



PetroSA

**PROVISION OF ROTARY WING AVIATION SERVICES
SCOPE OF WORK AND TENDER REQUIREMENTS**

Tender Number:

CTT22472

CONTENTS

1.0	SCOPE OF WORK
1.1	BACKGROUND
1.2	BRIEF SCOPE
1.3	OPERATIONAL PERSONNEL
1.4	MAINTENANCE
1.5	ONSHORE REFUELING OPERATIONS
1.6	SAFETY CASE
1.7	MOBILIZATION & EXECUTION PLAN
2.0	AVAILABILITY
3.0	OPERATING CONDITIONS
4.0	TENDER PROCESS & REQUIREMENTS
5.0	NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME (NIPP)
6.0	SECRECY AND CONFIDENTIALITY

1.0 SCOPE OF WORK

1.1 BACKGROUND

The Operations Business unit is carrying out offshore gas production activities in the Southern Cape, up to 60 nm off the shores of George and Mossel Bay.

PetroSA requires Aviation services with a suitable aviation operator that provides opportunities for increased safety performance and operational efficiencies that meet future levels of gas production activities within the designated area.

The contract period will be either 2, 3 or 5 years. Services providers are invited to provide pricing for all 3 options.

Operational activities will take place from the FA Platform (S 34 58.22 E 022 10.24) for the duration of the contract. The D- and t-value for the FA platform is 22.2 meters and 9.3t with refuelling capabilities. Additional capabilities during shutdown periods may also be required from the aviation service provider to and from the FA platform. It is further anticipated that offshore activities might increase for short periods due to visiting vessels under contract from PetroSA to locations within the designated area of PetroSA's production activities; however the exact location or detail for these vessels are not known at this moment.

In addition the service provider must have hoisting and underslung capability on the technical backup as operations to some decks may require winching personnel to and from the deck, whereas slinging capability must provide for heavier loads which cannot be carried internally.

Aviation operations to offshore facilities will be conducted from George Airport (FAGG). The airport allows for non-precision and precision approaches. Other land based facilities which the aviation service provider may have to service include the GTL Refinery located outside of Mossel Bay and the George Hospital Helipad. The helipad is managed by PetroSA.

The PetroSA facilities to be utilised during the contract by the aviation service provider as the main base of operations is located at George Airport (34°00'07.65"S and 22°22'28.63"S) and include one hangar (approximate size 1269 m²), offices (approximate size 364 m²) and a designated controlled tarmac area for start-up and shutdowns, parking, and passenger embarking and disembarking activities. PetroSA has entered a long-term lease with ACSA for these premises.

1.2 BRIEF SCOPE

PetroSA requires Rotary Wing Air Services to meet PetroSA's operational requirements for the transportation of its passengers and goods to and from offshore facilities under both Visual Flight Rules (VFR) and Instrument Flight Rules (IFR).

PetroSA is head quartered in Cape Town and have additional operational offices in Mossel Bay. The aviation service provider's operational base will be George Airport.

The main task is the provision of return crew-change flights from the operational base to the various sites in the designated production area. Operational requirement will be predominantly to the FA Platform located approx. 60 Nm, with additional flights for visiting PetroSA personnel, contractors and if required Medivac, Emergency Escape and Rescue (EER) and Search and Rescue (SAR). Additional destinations within the designated area might be required during the contract period.

Flights will normally be conducted during DAYLIGHT hours, but in case of emergencies may extend into night.

