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

Please note you must be registered on CSD.

The information given below is an extract of the scope of work. **To access/open the full set of tender documentation, kindly go to www.procurement.petrosa.com and log in.**

If you have a MAAA 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 or alternatively contact the Contact Person of the Tender.

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>

QUOTATION SERVICE ORDER

ENQUIRY NO: AHT26145

DESCRIPTION: ROPE ACCESS SERVICES FOR PetroSA OFFSHORE FA PLATFORM IN MOSSEL BAY

START DATE: 18 MARCH 2025

DURATION: 1 WEEK

1. SCOPE OF WORK

1.1 Services

The Services to be provided shall be the following:-

Rope Access Services to assist with mechanical and electrical maintenance at the FA Production Platform (80km from the Mossel Bay coastline), where access for normal maintenance personnel is inaccessible and requires qualified rope access personnel.

Timeline for scope of work – 1 week at FA platform.

Primary Scope of work: Inspection and Maintenance on the Conductors
Secondary Scope of work: Electrical Maintenance on Crane pedestals, drilling derrick and Flare boom tip

1.1.1 Detailed Scope

1. The Scope of work will be coordinated by the FA Platform Engineer.
2. Remove damaged sleeves at conductors.
3. Take samples where conductor is leaking liquid.
4. Take photos of damaged conductor.
5. Re-instate sleeves to secure FA02P conductor.
6. Re-position all sleeves that have been moved / dislodged by rough sea on other 10 x conductors (refer to Annexure **A** below).
7. Conduct maintenance on electrical beacon lights.
8. Refer to Annexure **A** for visual of the conductor's area.
9. Drawing of the Moon-Pool area (Height from fixed point to sleeves @ 10m above seawater level, (Height from Celler Deck to sleeves @ 11.85m. Refer to Annexure **B**
10. Sleeve Estimated Weight (Half Moon) = 30kg

1.1.2 Categories, Qualifications and Experience of Personnel

Category & Level	Experience
Level 1 Rope Access Technician	Minimum 3 years Abseiling experience
Level 2 Rope Access Technician	Minimum 3 years Abseiling experience
Level 3 Rope Access Technician	Minimum 4 years Abseiling experience

1.1.3 Manpower Requirements

Category & Level	No of Personnel	Trade and Competency
Level 3	1	Supervisor
Level 2	1	Mechanical Fitter
Level 1	1	Electrician
Level 1	1	Mechanical Fitter

All Supplier's personnel shall be required to have the following qualifications and experience:

- Formal abseiling training from a recognised Rope Access training provider.
- Training shall be backed by a valid formal certificate from an IRATA or similar training provider.
- Personnel assigned to Offshore shall in addition have a valid Offshore Survival Certificate.
- Electrician shall have a trade test certification.
- All personnel shall have valid annual medical certificates declaring them fit for this type of work at time of commencement of work.
- The Supplier shall demonstrate to PetroSA that the assigned personnel have relevant experience in line with specific services required as mentioned in section 1.2 below.
- PetroSA shall have the right to evaluate, test and interview all personnel designated to perform the Service, prior to commencement of the Service.

1.2 Application

Where applicable, the Supplier shall perform the services in strict accordance with the manufacturer's maintenance manuals and the latest edition of the PetroSA procedures, standards and specifications. It will be the responsibility of the Supplier to fully acquaint itself with the content thereof.

1.3 Expertise and Technical Support

The Supplier shall have the technical support and expertise to supply professional advice and to design and recommend special requirements when needed.

1.4 Permit to Work

The Supplier shall work under the PetroSA permit to work system and shall ensure no work is carried out unless a duly signed and issued permit is available. No work shall be performed on site without a work permit.

1.5 Supervision

The Supplier shall ensure their employees work under the supervision of a competent and suitably qualified person who shall also be responsible for communicating with PetroSA on all matters.

1.6 SUPPLY BY SUPPLIER

The Supplier shall supply adequate resources, which shall include, but not be limited to the following, to enable successful performance of the Services, unless PetroSA elects to supply any of it to the Supplier as a free issue item.

1.7 Labour

The Supplier shall ensure that all personnel are suitably qualified and have the necessary experience required to perform the Service.

PetroSA reserves the right to object to any personnel, who in terms of this agreement is deemed to be incompetent, negligent, guilty of misconduct or otherwise unsuitable. The Supplier shall immediately remove such personnel from the premises and provide a satisfactory replacement if required at no cost to PetroSA. All personnel including casual labour must, as a minimum be able to read and understand safety signs.

1.8 Materials

All materials supplied by PetroSA on a free issue basis shall remain the property of PetroSA and any surplus material shall be returned to PetroSA upon completion of the Services.

