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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>

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SCOPE OF WORK

ENTERPRISE AND SUPPLIER DEVELOPMENT (ESD) PROGRAM 2022_2025: BUSINESS DEVELOPMENT SUPPORT TENDER

1. INTRODUCTION AND BACKGROUND

PetroSA, a state-owned entity, is mandated to lead the economic transformation of the South African Oil and Gas Industry. Such a mandate we have embraced and continue to honour through various economic development initiatives as articulated in the revised Black Broad-Based Black Empowerment (B-BBEE) Codes of Good Practice. PetroSA has embraced and executed this mandate through various economic development initiatives. This has been done by prioritizing the economic empowerment of those previously disadvantaged as reflected in all economic transformation policies introduced by the SA Government, in particular, the revised Broad-Based Black Economic Empowerment (B-BBEE) Codes of Good Practice.

2. SCOPE OF SERVICES

Service Providers / Consultants is required to mentor, coach and development PetroSA's suppliers in the Chemical, Petrochemical and Oil & Gas industry with special focus on trading, transportation and logistics supplier development in downstream business.

To achieve the above and to help us unleash the potential of our selected ESD beneficiary companies, PetroSA requires the services of competent and experienced Service Provider(s) / Consultants in mainly delivering on the following key program areas:

1. *Enterprise & Supplier Development Support (Scope 1) and/or*
2. *Financial Support and Advice & Management of the already established Fund (Scope 2); and / or*
3. *BEE Advisory Services (Scope 3).*

Tenderers can tender for only one or all of the three components (Scope 1 and/or Scope 2 and/or Scope 3 – which must be clearly marked on all correspondence in its Tender Documents and the Returnable Schedule)

As part of facilitating economic empowerment and helping create and sustain jobs in South Africa, our Enterprise and Supplier Development (ESD) Program continues to support and grow small to medium-sized enterprises linked to our Chemical, Petrochemical and Oil & Gas business value chain. The ESD Program has three main components (Scope(s) as listed in more detail below. Tenderers can tender for only one or all of the three components (Scope(s), which is:

- *Enterprise & Supplier Development Support (Scope 1): Technical, Administrative and Management direct business intervention; SHEQ; Skills Development and Training; SHEQ interventions mainly to businesses delivering services like Trading Diesel and Petrol; Trucking); Fuel, Gas, and Petrochemicals and Storage Facilities; Maintenance and Repairs, Engineering operations; Business Advice and exposure including Tax Compliance; Contract Management; Business Compliance; Marketing and Social Media; Networking; Product Development; Goods and Service delivery; IT Systems and Management; Business Tax and Corporate Governance and Ethics;*
- *Financial Support and Advice & Management Of the already established Fund (Scope 2); Business Advice; Financial Management; Accessing to funding and Capital; Deal-Making;*
- *BEE IT Administrative Management Tool and Advisory Services (Scope 3): Provide an IT tool that can assist in the overall administrative management and whilst providing strategic advisory services to PetroSA and its Suppliers:*

Attributes of Tenderers is that they must be serious about growing and be committed to their businesses.

Chemical, Petrochemical, Oil & Gas Value Chain: the core competencies must be in the areas of *Transport/Fleet Services & Logistics (Shipping, Trading Diesel and Petrol; Trucking); Fuel, Gas and Petrochemicals and Storage Facilities; Clearing and Forwarding Services; Fuel Discharge Operations; Cargo Testing, Inspections and Surveying Services; Special Projects, such as Engineering Construction; Civil And Structural Engineering and Capacity Building in Engineering, Project Management and Artisans.*

**Scope 1: Enterprise and Supplier Development Support
ESD Business Development Mentors and Coaches**

To continue with the ESD Program, PetroSA is now recruiting for relevant skills and expertise to help deliver on the objectives of the revised program. The successful candidates must be business mentors and or coaches who own registered consulting businesses. They must have qualified proven business knowledge, skills and expertise in the Chemical, Petrochemical, Oil & Gas with special focus on trading, transportation and logistics supplier database in its downstream business

The Business Mentors and Coaches must come directly from the Oil and Gas Industry, demonstrate passion, interpersonal and technical skills, and a proven ability to empower others. Such individuals must possess an entrepreneurial flair and experience, practical business skills, a solution-focused approach, and an empathetic interpersonal style are invited to apply.

