

## **ANNEXURE A - SCOPE OF WORK**

### **THE APPOINTMENT OF SERVICE PROVIDER FOR COMPRESSORS HIRE SERVICES AT THE SANPC REFINERY FOR 36 MONTHS.**

#### **1. INTRODUCTION**

- 1.1 The scope of work covers the hire of mobile compressors to support operational activities planned by SANPC Refinery. Works will include all major and minor maintenance and project related activities where compressed air is required.
- 1.2 The service will be provided for SANPC Refinery and its sub-contractor companies with whom SANPC Refinery has contracted.
- 1.3 Coordination of compressors at SANPC Refinery is the responsibility of SANPC Zone Planner who will coordinate movements of the equipment on site, as well as keep abreast of utilisation of the equipment. During turnarounds (TA), the organization will manage the compressor requirements but informs compressor lead with status and updates.
- 1.4 The contractor must be in a possession of a valid permit to transport compressors on public roads.
- 1.5 The contractor shall supply all labour, supervision, consumables, materials, equipment, instruments, tools, services and transport required for performing the works. With the exception of the works that may deviate from this norm, the scope of that work will be more specifically described in each work order.
- 1.6 The contractor must be compliant with the OHSA regulations as well as the relevant SANS codes requirements which include SANS 12100: 2013 and SANS 347.
- 1.7 Work performed and/or services rendered will be measured and remuneration shall be based on the Schedule of prices.
- 1.8 The contractor shall not, without the prior written consent of SANPC Refinery make any alteration or addition to this Scope of Work.

#### **2. SCOPE OF WORK – PARTICULAR**

- 2.1 The contractor services comprise the provision of compressors for both routine daily usage and project/shutdown/turnaround usage. Both normal pressure and high pressure compressors are required.
- 2.2 The contractor shall have the technical support and expertise to supply

- professional advice and to design and approve special requirements on an ad hoc basis.
- 2.3 A maintenance support crew, conversant with all faults related to the contractors mobile compressors supplied, must be available, with a contingency plan in place in the event of absenteeism.
  - 2.4 The contractor will be expected to have a turnaround time of 24 hours on machine delivery, unless there is an upfront discussion on supply constraints to be agreed to by both parties.
  - 2.5 All mobile compressors must be inspected by EMS (Fire Department) before being allowed on site and must then display the relevant colour coded inspection sticker.
  - 2.6 All mobile compressors must have an exhaust system that is in good working order. Exhaust pipes shall be at least 30 cm long and vent straight up i.e. not bent or curved. A spark arrestor with certification must be fitted to the exhaust.
  - 2.7 Compressors to have no fuel or oil leaks.
  - 2.8 All machine guards are to be in place.
  - 2.9 Double pole battery isolator must be fitted with the battery enclosed.
  - 2.10 Air intake shut off valve to be present.
  - 2.11 Safety devices to be fitted to avoid overpressure.
  - 2.12 Proof of certification of the pressurized vessel components of the compressor to be available upon request.
  - 2.13 Proof of certification of the pressurized hoses to be available upon request.
  - 2.14 The contractor is responsible for planning and co-ordinating the servicing of compressors on site. Replacement units are expected to be in place before removal off site to maintain continuity of supply.
  - 2.15 All hose connections shall be fitted with "hose restrainers". All hoses including diesel hoses to be crimped (no jubilee clamps)
  - 2.16 Drip trays must be provided under all machine parts that could leak fuel or oil.
  - 2.17 Whenever possible the machine shall be placed down wind of the people to protect them from exposure to the exhaust fumes.
  - 2.18 An emergency stop button must be easily accessible and visible to shut down the machine in case of an emergency.
  - 2.19 Machines should be in a roadworthy condition with all tyres in a good condition and lights operable.
  - 2.20 The equipment is to be prevented from accidental movement by adequate brakes and chocking blocks.
  - 2.21 Any decanting of fuel into equipment shall be done using approved metal funnels, fuel cans, and hoses with electrical continuity. Prevent static electricity by earthing the machine to ground, by earthing the container to the machine or by placing the container on the ground (recorded in the Method statement & Risk Assessment).
  - 2.22 The contractor will be notified telephonically and or via email of machine demobilisation. The hiring cost of the machine stops immediately after the notification and the contractor is expected to collect the machine within 24 hours after that point.

