



RETURNABLE SCHEDULE

ENQUIRY NO: CTT0000025868

DESCRIPTION: AUTOMATED GANTRY SOLUTIONS FOR PetroSA



RETURNABLE SCHEDULE – TO BE COMPLETED, DOCUMENTARY PROOF TO BE PROVIDED AND MUST BE SUBMITTED WITH THE TENDER

Please use this as a template for answering the Technical Questionnaire. Insert information and/or documentation under the relevant section and insert appropriate page numbers. Attach this booklet as one document. Please note the list does not include all the required documentation and Tenderer to ensure its Tender cover all the relevant components as per the Statement of Work document.

Tenderers has to provide all necessary documentation and/or proof in line with the Statement of Work to substantiate and support its Tender submission.

Failure to submit the completed Returnable Schedule and supporting documentation WILL result in disqualification.

Name of Company : _____

The Tender consists of 6 (six) different Services/Solutions, i.e. Solution 1, Solution 2, Solution 3, Solution 4, Solution 5 and Solution 6.

Tenderers can tender for *only one or more* Services/Solutions, which must be clearly marked on all correspondence in its Tender Documents, Solutions/Proposals and Supporting Documentation.

1. BBBEE Certificate/Affidavit

Please attach certificate/affidavit.

BEE Certificate/Affidavit attached (please circle/tick)	YES	NO
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2. COMPANY PROFILE

Please attached Company Profile

Company Profile attached (please circle/tick)	YES	NO
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3. COMPLETE SBD 1 AND SBD 4 FORMS

Is the completed and signed off SBD 1 and SDB 4 FORMS attached to the Tender.

Requirement	Attached (Y/N)
SBD 1	
SBD 4	

4, Elimination Criteria per Solution/Service to follow below:

Services/Solution 1
Automated Gantry Control Solution with Integration to SAP to automate manual depot activities

a) EXPERIENCE – part of Technical Questionnaire

Tenderers (the Company) must provide as a minimum THREE (3) company references of same or similar implementation of the Solution/Service of which two (2) must be in the *oil and gas* industry.

No	Name of Referenced Company	Description of Services provided	Year in which Services Provided	Name and contact details of Contact Person at Referenced Company
1				
2				
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b) Technical Specifications in line with Technical Questionnaire - Solution/Service 1:

Tenderer must clearly indicate conformance to the PetroSA specifications and requirements and provide the necessary documentation as support as per the list below (please circle/tick YES/NO and attached clearly marked the Solution/Service number and documentation and document/page numbers). **All documents to be clearly marked as per the Headings below and be attached to the Tender on ISS.**

Key Deliverables: Headings – Tenderers are alerted to continuously refer back to the Statement of Work Key Deliverables per Solution/Service	YES	NO	Page No.
Detailed Proposal of the Services/Solution 1 - in line with the Requirements as per the Statement of Work	YES	NO	
Proposal to include any hardware and software components and any license requirements (reflecting costs), including high level solution architecture demonstrating solution components	YES	NO	
Support Model and Training Plan (Users and Technical Staff)	YES	NO	
Implementation Approach Plan	YES	NO	
Project Plan	YES	NO	
Track record on implementation of the project of this nature including SAP integration experience – to provide certificate of <i>SAP Development and</i>	YES	NO	