- 1.2.1 TENDERER'S OFFERS SHOULD BE BASED ON PROVIDING PROPOSALS BASED ON THE BELOW OPTIONS FOR TWIN-TURBINE ENGINE HELICOPTERS DEPENDING ON THE HELICOPTER CAPABILITY AND/OR CAPACITY WHICH SHOULD BE FLEXIBLE IN ORDER TO MEET PETROSA'S REQUIREMENT TO TRANSFER IN AND OUTBOUND. A WEEKLY AVERAGE OF APPROX. 40 PASSENGERS ON AND 40 PASSENGERS OFF DURING NORMAL OPERATIONS FOR THE CONTRACT DURATION. ADDITIONAL CAPABILITIES DURING SHUTDOWN PERIODS MAY ALSO BE REQUIRED FROM THE AVIATION SERVICE PROVIDER TO AND FROM THE FA PLATFORM. IN ADDITION, FLEXIBILITY MUST ALLOW FOR ADDITIONAL NON-SCHEDULED FLIGHTS AS REQUIRED.**

AIRCRAFT AND CREW TO BE ACCESSIBLE WITHIN 2 HRS FOR THE STANBY REQUIREMENT.

TENDER OPTIONS:

- 1. 1 DEDICATED AIRCRAFT 1 DAY A WEEK+ SHARING STANDBY 24/7 (PREFERRED OPTION)**
- 2. 1 DEDICATED AIRCRAFT FULL TIME + SHARING STANDBY 1 DAY A WEEK**
- 3. 1 DEDICATED AIRCRAFT FULL TIME + 1 DEDICATED FULL TIME STANDBY**
- 4. ANY OTHER OPTIONS WHICH IS FIT FOR PURPOSE AND COMMERCIALY ATTRACTIVE**

TENDERERS MAY OFFER MULTIPLE SOLUTIONS FOR THE SERVICE TO PROMOTE COST OPTIMISATION IDEAS FOR PETROSA.

EACH HELICOPTER SHALL:-

- a) Be offshore and IFR certified with a minimum of 12 seat capacity i.e. must be able to carry a minimum of 12 passengers, with maximum 10 kilograms of baggage per passenger, under all meteorological conditions. Higher capacity aircraft may be accepted in line with total cost of ownership reduction measures for operations.
- b) Be type certified by an ICAO (International Civil Aviation Organization) member state and type accepted by the SACAA.
- c) Have the capability to operate at SACAA prescribed Performance Class 2 or better.
- d) Be equipped to meet OGP (Oil and Gas producers) requirements.

1.2.2 PETROSA'S REQUIREMENTS

- PetroSA requires Helicopters as outlined in the options above.
- Helicopter service to commence at 08:00hrs during the normal week but Aviation Service Provider could be instructed to commence early and such instruction will be communicated in writing.
- Shuttling of passengers during Shutdowns or other peak periods will be agreed and communicated in time to assist the Operator to plan efficiently.
- PetroSA requires that helicopters to depart on scheduled times and delays should be minimised unless caused by force majeure factors. In the event of delays, a delay notification to all parties will be issued by the Operator including the estimated time to remedy such delay.
- PetroSA requires that the helicopters to be functional at all times and no lack of maintenance excuse will be accepted and helicopters should be fully kitted with the required equipment to avoid any delays.
- The Operator warrants to provide PetroSA with all necessary certification should they be required.
- Furthermore, the Operator warrants providing PetroSA with a passenger induction disc/information and warrants that it will take responsibility of ensuring that all passengers are inducted before boarding and that all passenger baggage does not exceed weight limitations of the aircraft baggage design capacity.
- PetroSA requires that the Operator to be knowledgeable of weather conditions in order to determine whether flying will be delayed or will not take place. It is the responsibility of the Aviation Service Provider to liaise with the installation and South African Weather Services to determine the accuracy of the weather forecast and any contractual obligations for weather will be between the Aviation Service Provider and South African Weather Service.
- PetroSA also requires the Operator to liaise with ACSA/Airport for aircraft tracking services.
- Fuelling and replenishment of helifuel at the Heliport will be done in accordance to PetroSA standards or in the case that the Aviation Service Provider has alternative standards; such standards will need to be approved by PetroSA SHEQ department.
- Aviation Service Provider shall bind itself within PetroSA policies for Operation and any deviation will not be accepted unless there is written consent for such deviation.

