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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>

ENQUIRY NO: CTT23534

DESCRIPTION: TRANSPORT OF GOODS AND COMMODITIES BELOW 1000KG

SCOPE OF WORK

1.1 SERVICES

The Supplier shall provide sufficient and suitable resources with infrastructure to provide the following services to PetroSA:

- A general transport service, pertaining to small parcels and freight up to 1000 (one thousand) kilograms in weight (herein after referred to “Goods”) from/to PetroSA business locations and the rest of the Republic of South Africa radius where most of the service is concentrated in:
 - Gauteng
 - Durban
 - Port Elizabeth
 - Cape Town
 - George / Mossel Bay

1.2 GENERAL SERVICE

The Supplier shall provide the following service:

- 1.2.1 Transportation of goods up to 1000 (one thousand) kilogram in weight from/to PetroSA sources and destinations within the Republic of South Africa.

- 1.2.2 Safely and effectively render the Service by the use of appropriate road transport as per instruction on the applicable waybill for each consignment.
- 1.2.3 Collect, handle, cross dock, deliver on time, safely load and offload all the applicable goods in compliance with the related Transport Regulations.
- 1.2.4 Carry out the Service as a registered commercial transport operator and be authorized by Law to transport radioactive, flammable and hazardous commodities in accordance with HazChem Regulations.
- 1.2.5 Ensure that when transporting radioactive commodities, chemicals and catalysts from/to PetroSA, the person(s) operating the vehicle and handling the products is trained and certified to transport radioactive equipment and hazardous chemical/materials and be in possession of the corresponding chemical safety data sheet. The vehicle must also have an approved HazChem sign installed on the unit as per Hazardous Substances and Road Transport Acts.
- 1.2.6 The Supplier warrants that its drivers shall be in possession of all the required licences and permits in order to provide the Services.
- 1.2.7 The Supplier shall have a tracking and tracing system, which will allow for PetroSA to be linked up with its computer network to enable PetroSA to monitor their consignment.
- 1.2.8 The Supplier shall be registered as a transport operator for the type of service being required and ensure that all vehicles used comply with the National Road Safety Act.
- 1.2.9 The Supplier will ensure that the loading facilities are adequate and that the equipment such as loading ramps and the heights of installations are compatible. The Supplier must plan routes and investigate for any possible constraints or obstructions that may negatively influence the service.
- 1.2.10 The Supplier must ensure that the driver is fit and qualified to operate the transport mode being used. The Supplier will ensure that the drivers always wear appropriate personal protective clothing when delivering on to PetroSA site.

1.3 SPECIFIC SERVICE

- 1.3.1 The Supplier shall deliver and collect various Goods to and from PetroSA on an "as and when" required basis.
- 1.3.2 The Contract shall have its deliveries made to PetroSA not later than 09:00 from Mondays to Fridays.

- 1.3.3 Where an unforeseeable problem results in the Supplier not being able to deliver the service as required, the Supplier shall inform PetroSA's nominated personnel before 08:00. The Supplier shall ensure that it's on duty site personnel is also notified and alternative delivery arrangement be made in agreement with PetroSA.
- 1.3.4 Where an emergency need arises, all Saturday deliveries shall be pre-arranged by not later than 14:00 on a Friday.
- 1.3.5 The Supplier's driver shall remain at PetroSA goods receiving department until all freights all accompanying documentation has been signed, stamped and endorsed.
- 1.3.6 The Supplier shall return to PetroSA goods despatch department not later than 14:00 for collections.
- 1.3.7 The Supplier shall make the necessary despatch waybill available to PetroSA. PetroSA shall complete the waybills and stickers and ensure that the details are correct and the stickers are fixed to boxes and ensure that each waybill is endorsed with a PetroSA materials return note (MRN).
- 1.3.8 When the Supplier takes ownership of PetroSA's goods from any party including PetroSA for purpose of transportation, he/she must provide signed proof that items were received and handed over without any damage. Both the despatching person and the Supplier's personnel must sign the document. Where the Supplier delivers damaged goods to PetroSA, it shall be liable for the full cost of replacing the item.
- 1.3.9 If the Supplier's vehicle is a semi-trailer, the Supplier shall ensure that a security device attached to the kingpin is secured to prevent any unauthorized removal. The Supplier will replace any PetroSA lost parcel or commodities missing whilst in its possession.
- 1.3.10 Only authorized roadworthy and clearly identifiable vehicles shall be used for collections.
- 1.3.11 only waybills with a clear PetroSA purchase order number, materials return note (MRN) and cost centre number may be collected.
- 1.3.12 The Supplier's drivers and assistants shall ensure that PetroSA Purchase Order Number, Material Return Note and Cost Centre Number is reflected on the waybill before accepting any goods for PetroSA. Should the required information be missing from any collection waybill, the Supplier shall contact PetroSA Warehouse or Procurement personnel for alternative instruction.
- 1.3.13 The Supplier shall not be permitted to collect consignments over 1000kg of weight unless PetroSA arranges a special request.
- 1.3.14 Deliveries to PetroSA will be made to the Main Warehouse and Chemical and Catalysts warehouse when instructed by PetroSA main warehouse.

1.3.15 Any problems or queries relating to collection, returns or deliveries shall be addressed with the following PetroSA personnel:

- Warehouse Supervisor
Receiving: Main Warehouse
- Supervisor Materials Procurement
Procurement: Mossel Bay
- Stock Optimization Supervisor
Expediting: Main Warehouse

1.4 RETURNS PROCEDURES

1.4.1 Should there be any damages or shortages on receipt of freight at the Supplier's premises the Supplier shall contact all or any of the above-mentioned PetroSA personnel and notify them of the discrepancy.

1.4.2 When a Supplier refuses to accept a return delivery for any reason, the Supplier must notify the PetroSA responsible personnel immediately or before 12:00 the following day. PetroSA personnel shall advise the Supplier of the actions to take for each incident.

1.4.3 When giving status reports the Supplier shall ensure that the following information is recorded:

- Supplier's name, contact person and telephone number.
- Full description on the reason for unaccepted delivery.
- Material Return Note and Waybill documents.

1.4.4 Where any form of non-conformance to related regulatory acts or laws and environmental damage/destruction occurs resulting in claims due to the Supplier's failure to appropriately perform his/her duty, the Supplier will be liable for the full costs on related claims.

1.4.5 The Supplier shall fax to PetroSA receiving department at the Main Warehouse a daily final manifest before 08:00 on all expected deliveries to be received before 09:00 the same day. The PetroSA main warehouse shall be informed of any vehicle delays before 09h00 AM, by contacting all or any of the above-mentioned PetroSA personnel.

1.4.6 The Supplier will provide the service on an as and when required basis.

2. ENQUIRIES

Any enquiries regarding this tender should be addressed to **Hennie Fortuin** in the Tender Office at telephone no. 021 929 3211 or e-mail address hennie.fortuin@petrosa.co.za