

ANNEXURE A:

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

SCOPE OF WORK:

1. Purpose

The South African National Petroleum Company (SANPC) requires the appointment of an experienced Marine Advisory Services provider to support its petroleum trading, storage and logistics operations by ensuring the safe, efficient and compliant movement of crude oil and petroleum products through South African and regional ports. The appointed service provider shall act as SANPC's independent marine representative during vessel operations, protecting SANPC's commercial interests while ensuring compliance with applicable maritime legislation, industry standards and terminal operating procedures.

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 access to 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.

2. Scope of Services

The successful bidder shall provide suitably qualified Marine Advisors to support crude oil and petroleum product import, export, loading, discharge, storage and transshipment operations.

The services shall include, but not be limited to:

2.1 Marine Operations

- Coordination of vessel nominations and pre-arrival planning.
- Attendance during vessel berthing, loading, discharge and sailing operations.
- Monitoring vessel readiness, cargo operations and operational performance.
- Verification of compliance with terminal procedures and approved operating plans.
- Liaison between vessel, terminal operators, port authorities, surveyors and SANPC.
- Monitoring weather conditions and operational limitations affecting cargo operations.
- Oversight of ballast operations, tank cleaning and crude oil washing where applicable.
- Monitoring vessel movements, moorings and cargo transfer operations throughout the port stay.

2.2 Safety and Regulatory Compliance

The Marine Advisor shall ensure compliance with:

- Terminal operating procedures;
- Ship/Shore Safety Checklists;
- International maritime conventions;
- Port regulations;
- Environmental requirements;
- Pollution prevention measures;
- Emergency shutdown procedures;
- Cargo handling safety requirements.

The Marine Advisor shall immediately notify SANPC of any unsafe conditions, operational deviations, equipment failures or regulatory non-compliance.

2.3 Vessel Inspection and Assurance

The appointed service provider shall perform independent inspections including:

- Mooring inspections;
- Cargo manifold inspections;
- Cargo handling equipment verification;
- Ship operational readiness assessments;
- Hull stress and stability verification where applicable;
- Verification of firefighting and pollution response equipment;
- Monitoring of anti-pollution boom deployment;
- Identification and reporting of operational deficiencies.

2.4 Operational Coordination

The Marine Advisor shall:

- Coordinate pre-transfer safety meetings;
- Facilitate communication between all operational stakeholders;
- Monitor cargo transfer progress;
- Assist with operational problem resolution;
- Minimise delays while maintaining safe operating practices.

2.5 Reporting

The service provider shall prepare comprehensive operational reports including:

- Statement of Facts;
 - Ship summaries;
 - Cargo operation reports;
 - Pumping logs;
 - Operational delay reports;
 - Safety inspection reports;
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- Mooring inspection reports;
- Incident and non-conformance reports;
- Letters of Protest where applicable;
- Final operational summary reports.

3. Minimum Personnel Requirements

Marine Advisors assigned to SANPC shall, at a minimum:

- Hold a Master (Foreign Going) Certificate of Competency in accordance with STCW requirements;
- Have recognised tanker operations experience;
- Demonstrate experience in oil terminal operations;
- Be familiar with petroleum cargo handling operations;
- Be proficient in marine operational reporting and stakeholder management;
- Be compliant with ISPS, IMDG and ISGOTT requirements.

4. Service Levels

The appointed service provider shall:

- Provide a 24-hour, 365-day operational capability.
- Mobilise qualified personnel within agreed response times.
- Provide services at all South African commercial ports and, where required, regional ports.
- Support multiple simultaneous vessel operations.
- Maintain continuous communication with SANPC throughout vessel operations.
- Provide timely operational reports following completion of each assignment.

5. Training and Skills Transfer

The successful bidder shall support SANPC's skills development objectives by providing structured workplace exposure and mentorship opportunities for Marine Advisor trainees and sea cadets nominated by SANPC.

6. Applicable Standards

All services shall comply with applicable international and South African legislation, including but not limited to:

- International Maritime Organization (IMO) requirements;
 - SOLAS;
 - MARPOL;
 - ISM Code;
 - ISPS Code;
 - OCIMF Guidelines;
 - ISGOTT;
 - IMDG Code;
 - South African maritime legislation;
 - Port Authority Rules;
 - Terminal operating procedures.
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7. Deliverables

The successful bidder shall provide:

- Qualified Marine Advisors for each assignment.
- Independent operational oversight throughout vessel operations.
- Daily operational updates where required.
- Incident and exception reporting.
- Final operational reports with supporting documentation.
- Recommendations for operational improvements and risk mitigation.
- 24/7 operational support and emergency response capability.

TECHNICAL PRE-QUALIFICATION CRITERIA

Bidders shall provide documentary evidence demonstrating compliance with the following minimum pre-qualification requirements. Failure to meet any mandatory requirement may 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.

The bidder shall provide:

- Company profile detailing relevant experience; and
- A summary or list of marine services performed within the last ten (10) years.

2. KEY PERSONNEL (MANDATORY)

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

Minimum key personnel:

Senior Port Captain / Marine Superintendent

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

- At least 10 years' relevant experience; and
 - Demonstrated experience in tanker operations
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