



PetroSA

CTT26569

SCOPE OF WORK

**GTL REFINERY REINSTATEMENT PROJECT:
PREPARATION, PLANNING AND SCHEDULING SPECIFICATIONS
AND REQUIREMENTS**

Revision	Issue Date	Comments
01	15 January 2026	Scope of Work concluded, ready for publication

**SCOPE OF WORK AND TECHNICAL EVALUATION REQUIREMENTS
DOCUMENT**

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SCOPE OF WORK – GENERAL

Except as otherwise expressly provided herein, CONTRACTOR shall supply all labour/supervision/services/equipment (including safety equipment) tools and transport.

1. LIQUID REFINERY REINSTATEMENT (SHUTDOWN) PREPARATION PHASE REQUIREMENTS

During Liquid Refinery REINSTATEMENT (SHUTDOWN) preparation phase PetroSA may require the assistance of the contractor for various activities as indicated below. PetroSA and the contractor shall agree on a list of services and a schedule of rates for these services to facilitate the service requests. The agreed schedule of rates shall become part of the Contract. Service/s will be requested per area / discipline scope of work given to this contractor by PetroSA. The prep and plan scope of work is for the following refinery units:

- a) Refinery Units: 20,21,29,31,35,25,27
- b) Reformer units: 06
- c) Air and Gas Units: 50,99,42,01
- d) Offsite and Utilities Units: 40,41,43,44,45,47,48,49,56,57,58,18,73,82,83,86
- e) Blending and Storage Units: 51, 75

1.1 SCOPE REFINEMENT

The contractor shall develop and refine detail scope of work from the preliminary scope of work, notifications, work orders, inspection records as well as experience gained from previous similar Liquid Refinery Reinstatement (Shutdown)

PetroSA shall ensure that competent Engineers and or Technicians are available to assist the Contractor with relevant plant walk-downs, technical data, information and specifications. The availability of experienced Liquid Refinery Reinstatement (Shutdown). Planners to render this service shall be of the utmost importance for the success of the project. These Planners must be available up until the completion of preparation, planning and scheduling project.

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1.2 DETAILED SCOPE OF WORK

1.2.1 RBI – Mechanical

Plant Area	No of Pressure Vessels	No of Pipelines	No of PSV	No of Tanks
Air Gas Separation	24	52	23	3
Reforming	2			
Blending & Storage	13	40	276	69
Offsite & Utilities	180	115	222	80
Refinery	279	2664	205	1
Workshop	TBC	TBC	TBC	TBC
Blast & Painting Yard	TBC	TBC	TBC	TBC
GTL Re-instatement Totals	498	2871	726	153

1.2.2 Fabrication Repairs

Plant Area	No of Pressure Vessels	No of Pipelines	No of Tanks
Air Gas Separation	20	100	3
Reforming	2	20	0
Blending & Storage	15	60	50
Offsite & Utilities	100	150	100
Refinery	150	300	1
Workshop	TBC	TBC	TBC

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Blast & Painting Yard	TBC	TBC	TBC
GTL Re-instatement Totals	287	630	153

1.2.3 Refractory Work

Scope of work	Refinery REINSTATEMENT (SHUTDOWN) Areas			
	Refinery	Reformer	Air and Gas	Offsite and Utilities
Refractory	Unit 27, Unit 29, Unit 35, Unit 21, Unit 20, Unit 24, Unit 33			Unit 48

1.2.4 Civil Infrastructure

Scope of work	Refinery REINSTATEMENT (SHUTDOWN) Areas			
	Refinery	Reformer	Air and Gas	Offsite and Utilities
Civil Infrastructure	<u>Unit 16, Unit 20/21, Unit 24, Unit 25/31, Unit 29/33, Unit 32/35</u>	<u>Unit 06/08</u>		<u>Unit 45, Unit 47, Unit 58, Unit 98, Unit 18, Unit 57</u>

1.2.5 Electrical

Scope of work	Refinery REINSTATEMENT (SHUTDOWN) Areas			
	Refinery	Reformer	Air and Gas	Offsite and Utilities, Blending and Storage

