



PetroSA

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SCOPE OF WORK

ENQUIRY NO: CTT 25059

DESCRIPTION: CATERING AND HOUSEKEEPING SERVICES AT THE FA PLATFORM

1. THE SERVICES

1.1 SCOPE OF WORK

The Services shall be provided at the FA Platform premises (MO7 and MO8 hereinafter referred to as the Premises) by the Supplier, as follows:-

- 1.1.1 Providing, on a daily basis, meals for PetroSA designated staff. Meals will be served in accordance with the requirements of Schedule 4A.
- 1.1.2 Providing recreation services for PetroSA personnel. Such services shall include the supply of videos as specified in Schedule 4B as well as arranging functions such as farewell events, Christmas and New Year's events.
- 1.1.3 Servicing of the galley, laundry and living quarters as specified in Schedule 4C.

- 1.1.4 Provide bottled water for drinking, cooking, coffee & tea preparation etc., to be recharged to PetroSA **at actual cost**.
- 1.1.5 Provide variety of cold drinks, fruit juices, appetizers & grape tizers, to be recharged to PetroSA **at actual cost**.
- 1.1.6 Provide all toilet papers, hand paper towels, tidy wipes, air fresheners, bath soaps, hand soaps for use in cabins, bathrooms, toilets, kitchen by all personnel.
- 1.1.7 Provide all laundry consumables as per schedule 4C i.e fabric softeners, detergents, washing powders, stain removers etc.
- 1.1.8 Provide all cleaning materials as per schedule 4C i.e. mops, cleaning cloths, disinfectants, furniture polishers, shower cleaners, degreasers, soaps, buckets, feather dusters, sponges, dish cloths, dishwashing soaps, brooms, different coloured refuse bags, oven cleaners, etc.
- 1.1.9 Provide at least 10 different sauces on each dining table for lunch and dinner i.e 3 types of atchar, sweet chilli sauce, green & red tobasco sauce, tomato sauce, chilli sauce, HP sauce, chutney etc.
- 1.1.10 Obtaining all necessary permits and licences for rendering the Services as required by Law.
- 1.1.11 Purchasing and paying for all food supplied, including insulkups, tea/coffee stirrers, stainless steel spoons and tea spoons, ice cream, ice cream cones, and Amasi (Inkomanzi) etc. and all consumables in order to provide the service in accordance with the Agreement. The Supplier will manage and be responsible for operating the Service on an own risk basis. The Supplier will, at all times, maintain a food supply for at least 21 (twenty one) days and will be responsible and pay for all unused perishable food.
- 1.1.12 Arranging and paying for all transportation of food supplied to Mossel Bay harbour. PetroSA will transport the food, etc., from Mossel Bay harbour to the Premises. For this purpose suitable food containers will be supplied by PetroSA.
- 1.1.13 Arranging and paying for the transport of the Supplier's personnel to and from the George Heliport. PetroSA will transport the Supplier's personnel between the George Heliport and the Premises.
- 1.1.14 Arranging and paying for all the Supplier's personnel to undergo a survival / firefighting training course and ensuring that they are in possession of an offshore survival certificate. The Supplier's

personnel will also be responsible for safety related duties at the Premises.

- 1.1.15 Operating a kiosk, selling cigarettes, sweets, etc. where items will be resold **at cost**.
- 1.1.16 Supplying to its personnel suitable work clothing which will include protective safety clothing if personnel are required to go outside the accommodation area of the Premises.
- 1.1.17 Keeping a record of all meals served on the Premises.
- 1.1.18 Appointing two (one per shift) handymen with minor plumbing experience to attend to certain maintenance work related to the provision of the Service.
- 1.1.19 Arranging and paying for the relevant Supplier's personnel to undergo the annual **medical examination** as required by the food **industry workers**.

1.1.20 Accommodation Module

Keep the Accommodation Module Premises and all its equipment in a neat and tidy condition as per Accommodation Module Schedule 4D. High standards of hygiene will be adhered to and the Premises will be made available for inspection by PetroSA at any time.

