days)	8
Full Course	4

3. COURSE – Contents includes, but are not limited to:

- Interpret and review the current IATA Dangerous Goods Manual
- Limitations;
- Shipper's responsibilities;
- Classification and Identification of dangerous goods;
- Packing, Marking and labelling requirements;
- Shipper's Declaration;
- Pilot's Notification;
- Storage and loading Procedures;
- Emergency Procedures.

The training cost will include the following:

- Provision of cost of the course presenter, including his/her travel and accommodation;
- Provision of course material, presentation material and other supporting documents; and
- Provision of course certificate(s) to each attendee upon successful completion of the course.

PetroSA will supply a suitable course venue and associated services, e.g. projector, flip chart etc.

4. ACCREDITATION

The training should meet all the requirements of the International Civil Organisation.

5. PRICE DIFFERENTIATION

Course Duration in days, course cost per person, learning material per person, certification per person, issuing carry cards per person.

Discount differentiation:

Acknowledge the size of PetroSA group bookings (in-house), individual bookings being the smallest size.

6. ELIMINATION CRITERIA:

1. Course Syllabus

- a. Is the Vendor offering a theoretical Assessment of IATA Dangerous Goods as scoped? Yes = Continue. No = Stop

2. Accreditation

- a. Is the Vendor a member of the Civil Aviation Authority (CAA)?
Yes=Continue. No=Stop.

3. Certification

- a. Is the certificate issued recognised Yes=Continue. No=Stop.

4. Language Barriers

- a. Do you cater for Language barriers? : Classroom and Assessments
Yes=Continue. No=Stop

7. Pricing

Tenderers to ensure the CBA (Commercial Bid Analysis) is fully completed and attached to its Tender on ISS, failing which may result in elimination.

8. 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