INVITATION TO BID

BID REFERENCE NUMBER: E 1272

APPOINTMENT OF A SERVICE PROVIDER TO TRAIN CASE OFFICERS FROM THE 10 COMPETENT AUTHORITIES IN THE REVIEW OF APPLICATIONS SUBMITTED IN TERMS OF THE ENVIRONMENTAL IMPACT ASSESSMENT (EIA) REGULATIONS OF 2013 PROMULGATED IN TERMS OF THE NATIONAL ENVIRONMENTAL MANAGEMENT ACT (NEMA), No. 108 OF 1998, AS AMENDED.
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF ENVIRONMENTAL AFFAIRS

BID NUMBER: E 1272 CLOSING DATE: 14-02-2014 CLOSING TIME: 11:00

DESCRIPTION: Appointment of a service provider to train Case Officers from the 10 competent authorities in the review of applications submitted in terms of the Environmental Impact Assessment (EIA) regulations of 2013 promulgated in terms of the National Environmental Management Act (NEMA), No. 108 of 1998, as amended.

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO:
Director- General; Department of Environmental Affairs; Private Bag X 447 PRETORIA 0001

OR

DEPOSITED IN THE BID BOX SITUATED AT: Department of Environmental Affairs 2nd Floor, Fedsure Forum Building Corner Lillian Ngoyi & Pretorius Street, Pretoria 0001

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

NB: TWO BID PROPOSALS MUST BE SUBMITTED, CLEARLY MARKED: ORIGINAL AND COPY

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER
POSTAL ADDRESS
STREET ADDRESS
TELEPHONE NUMBER CODE………..NUMBER………………………………………………………………………………..
CELLPHONE NUMBER
FACSIMILE NUMBER CODE ………….NUMBER…………………………………………………………………………………
E-MAIL ADDRESS
VAT REGISTRATION NUMBER
HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO
HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)…………………………………………………………..□
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR………………………………………□
A REGISTERED AUDITOR ……………………………………………………………..□
(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? YES or NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER ...........................................................................................................................................

DATE ..............................................................................................................................................................

CAPACITY UNDER WHICH THIS BID IS SIGNED ..................................................................................................

TOTAL BID PRICE.................................................. TOTAL NUMBER OF ITEMS OFFERED ................................

____________________________________

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Environmental Affairs

Contact Person: Jonas Nkitseng / Tshepo Matheane
Tel:  (012) 310 3064 or (012) 395 1819
Fax: 012 320 2894.

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Ms SBP Hlela or Mr Vusi Skosana
Tel:  (012) 310 3045  (012) 310 3773
083 388 8024  079 418 7870
E-mail: shlela@environment.gov.za vskosana@environment.gov.za
TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder’s tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 “Application for a Tax Clearance Certificate” and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

5. Copies of the TCC 001 “Application for a Tax Clearance Certificate” form are available from any SARS branch office nationally or on the website www.sars.gov.za.

6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.
DESCRIPTION: Appointment of a service provider to train Case Officers from the 10 competent authorities in the review of applications submitted in terms of the Environmental Impact Assessment (EIA) regulations of 2013 promulgated in terms of the National Environmental Management Act (NEMA), No. 108 of 1998, as amended.

**(ALL APPLICABLE TAXES INCLUDED)**

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION | HOURLY RATE | DAILY RATE
--------------------------|-------------|----------------------
--------------------------|-------------|----------------------
--------------------------|-------------|----------------------
--------------------------|-------------|----------------------
--------------------------|-------------|----------------------

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

<table>
<thead>
<tr>
<th>Phase</th>
<th>Cost per Phase</th>
<th>Man-Days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R-------------</td>
<td>days</td>
</tr>
<tr>
<td></td>
<td>R-------------</td>
<td>days</td>
</tr>
<tr>
<td></td>
<td>R-------------</td>
<td>days</td>
</tr>
<tr>
<td></td>
<td>R-------------</td>
<td>days</td>
</tr>
</tbody>
</table>

5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSE TO BE INCURRED</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>R------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>R------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>R------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>R------</td>
</tr>
</tbody>
</table>
**"all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.**

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSE TO BE INCURRED</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong>: R....................................</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Period required for commencement with project after acceptance of bid

7. Estimated man-days for completion of project

8. Are the rates quoted firm for the full period of contract?  *YES/NO*

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

Any enquiries regarding bidding procedures may be directed to the –

Department of Environmental Affairs

Jonas Nkitseng / Tshepo Matheane

Tel: (012) 310 3064 / (012) 395 1819

Or for technical information –

Contact Person: Ms SBP Hlela or Mr Vusi Skosana

Tel: (012) 310 3045 (012) 310 3773

083 388 8024 079 418 7870

E-mail: shlela@environment.gov.za vskosana@environment.gov.za
DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative: ……………………………………………………………

2.2 Identity Number:………………………………………………………………………………………………...

2.3 Position occupied in the Company (director, trustee, shareholder², member): ………………………………………………………………………………………………………………….

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust: ………………………………………………………………………………………………………………….

2.5 Tax Reference Number: ……………………………………………………………………………………………

2.6 VAT Registration Number: ……………………………………………………………………………………………

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹“State” means –
(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
(b) any municipality or municipal entity;
(c) provincial legislature;
(d) national Assembly or the national Council of provinces; or
(e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.
2.7 Are you or any person connected with the bidder presently employed by the state?  

YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: ..................................................
Name of state institution at which you or the person connected to the bidder is employed: ..................................................
Position occupied in the state institution: ..................................................

Any other particulars:

........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?  

YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document?  

YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

2.7.2.2 If no, furnish reasons for non-submission of such proof:

........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?  

YES / NO

2.8.1 If so, furnish particulars:

........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?  

YES / NO

2.9.1 If so, furnish particulars:

........................................................................................................................................
2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

3 Full details of directors / trustees / members / shareholders.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Income Tax Reference Number</th>
<th>State Employee Number / Persal Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4 DECLARATION

I, THE UNDERSIGNED (NAME)...........................................................................................................

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

........................................................... ............................................................
Signature                                      Date

........................................................... ............................................................
Position                                      Name of bidder

November 2011
INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1 PILLARS OF THE PROGRAMME

1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US$ 10 million or other currency equivalent to US$ 10 million will have a NIP obligation. This threshold of US$ 10 million can be reached as follows:

(a) Any single contract with imported content exceeding US$10 million.

or

(b) Multiple contracts for the same goods, works or services each with imported content exceeding US$3 million awarded to one seller over a 2 year period which in total exceeds US$10 million.

or

(c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US$10 million.

or

(d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US$10 million.

1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a pro-rata basis.

1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4 PROCESS TO SATISFY THE NIP OBLIGATION

4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

a. the contractor and the DTI will determine the NIP obligation;

b. the contractor and the DTI will sign the NIP obligation agreement;
c. the contractor will submit a performance guarantee to the DTI;
d. the contractor will submit a business concept for consideration and approval by the DTI;
e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
f. the contractor will implement the business plans; and
g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

<table>
<thead>
<tr>
<th>Bid number</th>
<th>Closing date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of bidder</td>
<td></td>
</tr>
<tr>
<td>Postal address</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>Name (in print)</td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

Js475wc
This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the 90/10 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

(a) Price; and
(b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

<table>
<thead>
<tr>
<th>POINTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3.1.1 PRICE</td>
<td>90........</td>
</tr>
<tr>
<td>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</td>
<td>10..........</td>
</tr>
</tbody>
</table>

Total points for Price and B-BBEE must not exceed 100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

2.1 "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
2.2 “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.6 “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

2.7 “consortium or joint venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

2.8 “contract” means the agreement that results from the acceptance of a bid by an organ of state;

2.9 “EME” means any enterprise with an annual total revenue of R5 million or less.