The Supplier shall be responsible for any loss of material due to negligence, misconduct or bad workmanship.

1.9 Plant, Equipment and Tools

The Supplier shall provide all the necessary equipment and tools of trade necessary for the performance of the Services.

The supplier shall ensure that own material and equipment is stored securely whenever not in use on PetroSA premises and that it is inspected and checked for defects prior to use.

The Supplier shall clearly mark all its material, plant, equipment and tools for easy identification, and be responsible for any loss thereof.

PetroSA may request inspection certificates for equipment and tools to be used in the provision of the service.

1.10 WORKING HOURS

FA Platform

Working hours will be as follows:

- Monday to Sunday: 12 hours per day
- Meals and tea breaks to coincide with FA Platform Maintenance Dept.
- Working hours will be 14 off 12 hour shifts in a four week cycle and shall mean all the days of the week, including Saturdays, Sundays and Public Holidays.
- Any time worked in excess of 12 hours per shift shall be considered as overtime. Such overtime hours may only be worked with the express permission of the Offshore Installation Manager.

1.11 SAFETY EQUIPMENT AND APPAREL

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
- Overall with long sleeves
- 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.

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

PetroSA will supply free of charge to the Supplier any additional safety equipment/apparel to satisfy specific area safety requirements. This safety equipment/apparel will remain the property of PetroSA and any damage as a result of abuse, neglect, misuse, etc. will be for the account of the Supplier.

1.12 ACCOMMODATION & TRANSPORT

The Supplier shall be responsible for all the required arrangements and settlement of accounts relating to mobilisation, demobilisation, accommodation, travel, etc, which will be reimbursed by PetroSA in accordance with Clause 2 of this Agreement, for all its personnel to the George heliport.

PetroSA shall transport, at its own cost, the Supplier's personnel who will be working on the FA Platform in accordance with the scope of work specified herein, from the heliport at the George Airport to the Platform.

The Supplier shall deliver all materials, tools and equipment necessary for this assignment to the Main Warehouse at PetroSA's GTL Refinery site Mossel Bay from where PetroSA will transport it to the FA Platform/ORCA. The cost of the transport will be borne by PetroSA.

The Supplier shall be responsible for all costs in relation to transport of personnel, tools, equipment and materials to and from the Heliport and PetroSA's Main Warehouse at Mossel Bay.

The current flight schedule from the heliport follows, but is subject to change from time to time. PetroSA shall advise such changes timeously.

DAY	FLYING FROM	CHECK-IN TIME (one hour before departure)	DEPARTURE TIME
TUESDAY	HELIPORT - GEORGE	08:00	09:00
WEDNESDAY	HELIPORT - GEORGE	08:00	09:00
THURSDAY	HELIPORT - GEORGE	08:00	09:00

No accommodation will be provided by PetroSA other than on the FA Platform/ORCA. The Supplier shall be responsible for making its own arrangements regarding accommodation when not accommodated on the FA Platform. This will be for the cost of the Supplier.

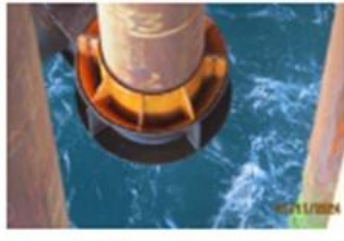
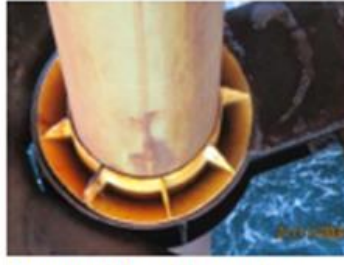
1.13 QUALITY ASSURANCE

All documentation will be in accordance with ISO 9001 to ensure full record keeping and traceability.