1.1.21 Maintenance of Equipment

PetroSA shall provide the Supplier with the relevant equipment required as detailed in Schedule 4D. PetroSA shall be responsible for the maintenance of said equipment and the Supplier shall on termination of this Agreement return to PetroSA the equipment in good order, fair wear and tear excepted. The Supplier will be responsible for and pay for damage or loss caused by the Supplier's personnel to said equipment.

1.1.22 Control of Equipment

The Supplier shall be responsible for maintaining a stock control system of all equipment as described in Schedule 4D of this Agreement. Such system shall include regular physical stock taking of all relevant inventories and the Supplier shall inform PetroSA in writing of the results of such inventories. The inventory list will be completed and handed to the Services Superintendent at least once a month. Reasons for discrepancies will be noted on the inventory list and discussed with the Services Superintendent on a monthly basis. The Supplier will be liable for the cost/replacement of items that are unaccounted for unless proven otherwise.

1.1.23 Inspection

PetroSA, its representative(s) or nominees, shall at all reasonable times have access to the areas on the Platform under the control of the Supplier or its sub-suppliers to inspect or examine the Services (or any part thereof) and their facilities and shall have the right to condemn food if not up to a reasonable, acceptable standard.

1.1.24 PetroSA's statutory maintenance shutdown is included in the scope of work. Please note that there will be a plant shutdown in October 2023.

1.2. PERSONNEL

1.2.1 The Supplier shall provide qualified and experienced personnel for the Services in two shifts per day. A minimum of 13 personnel is allowed for the crew complement offshore at any time. This is based on an average Personnel On Board (POB) complement of 100 persons (including the Supplier's personnel) and sundry daily visitors. Should the POB level increase, the fixed monthly fee will be adjusted on a pro rata basis.

1.2.2 The Supplier's personnel must take their ID Book, or passport, and their Protective Personal Equipment (PPE) with them to the George Heliport.

1.2.3 Should PetroSA, by notice in writing to the Supplier, object to any Employee, who in terms of this agreement, is deemed by PetroSA to be incompetent, negligent, guilty of misconduct or otherwise unsuitable, the Supplier shall cease to utilise such Employee in the execution of the Assignment and shall immediately remove such Employee from the PetroSA premises (FA Platform) and shall immediately provide a satisfactory replacement.

1.3. INJURIES AND INCIDENTS

1.3.1 The Supplier must report any injuries to the Occupational Health Practitioner (OHP) who must complete the Injury Report each and every time the Supplier's personnel are injured whilst they perform the Service. The Supplier must report any incidents to the SHEQ Officer who must complete the Incident Report each and every time any equipment is lost, damaged or destroyed during the performance of the service.

1.4. CONTINGENCY PLANS

- 1.4.1 The Supplier shall, in co-operation with authorised PetroSA representative, develop and document detailed contingency plans in order to ensure that the FA Platform's catering requirement is kept at a high standards at all times. Such contingency plans are to be submitted to the authorised PetroSA's representative for final review and approval prior to the commencement of the Agreement.

1.5. COMMUNICATION, REPORTING AND EVALUATION OF SERVICES

- 1.5.1 The Supplier shall develop, subject to the approval of PetroSA, a documented quality control and service evaluation procedure, which shall include detailed evaluation checklists and provide for monthly review meetings between PetroSA and the Supplier in order to report on and evaluate the Services provided in terms of this Agreement. Such review meetings shall be held on the FA Platform at least every second month.
- 1.5.2 The Supplier will in conjunction with the FA Platform Services Superintendent arrange customer satisfactory surveys, whereby personnel on the premises will rate the quality of services rendered by the supplier. These sessions will take place at least every third month.
- 1.5.3 The onshore Catering Manager shall visit the FA platform at least once every six weeks.

1.6. SUPPLIER CHANGEOVER

The Supplier is to familiarise itself to the working conditions offshore, and to prepare itself to providing a full service on the commencement date of the Agreement.