2.10 “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

2.11 “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

2.12 “non-firm prices” means all prices other than “firm” prices;

2.13 “person” includes a juristic person;

2.14 “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

2.15 “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

2.16 “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;

2.17 “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.18 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. **ADJUDICATION USING A POINT SYSTEM**
3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

3.3 Points scored must be rounded off to the nearest 2 decimal places.

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

\[
Ps = 80 \left( 1 - \frac{Pt - P_{\text{min}}}{P_{\text{min}}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{\text{min}}}{P_{\text{min}}} \right)
\]

Where

\[Ps\] = Points scored for comparative price of bid under consideration

\[Pt\] = Comparative price of bid under consideration

\[P_{\text{min}}\] = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (90/10 system)</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>12</td>
</tr>
</tbody>
</table>
5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: ............... = ...............(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING
8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:
(i) what percentage of the contract will be subcontracted? ...........................................
(ii) the name of the sub-contractor? .............................................................................
(iii) the B-BBEE status level of the sub-contractor? ......................................................
(iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm ..............................................................................................................

9.2 VAT registration number ........................................................................................................

9.3 Company registration number ................................................................................................

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

..................................................................................................................................................
..................................................................................................................................................
..................................................................................................................................................

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business? ...........................................

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

(i) The information furnished is true and correct;

(ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.

(iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

(iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent
basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding process;
(b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
(d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
(e) forward the matter for criminal prosecution

WITNESSES:

1. ........................................

........................................

SIGNATURE(S) OF BIDDER(S)

2. ........................................

DATE:....................................
ADDRESS:..................................
........................................
........................................
DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1  This Standard Bidding Document must form part of all bids invited.

2  It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3  The bid of any bidder may be disregarded if that bidder, or any of its directors have-
   a.  abused the institution’s supply chain management system;
   b.  committed fraud or any other improper conduct in relation to such system; or
   c.  failed to perform on any previous contract.

4  In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied).</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 4.2  | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury’s website (www.treasury.gov.za) by clicking on its link at the bottom of the home page. | Yes | No |
| 4.2.1| If so, furnish particulars:                                                                                                                                                                                 |     |    |

| 4.3  | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?                                                                 | Yes | No |
| 4.3.1| If so, furnish particulars:                                                                                                                                                                                 |     |    |

| 4.4  | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?                                                                 | Yes | No |
### SBD 8

#### CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)…………………………………………………
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Name of Bidder</td>
</tr>
</tbody>
</table>

Js365bW
CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds.

3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
   a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution’s supply chain management system and or committed fraud or any other improper conduct in relation to such system.
   b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.
CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

________________________________________________________________________

(Bid Number and Description)

in response to the invitation for the bid made by:

______________________________________________________________________________

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:________________________________________________________________________that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

   (a) has been requested to submit a bid in response to this bid invitation;
   (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
   (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

   (a) prices;
   (b) geographical area where product or service will be rendered (market allocation)
   (c) methods, factors or formulas used to calculate prices;
   (d) the intention or decision to submit or not to submit, a bid;
   (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
   (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

................................................................. .................................................................
Signature Date

................................................................. .................................................................
Position Name of Bidder

Js914w 2
TERMS OF REFERENCE

TO APPOINT A CONSULTANCY TO TRAIN CASE OFFICERS FROM THE 10 COMPETENT AUTHORITIES IN THE REVIEW OF APPLICATIONS SUBMITTED IN TERMS OF THE ENVIRONMENTAL IMPACT ASSESSMENT (EIA) REGULATIONS OF 2013 PROMULGATED IN TERMS OF THE NATIONAL ENVIRONMENTAL MANAGEMENT ACT (NEMA), NO.108 OF 1998, AS AMENDED

CHIEF DIRECTORATE: INTEGRATED ENVIRONMENTAL MANAGEMENT SUPPORT (IEMS)
1 PURPOSE ................................................................................................................................................................. 3
2 INTRODUCTION AND BACKGROUND ..................................................................................................................... 3
3 PROBLEM ANALYSIS ..................................................................................................................................................... 3
4 PARTICIPATORY APPROACH ......................................................................................................................................... 4
5 OVERALL OBJECTIVE .................................................................................................................................................... 4
6 IMMEDIATE PROJECT OBJECTIVE ............................................................................................................................... 4
  6.1 Immediate Objective A - Inception workshop and detailed work plan ................................................................. 4
  6.2 Immediate Objective B - Training modules .............................................................................................................. 4
  6.3 Immediate Objective C – Presentation of the proposed training course to DEA ...................................................... 7
  6.4 Immediate Objective D – Training material and the assignment ......................................................................... 7
  6.5 Immediate Objective E – Test on the first day of the training ............................................................................... 8
  6.6 Immediate Objective G – Venues ............................................................................................................................. 8
  6.7 Immediate Objective F – Training conducted ......................................................................................................... 9
  6.8 Immediate Objective H – Evaluation of the training and presentation of course mark .............................................. 9
  6.9 Immediate Objective I – Examination .................................................................................................................... 10
  6.10 Immediate Objective J – Supplementary examination .......................................................................................... 10
  6.11 Immediate Objective K – Results and certificates ............................................................................................... 10
  6.12 Immediate Objective L – Closure meeting and the report ................................................................................. 11
7 ACTIVITIES .................................................................................................................................................................... 11
8 INPUTS AND BUDGET ................................................................................................................................................... 11
9 METHOD OF WORK .......................................................................................................................................................... 11
10 PROJECT MANAGEMENT ............................................................................................................................................. 12
  10.1 Progress Meetings .................................................................................................................................................... 12
  10.2 Project Director ....................................................................................................................................................... 12
  10.3 Project Team ............................................................................................................................................................ 12
11 PROJECT INFORMATION MANAGEMENT ................................................................................................................ 12
  11.1 Internal Consultancy Communication ................................................................................................................ 12
  11.2 External Consultancy Communication ................................................................................................................. 12
12 CONTINUITY AND PROFILE OF CONSULTANT ON THE PROJECT .................................................................. 12
13 TIMING AND IMPLEMENTATION ............................................................................................................................. 12
14 SPECIAL CONDITIONS OF THE BID ........................................................................................................................ 12
15 INHERENT REQUIREMENTS OF THE JOB – COMPETENCY PROFILES ............................................................. 14
16 MANAGEMENT REPORTING ....................................................................................................................................... 15
17 PAYMENT TERMS ......................................................................................................................................................... 15
18 CONTACT PERSON ......................................................................................................................................................... 15
CONSULTANCY INFORMATION SUMMARY

<table>
<thead>
<tr>
<th>PROJECT / JOB TITLE:</th>
<th>Consultancy to train officials to review applications submitted in terms of EIA regulations of 2013 promulgated in terms of NEMA, 1998, as amended</th>
</tr>
</thead>
<tbody>
<tr>
<td>KEY QUALIFICATION:</td>
<td>Environmental Management, Environmental Law and Social Sciences</td>
</tr>
<tr>
<td>KEY EXPERIENCE:</td>
<td>Project Planning, Environmental Management, Environmental Law and Public Participation</td>
</tr>
<tr>
<td>DESIRED START DATE:</td>
<td>Immediate</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>Department of Environmental Affairs, Pretoria</td>
</tr>
<tr>
<td>COMPONENT:</td>
<td>Chief Directorate: Integrated Environmental Management Support</td>
</tr>
<tr>
<td>REPORTING TO:</td>
<td>Director: Integrated Environmental Management Support Capacity and Support</td>
</tr>
<tr>
<td>PERIOD OF CONTRACT:</td>
<td>3 years (2014-2017)</td>
</tr>
</tbody>
</table>

1 PURPOSE

This document provides the terms of reference and request for proposal to appoint qualified professional service provider/s who will on behalf of the Department of Environmental Affairs (DEA), develop a training course accredited at NQF level 8 on the implementation of Environmental Impact Assessment Regulations of 2013 promulgated in terms of the National Environmental Management Act (NEMA), No. 108 of 1998, as amended, and to provide / roll-out this training course to EIA administrators within the 10 Competent Authorities (CA) in order to enable them to enhance their review skills for all EIA applications submitted to them for approval.