<i>Configuration Training. Partnership Certificate with SAP – COMPANY LEVEL (silver/gold).</i>			
Risk Management Plan	YES	NO	
Project Management Methodology	YES	NO	
Project Execution Plans	YES	NO	
Project Quality Plan	YES	NO	
Project Requirements and Change Control Plan	YES	NO	
Project Communications and Change Management Plan	YES	NO	
Project Resource Plan, plus Organogram	YES	NO	
Project Manager plus CV reflecting Project management qualifications, plus Organogram	YES	NO	
SAP Resources (including Organogram & SAP certification of resources)	YES	NO	
Change Control processes and roll-back plans	YES	NO	
Post Implementation Support	YES	NO	
SAP Partnership Certificate – company level	YES	NO	
Preliminary information gathering such as sites visits (see Tender Notice) and site surveys and infrastructure assessments to be conducted as to help determine compatibility issues. Where incompatibility limitation been identified, provide a proposal with cost associated.	YES	NO	
Two (2) detailed case studies where the service/solution was implemented not older than ten (10) years	YES	NO	
Indicate whether your tender includes a Partnership and/or subcontracting	YES	NO	
Any other information Tender deemed to bring under PetroSA' Evaluation Team attention?	YES	NO	

c) PRICING / COMMERCIAL BID ANALYSIS – part of Technical Questionnaire

Requirement	Page Number / Document Name / CBA and comprehensive Proposal and cost analysis breakdown MUST be attached to the Tender on e-Procurement System
Commercial Proposal – Is the Commercial Bid Analysis (CBA) attached to the Tender = Is a detailed Proposal, including comprehensive cost analysis breakdown attached - does it clearly reflect the Services / Solution number 1 and is same attached on the Tender – see Technical Questionnaire	

d) PROPOSED CHANGES TO *DRAFT* ACCEPTANCE AGREEMENT and / or PROPOSED *DRAFT* SERVICE LEVEL AGREEMENT

Requirement	Accepted (Y/N) & Attached (Y/N)	Proposed Changes uploaded (Y or N/A)
Draft Acceptance Agreement Accepted		
Attached Proposed <i>draft</i> Service Level Agreement		

Services/Solution 2

Auto Tank Gauging Solution for PetroSA Depots/Terminals to Provide Tank Stock Levels per Tank in Each Terminal, Including Tank Capacity

a) EXPERIENCE – part of Technical Questionnaire

Tenderers (the Company) must provide as a minimum THREE (3) company references of same or similar implementation of the Solution/Service of which two (2) must be in the *oil and gas* industry.

No	Name of Referenced Company	Description of Services provided	Year in which Services Provided	Name and contact details of Contact Person at Referenced Company
1				
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b) Technical Specifications in line with Technical Questionnaire - Solution/Service 2:

Tenderer must clearly indicate conformance to the PetroSA specifications and requirements and provide the necessary documentation as support as per the list below (please circle/tick YES/NO and attached clearly marked the Solution/Service number and documentation and document/page numbers). **All documents to be clearly marked as per the Headings below and be attached to the Tender on ISS.**

Key Deliverables: Headings – Tenderers are alerted to continuously refer back to the Statement of Work Key Deliverables per Solution/Service	YES	NO	Page No.
Detailed Proposal/Solution of the Services/Solution 2 - in line with the Requirements as per the Statement of Work	YES	NO	
The Solution to include physical instruments to measure tank levels, with all the components, costs breakdown, including: <ul style="list-style-type: none"> • Software • Hardware • licensing structure, including • installation and support 	YES	NO	
Is provision made and demonstrated for the supply and installation of the physical instruments to measure tank levels	YES	NO	
Is consideration of the existing instruments fitted in the Mossel Bay tank made and propose how their solution can be used in conjunction with the existing equipment. If any constraints, service provider to specify and recommend alternative solution	YES	NO	
Tenderer to advise and recommend how this solution can be applied in 3 rd party sites were PetroSA rent storage tanks	YES	NO	