The supplier development support exclusively provides various business coaching and mentoring interventions, mainly to entities who already have existing contracts with PetroSA, whilst enterprise development is geared towards potential suppliers of PetroSA. The ESD Incubation initiative, on the other hand, provides tailor-made, structured business development support to exclusively selected beneficiaries over a twenty-four-month cycle.

Service providers in a form of Business Mentors and Coaches (Registered Consultants) must be able to provide direct one on one business development and growth services to our various enterprises and suppliers operating in the field of Chemical, Petrochemical, Oil & Gas with special focus on trading, transportation and logistics supplier database in its downstream business-related industries. Such services could be delivered from PetroSA identified sites, i.e. Parow, Mossel Bay and Sandton.

Scope 2: Financial Support and Advise & Management of the already established Fund

This includes facilitating financial products and services such as loans, credit, and overdrafts facilities based on and negotiated with PetroSA and suppliers on the basis of risk sharing/loan guarantee. Key to this is the success rate of collecting the repayments of these loans and assisting beneficiaries to access other funds from mainly private and public institutions. As part of monitoring the overall performance, monthly reports will have to be produced indicating the communication method, the frequency, and the monthly performance rate of the fund. PetroSA will consider a bonus for a higher recovery rate.

Scope 3: BEE Advisory Services

The BEE Advisory Services include, but are not limited to the Service Provider providing a B-BBEE IT tool that can assist in the overall administrative management and whilst providing strategic advisory services to PetroSA and its Suppliers. This will include ensuring full compliance with the revised Broad-Based Black Economic Empowerment (B-BBEE) Codes of Good Practice by meeting SANAS requirements.

3. ELIMINATION CRITERIA:

- ◆ A portfolio of evidence of work done and/or feedback report(s) from beneficiary: all tenderers would be required to present a portfolio of evidence of their clients, work projects completed, size of business supported in the Chemical, Petrochemical, Oil & Gas business value chain.
- ◆ Tenderers / Consultants must provide at least THREE (3) references of same or similar services conducted for each Scope they are tendering for (please circle/tick the references pertaining to the Scope).
- ◆ The successful tenderers / bidders must have a proven track record in providing the required support with direct proven experience of at least 3 years or more and meet all the requirements for delivering these services in line with the related business regulation of SA. As a service provider, you must have the requisite technical/formal qualifications coupled with proven practical business knowledge, skills, and expertise to assist and develop the PetroSA selected ESD beneficiary companies. Tenderers to complete the Tenderer's Experience Table and attached same to its Tender on ISS, failing which may result to elimination.
- ◆ Amongst others, your competencies must include the following, which must be clearly marked on the "Returnable Schedule", i.e. Trading; Transporting of Fuel and Petro-Chemicals; Engineering; Construction; Health, Safety, Security and the Environment (HSSE), Finance (which includes costing, pricing, debt collection), Fund Management, Project Management, and broad Support Services like Tendering, Access to Markets and Business, Sales & Marketing with IT as a combination.
- ◆ Tenderers to ensure the CBA (Commercial Bid Analysis) are fully completed and attached to its Tender on ISS, failing which may result to elimination.
- ◆ Tenderers to ensure the Returnable Schedule are fully completed and attached to its Tender on ISS, failing which may result to elimination.

4. REPORTING

The successful Service Provider(s) / Consultant(s) will work under the guidance of the PetroSA staff from relevant departments, mainly those from the BEE Unit and the Group Supply Chain Department.

5. CHANGES TO THE SCOPE OF SERVICES

The scope of the Services may be subject to changes by additions, deletions or revisions thereto by PetroSA and the Consultant which have been mutually agreed and reduced to writing between them. The Consultant shall promptly perform and strictly comply with each such agreed change when so instructed by PetroSA. Any extra services resulting from such changes will be charged at the Consultant's normal or agreed rates.

6. ENQUIRIES

Any enquiries regarding this tender should be addressed to **Caroline Widmer** in the Tender Office at telephone no. **(021) 929-3006**, or e-mail address caroline.widmer@petrosa.co.za.