2 INTRODUCTION AND BACKGROUND

In 1997, South Africa took a proactive step towards sustainable environmental management through the implementation of Environmental Impact Assessments (EIAs), which were mandatory for listed activities which have the potential to significantly impact on the environment. These regulations have been implemented since 1997 and refined over the years, the last amendment being in 2010. Presently, the 2010 EIA regulations are being further amended to streamline the process and amended regulations are expected to be promulgated in December 2013. In order to ensure that Case Officers administering the EIA process have necessary skills to assess applications in a consistent manner and to make recommendations for decision making, DEA has identified training as a key requirement to successfully implement the EIA process and has established an annual training programme for Case Officers from the current 10 Competent Authorities which will become 11 Competent Authorities with the inclusion of DMR Case Officers once the mandate for the environmental management of mining transferees to DMR.

The DEA has offered EIA training to Competent Authorities since 2008 using independent institutions. As new EIA Case Officers are appointed periodically within the 10 Competent Authorities and some Case Officers need to update their skills from time to time, there is a need to continue to provide EIA training which is tailored to suit both old and new officials as they enter the environmental sector. Training for DMR Case Officers who will be required to make decisions on EIA applications received for mining is also required and all Competent Authority Case Officers will be required to be trained to implement the 2013 amended regulations. As such the Department now requires the assistance of a service provider to develop and roll out a training course for the 2013 amended EIA regulations.

3 PROBLEM ANALYSIS

Section 23 (3) of NEMA Chapter 5 identifies that: The Director-General must coordinate the activities of organs of state referred to in section 24 (1) of NEMA and assist them in giving effect to the objectives of this section and such assistance may include training, the publication of manuals and guidelines and the coordination of procedures. The Chief Directorate IEMS through the Directorate IEMS: Capacity and Support has therefore identified training and development as a requirement to implement and successfully achieve this mandate. The training program which is the subject of this TORs is aimed at enhancing and augmenting the skills of EIA administrators to enable them to implement the regulations and to successfully review all the EIA applications submitted to Competent Authorities for approval.
4 PARTICIPATORY APPROACH

The development of the training course material particularly modules such as the drafting of enforceable conditions should be guided by the in-house experience because conditions are drafted by the competent authorities. Experienced officials must be engaged when drafting the various modules. Both DEA and the professional service providers should work together in this regard.

5 OVERALL OBJECTIVE

The overall objective of the consultancy is framed as:

Develop a skills program linked to a course accredited at NQF level 8 on the implementation of the EIA regulations of 2013 and conduct training to Case Officers from the 11 competent authorities in at least three centres per annum for 5 days per training session and conduct a final examination one month after the course work for a three year period starting in June 2014 and ending in March 2017.

The service provider must use creative methodologies including, lectures, course work, assignments and examinations to achieve this objective.

6 IMMEDIATE PROJECT OBJECTIVE

6.1 Immediate Objective A - Inception workshop and detailed work plan

6.1.1 Objective – Inception meeting and detailed work plan

An inception meeting is to be held where aspects of the project will be discussed and agreed between the service provider and the department. A detailed work plan and inception report is then to be developed by the service provider for approval by the Project Director.

6.1.2 Outputs – Inception meeting and detailed work plan

A one day inception meeting will be held where the various aspects of the project will be discussed and agreed. Following this meeting a comprehensive work plan is to be drawn up by the service provider which will identify all tasks, allocate staff, identify timeframes and ensure coordination. The work plan is to be approved by the department before work commences.

Table 1: Success indicator

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception meeting and a detailed work plan approved</td>
<td>Inception meeting held and detailed work plans developed.</td>
<td>Approved work plan available.</td>
</tr>
</tbody>
</table>

6.2 Immediate Objective B - Training modules

6.2.1 Objective – development of training modules

When preparing the training modules the service provider is to note that Case Officers have undergone induction training which has covered an introduction to all the course modules to be covered through this project. The service provider is therefore to ensure that the training developed provides an in-depth understanding of the various aspects to be considered with a focus on assisting the Case Officer to identify environmental issues and ensure that these issues are adequately assessed through the EIA process and the subsequent authorities review.

The course should cover, but not be limited to:

- Environmental management (Air emission and waste licences issued by other authorities)
- Environmental policy and planning
- Environmental legal framework
• Review of the application (this review is to ensure that the EIA Administrator can review a document not only understand the process)
  o Basic Assessment Report (BAR)
  o Scoping and Environmental Impact Assessment Report
  o Specialist reports
  o Alternatives
  o Environmental Management Programs (EMPr) and Environmental Management Systems (EMS)
• Preparing the Environmental Authorisation (EA) including the drafting of enforceable condition
• Prepare the findings of the assessment and make recommendations on the decision to the Chief Director
• Appeals process

The course must provide skills and guidance on the following among others:
• the requirements of the regulations
• the objectives of each section of the regulations
• the information to fulfil the requirements of each section
• review methodology and the information requirements
• how to assess the adequacy of the information in relation to the requirements of the regulations and sustainable development
• the preparing of reports and the necessary content of the reports and recommendations in relation to the regulations
• the identification of mitigation measures required for inclusion in the EMPr
• the requirements to write the recommendation for approval and the EA
• the conditions required to ensure the protection of the environment which would be enforceable.

Each training course must have duration of 5 consecutive days.

The method to be used in developing course material must include but not limited to the lectures, working through case studies and group work exercises.

After undertaking this course the Case Officer must be able to have knowledge of legislation the application of the legislation the EIA process as well as the methodology to review of documents under several scenarios and types of projects in relation to the requirements of the legislation, the environmental sensitivity of the site, the compatibility of the activity on the site and the adequacy of the mitigation measures proposed.

<table>
<thead>
<tr>
<th>Course content</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to environmental management</td>
<td>• Explore the concept of sustainable development with regards to its origins, content, imperatives, ethical basis and implications</td>
</tr>
<tr>
<td></td>
<td>• Demonstrate understanding of environmental management to provide a context for the purpose of and need for environmental assessment</td>
</tr>
<tr>
<td></td>
<td>• Demonstrate understanding of environmental assessment history, purpose and role in promoting sustainable development</td>
</tr>
<tr>
<td></td>
<td>• Demonstrate understanding of intricate linkages within and between systems and processes and that these should be analysed according to structure, function, performance and interdependencies</td>
</tr>
<tr>
<td>Basic Assessment &amp; Scoping and EIA</td>
<td>• Demonstrate understanding of environmental assessment procedures and methods in order to determine which method to apply in a specific context</td>
</tr>
<tr>
<td></td>
<td>• The results of specialist environmental assessment</td>
</tr>
<tr>
<td>Procedures and Methods</td>
<td>Environmental Law</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Social Impact Assessment, Risk Assessment, Life Cycle Analysis, Health Impact Assessment, Biodiversity Assessment</td>
<td>Interpret legal requirements relevant to environmental assessment, in terms of their relevance to the specific proposal</td>
</tr>
<tr>
<td>Formulate key questions to guide the investigation and data gathering</td>
<td>Interpret environmental and planning legislation and policies in order to reflect relevance to environmental assessment practice</td>
</tr>
<tr>
<td>Identify methods and techniques to gather, analyse and interpret data in order to determine relevance to a specific application</td>
<td></td>
</tr>
<tr>
<td>Identify specific communication requirements in order to engage with stakeholders and related professional</td>
<td>Conduct stakeholder engagement and public participation processes objectively and transparently in order to enable the right of stakeholders and the public to participate in the environmental assessment process within specific content.</td>
</tr>
<tr>
<td>Examine the adequacy of environmental assessment reports to determine whether they provide the information necessary for recommendations and decision-making</td>
<td></td>
</tr>
<tr>
<td>Apply fundamental environmental assessment procedures and methods according to specific context requirements</td>
<td></td>
</tr>
</tbody>
</table>
6.2.2 Outputs – training modules

