

MINUTES OF THE SCOPE CLARIFICATION MEETING

**TENDER CTT 26715 – SUPPLY AND DELIVERY OF LPG THROUGH
ISOTAINERS FOR PetroSA, MOSSEL BAY**

Meeting No.:	01	Meeting Date: 20 May 2026
Present:	Velaphi Gumede – PetroSA Tenderers as per Microsoft Teams Attendance List	
Apologies:		
Copies to:	All Tenderers	
Convenor	V Gumede	Scribe: V Gumede
DISCUSSION		
1.	Welcome	
1.1	Tenderers were welcomed to the meeting and introductions done.	
1.2	The meeting was done through Microsoft Teams, as such no attendance register was circulated.	
2.	Tender Submission Procedures	
2.1	A summary was given highlighting certain important issues when submitting a tender as follows: <ul style="list-style-type: none"> • Tenders to be submitted electronically via e-procurement system • Closing date of tender is 02 June 2026 • Closing date was changed to 30 June 2026 following a request in this meeting 	
2.2	Tenderers were informed that non-attendance of the scope clarification meeting will not disqualify a tender. Minutes of the scope clarification meeting will be made available online through the tender bulletin for all tenderers to access.	
3.	Terms and Conditions	
3.1	A Tenderer will be required to accept the “Standard Terms and Conditions for PetroSA”.	

3.2	If Tenderers are unable to fulfil some of the conditions these “qualifications” must clearly be stated.
4. 4.1 4.2	<p>Evaluation of Tenders</p> <p>Pre-qualification criteria for Preferential Procurement</p> <p>In accordance with the National Treasury instruction, the pre-qualification criteria for this tender are as follows:</p> <ul style="list-style-type: none"> The Supplier must be a minimum of level four (4) B-BBEE contributor or EME or QSE. Evidence: Valid SANAS accredited B-BBEE Certificate or an applicable Affidavit (valid). <p>Tenders are evaluated in two phases as follows:</p> <p>Disqualification Phase</p> <ul style="list-style-type: none"> Refers to Phase 1 of the Technical Questionnaire including pre-qualification criteria Must provide information to ALL the technical questions. Details for all eliminating technical questions were discussed. <p>Commercial /BEE Evaluation</p> <ul style="list-style-type: none"> Applicable to all tenders that qualified in Phase 1 Will be evaluated in accordance with the Preferential Procurement Policy Framework Act of 90/10 (90% commercial and up to 10% for BEE status) <p>The tenderer with the highest score will be recommended for award of the contract.</p>
5.	<p>E – Procurement Tender Submission</p> <p>Highlights</p>
	<ul style="list-style-type: none"> Tenderers must accept terms and conditions All tender questions must be answered otherwise tenderers will not be able to progress to the next step. On step 5 tenderers must put the total contract price as per the CBA, then save it to progress to the next step. All critical tender documents to be attached on step 6. On step 7, the submit button must be pressed, and only after you received tender submission success message, then you ‘ll know your tender has been submitted. Tenderer may change its tender many times before the closing date and time. Once closed, the last version of the tender submitted will be the final one. Tenderer will receive a notification that the tender has been submitted. Tender will not be visible nor accessible online after the closing date and time.