Tenderer to provide for the expansion of the solution into retail service station's environment and provide cost separately	YES	NO	
Project Plan	YES	NO	
Project Communications and Change Management Plan	YES	NO	
Service Support Plan	YES	NO	
Risk Management Plan	YES	NO	
Project Execution Plans	YES	NO	
Project Acquisition Plans	YES	NO	
Project Quality Plan	YES	NO	
Project Resource Plan, plus Organogram / including Project Manager and its CV/qualifications	YES	NO	
Three (3) detailed case studies where the service/solution was implemented not older than ten (10) years	YES	NO	
Indicate whether your tender includes a Partnership and/or subcontracting	YES	NO	
Any other information Tender deemed to bring under PetroSA' Evaluation Team attention?	YES	NO	

c) PRICING / COMMERCIAL BID ANALYSIS – part of Technical Questionnaire

Requirement	Page Number / Document Name / CBA and comprehensive Proposal and cost analysis breakdown MUST be attached to the Tender on e-Procurement System
Commercial Proposal – Is the Commercial Bid Analysis (CBA) attached to the Tender = Is a detailed Proposal, including comprehensive cost analysis breakdown attached - does it clearly reflects the Services / Solution number 2 and is same attached on the Tender – see Technical Questionnaire	

d) PROPOSED CHANGES TO DRAFT ACCEPTANCE AGREEMENT and / or PROPOSED DRAFT SERVICE LEVEL AGREEMENT

Requirement	Accepted (Y/N) & Attached (Y/N)	Proposed Changes uploaded (Y or N/A)
Draft Acceptance Agreement Accepted		
Attached Proposed <i>draft</i> Service Level Agreement		

Services/Solution 3
In-transit product tracking (product quality and stock level) mitigate quality issues

a) EXPERIENCE – part of Technical Questionnaire

Tenderers (the Company) must provide as a minimum THREE (3) company references of same or similar implementation of the Solution/Service of which two (2) must be in the *oil and gas* industry.

No	Name of Referenced Company	Description of Services provided	Year in which Services Provided	Name and contact details of Contact Person at Referenced Company
1				
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b) Technical Specifications in line with Technical Questionnaire - Solution/Service 3:

Tenderer must clearly indicate conformance to the PetroSA specifications and requirements and provide the necessary documentation as support as per the list below (please circle/tick YES/NO and attached clearly marked the Solution/Service number and documentation and document/page numbers). **All documents to be clearly marked as per the Headings below and be attached to the Tender on ISS.**

Key Deliverables: Headings – Tenderers are alerted to continuously refer back to the Statement of Work Key Deliverables per Solution/Service	YES	NO	Page No.
Detailed Proposal/Solution of the Services/Solution 3 - in line with the Requirements as per the Statement of Work	YES	NO	
The Proposal/Solution to include associated software and hardware and costs.	YES	NO	
Project Plan for installation	YES	NO	
Tenderer to provide suggestions/innovative proposals, if any	YES	NO	
Indicate whether your tender includes a Partnership and/or subcontracting	YES	NO	
Any other information Tender deemed to bring under PetroSA' Evaluation Team attention?	YES	NO	

c) PRICING / COMMERCIAL BID ANALYSIS – part of Technical Questionnaire

Requirement	Page Number / Document Name / CBA and comprehensive Proposal and cost analysis breakdown MUST be attached to the Tender on e-Procurement System
Commercial Proposal – Is the Commercial Bid Analysis (CBA) attached to the Tender = Is a detailed Proposal, including comprehensive cost analysis breakdown attached - does it clearly reflect the Services / Solution number 3 and is same attached on the Tender – see Technical Questionnaire	

d) PROPOSED CHANGES TO DRAFT ACCEPTANCE AGREEMENT and / or PROPOSED DRAFT SERVICE LEVEL AGREEMENT

Requirement	Accepted (Y/N) & Attached (Y/N)	Proposed Changes uploaded (Y or N/A)
Draft Acceptance Agreement Accepted		
Attached Proposed <i>draft</i> Service Level Agreement		

Services/Solution 4

Truck product movement tracking and reporting (report loaded volume through electronic Bill of Lading and customer delivered volume through electronic proof of deliveries using mobile application).

a) EXPERIENCE – part of Technical Questionnaire

Tenderers (the Company) must provide as a minimum THREE (3) company references of same or similar implementation of the Solution/Service of which two (2) must be in the *oil and gas* industry.