- Aviation Service Provider warrants accepting lawful instruction by PetroSA and regarding such instruction from an authorized person as legally binding. All operational instructions regarding flying, crew changes, emergency flights, special flights and other adhoc requests will be given by the authorized Logistics Services person and Aviation Service Provider cannot accept any instruction without any mandated person, otherwise such instruction will not be binding to PetroSA.
- In the event of emergency where instructions are relayed telephonically to expedite time, it is the Aviation Service Provider's responsibility to ensure that such an instruction is corroborated in writing within 12 hours of issuance of such instruction.
- Aviation Service Provider to note that instructions on the Production Platforms will be issued by the OIM or any designated person and such instruction will be binding.
- PetroSA (Logistics Services) will periodically inspect the Operation and such findings will be communicated to the Operator timeously. It should be noted that where an incident is raised on the PetroSA incident system involving the Aviation Service Provider, such incident needs to be investigated and all requisite documentation should be forwarded to PetroSA including the proposed solution. It is therefore the Aviation Service Provider's responsibility to ensure that all its personnel understand PetroSA incident system.
- PetroSA maintains a very tight security system at the heliport and requires that all Aviation Service Provider's personnel working at the heliport comply with PetroSA Security requirements as well National Key Points Access requirements. Random searches and random test for drugs and alcohol shall be applicable on all PetroSA premises.
- PetroSA will require monthly or bi-weekly meetings with the Operator and minutes and discussions from such meetings will recorded and treated as binding to both parties.

1.2.3 THE HELICOPTER OPERATIONS MUST BE IN COMPLIANCE WITH THE OIL AND GAS PRODUCERS (OGP) GUIDELINES. TENDERERS SHALL STATE ANY DEVIATIONS AND INCLUDE ANY MITIGATION MEASURES THAT IT WOULD PROPOSE TO IMPLEMENT IN THE SHORT TERM. TENDERERS ARE ADVISED TO REFERENCE OGP 390 AS GUIDANCE.

It is the intention to ensure full OGP offshore helicopter operational compliance and tenderers are encouraged to provide a longer term view on how this can be achieved. In addition the Aviation Service Provider shall meet the following requirements:

- Carry the necessary approval from the SACAA to operate in South Africa providing non-scheduled public air transport service (Class II, N1 and N2: passengers and cargo); and general air service (Class III) with twin-engine helicopters (H1). Approved capabilities must further include emergency medical service (G7), underslung and winching (G15) and offshore operations (G16).
- One helicopter(Technical Backup) must be equipped for hoisting and slinging operations and one (1) rescue hoist kept within the hangar for quick utilization.
- One (1) HERDS kit kept within the hangar for quick utilization in case of search and rescue operations.
- Ensure an effective, reliable and approved satellite tracking system is installed in each aircraft.
- Demonstrate the reliability and efficiency of its safety and quality management systems.
- Each helicopter shall be equipped with a performance monitoring system.
- The aviation service provider will further comply with any additional South African legislation as applicable to the type of operation including the Labour Relations Act and National Industrial Policy.

1.3 OPERATIONAL PERSONNEL

The aviation service provider will comply with OGP and SACAA requirements (whichever is the most restrictive) for crew qualification, flight and duty time calculations and flight crew training.

Every alternate 6-monthly proficiency check will be conducted on an approved flight simulator training device for the type and variant of helicopter to be utilized on the contract.

No freelance crew will be accepted except during peak periods at which time the aviation service provider may contract additional crew which are familiar with both the operations of the contract and the air service provider.

The aviation service provider shall ensure sufficient personnel capable of meeting the demands of the contract, including administration and managerial personnel.

1.4 MAINTENANCE

The aviation service provider shall demonstrate its capability to ensure the helicopters are maintained according to SACAA requirements by an SACAA approved maintenance service provider.

Maintenance may be conducted by the aviation service provider when carrying the correct authorization and approvals; or it may be subcontracted to an SACAA approved third party. The service provider will nonetheless ensure base and line maintenance capability at the main base of operations.