6.	Scope of Work
	<p>The scope of work was presented by the User Department (Ms Yandiswa Ntisana) who gave a brief overview on the following:</p> <p>Meeting Purpose</p> <ul style="list-style-type: none"> • Provide a high-level walkthrough of the Scope of Work • Clarify key technical and commercial expectations • Highlight critical compliance and operational considerations • Address bidder clarification questions • Ensure alignment prior to tender submission <p>The session is intended to support clarification and alignment, does not replace the formal tender documentation.</p> <p>Why this tender?</p> <p>PetroSA is re-establishing LPG supply into Mossel Bay following the cessation of refining operations at the GTL Refinery. The decline in domestic refining capacity has materially impacted locally produced LPG availability.</p> <p>The Solution</p> <p>PetroSA is pursuing LPG importation to service the Southern, Western, and Eastern Cape regions. Isotainer-based logistics have been identified as a practical, flexible, near-term solution — enabling LPG imports via multimodal transport (marine, road, and/or rail) without requiring fixed marine import infrastructure.</p> <p><i>This tender seeks qualified suppliers capable of providing reliable, safe, and commercially competitive LPG supply solutions</i></p> <p>Scope of Supply & Isotainer Management</p> <p>LPG Sourcing</p> <p>Local and/or international origin. Must comply with South African standards, be fit for commercial/industrial use, and maintain full product traceability from source to delivery.</p> <p>Isotainer Provision</p> <p>ISO-certified pressure vessels compliant with ISO, UN T75, and IMDG requirements. Capacity: 20–24 MT per unit. Fitted with pressure relief valves, emergency shut-off systems, and hazard markings.</p> <p>Fleet Management</p> <p>Bidder bears full responsibility for isotainer leasing, maintenance, repositioning, inspections, and operational readiness. All certifications and test records must be maintained.</p> <p>Logistics, Delivery & Supply Volumes</p> <p>The bidder manages movement from source to Mossel Bay terminal, including isotainer filling, multimodal transport (road, rail, marine), import customs</p>

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clearance, port handling, and coordination with port authorities.

Delivery Requirements

Timely delivery per agreed schedules, advance notices, safe LPG transfer, and minimised product losses. Title and risk transfer points must be clearly defined in the commercial proposal.

Indicative Supply Profile

2–3K

MT/month

Initial ramp-up

5–8K

MT/month

Progressive scale-up

Bidders must show they can scale volumes and handle demand variability without compromising supply reliability.

PetroSA is seeking executable, scalable, and operationally reliable logistics solutions.

HSE, Regulatory & Port Compliance

HSE Requirements

Full compliance with South African legislation, Port of Mossel Bay safety requirements, and LPG handling standards. Bidders must submit risk assessments, method statements, emergency response plans, and 3–5 years of safety performance history.

Regulatory Compliance

All permits and licences for LPG handling and transport must be secured. Road transport of dangerous goods must comply with national regulations, SANRAL requirements, and driver and vehicle certification standards.

Port Compliance

Full alignment with Port of Mossel Bay operational protocols. Failure to meet regulatory or port requirements constitutes non-performance. No operations may commence without full HSE approval.

Safety and regulatory compliance remain non-negotiable requirements for PetroSA.

Technical & Compliance Criteria

Mandatory Requirements

Failure to meet any mandatory requirement results in disqualification. PetroSA reserves the right to verify all information, conduct site visits, and request additional documentation.

LPG Product Specification

Must comply with SANS specifications. Bidders must provide product spec sheets, Certificate of Analysis (CoA) per shipment, propane/butane composition confirmation, and sulphur/moisture/contaminant limits. Non-compliant product rejected at bidder's cost.

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Logistics Capability

Proven multimodal isotainer LPG logistics experience required. Bidders must provide a detailed execution plan, transit times, routing, and evidence of 2–3 comparable reference projects. Bidders without demonstrated isotainer LPG experience will be disqualified.

Experience & Financial Standing

Minimum 3–5 years in LPG supply and logistics. At least 2 comparable client references. Audited financial statements (2–3 years) and evidence of financial capacity to support operations are mandatory.

Mandatory Documentation Checklist**Company Profile & Registration**

Company registration documents and organisational structure.

LPG Product Documentation

Product specifications, certifications, and Certificate of Analysis.

Isotainer Technical Documentation

Isotainer specs, inspection records, fleet size, and certifications.

Logistics Execution Plan

Detailed routing, transit times, and contingency measures.

HSE, Regulatory & Financial Documents

HSE policy, risk assessments, emergency plans, permits, references, and audited financial statements.

Incomplete submissions will be deemed non-compliant and disqualified from evaluation.

Commercial & Pricing Structure

PetroSA requires a fully transparent, disaggregated pricing structure. Lump-sum or non-transparent submissions will not be considered. All pricing must be presented in both USD/MT and ZAR/MT with clearly stated exchange rate assumptions.