2.23 In the event of a compressor on SANPC Refinery site breaking down, **the contractor is expected to send a qualified mechanic to resolve the issue within 4 hours or to send a replacement machine with the same time period.**

2.24 The following is the number of compressors and related equipment:

No	Description	Quantity	Estimated Number of days the item will be used.
1	D260 CFM	5	240
2	D400 CFM	2	200
3	D800 CFM	3	50
4	LMT (Large Moisture Trap ) over 400 CFM to 1200CFM	3	200
5	OIM( Oil injected manifold -3/4 x6 puls 2 x 2 Outlet	1	240
6	H952 CFM/25 Bar (Oil Injected Compressor -Diesel - H952 cfm/25 Bar High Pressure	1	100
7	XH 2 Inch /LF (Hoses - 2 Inc Oroflex X 15 m Layflat Hose	1	100
8	OFH 2 Inch (Oil free Hoses - 2Inch x 5m HhIGH Press Layflat Hose	6	100

### 3 SCOPE OF THE WORKS - GENERAL

3.1 The work as generally described may be carried out in various areas across SANPC Refinery site and mainly consists of but not limited to the following:

- 3.1.1 South Tank Farm (STF)
- 3.1.2 Northern Tank Farm (NTF)
- 3.1.3 Bitumen
- 3.1.4 Solvents
- 3.1.5 LPG Gas
- 3.1.6 Process Plants (NZ, SZ, CZ)
- 3.1.7 Oil Movements
- 3.1.8 Utilities
- 3.1.9 Offsites

However, SANPC Refinery may require the contractor to carry out work outside the SANPC Refinery precinct such as along the path of SANPC Refinery transfer lines to the Island View Terminal.

#### 3.2 Workflow

The description given below defines the general requirements particular to the scope of the works and is to be read in conjunction with the other

documents forming the Tender and/or the agreement as the case may be. Procedures for job card shall follow the sequence of events as per Central Planning Workflow and as outlined in 3.1.1 to 3.1.10 below:

### 3.2.1

- a) SANPC Refinery normally uses individual job card numbers to apportion the works. The contractor will be required to use the job card system for call-offs (pricing) and the SANPC Refinery job card system for progress reporting of the works in conjunction with the duly authorised SANPC Refinery **Zone Supervisor**. SANPC Refinery will provide the level 1 schedule (overall schedule – early start and late finish) for the contractors planning and execution.
- b) The contractor is required to provide man-hours expended to execute the work from the schedule of prices, and compare against those listed in the man-hour norms for the job. The overall schedule will be compared against the initially agreed schedule.
- c) This information will be used in the KPI measures.

3.2.2 The SANPC Refinery Area Engineer or the duly authorised person , together with the Zone Supervisor identifies the required maintenance work, where after a priority is placed against each maintenance activity.

### **MAINTENANCE PRIORITISATION TABLE**

PRIORITY	PRIORITY/RISK LEVEL	START DATE	INITIAL COMPLETION PERIOD
C	Routine	Request Date + 30 days	3 Months
B	Routine	Request Date + 14 days	1 Month
A	Schedule Breaker	Request Date + 1 days	1 Week
E	Emergency	Immediate	ASAP + Overtime

Priorities A, B, C & E are scoped by the respective Zone Scooper or the discipline Artisan.

A job card number is assigned to the scope and job card is issued to the contractor. Emergency Status Classification will be the 'A' and 'E' priority jobs. In such a case the Area Engineer agrees upon the staffing and general planning requirements with his execution Team (Scooper, Planner, Zone Supervisor and the Contractor). The Area Engineer confirms the release of the works and identifies which lower priority job(s) can be postponed to accommodate the Emergency priority job.