1.7. MENU

- 1.7.1 Menus shall be pre-approved and will remain fixed for the duration of the Agreement. The Supplier shall not be allowed to change any menus, should there be an escalation in the price of any supplies (example meat, chicken, etc), without the written approval of a duly authorised PetroSA employee.
- 1.7.2 The FA Platform Superintendent shall approve all menus on a weekly basis.
- 1.7.3 An eight week cycle menu to be provided by the supplier before the commencement of the contract. This menu will be approved by the Services Superintendent and will remain fixed for the duration of the contract.

1.8. DIETARY PREFERENCE

The Supplier shall give consideration to the various dietary requirements of the personnel on the FA Platform. Included in this will be the preparation of Halaal, Kosher, Vegan foods as well as food for health reasons.

1.9. QUALITY ASSURANCE

The Supplier shall ensure that the Services (including all workmanship) and all products, materials, documentation, tools and equipment used or required for the rendering of the Services, comply with PetroSA's Quality Assurance Requirements.

1.10. CHANGES TO THE SCOPE OF SERVICES

The scope of the services shall be subject to changes by additions, deletions or revisions thereto by an authorized PetroSA representative. The Supplier shall be advised of any such changes by written notification from authorized PetroSA representative describing the change. The Supplier shall promptly perform and strictly comply with each such change when so instructed by PetroSA. Any extra services resulting from such changes will be charged at the Supplier's normal or agreed rates.

1.11 DISCONTINUATION/CHANGES TO SUPPLIES

The supplier shall not change or discontinue supplies in the event of a price change of such supplies. The discontinuation or change of product may only be approved by the relevant authorised PetroSA representative. The Supplier shall not change brands of supplies without first obtaining approval from the relevant authorised PetroSA representative. The Supplier shall submit his/her weekly order sheet to the FA Platform Superintendent for approval for all the supplies to be ordered for the following week. No supplies shall be ordered without the prior approval of the FA Platform Services Superintendent.

SCHEDULE 4A

MENU REQUIREMENTS

Available 24 hours in Saloon

Fresh juices, squashes, cordials, and a selection of canned cool drinks. Soft serve, percolated/decaffeinated coffee, instant coffee, tea, Milo, hot chocolate and any hot beverages. The above mentioned items are available 24 hours to all FA Platform personnel and the supplier does not have any control in terms of issuing the items. ***The above mentioned items are included on the POB rate and no portion control expect for items stated on 1.1.4 & 1.1.5.***

Breakfast minimum requirements

Fresh fruit, all cereals, Jungle Oats, Porridge, Maltabella. Fresh bread, rolls, croissants. Jams, marmalades, honey, margarine, butter and peanut butter. Bacon, eggs to order, ± four types of sausage, tomatoes, baked beans, hash/sauté type of potatoes, smoked haddock/kippers, omelettes, big and small yoghurts, garlic bread, muffins, at least three types of cheeses, Russians.

Breakfast is included in a POB rate and no portion control.

Tea Times and fresh Bun/Roll evening snack.

Tea times and evening bun/roll snack to include the following:

Bread, Cakes, biscuits, Jams, Marmalades, Honey, Margarine, Butter, Peanut Butter.

The above mentioned items are included on the POB rate and no portion control.

Lunch, dinner, midnight meal

Cold table includes the following:

Hors d'oeuvres (finger starters)

Four to five salads

Cold meats display

Desserts selection of at least three or four varieties

Fresh fruit display (including seasonal fruits e.g. mangoes, grapes, litchis etc.)

Cheese board and biscuits

Salad dressing (at least three different types)

Cakes

Lunch, dinner and midnight meals are included on the POB rate and no portion control.

Hot table includes the following:

Above average, three main courses, one can be fish/pasta/made-up, two must be main meats, two potatoes, rice & mealie pap/ mealie samp, two or three vegetables - at least one to be fresh, and soup of the day.

Additional to midnight table:

Breakfast type menu, i.e. bacon, eggs, omelettes, etc. (when required).

The above mentioned items are included on the POB rate and no portion control.

