

Note: All tenders and quotations are done via our eProcurement system.

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>

SCOPE OF WORK

REPAIRS, REPLACE AND INSTALL ROLLER SHUTTER/SLIDING DOORS IN DIFFERENT AREAS AT THE PETROSA REFINERY

1. SCOPE OF WORK

1.1 BACKGROUND

Due to bad weather condition experienced in 2020, high winds caused damage to roller shutter doors, Mosselbay refinery site.

1.2 SERVICES

The scope of work is to repair and replace all damaged roller shutter doors where specified.

The detail for the above scope is as follows;

A- Landfil sliding door to be replaced

- Landfil sliding door 6M X 5M colourbond trail
- Supply only 1x Big Six Sheet 3m
- Re-build wall at landfill WORKSHOP, area = 6m x 4m, 1&half brick thick with open cavity

B - Roller shutter doors to be replaced:

- Unit 10 – ARC Furnis 4.7m (W) x 4.8m (h)
- Crusher 4.7m (W) x 4.8m (h)

- Machine Shop – N/west Door 4.7m x 5m
- Unit 45 – (Dosing room) West Door 3.8 x 2.4m
- Goldstein – West Door 4.5m x 3m

C - Roller shutter doors to be repaired:

- Chamcat repair doors x2 North Side
- Goldstein repair doors x2 West Side

These shutter doors need a cross bar to be installed at the back of the doors to serve as extra support against strong winds.

D – Automation replacement (Somfy industrial motor incl key switch & Shaft adapter:

- Unit 10 – ARC Furnis SOMFY Industrial motor
- Crusher SOMFY Industrial motor
- Machine Shop – N/west Door SOMFY Industrial motor
- Unit 45 – SOMFY Industrial motor

1.3 CHANGES TO SCOPE OF WORK

The scope of Services shall be subjected to changes by additions, deletions or revisions thereto by PetroSA. The Contractor shall be advised of such changes by written notification from PetroSA describing the change when so instructed by PetroSA. Any extra services resulting from such changes shall be agreed in writing and will be charged at the Contractor's normal or agreed rates.

1.4 GENERAL CONDITIONS

1.4.1 Normal operating conditions

Before commencing with any job, the Supplier shall be issued with a Works Order/Job Card. The Works Order number shall also be reflected on the Supplier's invoices and the job card attached as one of the supporting documents on the invoice. A Supplier shall not perform a service to PetroSA by means of a verbal instruction from any source whatsoever.

All quotations supplied by the Supplier to PetroSA shall have sufficient detail / breakdown (labour hours, rates, material, etc.) Lump sum quotations shall not be accepted.

1.4.2 Working Time

All work shall be performed during normal hours unless specifically instructed to the contrary by PetroSA. 08:00 – 16:30 Mon- Fri.

The Supervisor of team executing the required work will have to obtain a Works Permit at production control room every morning before safely entering worksite.

1.4.3 Inclement weather

PetroSA shall, in the event of adverse weather conditions, pay the Supplier for the crews on site at a minimum of four (4) hours or the actual hours that the crews would have spent on site and ordered to stand down. The approval for not allowing crews to work due to inclement weather must be approved by a PetroSA Representative in writing in order for the payment of crews to be authorised.

1.4.4 Supplier responsibility on site

PetroSA will supply an office building for the supplier and the supplier must maintain the office for duration of agreement and return it in same condition as it was received.

PetroSA reserves the right to randomly conduct safety inspections of the jobsite.

The Supplier shall provide all necessary transport for its personnel and equipment for the Operations Division in Mossel Bay GTL Refinery.

PetroSA will not provide fuel for Supplier's vehicles

The Supplier shall ensure that all its personnel engaged in the performance of the Services are provided as a minimum with the following safety equipment/apparel in good condition;

- Safety shoes/boots/Gumboots
- Long sleeve overall with elasticised cuffs.
- Hard hat

- Rain suit
- Safety gloves
- Hearing protection
- Safety glasses
- Safety harness

The Supplier shall supply any additional safety equipment/apparel required for the safe execution of the Services at no additional cost to PetroSA.

All safety equipment/apparel is to bear the SABS mark and be approved by the PetroSA Safety Department.

1.4.5 Labour

The Supplier shall supply all labour, supervision, management and other overheads and specialist personnel to perform the services.

The Supplier shall give preference to suitable labour from the Mossel Bay area.

All personnel shall be suitably qualified and have the necessary experience to perform the services.

The Supplier's Site Manager shall ensure that only qualified and competent people will be allowed to work on Site.

Proof of training must be submitted before any personnel will be allowed on site.

PetroSA will have the right to evaluate, test and interview all personnel designated to perform the services.

PetroSA reserves the right to object to any personnel who in terms of this agreement or any PetroSA policy is deemed to be incompetent, negligent, guilty of misconduct or unsuitable.

The Supplier shall immediately remove such personnel from the premises and provide a satisfactory replacement, if required, at the Supplier's own cost.

All personnel, including casual labour, must be able to read, and understand safety signs and participate in on-the-job safety talks.

1.4.6 Material

The supplier shall supply all material and consumables required for the performance of the services as will be required. (At cost plus agreed markup)

1.4.7 Accommodation

No accommodation will be provided by PetroSA. This will be for the cost of the Supplier.

