TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SYSTEMATIC CONSERVATION PLANNING SUPPORT

RFQ NO.

SANParks-0040-11-20
## REQUEST FOR PROPOSAL

<table>
<thead>
<tr>
<th>RFQ NUMBER:</th>
<th>SANParks-0040-11-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVERTISEMENT DATE:</td>
<td>23 July 2020</td>
</tr>
<tr>
<td>CLOSING DATE:</td>
<td>30 July 2020</td>
</tr>
<tr>
<td>CLOSING TIME:</td>
<td>12H00</td>
</tr>
<tr>
<td>BID DOCUMENT DELIVERY ADDRESS:</td>
<td><a href="mailto:SCMQuotations@sanparks.org">SCMQuotations@sanparks.org</a></td>
</tr>
<tr>
<td>COMPULSORY BRIEFING SESSION:</td>
<td>Not required</td>
</tr>
<tr>
<td>BID VALIDITY PERIOD:</td>
<td>90 days (commencing from the RFQ Closing Date)</td>
</tr>
<tr>
<td>TECHNICAL RELATED QUERIES</td>
<td>Andre Spies <a href="mailto:andre.spies@sanparks.org">andre.spies@sanparks.org</a></td>
</tr>
<tr>
<td>SCM RELATED QUERIES</td>
<td>Constance Kgoale <a href="mailto:Connie.kgoale@sanparks.org">Connie.kgoale@sanparks.org</a></td>
</tr>
<tr>
<td>DESCRIPTION OF RFQ:</td>
<td>Appointment of a service provider for the provision of a systematic conservation planning support</td>
</tr>
</tbody>
</table>

### PREQUALIFYING CRITERIA

#### DESIGNATED GROUP

Emerging Micro Enterprise (EME) which is 51% and above black owned

An Emerging Micro Enterprise (EME) has an annual turnover of less than R10 000 000.00

Please provide a certified EME Sworn Affidavit to support your qualification as an EME

Bidders who fail to meet the stipulated criteria will not be accepted
Bidders shall ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration. Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above. Bids received after the time stipulated shall not be considered. Where applicable, the successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

Bidders are not allowed to contact any other SANParks staff in the context of this RFQ other than the indicated officials under SBD 1 or as indicated above.

NB: No proposal shall be accepted by SANPARKS if submitted in any manner other than as prescribed above.

THIS RFQ IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT
**PART A**

**INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS

**BID NUMBER:** SANParks-0040-11-20

**CLOSING DATE:** 30 July 2020

**CLOSING TIME:** 12H00

**DESCRIPTION**
Appointment of a service provider for the systematic conservation planning support

**BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS**

scmquotations@sanparks.org

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

CONTACT PERSON
Connie Kgoale
TELEPHONE NUMBER 012 426 5229
E-MAIL ADDRESS connie.kgoale@sanparks.org

**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

CONTACT PERSON
Andre Spies
TELEPHONE NUMBER 0836304575
E-MAIL ADDRESS andre.spies@sanparks.org

**SUPPLIER INFORMATION**

<table>
<thead>
<tr>
<th>NAME OF BIDDER</th>
<th>POSTAL ADDRESS</th>
<th>STREET ADDRESS</th>
<th>TELEPHONE NUMBER</th>
<th>CODE</th>
<th>NUMBER</th>
<th>CELLPHONE NUMBER</th>
<th></th>
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</table>

<table>
<thead>
<tr>
<th>VAT REGISTRATION NUMBER</th>
<th>TAX COMPLIANCE SYSTEM PIN:</th>
<th>OR</th>
<th>CENTRAL SUPPLIER DATABASE No:</th>
<th>MAAA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**SUPPLIER COMPLIANCE STATUS**

