

ANNEXURE A:

APPOINTMENT OF AN INDEPENDENT MARINE ADVISORY SERVICES COMPANY, ON AS AND WHEN REQUIRED BASIS

SCOPE OF WORK:

1. PURPOSE

SANPC is seeking to procure the services of a suitably qualified marine services provider to support SANPC's petroleum trading, storage and logistics activities by facilitating the safe, efficient and compliant movement of crude oil and petroleum products through South African and regional ports.

The appointed service provider shall provide marine support services associated with the import, export, transshipment, storage and transportation of crude oil and petroleum products on behalf of SANPC, on an AS and WHEN required basis.

The services may be required at all South African commercial ports and, where necessary, at ports within the Southern African Development Community (SADC) region and other international jurisdictions.

2. BACKGROUND

SANPC participates in petroleum commodity trading, strategic stock management and the commercial utilisation of petroleum storage infrastructure. These activities involve the movement of crude oil and refined petroleum products through marine transportation systems, including tankers, barges and other marine vessels.

Given the high commercial value of petroleum cargoes and the operational, environmental, safety and financial risks associated with marine transportation, SANPC requires professional marine services capable of supporting vessel nominations, port operations, cargo movements, regulatory compliance and emergency response activities.

The marine services provider will act as SANPC's representative and coordinator in managing vessel-related activities and ensuring that all marine operations are conducted safely, efficiently and in compliance with applicable laws, regulations and industry standards.

3. SCOPE OF SERVICES

The appointed marine services provider shall provide comprehensive marine support services on an as-and-when-required basis, including but not limited to:

3.1 Vessel Agency Services

The service provider shall:

- Act as SANPC's nominated vessel agent where required;
- Coordinate vessel nominations and port call arrangements;
- Obtain all statutory clearances and permits required for vessel entry, berth occupancy and departure;
- Coordinate communications between SANPC, vessel owners, charterers, terminal operators, port authorities and regulatory agencies;

- Arrange vessel berthing and sailing schedules;
- Monitor vessel turnaround performance;
- Facilitate crew, immigration and customs requirements;
- Arrange vessel husbandry services where required.

3.2 Port and Terminal Coordination

The service provider shall:

- Liaise with port authorities and terminal operators regarding vessel scheduling and berth availability;
- Coordinate loading and discharge operations;
- Facilitate vessel-to-terminal communications;
- Monitor vessel performance during cargo operations;
- Coordinate operational meetings and pre-transfer conferences;
- Support terminal readiness assessments;
- Monitor delays and operational constraints affecting cargo movements.

3.3 Marine Logistics and Cargo Coordination

The service provider shall:

- Coordinate crude oil and petroleum cargo movements;
- Manage cargo nominations and scheduling requirements;
- Monitor cargo transfer operations;
- Verify cargo documentation and shipping instructions;
- Coordinate transshipment operations where required;
- Facilitate ship-to-ship transfer operations;
- Coordinate bunker supply arrangements where necessary;
- Support strategic stock movement programmes.

3.4 Marine Assurance and Risk Management

The service provider shall:

- Monitor compliance with marine safety requirements;
- Verify vessel suitability and compatibility for nominated terminals;
- Conduct vessel screening and due diligence assessments;
- Review vessel certifications and statutory documentation;
- Monitor marine operational risks and provide mitigation recommendations;
- Support cargo loss prevention initiatives;
- Provide operational risk assessments for marine activities.

3.5 Regulatory and Compliance Services

The service provider shall:

- Ensure compliance with applicable maritime legislation and regulations;
 - Coordinate engagements with port authorities, customs authorities and other regulatory bodies;
 - Facilitate compliance with environmental and marine pollution prevention requirements;
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- Monitor compliance with sanctions, trade restrictions and international maritime regulations where applicable;
- Support SANPC during regulatory inspections and audits.

3.6 Emergency Response and Incident Management

The service provider shall:

- Provide immediate support during marine emergencies;
- Coordinate responses to vessel incidents affecting SANPC cargoes;
- Assist with pollution response coordination;
- Facilitate communication with authorities and stakeholders during incidents;
- Support investigations relating to marine accidents, cargo losses or operational disruptions;
- Provide incident reporting and recommendations.

3.7 Claims and Dispute Support

The service provider shall:

- Assist SANPC with marine and cargo claims administration;
- Gather supporting documentation relating to disputes and claims;
- Liaise with vessel owners, charterers, insurers and protection and indemnity (P&I) clubs;
- Support demurrage and detention assessments;
- Provide evidence and operational records required for dispute resolution.