No	Name of Referenced Company	Description of Services provided	Year in which Services Provided	Name and contact details of Contact Person at Referenced Company
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b) Technical Specifications in line with Technical Questionnaire - Solution/Service 4:

Tenderer must clearly indicate conformance to the PetroSA specifications and requirements and provide the necessary documentation as support as per the list below (please circle/tick YES/NO and attached clearly marked the Solution/Service number and documentation and document/page numbers). **All documents to be clearly marked as per the Headings below and be attached to the Tender on ISS.**

Key Deliverables: Headings – Tenderers are alerted to continuously refer back to the Statement of Work Key Deliverables per Solution/Service	YES	NO	Page No.
Detailed Proposal/Solution of the Services/Solution 4 - in line with the Requirements as per the Statement of Work	YES	NO	
The Proposal/Solution to include associated software and hardware and costs.	YES	NO	
Demonstrate how the discharged / delivered volumes will be recorded in line with loaded volume (proof of delivery)	YES	NO	
The date stamps must reflect the loaded volume and the delivered volume (per entry record)	YES	NO	
Image of the proof of delivery to be attached through an electronic device proving the delivery by using a mobile application	YES	NO	
Project Plan for installation of proposed Solution	YES	NO	
Tenderer to provide suggestions/innovative proposals, if any	YES	NO	

Indicate whether your tender includes a Partnership and/or subcontracting	YES	NO	
Any other information Tender deemed to bring under PetroSA' Evaluation Team attention?	YES	NO	

c) PRICING / COMMERCIAL BID ANALYSIS – part of Technical Questionnaire

Requirement	Page Number / Document Name / CBA and comprehensive Proposal and cost analysis breakdown MUST be attached to the Tender on e-Procurement System
Commercial Proposal – Is the Commercial Bid Analysis (CBA) attached to the Tender = Is a detailed Proposal, including comprehensive cost analysis breakdown attached - does it clearly reflect the Services / Solution number 4 and is same attached on the Tender – see Technical Questionnaire	

d) PROPOSED CHANGES TO DRAFT ACCEPTANCE AGREEMENT and / or PROPOSED DRAFT SERVICE LEVEL AGREEMENT

Requirement	Accepted (Y/N) & Attached (Y/N)	Proposed Changes uploaded (Y or N/A)
Draft Acceptance Agreement Accepted		
Attached Proposed <i>draft</i> Service Level Agreement		

Services/Solution 5

Product movement - Dispensing from Bauzer to aircraft (aircraft refuelling), recording and reporting of refuelling tickets, uploading of sale to SAP and Customer Billing & Product movement

a) EXPERIENCE – part of Technical Questionnaire

Tenderers (the Company) must provide as a minimum THREE (3) company references of same or similar implementation of the Solution/Service of which two (2) must be in the *oil and gas* industry.

No	Name of Referenced Company	Description of Services provided	Year in which Services Provided	Name and contact details of Contact Person at Referenced Company
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b) Technical Specifications in line with Technical Questionnaire - Solution/Service 5:

Tenderer must clearly indicate conformance to the PetroSA specifications and requirements and provide the necessary documentation as support as per the list below (please circle/tick YES/NO and attached clearly marked the Solution/Service number and documentation and document/page numbers). **All documents to be clearly marked as per the Headings below and be attached to the Tender on ISS.**

Key Deliverables: Headings – Tenderers are alerted to continuously refer back to the Statement of Work Key Deliverables per Solution/Service	YES	NO	Page No.
Detailed Proposal/Solution of the Services/Solution 5 - in line with the Requirements as per the Statement of Work	YES	NO	
The Proposal/Solution to include associated software and hardware and costs / 6 hand-held devices and 6 mobile printers, associated cost, etc.	YES	NO	
Demonstrate how the integration will be achieved with SAP for master data such as: Customer master, Material, Plant date (airport location)	YES	NO	
Demonstrate how all the refuelling tickets records will be uploaded in SAP to create sales orders as per customer, material, plant location and volume loaded, date etc without human intervention and duplication of records	YES	NO	
Project Plan for installation of proposed Solution	YES	NO	
Tenderer to provide suggestions/innovative proposals, if any	YES	NO	
Indicate whether your tender includes a Partnership and/or subcontracting	YES	NO	