- a) An 'E' priority job is supposed to commence immediately and shift work is to be effected, and an 'A' priority job will require the contractor to commence within 24hrs of receiving the scoping form and order number. An 'A' priority

job may require extended hours to be undertaken by the dayshift crew.

- b) In the event that the contractor resources in the Zone are insufficient for the Emergency Job, then the Area Engineer is to be consulted as he/she has overview of all resources and is in the position of suggesting what jobs across site could be postponed to accommodate the 'E' priority job.
- c) For an 'E' priority job after hours, the Planner is to immediately issue a Manual job card for the work to start. In the event the 'E' priority job occurs outside of normal working hours, the system generated job card with a valid job card number will be issued at the beginning of the next normal working day.
- d) The contractor is expected to obtain the necessary permits and proceed with the works. The workflow from here shall proceed in the same manner as for normal priority works.

3.2.3 For (A, B, C & E) priority work a scope of work package, in the form of a Contractor Work Request (CWR), is generated in SAGE by the Area Scoper. A job card is generated by the Zone Scoper and followed up with a manual scoping form to the contractor. The contractor estimates the cost and man hours for a CWR, in accordance with the Schedule of prices, and returns the estimated CWR in electronic format to the Area Engineer. The Area Engineer evaluates and awards the contractors estimated CWR.

- a) When awarded, the contractor compiles a Work Pack which includes the relevant drawings and Material Take-off's (MTO's) etc.
- b) The Contractor's supervisor is required to facilitate the generation of the Safety Certificate.

3.2.4 After confirmation with all relevant parties in the Weekly planning meeting, the Planner issues a seven day look-ahead level 1 schedule. From that schedule, job cards will be issued to the relevant contractor. The seven day schedule will be extracted from the monthly schedule.

- a) The contractor is to ensure that permits are obtained at the latest by close of business of the day prior to the planned start date.
- c) Thereafter the contractor is to get daily clearances for each activity from the respective Maintenance Services Focal Point (MSFP) before commencing with the works.

3.2.5 In the event of any variations to the scope of the works, SANPC Refinery Authorised person (Area Engineer, the Zone Planner, the Zone Scoper) and the contractor shall identify such variation/s and this must be recorded. The contractor shall include such variations into the work pack. A variation order (VO) shall be raised and approval by the Area Engineer before the extra

work commences.

**Execution of works without a job cards will not be accepted.**

3.2.6 The contractor must submit the job cards to the Planner for progress reporting. These job cards must be signed by the Discipline Supervisor as verification that the work is completed to the required standard and to process payments.

3.2.7 The Planner updates all progress and also closes off the work upon issue of the handover/takeover certificate from the contractor .

3.3 SANPC Refinery may require the contractor to prepare a workpack prior to commencement of the works, which may include:

3.3.1 Health, Safety and Environment Action Plan;

3.3.2 Method Statement;

3.3.3 Completion of the SANPC Refinery Risk Assessment Method Statement ("RAMS")

#### **4 SAFETY**

4.1 Contractor personnel appointments must be in accordance with the Occupational Health and Safety Act (Act 85, 1993) and form part of the Contractors HSSE File.

4.2 The contractor will also comply with the SANPC REFINERY rules and regulations.

4.3 All incidents to be reported to the relevant clearance issuers and maintenance supervisors.

#### **5. ADMINISTRATION PROCEDURES**

##### **5.1 Meetings**

5.1.1 The contractor's representative to attend weekly look-ahead meetings as directed by Area Engineer and/or the Zone Planner when any work is in progress.

5.1.2 The Site Manager to attend:

a) KPI review meeting

b) Quarterly performance and safety review meetings or as directed by the CCM.

##### **5.2 Planning and Progress**

5.2.1 SANPC Refinery shall provide the contractor with a 30 day look-a-head schedule outlining planned windows for activities. The contractor is to manage and administer the manpower resources as such to enable him to comply with

the defined service levels and meet the required works order completion dates, irrespective of absenteeism or leave. The contractor must ensure these objectives are fully understood and that management structures and procedures are in place to ensure timeous and successful execution under the above-mentioned constraints.