**B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE**

TICK APPLICABLE BOX

- Yes
- No

**B-BBEE STATUS LEVEL SWORN AFFIDAVIT**

TICK APPLICABLE BOX

- Yes
- No

**ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**

- Yes
- No

**ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?**

- Yes
- No

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

- Yes
- No

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

- Yes
- No

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

- Yes
- No

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.
### PART B
**TERMS AND CONDITIONS FOR BIDDING**

<table>
<thead>
<tr>
<th>Clause</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. BID SUBMISSION:</strong></td>
<td></td>
</tr>
<tr>
<td>1.1.</td>
<td>BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</td>
</tr>
<tr>
<td>1.2.</td>
<td>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</td>
</tr>
<tr>
<td>1.3.</td>
<td>THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</td>
</tr>
<tr>
<td>1.4.</td>
<td>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</td>
</tr>
<tr>
<td><strong>2. TAX COMPLIANCE REQUIREMENTS</strong></td>
<td></td>
</tr>
<tr>
<td>2.1.</td>
<td>BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</td>
</tr>
<tr>
<td>2.2.</td>
<td>BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.</td>
</tr>
<tr>
<td>2.3.</td>
<td>APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a>.</td>
</tr>
<tr>
<td>2.4.</td>
<td>BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</td>
</tr>
<tr>
<td>2.5.</td>
<td>IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</td>
</tr>
<tr>
<td>2.6.</td>
<td>WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</td>
</tr>
<tr>
<td>2.7.</td>
<td>NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”</td>
</tr>
</tbody>
</table>

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

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

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

(Proof of authority must be submitted e.g. company resolution)

DATE:

.........................................................
1. PURPOSE
The purpose of the work is to provide SANParks with temporary systematic conservation planning support for the Global Environmental Facility (GEF 5) Protected Areas project, development of protected area expansion plans, sensitivity analyses for the marine and estuarine realms, and fine scale planning for new protected area development.

2. BACKGROUND

South African National Parks (SANParks) is a public entity functioning under National Environmental Management: Protected Areas Act 57 of 2003 (Act 57 of 2003); with the mandate to conserve; protect; control; and manage national parks and other defined protected areas and their biological diversity. As a public entity, SANParks is also governed by the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), and it is listed as Schedule 3 Part A: 25 public entities. The organisation manages 21 national parks in seven of the nine provinces, with a total area of just over 4 million hectares comprising 67% of the protected area under state management.

South African National Parks (SANParks) land inclusion is aimed at the establishment and expansion of South Africa’s National Parks System in order for it to represent the biodiversity, landscapes and associated cultural heritage assets of the country, in addition to enhancing regional related conservation linkages. SANParks is required to expand the protected area estate in fulfilment of national and international targets.

Systematic conservation planning (SCP) identifies priority areas for biodiversity conservation within the land and seascape. With the limited resources available for biodiversity conservation it is important to have a mechanism to prioritise areas for conservation action. Systematic conservation planning uses a rigorous, data-driven approach to identify geographic priorities for biodiversity conservation. It represents best available science internationally and is the standard approach to biodiversity planning in South Africa.

The key characteristics of systematic conservation planning are:

- The principle of representation: the need to conserve a representative sample of all biodiversity pattern (ecosystems and species).
• The principle of persistence: the need to maintain ecological processes that allow ecosystems to function and enable biodiversity to persist in the long term.
• The setting of quantitative biodiversity targets for biodiversity features, indicating how much of each feature is required in order to conserve a representative sample of biodiversity pattern and key ecological processes.
• Spatial efficiency (meeting biodiversity targets as efficiently as possible in terms of the amount of land required), and conflict avoidance (where possible avoiding conflict with other land uses).

SANParks leads a five-year project funded through the GEF 5 that aims to expand representation of globally important terrestrial habitats by establishing new protected areas covering 197,000 ha in South Africa and improve management effectiveness on an additional 1,100,000 ha through integrated management planning, monitoring, evaluation and improved protected area buffer zone interventions. The project also aims to ensure financial sustainability of the Protected Area (PA) estate through reducing the cost of expansion and improving cost efficiencies within protected area management agencies.

