



The Petroleum
Oil and Gas Corporation
Of South Africa SOC Ltd
Reg. No. 1970/008130/30
151 Frans Conradie Road,
Parow, 7500
Private Bag X 5 Parow, 7499
Republic of South Africa
Tel +27 21 929 3000
Fax +27 21 929 3266

TENDER BULLETIN 1 QUESTIONS & ANSWERS

ENQUIRY NO: CTT26080

**DESCRIPTION: SECURITY SERVICES AT PetroSA HEAD OFFICE IN PAROW,
CAPE TOWN**

QUESTION 1

Please verify the following

In the document “ Acceptance Agreement Services”

Pg 4 to 5 highlights the compliment including a Contracts Manager.

However, pg 14 of the same document does not ask for costing of said contracts manager.

(Pages 4&5)

PetroSA requires the following minimum staff complement per shift:

HEAD OFFICE – PAROW, CAPE TOWN

- **CONTRACT MANAGER 1X GRADE A (07H00 TO 17H00) – MONDAY TO FRIDAY**
- **ADMINISTRATION DAY COVERAGE (07H00 TO 17H00) – MONDAY TO FRIDAY**
 - 3 x C Grade Security Officers (Reception)
 - **SHIFT (12-HOUR SHIFT CYCLE) 7 DAYS A WEEK (06H00 TO 18H00)**
 - 1 x Grade B Senior Security Officer – Control Room

Directors:

Ms Unati Figlan (Chairperson)
Ms Brenda Moagi; Mr Llewellyn Delport; Mr Thembinkosi Bonakele; Ms Ditsietsi Morabe
Group Chief Executive Officer (Acting): Mr Mmete Fusi
Group Chief Financial Officer: Ms Nombulelo Tyandela
Group Company Secretary: Ms Marlene Khumalo

- 6 x C Grade Security Guards x-ray machines, internal /external patrols
- **SHIFT (12-HOUR SHIFT CYCLE) 7 DAYS A WEEK (18H00 TO 06H00).**
 - 1 x Grade B Senior Security Officer – Control Room
 - 4 x C Grade Security Guards x-ray machines, internal /external patrols reliever to the control room operator

Page 14 below – is completely different in number of officers Monday to Friday and Mon to Sunday. No costing for the contracts manager either.

HEAD OFFICE, CAPE TOWN

Description	Quantity	Unit Rate	Shift cycle	Cost per month
5 Days a week – 07:00 to 19:00				
Security Officers - Reception Grade C	6			
24 hours shift cycle				
Morning shift – 06:00 to 18:00				
Description	Quantity per shift	Unit Rate	Quantity per Shift cycle	Total Cost
Security Officer Grade B – Control room	1		1	
Security Officers Grade C (Shift)	4		4	
Night shift – 18:00 to 06:00				
Description	Quantity per shift	Unit Rate	Quantity per Shift cycle	Total Cost
Security Officer Grade B – Control room	1		1	
Security Officers Grade C (Shift)	4		4	
Total monthly cost	Please insert this value on the e-procurement system as well			

Please advise...

[Type here]

ANSWER 1.

Please use this revised table for tender CTT26080: Security at Head Office to calculate your monthly cost. Also note the time is from 07:00 to **17:00** and not 19:00

HEAD OFFICE, CAPE TOWN				
Description	Quantity	Unit Rate	Shift <u>cycle</u>	Cost per month
5 Days a week – 07:00 to 17:00				
Contract Manager	1			
Security Officers - Reception Grade C	6			
24 hours shift cycle				
Morning shift – 06:00 to 18:00				
Description	Quantity per shift	Unit Rate	Quantity per Shift cycle	Total Cost
Security Officer Grade B – Control room	1		1	
Security Officers Grade C (Shift)	4		4	
Night shift – 18:00 to 06:00				
Description	Quantity per shift	Unit Rate	Quantity per Shift cycle	Total Cost
Security Officer Grade B – Control room	1		1	
Security Officers Grade C (Shift)	4		4	
Total monthly cost	Please insert this value on the e-procurement system as well			

[Type here]