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Electrical plant equipment for shutdown, including infrastructure requirements.	Units 20, 21, 25, 27, 29, 31, 33, 35, 54	Unit 06	Units 01, 03, 50, 99, 42	Units 40, 41, 43, 45, 47, 48, 49, 56, 18, 58, 86, 51, 73, 75
Substations & Satellite building equipment.	All substations and Satellite buildings			
Replacement/Upgrades of electrical infrastructure	Obsolete systems, large repairs, major service on equipment, replacement of equipment			

1.2.6 Instrumentation

Scope of work	Refinery REINSTATEMENT(SHUTDOWN) Areas			
	Refinery	Reformer	Air and Gas	Offsite and Utilities, Blending and Storage
Electrical plant equipment for shutdown, including infrastructure requirements.	Units 20, 21, 25, 27, 29, 31, 33, 35, 54	Unit 06	Units 01, 03, 50, 99, 42	Units 40, 41, 43, 44,45, 47, 48, 49, 56, 18, 58, 86, 51, 73, 75,83

Scoping entails Shutdown scope of work and known preservation defects, function testing of all ESD and DCS control equipment as per process design to locate unrevealed defects—scoping of project work to be implemented.

- Testing of Fire and Gas systems for all units.
- ESD / DCS testing for all design changes for new modes.

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1.3 COST ESTIMATION

The contractor shall assist PetroSA with cost estimation of the upcoming Liquid Refinery Reinstatement (Shutdown) for budgeting purposes. Cost estimates shall be based on the scope available at the time, experience and agreed assumptions and shall be +/- 20% accurate. Estimates shall be made available in time for the PetroSA budgeting process.

1.4 WORK PLANNING

The contractor shall perform Preparation, Planning and Scheduling functions for 2026 Liquid Refinery Reinstatement (Shutdown). The availability of competent Liquid Refinery Reinstatement (Shutdown) Planners must be assured. Planners supplied to fulfil this service will work under PetroSA planning management in support of the PetroSA Liquid Refinery Reinstatement (Shutdown) planning team. Liquid Refinery Reinstatement (Shutdown) Planners will be utilising MS Excel, SAP PM (version 4.7), Primavera (version 6) and Inspire systems

1.5 ROLES AND RESPONSIBILITIES

This is a large Liquid Refinery Reinstatement (Shutdown) and has been declared as such by PetroSA at the start of the Liquid Refinery Reinstatement (Shutdown) planning cycle, typically two years ahead of the execution, utilising the seven phases of PetroSA Shutdown Execution Methodology.

The following are the roles and responsibilities of the Contractor.

1.5.1 The Contractor shall in collaboration with the PetroSA Planning Engineer, walk the plant to familiarise themselves with requirements (Health, Safety, Environmental and Quality)

1.5.2 The Contractor shall compile, present and get project schedule approved by PetroSA Planning Engineer

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- 1.5.3 The Contractor shall develop a set of Key Performance Indicators to track progress of the preparation, Planning and Scheduling project.
- 1.5.4 The Contractor shall develop in collaboration with PetroSA Roles and Responsibility Matrix for the different phases of the Preparation, Planning and Scheduling process for CONTRACTOR and PetroSA personnel.
- 1.5.5 The Contractor in collaboration with PetroSA shall provide a training schedule and or Plan Induction Programme
- 1.5.6 The Contractor shall setup, schedule and conduct meetings to review, challenge and approve project schedule
- 1.5.7 Contractor shall identify all tasks and activities required per equipment (Task lists).
- 1.5.8 Contractor shall identify all necessary resources required per task and or activity.
- 1.5.9 Contractor shall create, capture and record all task lists on MS Excel spread sheets.
- 1.5.10 The Contractor in collaboration with PetroSA shall setup, schedule and conduct meetings to review, challenge and approve task lists
- 1.5.11 The Contractor shall comply with set start and completion dates as per project schedule
- 1.5.12 The Contractor shall create work orders (link standard revisions, Work Breakdown Structures, Activity Rates for costing)
- 1.5.13 The Contractor shall Upload Task lists from MS Excel onto SAP PM system
- 1.5.14 The Contractor shall generate network graphics links
- 1.5.15 The Contractor shall transfer Task lists onto the work orders
- 1.5.16 The Contractor shall download Work Orders from SAP PM onto Primavera through Inspire systems
- 1.5.17 The Contractor shall link activities as per equipment on Primavera
- 1.5.18 The Contractor shall Interlink Units and Areas (Primavera)
- 1.5.19 The Contractor shall perform Resource levelling (Primavera)
- 1.5.20 The Contractor shall schedule and produce the project schedules (Bar Charts) – (Primavera)
- 1.5.21 The Contractor in collaboration with PetroSA shall setup, schedule and conduct meetings to review, challenge and approve projects schedules (Bar Charts)
- 1.5.22 The Contractor shall setup and lock the Baseline (Primavera)
- 1.5.23 The Contractor shall print the final schedules (Bar Charts), Task books per discipline and Histograms

