



PetroSA

MINUTES OF VIRTUAL SECURITY SERVICES SCOPE CLARIFICATION MEETING

Meeting No.:	CTT24539/01	Date:	17 August 2021
Present:	Invitees to virtual meeting		
Copies to:	Gcobisa Vena; Xoliswa Gora; Esbe May; Wayne Liebenberg; Marcelle Meyer		
Chair	Hennie Fortuin (HF)	Scribe:	Hennie Fortuin (HF)

Internal Use Only

DISCUSSION	
1.	Welcome HF introduce the team and welcomed all.
2.	SCOPE OF WORK 1. The services are required at HO in Parow and the 2 depots in Bloemfontein and Tzaneen respectively. 2. The requirements at Parow HO is as follows: a. Administration day coverage (07h00 to 19h00) – Monday to Friday i. 6 x C grade Security officers (Receptions) b. Shift (12hrs shift cycle) 7 days per week – (06h00 to 18h00) i. 1 x Grade “B” SSO – Control Room ii. 3 x Grade “C” Security c. Shift (12hrs shift cycle) 7 days per week – (18h00 to 18h00) i. 1 x Grade “B” SSO – Control Room ii. 3 x Grade “C” Security 3. The requirements at Bloemfontein and Tzaneen Depots are as follows: a. Administration day coverage (07h00 to 17h00) – Monday to Friday i. 1 x C grade Security officers (Receptions) b. Shift (12hrs shift cycle) 7 days per week – (06h00 to 18h00) i. 2 x Grade “C” Security c. Shift (12hrs shift cycle) 7 days per week – (18h00 to 18h00) i. 2 x Grade “C” Security

DOCUMENT NO.	SUB DIRECTORY	ISSUE DATE	PAGE
			Page 1 of 2

4. The contract will be for a period of 3 years and will commence on 1 October 2021.
5. Security Officers must be paid not less than the minimum hourly rate according to the Wage Determination Act for Area 1.
6. Two way radios are required at the respective sites.
7. There are 25 systems points to be visited or monitored during a shift.

8. PRICING

- a) The pricing schedule in the Draft Acceptance Agreement (page 15 of 22) needs to be completed and uploaded with your tender.
- b) It is the invoice cost per month for the respective site
- c) The monthly unit rate to be transferred to the Commercial Xcel spreadsheet to complete the contract cost for 1 and 3 and 5 year periods
- d) This total contract for year 1/3/5 of the respective sites to be transferred/completed on the portal.
- e) You may tender for any of the respective sites

9. PRE-QUALIFICATIONS

- a) In order to advance certain designated groups, this tender is subject to pre-qualification. Only Suppliers who meet the following minimum requirements will proceed to the technical/functionality evaluation stage:
 - The Supplier must be at least a level four (4) BBBEE contributor and;
 - The Supplier must be an EME or QSE
 - The tenderer (Company) must have existing operations, such as an office or operation premises, in the Cape Town Metro Municipal area and or Mangaung Metropolitan Municipality and or Greater Tzaneen Municipal area so that services can be quickly dispatched. Kindly provide proof, such as a municipal account or sworn affidavit to confirm the business address

9. GENERAL

- The tender is closing on 26 August 2021 at 11:00 online
- No email or hardcopy tender will be accepted
- Meeting adjourned at 11:45

DOCUMENT NO.	SUB DIRECTORY	ISSUE DATE	PAGE
			Page 2 of 2