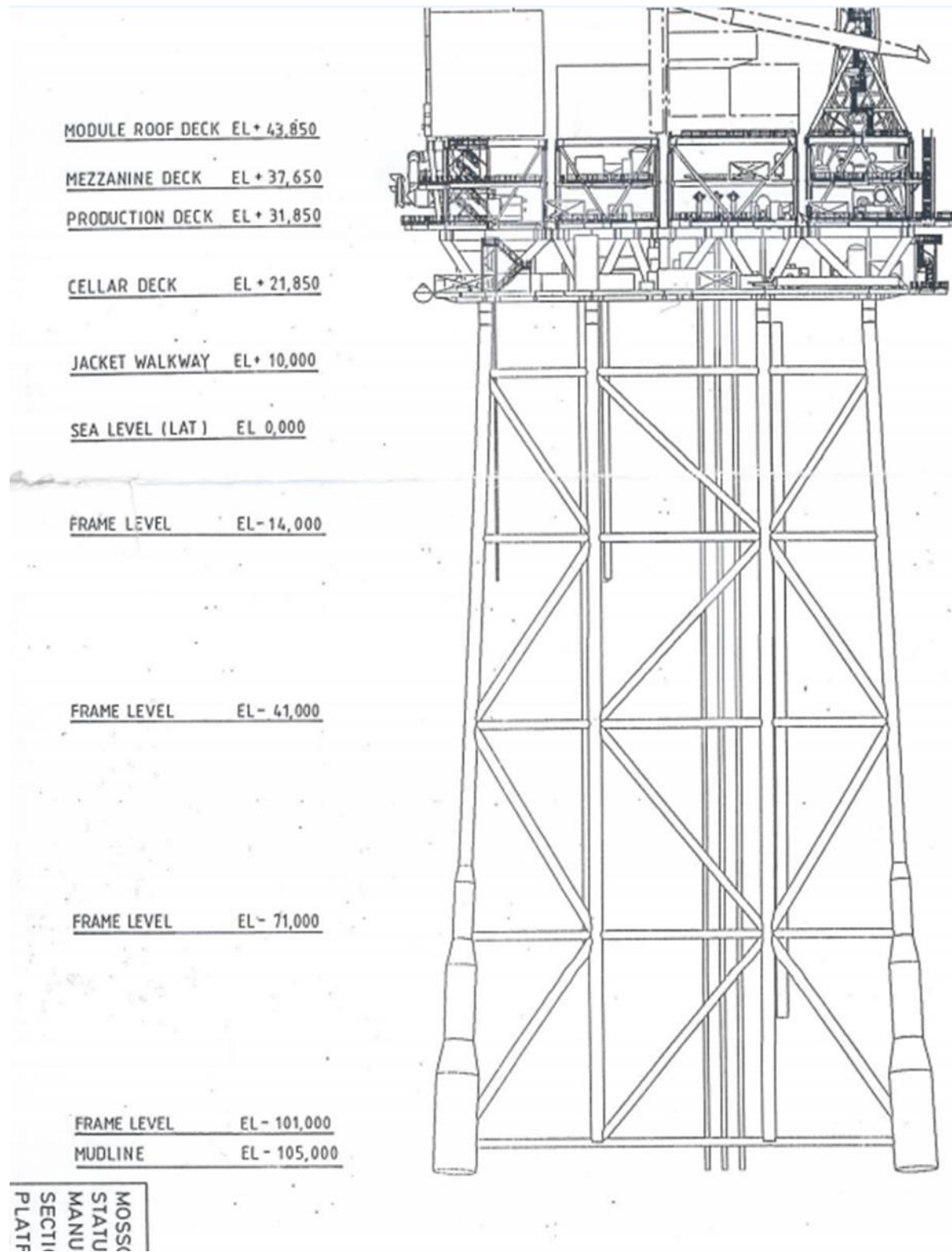
DOCUMENT NUMBER	DESCRIPTION
Institute of work at height (IWH) and International Rope Access Training Association (IRATA)	
ISO 9001	Quality Management System
Act No.85 of 1993	Occupational health & Safety Acts
Act No 29 of 1996	Mine Health and Safety Act

Annexure A

SLOT #18 (FA02P) – BIRDSEYE VIEW FROM WEST  21/11/2024 11:24		
SLOT #18 (FA02P)  21/11/2024 21/11/2024 – Visual from Cellar Deck (EL +21,850) No signs of liquid leaking externally.	SLOT #18 (FA02P)  20/10/2024 20/10/2024 - Footage obtained from video taken with liquid leaking from Conductor. Water flowing from conductor through structure Conductor guide located @ EL +10,000 above Sea Level.	
SLOT #01 (FA09P)  21/11/2024 <u>Remote / Visual Inspection:</u> Sleeves – In position Bolts – Looks good. No Maintenance Required.	SLOT #02 (Empty Conductor)  21/11/2024 <u>Remote / Visual Inspection:</u> Sleeves – In position Bolts – Missing. Maintenance Required.	SLOT #03 (Empty Conductor)  21/11/2024 <u>Remote / Visual Inspection:</u> Sleeves – None Bolts – None Maintenance Required.