Training modules are to be developed which explain the objectives of the regulations, the processes required, and the requirements of each step of the process and how to review the information and make recommendations, write the EA which contains enforceable conditions. The training courses must be written in consultation with the department and must be approved by the department prior to finalisation.

Table 2: Success indicator

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training modules</td>
<td>Training modules for 5 days developed to review and assess EIA applications in line with the EIA regulations.</td>
<td>Modules available and sent to the Project Director.</td>
</tr>
</tbody>
</table>
6.5 Immediate Objective E – Test on the first day of the training

6.5.1 Objective – Service provider shall develop the test to be written by officials on the first day.

The service provider shall ensure that there is a written test on the first day of the contact session to test the candidates understanding of the course material. This test is done to ensure that officials engage with the material before the start of the contact session. The service provider must mark the test and assign a percentage, e.g. 15%, that this test contributes towards the total marks / percentage for session.

6.5.2 Outputs – Test conducted on the first day of the training

The test conducted on the first day of the contact session shall be marked and the results will be part of the overall outcome of the course.

Table 5: Success indicator

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test on the first day of each of the 5 days contact sessions</td>
<td>All officials write the test on the first day of each of the contact sessions</td>
<td>Attendance registers of all the students who wrote the test.</td>
</tr>
</tbody>
</table>

6.6 Immediate Objective G – Venues

6.6.1 Objective – Venue to facilitate learning

The service provider is to provide the venues for each contact session. The choice of venue must provide a suitable learning environment and must be accessible and have working air conditioning. It is anticipated that the training will be provided at three centres annually. Each candidate should receive two teas with snacks and a hot lunch each day of the contact session.

6.6.2 Outputs – Venues to be provided

Venues, meals and teas must be provided for each day of the five days contact sessions conducted in three centres for about 70 officials at each session.

Table 6: Success indicator

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue, meals and teas must be provided. It is anticipated that training will be provided at three centres annually.</td>
<td>Hot meals and teas provided for the duration of the training course</td>
<td>Venue and food provided.</td>
</tr>
</tbody>
</table>
6.7   Immediate Objective F – Training conducted

6.7.1   Objective - Training conducted
The service provider shall conduct the five day training course in three centres within the country, it is anticipated that the centres will be Pretoria, Durban and Port Elizabeth. About seventy candidates will be trained in each session. Training is expected to be conducted in the third and fourth quarter of each financial year starting from 2014/2015 ending on the 31st March 2017.

6.7.2   Outputs – Training conducted
Five days contact session conducted in three centres annually, with an expected attendance of 70 candidates per training session.

Table 7: Success indicator

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training conducted</td>
<td>Training conducted in three centres which are anticipated to be Pretoria, Durban and Port Elizabeth. A training register must be signed on each day of the training.</td>
<td>Attendance registers of all officials who attended training</td>
</tr>
</tbody>
</table>

6.8   Immediate Objective H – Evaluation of the training and presentation of course mark

6.8.1   Objective – develop a questionnaire to evaluate training
The service provider must develop a questionnaire for evaluation purposes to evaluate course and the presenter on the last day of each of the contact session. The completed questionnaires are to be filled in by candidates attending the training after each training session. On the last day of training the candidates must be presented with the course mark, which is based on the assignment and first day test and all other assignments undertaken during the course work.

6.8.2   Output – Questionnaire for evaluation
The completed questionnaires by the candidates shall be collected by the service provider. These completed questionnaires shall be discussed on the closure meeting with the whole project team. The results shall be used to shape the future training sessions.

Table 8: Success indicator

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>The questionnaires for evaluation of each training session</td>
<td>The questionnaire prepared by the service provider and distributed to the candidates for completion</td>
<td>Completed questionnaires</td>
</tr>
</tbody>
</table>
6.9 Immediate Objective I – Examination

6.9.1 Objective – Written Examination following the five days contact session

In addition to undertaking the training, the service provider shall ensure that a written examination on the course content is conducted three (3) to four (4) weeks after each of the five day contact session. The examination must be able to test the knowledge, skill and attitude of the candidates based on the training conducted. The service provider must mark and make the results available only to DEA. After DEA is satisfied with the verifications of the results, the service provider shall avail the results to the course participants/attendees.

6.9.2 Output – Examination written by all officials

The examination shall be conducted on the same day and at the same time for all candidates even if the examination is written in different centres.

Table 9: Success indicator

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination to be conducted three to four weeks after each of the five day contact training session</td>
<td>Examination of all the candidates</td>
<td>Attendance Register</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Results of the examination</td>
</tr>
</tbody>
</table>

6.10 Immediate Objective J – Supplementary examination

6.10.1 Objective – conduct supplementary examination

The service provider shall ensure that candidates who did not meet the requirements are notified as soon as the results are out. A supplementary-examination shall be arranged to be held on one specific day by the service provider in consultation with DEA, within two months of issuing of the results.

6.10.2 Output: Supplementary examination conducted

The supplementary examination shall be conducted on the same day and at the same time for all officials even if the supplementary examination is written in different centres.

Table 10: Success Indicator

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct supplementary-examination within two months of the issuing of the results of each training session</td>
<td>Supplementary – examination conducted after each training session if required.</td>
<td>Attendance Register</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Results of the supplementary-examination</td>
</tr>
</tbody>
</table>

6.11 Immediate Objective K – Results and certificates

6.11.1 Objective - Issuing of results and certificates

The copy of the results must be sent to DEA. This must include marks / percentages of all candidates who participated in the training and who wrote the examination for supplementary examination. The service provider shall be responsible for sending results to the officials after two months of writing the examination or supplementary examination.

The certificates must be issued after two months of writing the examinations.
6.11.2 Output – Results and Certificates
Results and certificates must be submitted to DEA and to officials.

Table 11: Success indicator

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Results and certificates to each candidate who passed either the first examination or the supplementary examination for each training session</td>
<td>Copies of results and certificates</td>
<td>Results and certificates received by DEA and officials</td>
</tr>
</tbody>
</table>

6.12 Immediate Objective L – Closure meeting and the report

6.12.1 6.12.1 Objective - Training report
The service provider must convene a closure meeting to discuss and review the training after each training session. Following this meeting the service provider shall submit the training report containing information such as the number of candidates who attended training, consolidated results of the questionnaires and recommendations for future training. Any inputs that the service providers would like to make to the Department regarding training.

6.12.2 6.12.2 Output - Training report and the closure meeting
The minutes of the closure meeting and the closure report must be submitted within a week after the meeting.