Each national park must have a Park Management Plan (PMP) as required by the National Environmental Management: Protected Areas Act. Two important subcomponents of the PMP are the park expansion programme and zonation, related sensitivity analysis and maps.

3. SCOPE OF WORK

The service provider will be required to implement a programme of work, spanning a maximum of 65 days over a 12 month period. The programme of work should cover the following:

• GIS and conservation planning support to the GEF 5 project for the terminal evaluation process and analyses towards national conservation targets;
• Conservation planning input to finalise the Meerkat Park zonation narrative and related maps for the park management plan;
• Review and update / develop park expansion lower level plans (LLPs) for the Camdeboo, Meerkat and Namaqua National Parks;
• Develop sensitivity analyses and related maps for one SANParks managed marine protected area (MPA) and one SANParks managed estuary;
• Conservation planning support to SANParks land inclusion planning; and
• Provide conservation planning related training to SANParks staff.

The above will be managed by the GM: Park Planning and Development to ensure implementation, this will be achieved by:

1. An inception meeting to discuss & confirm scope, timelines, requirements; and
2. Agreeing on the templates to be used for all the deliverables.
3. A work plan for the technical advice and support as set out in the scope of work (60 days in total over a 12 month period). The work plan will be finalized as part of contract negotiations, noting that a degree of flexibility in the work plan is required depending on the nature of the technical support required.
4. Comments, inputs, reviews and reports relating to particular strategic projects as required.
5. Quarterly summary reports on technical support and advice provided as required.
6. A final closeout report highlighting technical advice provided to strategic projects.

**Deliverables**

1. **GIS and conservation planning support to the GEF 5 project for the terminal evaluation process and calculations towards national conservation targets (20 days)**
   a. Provide support to the project in resolving the indicators for the National PA footprint, which includes spatial coverage and cost of expansion at baseline in order to justify achievements of end-of project targets;
   b. Review the mapping of areas earmarked under the project to resolve unclear spatial extent and boundaries at baseline phase for the following:
- core conservation area between Mountain Zebra & Camdeboo Parks
  - Buffer areas for all four Parks in project Outcome 2.2
  - forest exit areas (CN & ECPTA) and land tenure-ship sites (ECPTA & Grassland & or Fynbos)

c. Assess project delivery against targets set in global and national strategic conservation and biodiversity priorities.
d. Produce a project self-assessment report on the project delivery against global and national targets that can be used to inform the project terminal evaluation.

2. **Provide input to and finalize the Meerkat Park zonation narrative and related maps (4 days)**
   a. Review the draft zonation narrative and related maps; and
   b. Suggest improvements to ensure biodiversity and cultural heritage objectives and outcomes are reflected in the documentation;
   c. Circulate the draft zonation and related maps for input; and
   d. Finalize the zonation and related maps.

3. **Review and update / develop park expansion LLPs for Camdeboo, Meerkat and Namaqua National Parks (12 days)**
   a. Review the current park expansion LLPs;
   b. Source relevant information and data to be able to update the park expansion LLPs;
   c. Draft the updated park expansion LLPs and land tenure maps to reflect the park expansion vision for the next 10 years;
   d. Circulate the draft park expansion LLPs for input; and
   e. Finalize the park expansion LLPs.

4. **Develop a sensitivity analysis for one SANParks managed MPA and one SANParks managed estuary (19 days)**
   a. Develop a combined analysis of sensitivity and pressure using the marine NBA 2019 and related datasets; and
   b. Packaging products for the plans, such as habitat maps, sensitivity maps and necessary descriptions.
5. Conservation planning support to SANParks land inclusion planning (5 days)
   a. Provide assistance in support of land inclusion planning.

6. Provide training to strengthen internal capacity (5 days)
   a. Provide training to identified staff member/s to strengthen internal SANParks capacity, methodologies and processes regarding conservation planning to deliver specified products / services; and
   b. Provide guidance to improve data management.