3.8 Marine Advisory Services

The service provider shall:

- Provide expert marine advice relating to petroleum logistics and shipping operations;
- Advise on vessel selection and suitability;
- Provide market intelligence regarding port operations and marine logistics;
- Recommend operational improvements and efficiencies;
- Support SANPC in evaluating new marine logistics opportunities and infrastructure developments.

4. REPORTING REQUIREMENTS

The service provider shall provide timely and accurate reports including, but not limited to:

- Vessel nomination reports;
 - Vessel arrival and departure reports;
 - Daily vessel status reports;
 - Port call summaries;
 - Berthing and sailing reports;
 - Cargo operation reports;
 - Delay and exception reports;
 - Incident reports;
 - Claims support documentation;
 - Marine risk assessment reports;
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- Regulatory compliance reports; and
- Post-operation performance reports.

5. SERVICE LEVEL REQUIREMENTS

The appointed service provider must:

- Maintain a 24-hour, 7-day-per-week, 365-day-per-year operational capability;
- Provide experienced marine personnel capable of supporting petroleum cargo operations;
- Ensure rapid response to vessel and cargo-related matters;
- Maintain effective communication with SANPC and all relevant stakeholders;
- Mobilise resources within agreed response times;
- Provide services across multiple ports simultaneously where required.

6. APPLICABLE STANDARDS

The service provider shall ensure that all services are performed in accordance with:

- International Maritime Organization (IMO) requirements;
- International Safety Management (ISM) Code;
- International Ship and Port Facility Security (ISPS) Code;
- OCIMF Guidelines and Best Practices;
- MARPOL Convention requirements;
- SOLAS Convention requirements;
- South African maritime legislation;
- Port authority requirements; and
- Any other applicable local and international marine standards.

7. EXPECTED OUTCOMES

The appointment of a marine services provider should enable SANPC to:

- Ensure the safe and efficient movement of petroleum cargoes through ports;
- Reduce vessel delays and associated costs;
- Improve operational coordination across the petroleum supply chain;
- Strengthen marine risk management and regulatory compliance;
- Enhance incident response capabilities;
- Protect SANPC's commercial interests during marine operations; and
- Support the efficient execution of SANPC's petroleum trading and strategic stock management activities.

8. SOUTH AFRICAN PORT COVERAGE

The appointment of a marine services provider must have operational capability within South Africa's major commercial ports.

Minimum Requirement:

Proven operational capability in at least four (4) of the following ports:

- Durban
 - Richards Bay
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- Cape Town
- Saldanha Bay
- Ngqura
- Port Elizabeth
- East London

Evidence required:

- Branch office details;
- Agency agreements;
- Operational network details; or
- Proof of local representation.

9.REGIONAL AND INTERNATIONAL CAPABILITY

The appointed service provider should have the ability to support SANPC activities outside South Africa where required.

Evidence SANPC may call for is:

- SADC representation;
- International agency networks;
- Global maritime partnerships.

10. REGULATORY COMPLIANCE

The appointed service provider must demonstrate compliance with all applicable maritime, port and regulatory requirements, including but not limited to:

- Registration with relevant maritime authorities;
- Proof of legal authority to conduct marine agency services;
- Relevant permits and licences where applicable.

The appointed service provider must also have familiarity with:

- IMO requirements;
 - SOLAS;
 - MARPOL;
 - ISPS Code;
 - South African maritime legislation;
 - Port authority regulations.
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TECHNICAL PRE-QUALIFICATION CRITERIA (BID ELIMINATION CRITERIA)

Bidders must provide documentary evidence demonstrating compliance with the following minimum pre-qualification requirements. Failure to meet any mandatory requirement will result in disqualification from further evaluation.

1. COMPANY EXPERIENCE (MANDATORY)

The bidder must demonstrate a minimum of ten (10) years' experience providing marine services to the petroleum, oil and gas, petrochemical, energy or liquid bulk commodities sector.

In order to satisfy this elimination criteria, the bidder must provide:

- Company profile detailing the required relevant experience; and
- A summary of marine services performed within the last ten (10) years; and
- Contactable client references.

2. KEY PERSONNEL (MANDATORY)

The bidder must demonstrate availability of suitably qualified personnel with relevant petroleum and marine industry experience.

The Minimum key personnel required:

2.1 Marine Operations Manager

Proof of the meeting the following Minimum Requirements must be submitted:

At least 10 years' experience in marine operations or shipping; and
Experience managing petroleum cargo operations.

2.2 Senior Port Captain / Marine Superintendent

Proof of the meeting the following Minimum Requirements must be submitted:

At least 7 years' relevant experience; and
Demonstrated experience in tanker operations.

2.3 Vessel Operations Coordinator

Proof of the meeting the following Minimum Requirements must be submitted:

At least 5 years' experience in vessel scheduling, port operations or marine logistics; and
CVs and qualifications shall be submitted.