Table 12: Success indicator

<table>
<thead>
<tr>
<th>Description</th>
<th>Verifiable Indicator</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend closure meeting and compile the training report</td>
<td>Closure meeting and detailed final report</td>
<td>Copies of minutes and final report available</td>
</tr>
</tbody>
</table>

7 ACTIVITIES
Specific activities to be carried out by the consultant in generating the above outputs must be detailed in a proposed work-plan to be approved by the Chief Director Integrated Environmental Management Support after an inception meeting with the consultant team.

8 INPUTS AND BUDGET
The service is to provide a comprehensive budget identifying the objective, human resource requirement to achieve the objective, the hourly cost related to the person. Each output should be costed in sub totals. The service provider is also to cost the meetings required with the Department which are detailed below. All disbursements must be costed separately, including photocopying, postage for certificates venues, catering for the course as well as transport of the service provider. All sub totals must then be totalled inclusive of VAT per annum and then the total cost for a three year contract assuming three training session at three different centres per year with 70 candidates per training session. Travel and accommodation for the candidates will be paid by the relevant employer and will not be for the account of the service provider. Distribution of the files/course material to the candidates will be for the account of DEA.

9 METHOD OF WORK
The consultant team will carry out the required work at the consultant’s home office as well as in the training centres identified. The consultant team is also to make provision for holding of internal DEA meetings.
10 PROJECT MANAGEMENT

10.1 Progress Meetings
Other than the inception meeting and the closure meeting which is to be held at the start and end of each training module, the service provider should plan for one progress meeting per training module, i.e. 3 in total for the contract period.

10.2 Project Director
The Director: IEMS Capacity and Support will be the Project Director. As such, the contracted consultants will be directed by and report to the Director.

10.3 Project Team
The Project team will comprise of the Chief Director: Integrated Environmental Management Support, the Director: IEMS–Capacity and Support, the Deputy Director: Capacity Development and Training, Assistant Director: Training. The day to day management of the project will be the responsibility of the Deputy Director: IEMS; Capacity Development and Training.

11 PROJECT INFORMATION MANAGEMENT

11.1 Internal Consultancy Communication
All decisions, suggestions, recommendations, reports, etc. concerning the consultancy must be submitted in writing. All documents shall be prepared in MS Word and bar charts and spreadsheets in either MS Project or in Microsoft Excel. All required reports must be submitted to the Project Director and the Project Manager in 2 hard copies as well as on an appropriate electronic storage medium (disk or CD).

11.2 External Consultancy Communication
All communication external to the consultancy (e.g. response to complaints, press/media queries, etc.) will be carried out by either the Project Director or the Department's communication section. As such, all complaints, press/media queries, etc. must be referred to the Project Director together with a written briefing on a possible response.

12 CONTINUITY AND PROFILE OF CONSULTANT ON THE PROJECT
The individual service provider must guarantee the presence of the respective Project Manager. If they have to leave the project, a period of at least a month is required in which they must work in parallel with their replacements (i.e. a senior consultant with similar expertise and years of experience) appointed to be able to transfer skills and knowledge.

13 TIMING AND IMPLEMENTATION
The consultancy will commence following the signing of a contract between the Department and the selected consultancy. The consultancy is expected to have duration of three (3) years.

14 SPECIAL CONDITIONS OF THE BID
- The service provider is to develop a skills program linked to a course accredited at NQF level 8 on the implementation of the EIA regulations of 2013. The service provider must provide proof of registration.
- CVs including name, formal education, language capabilities, gender, detailed employment record, description of relevant project experience (including actual input into previous similar projects and level of responsibility), list of references; NOTE: Failure to submit the CVs will invalidate your bid proposal. The service provider/s must have:
  - In-depth knowledge of the tenets of Constitution, administrative laws, environmental law, access to information act and related legislations;
  - In-depth knowledge of NEMA, EIA Regulations, experience in environmental impact assessments;
  - Experience in developing training course materials;
  - Experience in training, particularly experience in leading practical exercises;
- skills and experience in assessment of training;
- experience in the monitoring and evaluation of a training course, and consequent review and amendment of the course material;
- where possible, speak more than one official language; and
- be able to use multi-media presentations

- Bids will be subject to Supply Chain Management Conditions as follows - The Preferential Procurement Regulations, 2011 issued in terms of section 5 of the Preferential Procurement Policy Framework Act (Act No 5 of 2000), aligned with the aims of the Broad Based Black Economic Empowerment Act and its Codes of Good Practice. In accordance with this Act, submissions will be adjudicated in two stages: firstly, on functionality which must be done in terms of the evaluation criteria indicated in section 18 and the minimum threshold referred to in paragraph 14.8 below. A bid must be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation and secondly, only the qualifying bids will be evaluated in terms of the 90/10 preference points systems, where the 90 points will be used for price only and the 10 points will be awarded in terms of the of the B-BBEE Contributor level as per the B-BBEE Verification Certificate submitted by the service provider.

- The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate with the bid will result in the invalidation of the bid.

- In bids where Consortia / Joint Ventures / Sub-contractors are involved, such must be clearly indicated and each party must submit a separate Tax Clearance Certificate submitted with the bid. Failure to submit any one of the original and valid Tax Clearance Certificate will result in the invalidation of the bid.

- Certified copies of the Tax Clearance Certificate will not be acceptable

- The bid proposals should be submitted with all required information containing technical information as well as price information (NB: DEA Entity Maintenance form included in the bid documents must be completed and returned with the bid proposals).

- Bidders must score a minimum of 75% during stage 1 of the evaluation (technical / functionality) to qualify for stage 2 which is financial and B-BBEE.

- Suppliers/Service Providers are requested to submit the original and valid B-BBEE Status Level Verification Certificate or certified copies thereof issued by verification agencies accredited by SANAS or registered auditors approved by IRBA together with their bids, to substantiate their B-BBEE rating claims, failing which the B-BBEE preference points claimed will be forfeited.

- Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score zero (0) points out of 10 for B-BBEE.

- A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

- A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

- Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids

- A bidder will not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capacity and the ability to execute the sub-contract.
A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal of higher B-BBEE status level, unless the intended sub-contractor is an EME (Exempted Micro Enterprise) that has the capability and ability to execute the sub-contract.

Provide a comprehensive budget identifying the resources, cost related to each output indicated above, and include disbursements, including venues catering for the course as well as transport of the service provider and VAT. Travel and accommodation for the 144 candidates will be paid by the relevant employer and will not be for the account of the service provider.

How a joint venture (if the bidders are a joint venture between a BEE firm and a non-BEE firm) will split the work between the firms. The detail must be such that DEA can audit the actual work allocation during the delivery to enforce the transfer of skills between the two firms. (The percentage involvement of each company in the joint venture should also be indicated). Please note that all members of the joint venture should sign the contract and are jointly and severally liable for the entire assignment. Expenditure incurred without the prior approval of the DEA Project team manager will not be reimbursed.

Travelling costs and time spent or incurred between home and office of bidder and DEA office will not be for the account of DEA.

The project will only commence once the service level agreement is signed by both parties. The Department will not be held responsible for any costs incurred by the bidder in the preparation and submission of the proposal submitted.

Please take note that DEA is not bound to select any of the firms submitting proposals. DEA reserves the right not to award any of the bids and not to award the contract to the lowest bid price.