LPG Product Cost

Benchmark basis (e.g. Saudi Aramco CP), base price, premium/discount, and final product price in USD/MT.

Freight & Logistics

Sea freight, port of loading charges, road/rail transport, port handling, terminal fees, and customs clearance — all itemised.

Isotainer Costs

Leasing, fleet management, repositioning, cleaning, inspection, and maintenance costs.

Total Landed Cost

All-in delivered price to Mossel Bay in USD/MT and ZAR/MT, inclusive of all components above.

Transparent landed-cost visibility is a key commercial requirement.

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Mandatory Pricing Scenarios

DAP Mossel Bay — Full end-to-end responsibility

CIF Port + Local Delivery — Split responsibility model

Volume-Based Pricing

Bidders must provide pricing sensitivity at:

- . 2,000 MT/month
- . 5,000 MT/month
- . 8,000 MT/month

Commercial Terms Required

- . Incoterms (DAP, DDP, CIF)
- . Payment and credit terms
- . Currency of payment
- . Price validity period
- . Price adjustment mechanism (e.g. monthly CP)
- . Exchange rate risk management
- . Applicable taxes, duties, and levies

Bundled pricing, undefined handling fees, or hidden margins within logistics components will not be accepted.

Tender Submission Requirements**Submission Deadline**

As per the online tender closing date and time on the PetroSA e-Procurement System.

Submission Format

Complete technical proposal (PDF, signed) plus completed pricing template (Excel). Both formats are mandatory.

Submission Method

Online via the PetroSA e-Procurement System only. No alternative submission methods accepted.

Disqualification Triggers

Late or incomplete submissions, failure to use the prescribed pricing template, or non-compliance with mandatory technical requirements.

Port and regulatory dependencies: The successful bidder must align with Port of Mossel Bay requirements and incorporate regulatory approval timelines into logistics planning. PetroSA shall not be liable for delays arising from port or regulatory approval processes.

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Technical questions and answers

The following questions were asked during the tender briefing:

Q. On the standard terms and conditions, you mentioned we can have our own comments or qualifications in relation to clauses that we may not agree with. How would this be done, on the standard terms document or a separate document?

A. This can be done on a separate document, stating the exact clause you are challenging and why, then submit such qualifications with your tender proposal. PetroSA does not have a specific form for qualifications.

Q. I appreciate the fact that you're looking for a long-term relationship in delivering this product to Mossel Bay, but is there an expected contract duration for this?

A. The contract period for this tender is 12-months (a year).

Q. What are the contract renewal terms for this particular tender?

A. There are no preset contract renewal terms for this tender at this stage. PetroSA will negotiate and agree with the appointed service provider in the event of a contract renewal.

Q. You mentioned the initial volumes that are expected. The question is, within the first volumes expected, are we flexible to deliver, during the initial ramp up phase?

A. I take it the question relates to a delivery over a month. Let's say in the month of October we want 2000 metric tons. Do we want it all at once or are we flexible to deliver? We are flexible because we know that our product is not going to move all at once anyway. We are flexible to say in parcels of two within the month or in parcels of three. Obviously, this is an agreement between us and the appointed supplier.

Q. I need to understand after your evaluation processes in time, when are the service providers that will be appointed, expected to start delivery?

A. In terms of the expected start date of the contract, this tender is quite critical and urgent for PetroSA. We want to return to LPG sales soonest, but it will also depend on how long it takes to obtain required licences, rights and other approvals. So, that will guide us. If it takes three months, then in three months we should be able to start.

Q. Keeping in mind a few things like securing approvals and the like, you have to be mindful of the fact that securing supply and pricing are, to a great extent, influenced by the commencement date. So, if we don't have an idea of what the commencement date would be, it would be difficult to firm to give a firm pricing. I don't know how it how you would handle that? Secondly, this is quite a detailed scope and requirements, and in my view the closing date of 2nd June 2026 is unrealistic. We will need a bit more time to approach the market, find a solution

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and package it to meet all your requirements and be competitive at the same time. Consequently, we kindly request that you consider extending the closing date and time for this tender.