Core stakeholders
- Head office staff
- GEF 5 project partners and DFFE.
- Park Managers and senior park staff;
- Regional General Managers and regional support staff; and

Key support institutions / current implementers
- Camdeboo National Park;
- Department of Forestry, Fisheries and the Environment (DFFE);
- GEF 5 project management unit;
- Meerkat National Park;
- Namaqua National Park;
- SANParks - Park Planning and Development Unit;
- SANParks – Scientific Services; and
- South African National Biodiversity Institute.
4. PRICING SCHEDULE

PROVISION OF A SYSTEMATIC CONSERVATION PLANNING SUPPORT

<table>
<thead>
<tr>
<th>Item No</th>
<th>Description of Service</th>
<th>Quantity per order</th>
<th>Unit Price</th>
<th>Price Excluding Vat (currency)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Number of days per Milestone for 65 days and rate per day over 12 months</td>
<td>Estimated at 65 days over 12 months</td>
<td></td>
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<thead>
<tr>
<th></th>
<th>TOTAL</th>
<th>VAT@15%</th>
<th>GRAND TOTAL</th>
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<td>R</td>
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5. TIMELINES

It is anticipated that the assignment will run for a period of 12 months from August 2020 to July 2021.

6. FINANCIAL PAYMENT

- The contract will be drawn up between SANParks and the service provider.
- Invoices will be paid for deliverables received as agreed in the contract.
- Invoices must indicate the deliverables produced.
- Payment will be made according to the PMFA Regulations.
- Where the Service Provider is a registered VAT vendor, payment of the fees shall be payable to the Service Provider within thirty (30) days of receipt of a duly complete and authentic TAX invoice.
• Any amount payable in terms of this Agreement, which is not paid on the
due date for payment, shall attract interest of not more than the prevailing
rates.
• No payment shall be made upfront or prior to the services rendered.
SANParks will pay for the satisfactory completion of work within 30 days of
submission of invoices.
• In the case of invoices to SANParks, they must be addressed to SCM:
Logistic Office
• Copyright is retained by SANParks.

7. EVALUATION PHASES OF THE RECEIVED PROPOSALS

<table>
<thead>
<tr>
<th>PHASE 1</th>
<th>STAGE 1: MINIMUM REQUIREMENTS: COMPLIANCE RESPONSIVENESS CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In this phase all proposals received will be verified for compliance and completeness of the submitted proposal per the set of minimum requirements as listed under paragraph 7.1. Service Providers who comply with the listed requirements progresses to the next stage of functional / technical evaluation requirements.</td>
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<tr>
<td></td>
<td>NB: Only bidders who fully comply with minimum requirements progress to the next phase (2)</td>
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<td></td>
<td>100%</td>
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<tr>
<th>PHASE 2: TECHNICAL EVALUATION CRITERIA</th>
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<tbody>
<tr>
<td>Only those proposals that fully comply with minimum compliance requirements in Stage1, will now be evaluated in terms of the technical criteria, expertise, and experience as listed under paragraph 7.2</td>
</tr>
<tr>
<td>NB: Only bidders who achieve a technical score of at least 75% will progress to Phase 3.</td>
</tr>
<tr>
<td>75%</td>
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</table>

| PHASE 3: |
| PRICE AND PREFERENCE (B-BBEE) |
| Price | 80% |
| B-BBEE | 20% |
| TOTAL POINTS FOR PRICE AND B-BBEE | 100 |
7.1. MINIMUM MANDATORY REQUIREMENTS COMPLIANCE RESPONSIVENESS CRITERIA (Compliance to legislative and treasury requirements)

In this phase all responses received will be verified for compliance and completeness of the submitted proposal per the below set of mandatory requirements.