### 15 INHERENT REQUIREMENTS OF THE JOB – COMPETENCY PROFILES

<table>
<thead>
<tr>
<th>Consultant team:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Knowledge</strong></td>
<td>In order to carry out the contract efficiently and effectively, the consultancy must have specialist knowledge of:</td>
</tr>
<tr>
<td></td>
<td>• The Constitution, administrative laws, environmental law, access to information act and related legislations;</td>
</tr>
<tr>
<td></td>
<td>• in-depth knowledge of NEMA, EIA Regulations, experience in environmental impact assessments;</td>
</tr>
<tr>
<td></td>
<td>• experience in developing training course materials;</td>
</tr>
<tr>
<td></td>
<td>• experience in training, particularly experience in leading practical exercises;</td>
</tr>
<tr>
<td></td>
<td>• skills and experience in assessment of training;</td>
</tr>
<tr>
<td></td>
<td>• experience in the monitoring and evaluation of a training course, and consequent review and amendment of the course material.</td>
</tr>
<tr>
<td></td>
<td>• where possible, speak more than one official language;</td>
</tr>
<tr>
<td></td>
<td>• able to use multi-media presentations</td>
</tr>
<tr>
<td></td>
<td>In order to carry out the contract efficiently and effectively, the consultant must have general knowledge of:</td>
</tr>
<tr>
<td></td>
<td>• Environmental issues, especially those relating to EIAs.</td>
</tr>
<tr>
<td></td>
<td>• Governmental policies, priorities and strategies.</td>
</tr>
<tr>
<td></td>
<td>• Governmental standard administrative procedures.</td>
</tr>
<tr>
<td></td>
<td>• General management practices including report writing and project management</td>
</tr>
<tr>
<td><strong>2. Skills</strong></td>
<td>Leadership</td>
</tr>
<tr>
<td></td>
<td>Innovative thinking</td>
</tr>
<tr>
<td></td>
<td>Analytical thinking (advanced)</td>
</tr>
<tr>
<td></td>
<td>Communication (spoken &amp; written)</td>
</tr>
<tr>
<td></td>
<td>Strategic thinking (advanced)</td>
</tr>
<tr>
<td></td>
<td>Mentoring (advanced)</td>
</tr>
<tr>
<td><strong>3. Learning field</strong></td>
<td>Integrated environmental management</td>
</tr>
</tbody>
</table>
### 4. Learning indicator

<table>
<thead>
<tr>
<th>Personal attributes</th>
<th>10 or more years of experience in the area of environmental education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to work in a multi-skilled team</td>
<td>Just</td>
</tr>
<tr>
<td>Ability to gather and analyse information</td>
<td>Ability to develop and apply policies, standard procedures, etc.</td>
</tr>
<tr>
<td>Ability to work under pressure</td>
<td>Ability to meet tight deadlines</td>
</tr>
<tr>
<td>Ability to take expert advice</td>
<td>Ability to motivate staff</td>
</tr>
<tr>
<td>Self-motivating</td>
<td>Self-starter (initiative)</td>
</tr>
<tr>
<td>Objective</td>
<td>Service orientated</td>
</tr>
<tr>
<td>Integrity</td>
<td>Ethical</td>
</tr>
<tr>
<td>Ability to translate complex technical information into a form that is accessible to various stakeholders</td>
<td>Balanced</td>
</tr>
</tbody>
</table>

### 16 MANAGEMENT REPORTING

Project Management meetings are to be held with project team members as indicated in the outputs. The contracted consultant will compile and submit progress reports in the agreed format to the Project Director with each invoice submitted for payment.

### 17 PAYMENT TERMS

The department undertakes to payout in full within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim. No payment will be made where there is outstanding information/work not submitted by the service provider until that outstanding information is submitted.

### 18 CONTACT PERSON

Should you require any further information in this regard, please do not hesitate to contact:

Ms S.B.P. Hlela  
Tel: 012 310 3045  
Fax: 012 310 3688  
Cell: 083 388 8024  
Email: shlela@environment.gov.za

Or  
Name: Mr. Vusi Skosana  
Tel: 012 310 3773  
Fax: 012 310 3688  
Cell: 079 418 7870  
Email: vskosana@environment.gov.za

### 18. EVALUATION CRITERIA

- All bid proposals submitted will be evaluated in accordance with the 90/10 principle and the evaluation criteria should be as follows:
- Values: 0 = Non-compliance, 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent
- Stage 1: Functionality and Technical
- Stage 2: Price and BBBEE
- Stage 1 evaluation criteria: The bidder must score a minimum of 75% in Stage 1 evaluation to qualify for Stage 2 of the evaluation.
<table>
<thead>
<tr>
<th>No.</th>
<th>Category</th>
<th>Weight</th>
<th>Score</th>
<th>Total (Weight X Value awarded)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>FUNCTIONALITY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Bidder understands of the brief and the method proposed to be employed to achieve the brief. Bid in line with the outputs of the TOR. (relevance)</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Capability (profiles of key staff and persons to be assigned to the project). Experience and track record.</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>The experience and in-depth knowledge in the fields of EIA training.</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Experience in developing course material and conducting training. (information gathering, analysis, compiling and production)</td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>The experience and educational background of the personnel proposed to provide the service. Assessment of the condensed Curricula Vitae of personnel involved on the projects. (0-5 years, 5-10 years &amp; 10 year and above)</td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STAGE 2: Price and BBBEE**

<table>
<thead>
<tr>
<th>B.</th>
<th>PRICE</th>
<th>90/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>C.</td>
<td>B-BBEE Status Level Contributor</td>
<td>Number of points (90/10)</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Non –compliant contributor 0

NB: A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score 0 out of a maximum of 10 points for B-BBEE.

**IN EVALUATING THE TECHNICAL INFORMATION CONTAINED IN THE BID, THE EVALUATION COMMITTEE WILL BE GUIDED BY THE FOLLOWING:**
• Bidder understands of the brief – The bid provides a clear indication that the bidder fully understands the purpose and scope of the work and the bidders’ own roles and functions in this regard.

• Capability and experience – The bid provides a clear indication that the bidder’s team comprises people with the necessary experience, skills, qualifications, knowledge and skills required to ensure the efficient and effective generation of the required deliverables to the highest standards of quality.

• Track Record – The bid provides clear information on previous, relevant projects that confirm that the bidder has the required experience and success track record in the area of general project management and management related projects.

• Quality of the Bid – The bid is structured, laid-out, formatted and organised in such a way that the evaluation committee is easily able to access the bid in accordance with the evaluation criteria and are provided with an insight into the quality of deliverables that may be expected from the bidder if successful.
GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT

July 2010
NOTES

The purpose of this document is to:

(i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
(ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.
TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier’s performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices
General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.

1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 “Day” means calendar day.

1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.

1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.

1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the
RSA.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 “GCC” means the General Conditions of Contract.

1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 “Project site,” where applicable, means the place indicated in bidding documents.

1.21 “Purchaser” means the organization purchasing the goods.

1.22 “Republic” means the Republic of South Africa.

1.23 “SCC” means the Special Conditions of Contract.

1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such
obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier’s failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser’s country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier’s or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier’s performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or
analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods’ final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;

(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;

(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser’s personnel, at the supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:
   (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
   (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser’s specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take
such remedial action as may be necessary, at the supplier’s risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser’s request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser’s prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier’s performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier’s notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier’s time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the
supplier’s point of supply is not situated at or near the place where the supplies are required, or the supplier’s services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier’s expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
(b) if the Supplier fails to perform any other obligation(s) under the contract; or
(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any
person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
(i) the name and address of the supplier and / or person restricted by the purchaser;
(ii) the date of commencement of the restriction
(iii) the period of restriction; and
(iv) the reasons for the restriction.