1.4.8 Medicals & compulsory training

Medical assessment will be for the cost of Supplier.

A compulsory 8-hour induction course, permit to work and working on heights training is required. The Supplier's personnel must attend the full induction before they commence work at PetroSA facilities and address all generic aspects of HSEQ, Fire & Security requirements of a typical Petrochemical Plant. PetroSA will reimburse the Supplier for its personnel for the 8-hour induction.

These are the requirements for Medical Fitness for entry onto PetroSA sites:

For employees and contractors to be able to enter PetroSA sites, a medical that aligns with PetroSA's Certificate of Fitness (COF) is required.

Should the contractor have a valid medical that is less than 6 months old the contractor can send it to NKELE.Monyatsi@petrosa.co.za and Medical Station will assess validity and submit for approval.

Attached is medical surveillance forms to follow and PetroSA COF for reference.

Required mandatory tests to be done and all test to be sent to NKELE.Monyatsi@petrosa.co.za

- Physical examination
- Audio testing
- Vision testing
- Lung function testing (Spirometry) (Currently being omitted in light of covid)
- Chest X-Ray
- Stress ECG for employees older than 55 years of age and for those with chronic conditions
- 5 Panel Drug test
- BMI measurement

- Biological monitoring for employees exposed to chemicals and hazard substances
- Working on heights and confined spaces questioners
- Psychological Questioner

2. PRICING

2.1 GENERAL

No payment or reimbursement shall be due by PetroSA to the Supplier unless otherwise specifically provided for in this Agreement.

The Supplier's rates are fully inclusive of all the Supplier's costs and expenses for rendering the Services pursuant to this Agreement, including protective and safety clothing, mobilisation and demobilisation costs, compliance with laws, including but not limited to, the Supplier's portion of any employee insurance and social security benefits, payroll and income taxes, levies, premiums for insurance and all other contributions and benefits and the costs to the Supplier for its personnel, unless otherwise specifically provided for in this Agreement.

2.2 PRICE

2.2.1 Detailed Price Breakdown

***Rates to be inserted on the attached CBA spreadsheet. Total Contract Prices on the CBA to be entered on eProcurement price lines for the duration of the contract. The completed CBA to be uploaded as an attachment on eProcurement.**

***Prices to be entered on the eProcurement system (the breakdown in table below to be uploaded as an attachment on eProcurement)**

2.3 MATERIALS/SPARES

2.3.1 Material rates include for all direct and indirect taxes, delivery costs to site, etc. All materials purchased by the Supplier on behalf of PetroSA will be reimbursed to the Supplier at actual cost plus ____%, which materials shall remain the property of PetroSA.

2.3.2 PetroSA reserves the right to supply materials required.

2.3.3 No payment will be made for incorrect, inferior or rejected materials.

2.4 PRICING BASIS

All rates and prices shall remain fixed and firm for the duration of the Agreement.

2.5 VAT

All rates are exclusive of VAT. VAT at the rate applicable at the time of performing the relevant service is to be added to the total net amount shown on the tax invoice.

2.6 TERMS OF PAYMENT

2.6.1 Original invoices and monthly statements are to be sent to:

PetroSA
Private Bag X5
PAROW
7499

Attention: Creditors Department

by the end of a calendar month. Invoices shall only be considered for payment when accompanied by originals of the supporting documentation signed by the authorised PetroSA representative and the invoice has been approved for payment.

PetroSA's Purchase order number/s and Contract Number: _____ must be quoted on the invoice.

PetroSA's VAT No. 4320103502, must be stated on the invoice.

- 2.6.2 Copy invoices may be sent directly to the Contract Administrator or other PetroSA representative in order to expedite approval.
- 2.6.3 Payment will be made within thirty (30) days to the Supplier after receipt and approval of its invoice.
- 2.6.4 PetroSA may make corrections or modifications to any invoice, which had been issued to PetroSA and shall have the right to withhold certification in respect of any part of the Services, which has not been carried out to its satisfaction.
- 2.6.5 All monies paid by PetroSA for and on behalf of the Supplier, or any other monies for which the Supplier may become liable to PetroSA in terms of this Agreement, or otherwise, may be deducted by PetroSA from any monies due, or to become due to the Supplier and/or may be recovered from the Supplier by whatever means deemed feasible.

2.7 TAXES

All amounts payable in terms of this Agreement exclude VAT but are inclusive of all other costs, and no contributions, levies, imposts, duties or the like shall be payable by PetroSA.

3. Site Visit at the Refinery

PetroSA has scheduled a **site inspection on the 21st October 2022 at the GTL Refinery, Duinzicht Street, Mossel Bay**. Should Suppliers wish to attend they must complete the attached visitors permit form and email it to THOMAS.Hadzemberg@petrosa.co.za by the 18th October 2022, to arrange the necessary permits. ID documents must be produced to gain access to the site.

All tenderers must attend small induction 08:15 on 21st October with full PPE (overall, hardhat and safety boots)

See Tender Notice.

4. Enquiries

Any enquiries regarding this tender should be addressed to **Saseka Sihlwai** in the Tender Office at telephone no. **(021) 929-3314**, or e-mail address saseka.sihlwai@petrosa.co.za.