- Submission of fully completed SBD1 (Invitation to Bid),
- Submission of an official quotation on the company letter head
- Submission of fully completed SBD 4 (Declaration of Interest),
- Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by the original or certified B-BBEE Status Level Verification Certificate or original B-BBEE Sworn Affidavit,
- Submission of fully completed SBD8 (Declaration of Bidders Past SCM Practice),
- Submission of fully completed SBD9 (Certificate of Independent Bid Determination),
- Proof of registration with National Treasury Central Supplier Database (CSD).

7.2 MANDATORY REQUIREMENTS COMPLIANCE RESPONSIVENESS CRITERIA (compliance to scope of work)

Service providers interested in contributing towards this work should submit a concise written proposal that addresses the scope of work and the below requirements and outputs.

The proposal must include:

- Details of the service provider, including relevant skills, experience and track record.
- A brief description of the approach and deliverables.
- At least one example of recent reports that the service provider was personally responsible for in order to demonstrate skills and experience.
- A work plan, including proposed start and completion date and timeframes for activities and deliverables against which payments will be made.
• A detailed and complete budget for the proposed work, including fees (number of days and rate per day), and VAT.
• Contact details of at least three current or recent clients.

**Have access, knowledge and experience**

In order to fulfil this role the service provider should have the following demonstrable skills and competencies:

• Completion of at least two reputable systematic biodiversity plans in South Africa since 2010.
• Demonstrable experience in using the following software: Marxan, Cluz, ARCGIS, C-Plan.
• Demonstrable experience in spatial analysis and GIS software.
• Demonstrable knowledge on how to calculate targets for features and how to change parameters, and assess for parameter sensitivity.
• Proven ability in project management.
• Ability to deliver required products within an agreed fixed budget
SANParks promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the methodology, expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team. The minimum functional threshold will be 75%.

Any bidder who does not meet the minimum threshold will not proceed to the Price and Preference Evaluation.

1 point equivalent of 25
2 points equivalent of 50
3 points equivalent of 75
4 points equivalent of 100

<table>
<thead>
<tr>
<th>EVALUATION CRITERIA</th>
<th>WEIGHT</th>
<th>MAXIMUM POINTS</th>
<th>SCORING</th>
</tr>
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<tbody>
<tr>
<td>Quality of Methodology (How will you go about Please provide a detailed Methodology)</td>
<td>40</td>
<td>4</td>
<td>1 - The methodology is poorly described and/or does not provide any information regarding the relevant aspects of the project. 2 - The methodology is very briefly described and provides little information regarding the relevant aspects of the project. 3 - The methodology is satisfactorily and meets the requirements and provides information regarding the relevant aspects of the project and has comprehensive information. 4 - The methodology is more than comprehensively described and provides detailed information regarding the relevant aspects of the project and exceeds the expectation.</td>
</tr>
<tr>
<td>EVALUATION CRITERIA</td>
<td>WEIGHT</td>
<td>MAXIMUM POINTS</td>
<td>SCORING</td>
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<tr>
<td><strong>Execution of the Plan</strong> (What, How, When and Why) Please provide a detailed Project Plan</td>
<td>20</td>
<td>4</td>
<td>1 - The Project Plan is poorly described and/or does not provide any information regarding the implementation of the project.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 - The Project Plan is very briefly described and provides little information regarding the implementation of the project.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3 - The Project Plan is satisfactorily described and provides very basic information regarding the implementation of the project, and complies with the minimum comprehensive information.</td>
</tr>
<tr>
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<td></td>
<td>4 - The Project Plan is more comprehensively described and provides detailed information regarding the implementation of the project and has less time – lines as required.</td>
</tr>
<tr>
<td><strong>Bidder’s Experience</strong> (Please provide a detailed Company profile that must include number of years’ relevant experience, reference letter)</td>
<td>20</td>
<td>4</td>
<td>1 - less than 4 years relevant experience</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 – between 5 – 9 years’ relevant experience</td>
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<td>3 - 10 years’ relevant experience</td>
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<td>4 – Over 10 years’ relevant experience</td>
</tr>
<tr>
<td><strong>Human Resource Capability</strong> (Please provide detailed CV’s of the team)</td>
<td>20</td>
<td>4</td>
<td>1 - less than 4 years relevant experience</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>2 – between 5 – 9 years’ relevant experience</td>
</tr>
<tr>
<td>EVALUATION CRITERIA</td>
<td>WEIGHT</td>
<td>MAXIMUM POINTS</td>
<td>SCORING</td>
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<tr>
<td>members who will be involved in this project. The CV’s must indicate the number of years’ relevant experience</td>
<td></td>
<td></td>
<td>3 - 10 years’ relevant experience</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4 – Over 10 years’ relevant experience</td>
</tr>
<tr>
<td>TOTAL FUNCTIONAL SCORE</td>
<td></td>
<td>100</td>
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<tr>
<td>A bidder must score a minimum functional threshold of 75% (75 out possible 100) to be considered for Price and Preference Points stage of evaluation.</td>
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</tbody>
</table>
8. REPORTING REQUIREMENTS AND MANAGEMENT