SCHEDULE 4B

RECREATION SERVICES

Videos (DVD) - The Supplier shall hire 10 DVDs for a 28-day period on behalf of PetroSA.

The Supplier will be reimbursed for these hiring at actual cost (recharge). PetroSA's written consent is required prior to the Supplier entering into a fixed agreement with the Supplier of such item.

SCHEDULE 4C

DAILY SERVICING

1. The galley

Supply of 24 (twenty four) hour galley service, and serving breakfast, lunch, dinner and the midnight meal in line with the Platform operational requirements.

Service all ice-cream machines, coffee machines, fresh juice dispensers and relevant services.

Keep galley and mess hall clean and tidy.

2. The laundry

Wash all personal washing of crew.

Wash and iron linen, table cloths, towels, etc.

Wash all work clothes, e.g. overalls, etc.

Note that the laundry facility operates 24 hours a day.

3. Cleaning of cabins

Make all beds.

Clean bathrooms.

Vacuum/ wash all carpets.

Dust and wash walls where necessary.

Cleaning of mattresses (top and bottom) where necessary

Polish/Wash all cabinets

Polish/ Clean all furniture

General cleaning and tidying.

4. Cleaning of public areas, offices and M07 Tearoom

Vacuum carpets and clean floors.

Dust and wash walls where necessary.

Polish/ Clean all furniture

Polish/ Wash all cabinets

General cleaning and tidying.

SCHEDULE 4D

EQUIPMENT ON THE F-A PLATFORM

Mattresses

Mattresses 86 x 195 cm ;

Crockery (White Continental China Hotel Quality) and Cutlery

Coffee mugs		20	doz
Dinner plates	25 cm	15	doz
Platters	30 cm	10	doz
Side plates	21 cm	15	doz
Glasses (heavy duty)		40	doz
Dessert bowls/soup (Continental China 600 finger bowl with outline)		15	doz
Salad bowls		3	doz
Display trays/mirrors		6	
Salad server sets		12	
Sauce boats/liner	175/95/50 mm	12	
Cruet sets (clear glass)		36	
Oil and vinegar sets		24	
Sugar bowls, with hinged lid	300 mm s/steel	36	
Butter dishes, s/steel with lid	195/125/85 mm	24	
Table knives		20	doz
Table forks		20	doz
Dessert knives		15	doz
Dessert spoons		15	doz
Dessert forks		15	doz
Soup spoons		15	doz
Tea spoons		45	doz
Fish knives		10	doz
Fish forks		10	doz
Ladle for sauce boats		1	doz
Wooden salad bowls (large)		1	doz
Wooden/plastic salad bowls for individual salads		6	doz
Water jugs		2	doz
Bread bins (each)	420/260/180 mm	4	
Steak knives (plastic handle)		5	doz

Light kitchen equipment

Bakery

Stiff whisks (large)	6
Stiff whisks (medium)	6
Stiff whisks (small)	6
Light whisks (large size)	6
Light whisks (medium size)	6
Pallet knives	3
Dough scrapers	6
Piping bags (large size)	12
Piping bags (medium size)	12

Piping bag nozzles sets		3
Basket moulds		36
Individual quiche moulds		36
Dariole moulds		72
Flan tins, loose bottoms		12
Bread moulds, non-stick		18
Baking sheets to fit over		12
Pasty brushes		6
Horn moulds		36
Savarin moulds (assorted sizes)		12
Sugar shakers		3
Wooden spoons (assorted sizes)		12
Assorted sponge tins		12
Heavy duty bins (flour/sugar etc.)		6
Rolling pins		6
Pastry cutters, sets		2