A. After consulting PetroSA management on this matter, it was agreed to extend the closing date and time for this tender to 30 June 2026 at 13h00.

Q. On the logistics side, with regards to offloading Isotainers, who would be providing things like crane, would you expect us to arrange that?

A. Prospective bidders are required to submit a wholly inclusive proposal for all activities in the supply chain up until delivery of the product to PetroSA, Mossel Bay. Yes, this includes, among others, provision of crane by the service provider.

Q. Are there any port restrictions or requirements? If so, please share them with us? Because we need to know if the port would allow vessels to berth, and also to offload IMDG's.

A. Yes, there are port requirements related to this tender and bidders are required to contact the Port of Mossel Bay directly to establish exactly what the port requirements are.

Q. And linked to that is the turnaround time of Isotainers once they are delivered to your terminal. What is the turnaround that you expect for replenishment and for return of those other Isotainers, as this impacts on pricing?

A. In terms of the turnaround time, we see a two to three day turnaround time, this will of course, depend on the operations in Mossel Bay, but we are getting int getting a fast pump or compressor to do the discharge operations. As such, there is no foreseen delay in turning the Isotainers around.

Q. Does PetroSA have own specifications for LPG other than SANS, as this may be generic and subject different interpretations? Please provide PetroSA specifications, if any.

A. Yes PetroSA has own specifications, we will submit it with the minutes of this meeting.

Q. And then on pricing, you have indicated you don't want bundle pricing, you want transparency around that. And I'm wondering how much transparency, because this is in the context of imports, normally on imports you would have the price markup, as you indicated, CPA or whatever, plus a premium, which normally covers everything. We don't normally get a breakdown of the premium from the source. How will this work? Related to this, there is also a risk of being transparent that you are exposed as a supplier, e.g. on things like the origin of your products, from which one can work who the supplier is. How do you reassure us that in such situations, you will not go behind the bidder's back and start engaging supplier with a view of going direct to the source?

A. And then in terms of the pricing, we know that, especially internationally, the product comes with a premium, but we want to see with that is total product cost, e.g, if the product is R100, the premium is R20, then we want to see product cost as R120. In essence, we need the product cost, logistics cost, clearance cost and everything associated with getting the product into Mossel Bay. We

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expect the product cost but have the separate parts that is your logistics separately and clearly identified in the product pricing. In terms of the origin of the product, we require traceability. And the reason for that, some of our customers have actually indicated that they do not buy product that comes from a sanctioned country. So it is important for us to know where the product is sourced from. We don't necessarily want to know the details of who the contact person is, but we just need to see where was the product loaded so that we can clearly show to our customers that the product is coming from, e.g. the US or the product is coming from the UAE. We do not want the supplier details, we are not in the business of importing LPG, we need you to import LPG for us but it is important for us to show traceability for all our customers.

Q. I wanted to know, let's say I'm in a JV with an international company that is not based in South Africa, should they also have certification for importation in South Africa or we can only use the company that's in South Africa, which is our company and they would use their own international permits?

A. First and foremost, it is important that a signed JV agreement forms part of your tender documents. Secondly we need licences to operate in South Africa, be it a JV or just a single company, we want a company that has required approvals to move LPG and have the required Port approvals. It does not matter who you do the JV with, your proposal must meet the requirements associated with delivery of LPG in South Africa.

Q. Is there a minimum validity period expected for the submitted prices from PetroSA, so that when we go and negotiate with various suppliers we are aware if there is a minimum validity period?

A. We are aware that pricing moves, and we will accept something that says based on the month of supply. We cannot say we want pricing for a certain month because we know that pricing is volatile, pricing in July will not necessarily be the same as pricing in October, for example.

In closing, Gideon Basson, representing the Mossel Bay Port, confirmed that the necessary documentation including the terminal agreement, licensing requirements, and other port-related submissions will be provided. He noted, however, that additional time is required to complete and submit these documents.

Tenderers are advised that any further tender-related questions not raised during the meeting may be directed to the procurement office. Communication will remain open until the official tender closing date, after which no additional queries will be accepted.

Closure

There being no further business to discuss, the meeting closed @11h33am.

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