SLOT #04 (FO Riser)  <u>Remote / Visual Inspection:</u> FO Riser – Nothing required. No Maintenance Required.	SLOT #05 (FA07P)  <u>Remote / Visual Inspection:</u> Sleeves – None Bolts – None Maintenance Required.	SLOT #06 (Empty Conductor)  <u>Remote / Visual Inspection:</u> Sleeves – In position Bolts – Looks good. Bottom section of conductor broke off (±11 Tons) No Maintenance Required.
SLOT #07 (FA08P)  <u>Remote / Visual Inspection:</u> Sleeves – In position Bolts – Looks good. No Maintenance Required.	SLOT #08 (FA01P)  <u>Remote / Visual Inspection:</u> Sleeves – Damaged Bolts – None Maintenance Required.	SLOT #09 (FA06P)  <u>Remote / Visual Inspection:</u> Sleeves – In position Bolts – None. Maintenance Required.
SLOT #10 (Empty Conductor)  <u>Remote / Visual Inspection:</u> Sleeves – Damaged Bolts – None. Bottom section of conductor broken and being bumped around by sea current. Could break off. Maintenance Required.	SLOT #11 (Empty Conductor)  <u>Remote / Visual Inspection:</u> Sleeves – N/A Bolts – N/A No Maintenance Required.	SLOT #12 (Empty Conductor)  <u>Remote / Visual Inspection:</u> Sleeves – In position Bolts – Looks good. No Maintenance Required.

Annexure B



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.

The Supplier shall pay for any Offshore Survival Courses as they fall due for all personnel sent offshore to perform the Services unless otherwise specifically provided for in this Agreement.

2.2 RATES

Compensation to the Supplier for the full and complete performance of the Work and compliance with all the terms and conditions of the Agreement shall be in accordance with the Rates below: **[Tenderer to insert its rates in the schedule below]**

DESCRIPTION	UNIT OF MEASURE	TOTAL CHARGE-OUT RATE, RANDS
Mobilisation cost (once-off)	sum	
Demobilisation cost (once-off)	sum	
Level 3 (Supervisor)	per hr	
Level 2 Technician	per hr	
Level 1 Technician	per hr	

2.3 REIMBURSABLE HOURLY RATES

2.3.1 Reimbursable hourly rates will be deemed to include the employees salary, payroll burdens, secretarial services, stationery, rental, postage, telephones, fax machines, etc.

2.3.2 Notwithstanding the provisions of sub-clause 2.3.1 above, the rates will also include the management fee consisting of general overheads and profit, but exclude disbursement items as listed under sub-clause 2.3.3 below.

2.3.3 The invoices for the Reimbursable Hourly Rates shall be supported by PetroSA approved time sheets comprising an overall summary on a separate sheet for each employee of the budgeted hours versus the expended work hours.

2.4 DISBURSEMENTS (ONLY APPLICABLE IF NON-LOCAL PERSONNEL ARE UTILISED)

2.4.1 The Supplier shall make arrangements and settle all travel and accommodation requirements. PetroSA will reimburse the Supplier in accordance with the stipulations of this sub-clause 2.4.

2.4.2 Disbursements will be invoiced at cost with no mark-up.

2.4.3 Invoices for disbursements will have attached supporting documentation.

2.4.4 All travel arrangements to be approved by the PetroSA Project Manager prior to making arrangements for the trip.

2.4.5 Disbursement costing will be based on the rates per the table below:

DISBURSEMENTS

Accommodation (bed & breakfast, meals and parking). Refer to National Treasury Instruction No. 04 of 2017/2018, Annexure D – Maximum Allowable Rates for Domestic Accommodation and Meals	At cost. Max as per latest rates published. 3 Star accommodation.
Air Travel Local and Foreign (Economy Class)	At cost
Car Hire (Class B or an equivalent class)	At cost
Other Public Travel, airport parking, etc	At cost
Motor Vehicle Travel (in accordance with latest SARS simplified method for distances less than 12 000km)	R4.84/km

2.5 PRICING BASIS

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

2.6 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.

2.7 TERMS OF PAYMENT

2.7.1 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.

2.7.2 Copy invoices may be sent directly to the Contract Administrator or other PetroSA representative in order to expedite approval.

2.7.3 Payment will be made within thirty (30) days to the Supplier after receipt and approval of its invoice.

2.7.4 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.

2.7.5 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.

2.8 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. SPECIFIC CONDITIONS

3.1 GENERAL REQUIREMENTS

The requirements to be observed by the Supplier for the duration of this Agreement are detailed in the "General Requirements for Suppliers Working on the F-A Gas Production Platform (See Annexure "B2")" which forms an integral part of this Agreement and with which the Supplier acknowledges having acquainted itself.

ANNEXURE “B”

PetroSA STANDARD TERMS AND CONDITIONS

ANNEXURE “B2”

General Requirements for Suppliers on the F-A Gas Production Platform

ANNEXURE “C”
BEE COMMITMENTS