Kitchen

Cooking pots (heavy duty aluminium)	20 l	3
Cooking pots	15 l	6
Cooking pots	12 l	6
Stock pot	30 l	6
Cooking pots	8 l	9
Cooking pots	6 l	9
Cooking pots (assorted sized)		18
Frying pans (black iron)	2/36 cm, 2/18 cm	6
Omelette pans (non stick)		6
Egg poacher		3
Fish kettle (36")		1
Assorted fish mousse moulds		6
Mixing bowls (s/steel assorted sizes)		24
Wooden spoons (assorted sizes)		24
Serving spoons, perforated	39 cm s/steel	24
Serving spoons, solid	39 cm s/steel	24
Egg lifters		12
Cake servers		12
Whisks heavy duty (large)		12
Whisks heavy duty (medium)		12
Whisks heavy duty (small)		12
Rolling pin		2
Catering ladles (4 each of 3 different sizes)		12
Pallet knives		6
Parisienne cutters		6
Apple corers		6
Lemon scorers		3
Serving tongs		12
Potato peelers		12
Chopping boards (large)		4
Chopping boards (medium)		4

Mandolins (s/steel)		2
Heavy duty bins (sugar/rice/etc., rubbish, etc.)		12
Stand to hang plastic bags on		1
Meat trays, butcher style	290/395/50 mm	12
Fridge trays, plastic (assorted sizes)		24
Utility trays (s/steel)	450/350 mm	6
Oval Platters	5/24"/5/18"	10
Roasting trays (assorted sizes to fit ovens)		
Roasting tray with lid	390/285/145 mm	3
Colanders (1 x 400 mm diam., 2 x medium size)		3

The Supplier shall specify any additional equipment that may be required to be purchased in order to provide the Service.

The above quantities are approximate only. An accurate stock list will be available before the commencement of the Agreement.

Description of Galley Equipment

1. Peeler on pedestal with waste ejector, Imperial Model Ref. VC7
2. Vegetable sink 1850 x 650 x 910 high c/w splashback along rear only
3. Table 1500 x 650 x 910 high c/w LH and rear splashback
- 4.a Wall mounted shelf 300 long x 300 wide
- 4.b Wall mounted shelf 300 long x 300 wide
5. Sink unit 1650 x 650 x 910 high c/w rear splashback
6. Cupboard unit with adjustable shelving
7. Mixer c/w vegetable and mincer attachments Ref. No: Imperial MB111 complete with attachments and bowl
8. Food waste disposer: Ref. Salvajor 11 Model 200
9. Stainless steel hand basin
10. Underbar refrigerator
11. Table c/w tubular undershelf 650 x 650 x 910 high
12. Purpose-made mobile tray trolley s/steel 425 x 370 x 850 high
13. Model 1204 dump table 1650 x 620 x 910 high
14. Inlet table c/w sink bowl and pre-rinse spray
15. Dishwasher Ref. Miele G7727
16. Outlet table 1200 x 600 x 910 high
17. Pot sink 900 x 650 x 910 high c/w RH and rear splashback
18. Underbar refrigerator 1800 x 710 x 910 high
19. Toaster Ref. Dualit TMI turbo toaster
20. Slicer Ref. 9060790 Rheninghaus
21. Table c/w s/steel undershelf, cutting board and drawer 1650 x 650 x 910 high
22. Wrapping machine (shrink-wrap)
23. Table c/w undershelf
- 24.a Services trunking floor to ceiling level with outlet
- 24.b Service trunking floor
25. Over range model R - E3
26. Over range with griddle top Ref. R - E /GT
27. Salamander (MTD oven item 25) Ref. SG.11
28. Purpose made chip storage unit with splashback and baskets