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1.5.24 The Contractor in collaboration with PetroSA shall setup, schedule and conduct POSTMOREM meeting to review, discuss and document lessons learnt during the Preparation, Planning and Scheduling phase

2. KEY DELIVERABLES OF PREPARATION PHASE

The key deliverables for the Contractor during this period are:

- 2.1 Task lists per equipment on MS Excel
- 2.2 Task lists per equipment on SAP PM
- 2.3 Work order management (Work orders created with Revisions, WBS and network graphics links done)
- 2.4 BOM development / BOQ
- 2.5 Area-specific and Overall project schedules with links per unit and per area; costing (activity) rates, resource levelling and baseline
- 2.6 Histograms printed
- 2.7 Task books per area printed
- 2.8 Minutes of meeting captured (Postmortem, Reviews and approval)

3. SPECIFIC FACILITY AND EQUIPMENT REQUIREMENTS

- 3.1 The Contractor shall make arrangements for all required vehicle permits
- 3.2 PetroSA shall provide utilities (Water and electricity), free of charge
- 3.3 PetroSA shall provide office accommodation, free of charge
- 3.4 The Contractor shall give at least 48 hours' notice of any other requirements with respect to facilities.

4. SPECIFIC LABOUR REQUIREMENTS

4.1 General

- 4.1.1 The Contractor shall provide a competent and suitably trained workforce
- 4.1.2 The Contractor shall be in a position to supply proof of competency (certificates and/or assessments) of all personnel when required by PetroSA

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- 4.1.3 The Contractor shall inform PetroSA of any resignations and recruitments during the Preparation, Planning and Scheduling project.
- 4.1.4 It is the responsibility of the Contractor to negotiate with the Department of Labour, for variation from BCEA overtime hours and related matters, if it is required to work under such conditions during the Preparation, Planning and Scheduling project
- 4.1.5 The Contractor shall provide a training schedule and material for all of the Preparation, Planning and Scheduling project work force and arrange training where required.
- 4.1.6 The Contractor shall submit an organogram of personnel who will be responsible for managing/Supervision Preparation, Planning and Scheduling project team.
- 4.1.7 The Contractor shall utilise suitable local work force, in conjunction with local labour forums, where practical.
- 4.1.8 A well developed selection and screening process for labour shall be used. PetroSA prefers the use of labour with previous experience of working on Liquid Refinery Reinstatement (Shutdown) at PetroSA where such workers received good ratings.
- 4.1.9 The Contractor shall ensure that workman compensation insurance have been procured up-front for the duration of the Liquid Refinery Reinstatement (Shutdown) for itself and all its sub-contractors
- 4.1.10 The Contractor shall comply to the following:
 - Shall be responsible for all supervision on all Work that is being executed during the contract period.
 - Shall be responsible for updating the Progress Report on a daily basis to the Planning Engineer
 - Shall attend progress and coordination meetings.
 - Shall be responsible to keep record of all changes to the Scope of Work via a Site Record Book or Scope Register

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5. MANAGEMENT OF CONTRACT

5.1 List of Services

5.1.1 Additions to the list of services shall be negotiated between PetroSA and the Contractor as and when required and then added tot the contract as an addendum.

5.1.2 The list of services and rates shall be renegotiated as when the need arises

5.2 Communication, Issues & Problem Management

5.2.1 All official communication and issues must be routed through the PetroSA Liquid Refinery Reinstatement (Shutdown) Manager. Any issues and problems threatening the successful completion Reinstatement (Shutdown) of the Preparation, Planning and Scheduling will be brought to the attention of the Planning Engineer within 12 hours.