- 5.2.2 The contractor is to arrange and coordinate with the required SANPC Refinery personnel, all RAMS sessions in order to ensure that work starts timeously.
- 5.2.3 The operations of SANPC Refinery and interconnecting facilities in outlying areas will be carried out continuously during the period of this agreement, and the contractor shall allow for working in close proximity to and in liaison with other contractors in order to minimise inconvenience and shall plan for flexibility in labour resources input and any other factors in complying with these restrictions.
- 5.2.4 Restrictions may be imposed upon the contractor in his execution of the works as a result of SANPC Refinery 's operations. The contractor is to immediately notify SANPC Refinery (Area Engineer and the CCM in writing, of such an interruption. The contractor along with the Area Engineer shall re-coordinate the manpower to other available sections, areas, items of equipment in order to minimise standing time.
- 5.2.5 The contractor shall, at all times, demonstrate positive and proactive participation in the efficient execution of the works in order to achieve satisfactory levels of productivity.
- 5.2.6 The contractor is to note that whilst the overall scope of works must be completed in the required time, the contractor must ensure that by proper preparation and quality execution the planned man-hours are not exceeded.
- 5.2.7 The contractor's attention is drawn to the fact that the works to be executed may be in the vicinity of insulated pipework, equipment and electrical and instrument installations. The contractor shall be held responsible for any damage caused to these or any other installations by his operations. If damages are identified prior to commencing work, the Area Engineer or the Supervisor must be notified of such damages immediately.
- 5.2.8 Access to and from the worksite is by means of existing hard roads or temporary access roads and will be through such gates and by such routes as will be defined by SANPC Refinery. The contractor is to operate his own vehicles with minimum of inconvenience to other traffic at the refinery sites.
- 5.2.9 All electrical equipment brought on site for work execution must be inspected and approved by the SANPC Refinery electrical department.

### 5.3 Contractor Organisation and Training

- 5.3.1 SANPC Refinery will not pay for trainees. All contractor workers are to undergo training through a SETA approved Training facility.
- 5.3.2 In the event that a contractor employee is found to be not coping with the work, SANPC Refinery reserves the right to insist on change for a more suitable person.

### 5.4 Staff Issues

- 5.4.1 As a control system the contractor is to supply a full organogram with functions and names of resources to SANPC Refinery. SANPC Refinery reserves the right to assess all contractor supervisors before they report for work at the SANPC Refinery sites.
- 5.4.2 Only approved resources may be used by the contractor. Changes in resource staff shall be justified to and approved by the SANPC Refinery CCM, whose approval will not be unreasonably withheld. (This includes non-recoverable resources).

## 6. DIVISION OF RESPONSIBILITIES

### Definitions:

E	Execute
P	Participate
A	Approve
S	Supply
M	Maintain

### 6.1 Division of Responsibilities - Work Descriptions

The following work descriptions define the division of responsibilities with respect to the work required and exclusions from the **agreement** scope of work:-

Work Description	By CONTRACTOR	By Others	By SANPC Refinery
Timeous Application for Work Permits	E		P
Issue of daily work permits			A/E
Gas Testing			E
Quality Checking	E		P/A

### 6.2 Division of Responsibilities - Provision of Construction and associated Equipment



The following defines the division of responsibility with respect to the provision of construction and associated equipment for the implementation of the **agreement** work:

Equipment Description	By CONTRACTOR	By Others	By SANPC Refinery
Transportation	<b>S</b>		
Site huts, ablution facilities, storage and where required services	<b>M</b>		<b>S</b>
Lighting – General			<b>S/M</b>
Required protective clothing and equipment include. B Compressor	<b>S/M</b>		
Cranage		<b>S/M</b>	
Lifting gear, ropes, slings and shackles			<b>S/M</b>
Safety Equipment	<b>S/M</b>		
Firefighting facilities			<b>S/M</b>
Resuscitator			<b>S/M</b>
Standby B.A. set			<b>S/M</b>