29. Fryer Ref. deep fat fryer No. 7140088
30. Tilting skillet Ref. Model set 30
31. Steam over (air-o-steam)
- 32.a Canopy - by Northern Air. Ref. 316
- 32.b Canopy - by Northern Air. Ref. 316
33. Refrigerated display case unit with Ref. 097 L unite hermetique compressor
34. 5-Pan bain-marie hot cupboard c/w 2 tier infra-red shelf over, tray slide and adjustable feet. Vulcan model BMHC - 1800E
35. Purpose-made unheated counter (to accommodate item 40) 1350 x 750 x 910 high to match fascia of bain-marie, with tray slide adjustable feet
36. Moveable trolley 1050 x 650 x 910 high on castors with brake and shelf below
37. Unheated counter (to accommodate items 44 and 45 (fascia tray slide and adjustable feet)
38. N/A
- 39.a Cutlery box (10 compartment) in servery
- 39.b Cutlery box (10 compartment) in galley
40. Heated plate lowerator (built into item 35) Ref. Aloe RHE 26
41. N/A
42. Cup and saucer dispenser Ref. Aloe model
43. Under counter boiler, complete with font and drip tray Ref. Stills BRE 5.05
44. "Taylor" ice-cream conservator Ref. Taylor model 152
45. N/A
46. N/A
47. Scotsman ice machine
48. Purpose-made unheated counter to accommodate item 42, 1350 x 750 x 910 high (fascia, tray slide and adjustable feet)
49. Table mounted scale with digital read out Ref. Bizerba Model PRO 7000, capacity 15 kg
50. Bonzer manual can opener
51. Purpose-made ceiling hung utensil rack 120 x 375 x 900
52. Waste disposal unit Ref. Imperial machine
53. Wall mounted plate and cup rack. Ref. Vulcan 7220332 (110 x 370 x 610)
54. Pot scourer Ref. Crypto peerless PSI power scourer
55. Hand chipper and sink bridge piece
56. Electric bandsaw Ref. Columbit Octo Junior No. 1778 1143 x 8338 x 1778 high
57. Standard laminated saligna chopping block 600 x 600 x 900 high
58. Microwave convention over Ref. M700
59. Refuse bin on castors. 700 high x 450 diam. standard Bakke Inds. Rubber refuse bin on castors
60. Level 2 mess room:
Stills coffee jug and hot plate unit. Ref. MK6, 200 x 350 x 500 high
61. Level 4 flight lounge:
Stills coffee jug and hot plate unit. Ref. MK6, 200 x 350 x 500 high

SCHEDULE 4E

DESCRIPTION OF ACCOMMODATION MODULE, LIVING QUARTERS AND EQUIPMENT OF THE PREMISES

The Accommodation Module consists of four levels with an additional communications room on the roof level and a helideck. This Module can house 160 people.

THE FOUR LEVELS ARE AS FOLLOWS:

Level One

- Main plant room for air-conditioning and ventilation system
- Switchgear room (electrical system)
- Battery room
- Uninterrupted power supply room
- Main process control room

Level Two

- Galley
- Mess - seats 44 people
- 2 x Coldrooms and 1 x freezer room
- Dry goods store
- Camp boss office
- 2 x Recreation rooms (smokers and non-smokers)
- Auditorium –seats 30 people
- 2 x Public toilet areas
- 1 x ladies change room
- 1 x public change room
- Laundry
- Gymnasium

Level Three

- Double, three- and four-person cabins
3 x Double cabins
5 x Three-person cabins
22 x Four-person cabins
Each cabin has its own shower, toilet and vanity slab

Level Four

- Double, three and four person cabins
8 x Double cabins
2 x Three-person cabins
7 x Four-person cabins
Each cabin has its own shower, toilet and vanity slab

- 5 x Offices
- Flight lounge
- Radio room
- Sick bay and dispensary
- Ladies and gents public toilet
- Computer room
- Cleaner's store

Level Five - Communications Room

- Radar and radio equipment

Floor finishes

The following areas are fitted with carpets:

- All cabins
- All offices
- Auditorium

The rest of the Module is fitted with Norament (similar to Novilon) except for the galley which is tiled and level one has a non-slip painted surface.

Wall and door finishes

Textradeck all over except in the galley where it is stainless steel.

Ceiling finishes

Stainless steel in the galley; throughout the rest of the Module it is painted except for the plant room, battery room, switchgear room and UPS room which do not have ceilings.

M07 MODULE AS FOLLOWS:

- Tea room (floor is tiled)
- Change room
- Toilets (floor is tiled)

SCHEDULE 4F

FACILITIES AVAILABLE FOR SUPPLIER USE AT FA PLATFORM (OFFSHORE)

- Telephone (allowance of R50 per Campboss per month)
- Internet
- Fax machine
- Printer and paper
- Computer
- Electricity and water
- Stationery