5.2.2 Co-ordination meetings chaired by the Planning Engineer will be conducted to report progress and to discuss any issues and problems that may arise.

5.2.3 The Contractor's performance shall be measured against the agreed expectations and milestones.

5.2.4 Preparation, Planning and Scheduling progress monitoring and reporting will be done daily.

6. PROGRESS REPORTING

The Contractor as well as PetroSA's performance shall be measured against the deliverables of the Contract.

6.1 The main areas of performance are:

6.1.1 Compilation of scope for Reinstatement (Shutdown) (spreadsheets)

6.1.2 Task List Management

6.1.3 Bill of materials and quantities (BOM BOQ)

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6.1.4 Work Order Management

6.1.5 *Development of work packs / QC and acceptance*

6.1.6 Scheduling or compilation of Liquid Refinery Reinstatement (Shutdown) 2026
Bar Charts

6.1.7 Schedule Compliance (Comply to Preparation, Planning and Scheduling
project schedule)

6.1.8 Cost Containment

7. TECHNICAL REQUIREMENTS

PHASE 1: The technical ability will be evaluated, and Tenderers are required to furnish the information required in terms of this Technical Questionnaire. Tenderers will be evaluated on the questions below, which will either qualify or disqualify them accordingly from further evaluation. Tenders that fail to comply will be excluded from further evaluation.

Deliverables	Description	Factor (Submit supporting documents)	Points Allocation	Points scored
1	Supplier shall provide company profile, including business interests and a copy of the Company organisation structure	Has detail been provided and does it have both positions and names of individuals	Yes / No	Y / N
2	Provide status of Company financial	Has latest statement been submitted	Yes / No	Y / N

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	standing, including latest audited financial statements.			
3	Provide copy of your company Procurement Policy, including the development and application of service level agreements and the Procedure for sourcing long lead items	Valid controlled copy provided	Yes / No	Y / N
4	Provide details of proposed sub-contractors and partnership arrangements if applicable as well as the extent and the nature of interests in proposed sub-contractors	Has detail been provided and does it have both organisation names, contact names and details and relationships	Yes / No	Y / N

Phase 2: Technical Point-Scoring Evaluation

Tenderers shall be evaluated in accordance with a point-scoring methodology, with a maximum achievable score of 106 points. A minimum technical threshold score of 70 points is required to qualify for further consideration.

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Tenderers that fail to achieve the minimum technical threshold score shall be deemed non-responsive and shall be disqualified from further evaluation, including financial and preference point assessments.

5	Provide details of any company accreditation and affiliation with any service associations	Affiliation to South African Asset Management Association and / or National Shutdown Forum or similar Quality Certificates	<p>► Max 5 points.</p> <p>► 2.5 points for SAAMA and other affiliation Certificates</p> <p>► 2.5 points for Valid Quality Certificates</p>	5
6	Provide copy of your company Safety, Health and Environmental Policy	<p>Valid controlled copy provided</p> <p>Provide organisation overall safety statistics i.e. Group LTI/DIFR, with Suppliers LTI/DIFR, Rolling 12 month LTI/DIFR</p> <p>Provide Safety KPI's</p> <p>Provide safety statistics of 5 last turnarounds/shutdowns down / managed</p>	<p>Yes / No</p> <p>► Max 12 points.</p> <p>► Max 3 points for Group Safety Statistics</p> <p>► Max 3 points for Safety KPI's</p> <p>► Max 3 points for Turnaround / Shutdown safety Statistics</p> <p>► Max 3 points for SHEE Policy</p>	12
7	The Contractor shall have proven experience and knowledge as the lead contractor in	Submit Reference Letters from the Major Oil Refinery for planning and preparation of the Reinstatement /Shutdown on the Liquid Refinery	<p>Yes / No</p> <p>► Max 4 points.</p> <p>► Max 4 points for three Reference Letters from three different Refineries</p>	4