### 6.3 Division of Responsibilities - Supply of Installed Equipment and Materials

The following defines the division of responsibility with respect to the supply of installed equipment and materials required for the **agreement** work:

Task Description	By CONTRACTOR	By Others	By SANPC Refinery
Identify work and raise Job card			<b>E/A</b>
Prepare and issue detailed scope work	<b>S/P</b>		<b>A</b>
Price	<b>E</b>		<b>A</b>
Rates for non bill items	<b>E</b>		<b>A</b>
Plan sequence of work	<b>E</b>		<b>A</b>
Carry out the work	<b>E</b>		
Progress reporting	<b>E</b>		<b>A</b>

Task Description	By CONTRACTOR	By Others	By SANPC Refinery
Prepare V.O	<b>P</b>		<b>E/A</b>
Handover (ready to use)	<b>E</b>		<b>A</b>

The above noted items are intended to be indicative of the categories of work to be undertaken. They are not intended as a comprehensive list of the same.

## 7. DRAWINGS

- 7.1 Drawings/ sketches may be issued by SANPC Refinery as required to clarify written instructions given.

## Evaluation Criteria

### 1. Mandatory Requirements

At this phase service providers must submit the required supporting documents to substantiate compliance to the requirements below. It must be noted that if the service provider does not meet any of the requirements, the service provider will be disqualified and not be evaluated further.

<b><u>Mandatory Requirements</u></b>	<b>Comply</b>	<b>Not Comply</b>
Inspection and testing of pressure relief valve to avoid overpressure. <b>Bidder to provide copies of documents verifying last inspection and testing of safety relief valves for all compressors listed in the schedule of rates.</b>		
Records of pressure vessel (air receiver). <b>Bidder to submit copies of valid inspection documents verifying last pressure vessel inspection records for all compressors listed in the schedule of rates sign-off by registered Approved Inspection Authority (AIA).</b>		
Compensation fund certificate <b>Submit a valid copy of the compensation fund certificate.</b>		
Trade Test Certificate <b>Bidder to submit a valid trade test certificate for the approved training authority/institution.</b>		

## 2. Technical evaluation

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **70%**. It must be noted that if the Bidder does not meet the **70%** minimum threshold, the bidder will be disqualified and not be evaluated further.

### References

The bidder must provide **signed and dated** reference letters on clients **letterhead** from previous and current clients detailing mobile air compressors hire for Refineries or Manufacturing firms (MHI -Major Hazard Installations). The letter should indicate clearly **when the work was executed**.

The assignments/contracts/projects completed must be in the Refineries or Manufacturing firms (MHI - Major Hazard Installations) clients in the past **5 years (2020-2024)**.

	Evaluation Criteria	Document as Evidence	Score	Weighting %
Client References	Bidder submitted 5 relevant reference letters	Reference letters	5	<b>50%</b>
	Bidder submitted 4 relevant reference letters		4	
	Bidder submitted 3 relevant reference letters		3	
	Bidder submitted 2 relevant reference letters		2	
	Bidder submitted 1 relevant reference letter		1	
	Bidder did not provide any relevant reference letters		0	

### Technician Experience

The technician that will be assigned to SANPC Refinery must have experience in repairing compressors.

Evaluation Criteria	Document as Evidence	Score	Weighting %
6 and more years of experience:	CV of the Proposed technician clearly listing the name of clients and number of years.	5	<b>20%</b>
5 years of experience		4	
4 years of experience		3	
3 years of experience		2	
2 years of experience		1	
Less than 2 years of experience		0	

**Company Response times**

Bidder must provide response times for compressor breakdowns or callouts.

	<b>Evaluation Criteria</b>	<b>Document as Evidence</b>	<b>Weighting %</b>
	Service provider to provide their response times	Bidder to submit Service level Agreement (SLA) that specifies turnaround times for critical breakdowns.	<b>30%</b>