Any other information Tender deemed to bring under PetroSA' Evaluation Team attention?	YES	NO	
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c) PRICING / COMMERCIAL BID ANALYSIS – part of Technical Questionnaire

Requirement	Page Number / Document Name / CBA and comprehensive Proposal and cost analysis breakdown MUST be attached to the Tender on e-Procurement System
Commercial Proposal – Is the Commercial Bid Analysis (CBA) attached to the Tender = Is a detailed Proposal, including comprehensive cost analysis breakdown attached - does it clearly reflect the Services / Solution number 5 and is same attached on the Tender – see Technical Questionnaire	

d) PROPOSED CHANGES TO DRAFT ACCEPTANCE AGREEMENT and / or PROPOSED DRAFT SERVICE LEVEL AGREEMENT

Requirement	Accepted (Y/N) & Attached (Y/N)	Proposed Changes uploaded (Y or N/A)
Draft Acceptance Agreement Accepted		
Attached Proposed <i>draft</i> Service Level Agreement		

Services/Solution 6

Product movement - Retail solution which includes refuelling of cars and point of sales

a) EXPERIENCE – part of Technical Questionnaire

Tenderers (the Company) must provide as a minimum THREE (3) company references of same or similar implementation of the Solution/Service of which two (2) must be in the *oil and gas* industry.

No	Name of Referenced Company	Description of Services provided	Year in which Services Provided	Name and contact details of Contact Person at Referenced Company
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b) Technical Specifications in line with Technical Questionnaire - Solution/Service 6:

Tenderer must clearly indicate conformance to the PetroSA specifications and requirements and provide the necessary documentation as support as per the list below (please circle/tick YES/NO and attached clearly marked the Solution/Service number and documentation and document/page numbers). **All documents to be clearly marked as per the Headings below and be attached to the Tender on ISS.**

Key Deliverables: Headings – Tenderers are alerted to continuously refer back to the Statement of Work Key Deliverables per Solution/Service	YES	NO	Page No.
Detailed Proposal/Solution of the Services/Solution 6 - in line with the Requirements as per the Statement of Work	YES	NO	
The Proposal/Solution to include associated software and hardware and costs / 6 hand-held devices and 6 mobile printers, associated cost, etc.	YES	NO	
Project Plan for installation of proposed Solution	YES	NO	
Tenderer to provide suggestions/innovative proposals, if any	YES	NO	
Indicate whether your tender includes a Partnership and/or subcontracting	YES	NO	
Any other information Tender deemed to bring under PetroSA' Evaluation Team attention?	YES	NO	

c) PRICING / COMMERCIAL BID ANALYSIS – part of Technical Questionnaire

Requirement	Page Number / Document Name / CBA and comprehensive Proposal and cost analysis breakdown MUST be attached to the Tender on e-Procurement System
Commercial Proposal – Is the Commercial Bid Analysis (CBA) attached to the Tender = Is a detailed Proposal, including comprehensive cost analysis breakdown attached - does it clearly reflect the Services / Solution number 6 and is same attached on the Tender – see Technical Questionnaire	

d) PROPOSED CHANGES TO *DRAFT* ACCEPTANCE AGREEMENT and / or PROPOSED *DRAFT* SERVICE LEVEL AGREEMENT

Requirement	Accepted (Y/N) & Attached (Y/N)	Proposed Changes uploaded (Y or N/A)
Draft Acceptance Agreement Accepted		
Attached Proposed <i>draft</i> Service Level Agreement		