- The service provider will be working with SANParks personnel as well as with individuals or teams from other organisations.
- Accountability and reporting will be to the GM: Park Planning and Development.
- All reports must be in MS Office format (Word or Excel preferred).
- An electronic version of all reports & models must be submitted.

9. EVALUATION CRITERIA AND WEIGHTING

The RFQ stipulated that the responses to be evaluated using the 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>80</td>
</tr>
<tr>
<td>Participation Goals/BEE</td>
<td>20</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

10. EVALUATION FORMULA FOR PRICE

The following formula will be applied to calculate the scores:

**Price Formula**

The following PPPFA formula was used to evaluate the price proposals submitted by bidders, this formula was used because price was the only criterion that was scored i.e. the whole 80 points were allocated to price.

\[
PS = 80 \times \left(1 - \frac{Pt}{Pmin}\right)
\]

\[Pmin\]

Ps = Points scored for price of the bid under consideration.
Pt = Rand value of bid under consideration.

Pmin = Rand value of lowest acceptable bid

11. FINAL AWARD

Bidder who complies with the specifications and scores highest total points on PRICE and B-BBEE claimed points shall be awarded the contract. SANParks reserves the right not to appoint. SANParks reserves the right to negotiate with the awarded bidder.
DECLARATION OF INTEREST (SBD 4)

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 a price quotation, advertised competitive bid, limited bid or proposal). 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):

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

2.4 Company Registration Number: .................................................................

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.
“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.

“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 attached 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? **YES/NO**

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? **YES/NO**

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 Tax Reference Number</th>
<th>State Employee Number / Persal Number</th>
</tr>
</thead>
<tbody>
<tr>
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</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 IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

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

.................................................. ..................................................
Position Name of bidder
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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.


10. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

10.2

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

b) Either the 80/20 preference point system will be applicable to this tender (delete whichever is not applicable for this tender).

10.3 Points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contributor.
10.4 The maximum points for this bid are allocated as follows:

<table>
<thead>
<tr>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE</td>
</tr>
<tr>
<td>B-BBEE STATUS LEVEL OF CONTRIBUTOR</td>
</tr>
<tr>
<td>Total points for Price and B-BBEE must not exceed</td>
</tr>
</tbody>
</table>

10.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

10.6 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.