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	developing and refining a detailed scope of work from preliminary scopes for all work disciplines gained from previous similar Liquid Refinery Reinstatement projects.		<ul style="list-style-type: none"> ▶ Max 2 points for two Reference Letters from two different Refineries ▶ Max 1 point for one Reference Letters from one different Refineries ▶ Max 0 points for zero Reference Letters from zero different Refineries 	
8	Supplier shall present the details of the previous successful implementation of preparing and planning Shutdowns with a magnitude of 300 000 man-hours as envisaged together with details of the	Provide reference list with sufficient details and contact list	<p>Yes / No</p> <ul style="list-style-type: none"> ▶ Max 25 points. ▶ Max 8 points for having 3 turnarounds / shutdowns with over 300,000 man-hours and / or 49,500 activities ▶ Max 8 points for 3 different petrochemical turnaround / shutdown 	25

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	<p>services provided. This shall be substantiated with client reference sites and details of the service provided as well as approval to contact such reference provided.</p>		<p>references within last 2 years</p> <ul style="list-style-type: none"> ▶ Max 3 points for 3 different references and approval to contact them ▶ Max 3 points for advising what Prep and Planning contracts awarded in last 12 months and status of each thereof - potential site visit to be arranged ▶ Max 3 points for providing a company work schedule for the next 4 years with regards to SD & T/A Prep & Plan contracts awarded 	
9	<p>Provide details of proposed org structure for the</p>	<p>Organisation structure to be detailed with positions and names covering all disciplines.</p>	<p>Yes / No</p> <ul style="list-style-type: none"> ▶ Max 4 points. ▶ Max 2 points for Org Chart with 	4

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	PetroSA Prep & Plan Contract	Provide CV;s of key personnel.	positions for all disciplines ▶ Max 2 points for Org Chart with names for all disciplines & CV's	
10	Supplier to advise his proposed Planning Tools and compatibility to ALL PetroSA's systems listed under this item	Supplier to provide copies of certificates no of seats for license	▶ Max 12 points. ▶ 4 points for SAP version 4.7, ▶ 4 points for Inspire Interface, ▶ 4 points for Primavera P6 Version 6.2	12
11	Provide proposed time line schedule for the completion of the Preparation and Planning Phase.	Supplier to propose a typical schedule as well as at least one approved by client for similar scope	▶ Max 8 points. ▶ 4 points for level 4 schedule and S Curve ▶ 4 points for manpower loading	8
12	Supplier has demonstrated that he has fully qualified SAP PM certified staff or access to them.	Supplier to provide appropriate CV's	▶ Max 8 points. ▶ 4 points for creating schedules through SAP work orders/Prima Vera ▶ 4 points for SAP PM & IM skills/transactions: W21, IW22, IW23, IW32,	8

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			IW37, IA02, IA08, IW28, IW29, IW31, IW33, IW38, IP16, IW41, IW42, IW44, OIOB	
13	Supplier shall demonstrate that he has a sound Project methodology in doing the Prep & Planning for PetroSA Shutdown covering the services but not limited (covering Mechanical, Electrical, Instrumentation, Refractory, Insulation ,Cladding ,Scaffolding ,High Pressure Cleaning and Civil works	Submit a Prep and Plan Service Methodology document for Refinery reinstatement /shutdown project	<ul style="list-style-type: none"> ▶ Max 18 points. ▶ 7 points for methodology – the process followed and management and control thereof ▶ 4 points for clear deliverables – definition of deliverables ▶ 4 points for comprehensive listing of Procedures to be used during Prep & Planning Phase ▶ 3 points for Copies of Typical Scope Definition Checklists, Task lists, Work pack, QA Check sheets, 	18

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			Risk Assessment Forms etc.	
14	Supplier shall demonstrate that he has a experience in Prep & Planning for Offshore (FA Platform)	Supplier to provide appropriate documentation to support claims	Max 5 Points ► 5 Points for Offshore experience with References	5
15	The Contractor shall have proven knowledge and experience in cost estimation for Preparation and Planning activities for Refinery Reinstatement and/or Shutdown projects, with cost estimates developed to an accuracy of ±20%.	Submit a example of the cost estimation submitted for the prep and plan work on other refinery reinstatement/shutdown project	Max 5 Points ► 5 Points for submitting cost estimate documentation for the prevoius prep and plan executed in other refineries	5

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