These details will be loaded in the National Treasury’s central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person’s name be endorsed on the Register for Tender Defaulters. When a person’s name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which
may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.
SUPPLIER REGISTRATION FORM 2013/2014

INVITATION FOR PROSPECTIVE SERVICE PROVIDERS TO REGISTER ON THE DEPARTMENTAL DATABASE OF SUPPLIERS FOR GOODS AND SERVICES FOR THE COMMODITIES THAT ARE LISTED ON PAGE 6 OF THE APPLICATION FORM. ANY APPLICATION FOR A COMMODITY NOT LISTED AS INDICATED WILL NOT BE ACCEPTABLE. THE AIM OF THIS DATABASE IS TO INCLUDE AS MANY AS POSSIBLE SMALL BUSINESSES AND HISTORICALLY DISADVANTAGED INDIVIDUALS IN THE PUBLIC SECTOR PROCUREMENT PROCESS.

NB: Applications without the required documentation will not be accepted for registration

IMPORTANT NOTES

- **Business Opportunities** – Please note that Registration on the Department of Environmental Affairs Supplier Database does not guarantee business opportunities. All procurement will be subject to the procurement and tender policy of the Department and applicable legislation.

- **Mandatory fields** – Certain fields and documentation are mandatory to certain business types. Please ensure that all fields which are mandatory to your business type have been completed. Failure to which the application won’t be processed. If a field is not applicable to your business type clearly mark it as N/A. (Not Applicable)

- **Required documentation** – Please refer to the Document Requirement Checklist to determine the mandatory supporting documentation required by your business type. Please ensure that all copies of Mandatory documents (certified copies, where applicable) are attached. Failure to which the application won’t be processed.

- **Completion of Questions** – Please answer all questions, as incomplete forms will not be processed. Clearly Mark with an X, to state Yes, No or N/A to the questions asked.

- **Certified Documents** – Please ensure that a Commissioner of Oaths has certified your Company Registration Document, Tax Clearance Certificate and other required documents.

- **Processing of Registration Forms** – Your completed Registration Form will be processed, and, once verified, will be captured as an approved supplier on the department’s database. Suppliers will be notified in writing whether the application was approved or not.

- **Amendments** – Please notify the department immediately of any changes to the verified information submitted.

- **Completion of forms** – Forms that are not legible or incomplete will not be processed on the database.

- **Verification** – verification of the information supplied will be performed against third party sources such as SARS, DTI, CIDB, etc. The Department of Environmental Affairs reserves the right to request additional information or documentation regarding this Registration form and request to conduct vetting and an audit when necessary.

- **Queries** – Should you have any queries or if you require assistance in completing the registration form, please contact the department’s Supply Chain Management (SCM) on the contacts appended below.

- **Payment(s)** – Payment(s) will be made within 30 days from receipt of an original invoice received at Supply Chain Management practitioners. Furthermore, the Department will not be liable for any late payments as a result of change of banking details by the supplier without formal prior notification to the Department.

- **Registration Outcome** – Suppliers are advised to contact the Department of Environmental Affairs regarding the outcome of the registration thirty (30) days after submitting the registration form.

- **Vetting** – Suppliers will be subject to the verification and vetting with SARS, CIPRO, SANAS (IRBA) and National Treasury
1. DETAILS OF APPLICANT

1.1 NAME OF COMPANY

1.2 INCOME TAX REGISTRATION NUMBER

Telephone: _____________________
Cellphone: _____________________
Fax nr.: _____________________
e-mail address: _____________________

1.3 VAT REGISTRATION NUMBER

1.4 COMPANY REGISTRATION NUMBER (copy of registration to be attached)

Please √ the relevant box

1. Public Company (Ltd)
2. Private Company (Pty) Ltd
3. Close Corporation (CC)
4. Joint Venture
5. Consortium
6. Sole Proprietor
7. Foreign Company
8. Partnership
9. Trust
10. Section 21 Company
11. Government/Parastatal
12. Other (Specify)

1.5 POSTAL ADDRESS (compulsory)


Code

STREET ADDRESS (compulsory)


Code

1.6 ANNUAL TURNOVER per annum

R
2. GENERAL DEFINITIONS

2.1 “Acceptable bid” means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document.

2.2 “Bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods, works or services.

2.3 “Comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration.

2.4 “Consortium or joint venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.

2.5 “Contract” means the agreement that results from the acceptance of a bid by an organ of state.

2.6 “Specific contract participation goals” means the goals as stipulated in the Preferential Procurement Regulations 2001. In addition to above-mentioned goals, the Regulations [12.(1)] also make provision for organs of state to give particular consideration to procuring locally manufactured products.

2.7 “Control” means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.

2.8 “Disability” means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

2.9 “Equity Ownership” means the percentage ownership and control, exercised by individuals within an enterprise.

2.10 “Historically Disadvantaged Individual (HDI)” means a South African citizen

(1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) ("the interim Constitution"); and/or

(2) who is a female; and/or

(3) who has a disability:

provided that a person who obtained South African citizenship on or after the coming into effect of the Interim Constitution, is deemed not to be a HDI;
2.11 “Management” means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.

2.12 “Owned” means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.

2.13 “Person” includes reference to a juristic person.

2.14 “Rand value” means the total estimated value of a contract in Rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.

2.15 “Small, Medium and Micro Enterprises (SMMEs) bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).

2.16 “Sub-contracting” means the primary contractor’s assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

2.17 “Trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.

2.18 “Trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

2.19 “Trade Name” The trade names that the company owns or distributes, which you wish to be registered for as a supplier to the Department. Applicants should indicate this on page 5 of the application.

3. SHAREHOLDING STATUS AND GROUPING DETAILS

3.1 List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and Ownership, as relevant.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position occupied in Enterprise</th>
<th>ID Number</th>
<th>Date RSA Citizenship obtained</th>
<th>No franchise prior to elections</th>
<th>Women</th>
<th>Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3.2 Contact Details

Main Contact person in your organization:

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Position:</td>
<td></td>
</tr>
<tr>
<td>Cellphone number:</td>
<td></td>
</tr>
<tr>
<td>Fax number:</td>
<td></td>
</tr>
<tr>
<td>Email address:</td>
<td></td>
</tr>
</tbody>
</table>

Contact person responsible for sales in your organization:

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Position:</td>
<td></td>
</tr>
<tr>
<td>Cellphone number:</td>
<td></td>
</tr>
<tr>
<td>Fax number:</td>
<td></td>
</tr>
<tr>
<td>Email address:</td>
<td></td>
</tr>
</tbody>
</table>

Points awarded for B-BBEE Status Level of Contribution

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<table>
<thead>
<tr>
<th>B-BBEE Status Level Contributor</th>
<th>Number of points (80/20) system</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
</tr>
</tbody>
</table>

Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended subcontractor is an EME that has the capability and ability to execute the sub-contract.

A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

It should be noted that Department of Environmental Affairs reserves the right to accept or reject any application without being obliged to give any reasons.

A maximum of four commodities must be reflected on the application form. Reflecting more than four commodities will nullify the application.