The Aviation service provider will ensure minimum spare parts is available at the main base of operation and these spare parts will, as a minimum, include MEL items, high consumption items and Class II products as defined by the SACAA Civil Aviation Regulations, 2011 as amended.

1.5 ONSHORE REFUELING OPERATIONS

The aviation service provider is responsible for the management of PetroSA heliport fuel facilities at George Airport. The service provider shall provide trained personnel for refueling operations and be responsible for the procurement and quality control of fuel and associated logistics. PetroSA will maintain ownership of the onshore fuel tanks and will provide the maintenance of the facilities.

1.6 SAFETY CASE

The service provider is to submit a safety case of the proposed operation which shall include risk assessments on the mobilization, maintenance and operations of the proposed contract.

1.7 MOBILIZATION & EXECUTION PLAN

The tenderer shall submit a Mobilization and Execution plan detailing the mobilization of aircraft, personnel and equipment as well as the execution and time-frames associated to the planned operation including:

- a) Mobilization of aircraft, inclusive of delivery time and method;
- b) Flight crew and operational support arrangements during the mobilization;
- c) Operational and procedures arrangements (including training arrangements of operational personnel) to service the contract and meet regulatory and PetroSA requirements;
- d) Maintenance arrangements, during the mobilization as well as setting up and provision of maintenance facilities to service the contract;
- e) Logistical arrangements associated with the mobilization phase as well as in order to commence commercial activities; and
- f) A description of how planned subcontractors will be incorporated and managed during both the mobilization phase and execution of the contract.

The mobilization and execution plan should further address legal frameworks and SACAA licensing requirements and approvals as applicable to operate offshore non-scheduled passenger and cargo services within South Africa.

Mobilization and Execution shall mean the time period from awarding of the contract up to the first commercial flight undertaken for the purpose of servicing the contract. Following the end of the mobilization phase, procedures and processes must be in place prior to the first commercial flight; such as, risk assessments and inspections of landing sites, publishing of approach plates and any other document or manual required as per SACAA Civil Aviation Regulations.

The Mobilization and Execution plan shall include a clear description of these phases.

2.0 AVAILABILITY

2.1 Average total utilisation of the helicopter will depend on the helicopter's seating capacity and payload available, but passenger capability for normal operations is estimated at 40 passengers outbound and 40 passengers inbound weekly excluding Mondays, Saturdays and Sundays.

2.2 Peak periods are defined as periods where additional offshore installations need to be serviced, excluding normal operations to the FA platform but including shutdown periods on the FA platform.

3.0 OPERATING CONDITIONS

Assume air temperature is + 24 degrees C and passenger weight including baggage is 110 kilos as an average.

4.0 TENDER PROCESS & REQUIREMENTS

4.1 EVALUATION

- As per item 4 of the Invitation to Tender tenderers will be evaluated on their technical ability.
- Tenderers MUST complete all sheets
 - Annexure A: Copies of Documents Required
 - Annexure B: AMO Information
 - Annexure C: Crew Qualification and Experience
 - Annexure E: CBA
 - Annexure F: Helicopter Specifications

5.0 NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME (NIPP)

For the avoidance of doubt, if applicable: compliance with the DTI NIPP is a mandatory requirement of this tender. The tenderer is advised that PetroSA as a wholly-owned entity of the government of South Africa, can only award a contract once the DTI has advised PetroSA that it has approved the tenderer's NIPP proposal(s). See appendix F for more detail.

6.0 SECRECY AND CONFIDENTIALITY

The Tenderer undertakes to keep and hold secret and confidential all information regarding the business of PetroSA howsoever obtained and shall not use the same other than for purposes of the parties' association with each other, nor disclose to or discuss the same with any other party without the express prior consent of PetroSA.

The foregoing restrictions shall not, however, apply to any portion of the said information which the Tenderer can show was in its possession prior to receipt thereof from PetroSA, or at the time of disclosure is or thereafter becomes part of public domain by publication or otherwise, or corresponds in substance to information furnished to the Tenderer as a matter of right without restriction on disclosure and was not acquired directly from PetroSA.