11. DEFINITIONS
(a) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(b) “B-BBEE status level of contributor” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(c) “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 or services, through price quotations, advertised competitive bidding processes or proposals;

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

(e) “EME” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(f) “functionality” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

(g) “prices” includes all applicable taxes less all unconditional discounts;
(h) “proof of B-BBEE status level of contributor” means:

1) B-BBEE Status level certificate issued by an authorized body or person;

2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) “QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(j) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

12. POINTS AWARDED FOR PRICE

12.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Where

\[
Ps = \text{Points scored for price of bid under consideration}
\]

\[
Pt = \text{Price of bid under consideration}
\]

\[
P_{\text{min}} = \text{Price of lowest acceptable bid}
\]
13. **POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

13.1 In terms of Regulation 6 (2) and 7 (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 (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>14</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>

14. **BID DECLARATION**

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

15. **B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

15.1 B-BBEE Status Level of Contributor: = ........(maximum of 20 points)

(Points claimed in respect of Paragraph 6.1 must be in accordance with the table reflected in Paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)
16. **SUB-CONTRACTING**

16.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

16.1.1 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 or QSE:

*(Tick applicable box)*

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>
v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

<table>
<thead>
<tr>
<th>Designated Group: An EME or QSE which is at last 51% owned by:</th>
<th>EME</th>
<th>QSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black people</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Black people who are youth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are women</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people with disabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people living in rural or underdeveloped areas or townships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperative owned by black people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black people who are military veterans</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OR

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Any EME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any QSE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

17. DECLARATION WITH REGARD TO COMPANY/FIRM

17.1 Name of Company/Firm:........................................................................................................

17.2 VAT Registration Number:...................................................................................................

17.3 Company Registration Number:..............................................................................................
17.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

17.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

…………………………………………………………………………………………
…………………………………………………………………………………………
…………………………………………………………………………………………
…………………………………………………………………………………………

17.6 COMPANY CLASSIFICATION

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

17.7 Total number of years the company/firm has been in business:………………

17.8 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-BBE status level of contributor indicated in paragraphs 4.1 and 6.1 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 paragraphs 1.4 and 6.1, 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 contributor 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) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.
## DECLARATION OF BIDDER’S PAST SCM PRACTICES (SBD 8)

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<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? If Yes, furnish particulars as an attached schedule:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>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)? If Yes, furnish particulars as an attached schedule:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>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? If Yes, furnish particulars as an attached schedule:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>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? If Yes, furnish particulars as an attached schedule:</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury’s website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the Home Page.
CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by the SANParks, do hereby make the following statements that I certify to be true and complete in every respect:

- I have read and I understand the contents of this Certificate;  
  Yes  
  No

- I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;  
  Yes  
  No

- I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;  
  Yes  
  No

- Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;  
  Yes  
  No

For the purposes of this Certificate and the accompanying Bid, I understand that the word “competitor” shall include any individual or organisation, 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

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 consortium will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs 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.

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.

The terms of this 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.

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

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.
STANDARD BIDDING DOCUMENTS DECLARATION

The following documents are deemed to form and be read and construed as part of this agreement even where integrated in this document:

<table>
<thead>
<tr>
<th>Document Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitation to bid (SBD1)</td>
</tr>
<tr>
<td>Declaration of Interest (SBD4)</td>
</tr>
<tr>
<td>Preference points claimed (SBD6.1) – Original or certified copy of B-BBEE certificate or Sworn Affidavit</td>
</tr>
<tr>
<td>Declaration of Bidder’s past SCM practices (SBD8);</td>
</tr>
<tr>
<td>Certificate of Independent Bid Determination (SBD9)</td>
</tr>
</tbody>
</table>

The obligation to complete, duly sign and submit these declarations included in this SBD declaration pack cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the legal entity.

I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other procurement. I certify that the information furnished in these declarations (SBD4, SBD6.1, SBD8, SBD9) is correct and I accept that SANParks may reject the Offer or act against me should these declarations prove to be false. I confirm that I am duly authorised to sign this SBD declaration pack nominated in writing by the Chief Executive Officer or Senior Member/Person with management responsibility (Close Corporation, Partnership or Individual).
<table>
<thead>
<tr>
<th>NAME (PRINT)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>CAPACITY</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE</td>
<td></td>
</tr>
<tr>
<td>NAME OF FIRM</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>

**WITNESSES:**

1. 

2. 

Date