4. BUSINESS ACTIVITIES

4.1 LIST OF COMMODITY: PLEASE TICK WITH AN “X” ON THE RELEVANT OR APPROPRIATE COMMODITY

- ACCOMMODATION (HOTELS, LODGES, GUEST HOUSES AND RESORTS)
- APPLICATION DEVELOPERS
- AUDIO RECORDING EQUIPMENT
- BATTERY SUPPLIERS (LAPTOPS etc)
- BLASTING AND COATING
- BOAT MAINTENANCE
- BUILDING MAINTENANCE (ELECTRICAL, PLUMBING)
- CHEMICAL ANALYSES AND RELATED SERVICES (SANAS ACCREDITED LABORATORIES)
- CLEANING MATERIAL
- CLEANING SERVICES (STEAM CLEANING OF CURTAINS)
- CLEARING OF ALIEN PLANTS
- EXECUTIVE COACHING (ATTACH PROFILES OF COACHES)
- COMMUNICATION SPECIALIST (WRITING AND PRODUCING INFORMATION)
- COMPUTER APPLICATIONS TRAINING (MICROSOFT OFFICE, etc.)
- COMPUTER CONSUMABLES
- CROWD SOURCING
- DANGEROUS ANIMAL AWARENESS
- DATABASE SPECIALISTS
- DESIGNERS OF POSTERS AND PROMOTIONAL ITEMS
- DIGITAL CAMERA
- ECONOMIC IMPACT ASSESSMENT
- ELECTRICAL SUPPLIERS (MUST BE REGISTERED WITH ELECTRICAL BOARD)
- ENTERTAINERS (DANCERS, MUSICIANS, POETS, CRAFTSPERSON. ETC)
- ENVIRONMENTAL SPECIALISTS, RESEARCHERS AND RELATED SERVICES
- EXHIBITION STANDS
- FIRST AID TRAINING
- FINANCIALAUDITING AND FORENSIC AUDITING
- FORKLIFT RENTAL AND MATERIAL HANDLING
- FURNITURE REMOVALS AND TRANSPORT
- GEOSPATIAL DATA INFORMATION
- HARBOUR REPAIR WORK
- HARDWARE EQUIPMENT (CHAINSAW, TOOLS, etc.)
- HEALTH AND SAFETY AUDITS
NB: Should you be registered for any specialized services, kindly attach the necessary certificate from the relevant accreditation institutions.
5. **PROVINCES WHERE GOODS / SERVICE CAN BE PROVIDED:** (Mark with X)  
(Mandatory)

<table>
<thead>
<tr>
<th>Province</th>
<th>Province</th>
</tr>
</thead>
<tbody>
<tr>
<td>Western Cape</td>
<td>Gauteng</td>
</tr>
<tr>
<td>Eastern Cape</td>
<td>North West</td>
</tr>
<tr>
<td>Free State</td>
<td>Limpopo</td>
</tr>
<tr>
<td>Northern Cape</td>
<td>Mpumalanga</td>
</tr>
<tr>
<td>Kwa-Zulu Natal</td>
<td></td>
</tr>
</tbody>
</table>

6. **INDICATE WHETHER THE FOLLOWING MANDATORY DOCUMENTS ARE ATTACHED/SUBMITTED:** (Mandatory)

<table>
<thead>
<tr>
<th>General:</th>
<th>(Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Original Valid Tax Clearance Certificate</td>
<td></td>
</tr>
<tr>
<td>2 Company Registration certificate (CIPC)</td>
<td></td>
</tr>
<tr>
<td>3 BAS Entity Form, Stamped by the bank (Attach bank letter and/or bank statement)</td>
<td></td>
</tr>
<tr>
<td>4 Original Valid BEE Rating Certificate (Not compulsory)</td>
<td></td>
</tr>
<tr>
<td>5 Company Owners and Share certificates, certified ID's and agreements</td>
<td></td>
</tr>
<tr>
<td>6 Completed list of Commodities</td>
<td></td>
</tr>
</tbody>
</table>

Documentary proof or all of the above are required to ensure successful registration on the Supplier Database. Please indicate which of the following documents are attached. In the event of a document not being required please tick the N/A box.

**NB:** Suppliers who does not attach the above compulsory documents will be automatically rejected.

**Declaration:**

By completing this application form, the Firm declares that:

- It agrees to conform to the requirements of the Supplier Register as set out in this document.
- The Firm agrees to abide by the Procurement Policy.
- All the information supplied in this application is true and correct.
- The firm will, without protest, submit itself to procedures instituted by the department of Environmental Affairs.
- The Firm will, if requested to do so, supply further information and documentary evidence for scrutiny.
- The Firm will update their registration particulars whenever a significant change in their details occur and, in any event, at intervals of two years.

Duly authorized to sign on behalf of: ______________________________________________________________

<table>
<thead>
<tr>
<th>Signature</th>
<th>Name</th>
<th>Capacity</th>
<th>Date</th>
</tr>
</thead>
</table>
9. ENQUIRIES

For any enquires regarding registration process (Gauteng, North West, Mpumalanga, Free State and Limpopo provinces), please contact our office as follows:

**Postal Address:**
Department of Environmental Affairs,  
Private Bag X447  
Pretoria  
0001

**Physical Address:**
Corner Van Der Walt and Pretorius Street,  
Fedset Forum Building, First Floor, Information Centre  
Pretoria  
0002

**Mr. T Matheane**  
(012) 395-1708  
tmatheane@environment.gov.za

**Mr. S Ngomane**  
Tel (012) 310 3185  
sngomane@environment.gov.za

For any enquires regarding registration process (Western Cape, Northern Cape, Eastern Cape and Kwa-Zulu Natal) provinces, please contact our office as follows:

**Postal Address:**
Department of Environmental Affairs,  
East Pier Building  
V & A Waterfront  
Private Bag X52126  
Cape Town  
8002

**Physical Address:**
Department of Environmental Affairs,  
East Pier Building  
East Pier  
V & A Waterfront,  
Cape Town  
8002

**Ms. A Charlie**  
(021) 405 9406  
acharlie@environment.gov.za

**Ms. S Hercules**  
Tel (021) 819 2517  
sércules@environment.gov.za
The Director General

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

Please ensure information is validate as per required bank screens.

I/We understand that bank details provided should be exactly as per record held by the banks.

I/We understand that the Department will not held liable for any delayed payments as a result of incorrect information supplied.

<table>
<thead>
<tr>
<th>Company / Personal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Name</td>
</tr>
<tr>
<td>Trading Name</td>
</tr>
<tr>
<td>Tax Number</td>
</tr>
<tr>
<td>VAT Number</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Initials:</td>
</tr>
<tr>
<td>Full Names</td>
</tr>
<tr>
<td>Surname</td>
</tr>
<tr>
<td>Persal Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>(Compulsory if Supplier)</td>
</tr>
<tr>
<td>Postal Code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Supplier information</td>
</tr>
<tr>
<td>Supplier Type:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Department Number |  |
## Supplier Account Details (To be Verified by the bank)

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Name</td>
<td></td>
</tr>
<tr>
<td>Account Number</td>
<td></td>
</tr>
<tr>
<td>Branch Name</td>
<td></td>
</tr>
<tr>
<td>Branch Number</td>
<td></td>
</tr>
</tbody>
</table>

### Bank screen info

- **ABSA** - CIF screen
- **FNB** - Hogans system on the CIS4/CUPR
- **STD** - Bank-Look-up-screen
- **Nedbank** - Banking Platform under the Client Details Tab

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID Number</td>
<td></td>
</tr>
<tr>
<td>Passport Number</td>
<td></td>
</tr>
<tr>
<td>Company Registration Number</td>
<td>/</td>
</tr>
<tr>
<td><em>CC Registration</em></td>
<td>/</td>
</tr>
</tbody>
</table>

*Please include CC/CK where applicable*

### Supplier Contact Details

<table>
<thead>
<tr>
<th>Type</th>
<th>Area Code</th>
<th>Telephone Number</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cell</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Business</td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Cell</td>
<td></td>
</tr>
<tr>
<td>Contact Person:</td>
<td></td>
</tr>
</tbody>
</table>

*NB: All relevant fields must be completed*

**Signature**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date (dd/mm/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Signature</td>
<td></td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>