TERMS OF REFERENCE FOR

APPOINTMENT OF A SERVICE PROVIDER FOR SERVICING AND MAINTENANCE OF FIRE PROTECTION EQUIPMENT FOR ADDO ELEPHANT NATIONAL PARK FOR A PERIOD OF THREE (03) YEARS

RFQ Number

SANParks- 18100-10-21
## REQUEST FOR PROPOSAL

<table>
<thead>
<tr>
<th><strong>RFQ NUMBER:</strong></th>
<th>SANParks-18100-10-21</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADVERTISEMENT DATE:</strong></td>
<td>23 November 2021</td>
</tr>
<tr>
<td><strong>CLOSING DATE:</strong></td>
<td>29 November 2021</td>
</tr>
<tr>
<td><strong>CLOSING TIME:</strong></td>
<td>12:00 pm</td>
</tr>
<tr>
<td><strong>BID DOCUMENT DELIVERY ADDRESS:</strong></td>
<td><a href="mailto:Maureen.mhlaba@sanparks.org">Maureen.mhlaba@sanparks.org</a></td>
</tr>
<tr>
<td><strong>COMPULSORY BRIEFING SESSION:</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>BID VALIDITY PERIOD:</strong></td>
<td>90 days (commencing from the RFQ Closing Date)</td>
</tr>
</tbody>
</table>
| **TECHNICAL RELATED QUERIES** | Nomnqweno Mhlaba  
Maureen.mhlaba@sanparks.org |
| **SCM RELATED QUERIES** | Nomnqweno Mhlaba  
Maureen.mhlaba@sanparks.org |
| **DESCRIPTION OF RFQ:** | APPOINTMENT OF A SERVICE PROVIDER FOR SERVICING AND MAINTENANCE OF FIRE PROTECTION EQUIPMENT FOR ADDO ELEPHANT NATIONAL PARK FOR A PERIOD OF THREE (03) YEARS |

Bidders should 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 CONTRAC
INVITATION TO BID

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

| BID NUMBER: | SANParks:18100-10-21 | CLOSING DATE: | 29.11.2021 | CLOSING TIME: | 12h00 |

DESCRIPTION

APPOINTMENT OF A SERVICE PROVIDER FOR SERVICING AND MAINTENANCE OF FIRE PROTECTION EQUIPMENT FOR ADDO ELEPHANT NATIONAL PARK FOR A PERIOD OF THREE (03) YEARS

CLOSING DATE: 29.11.2021
CLOSING TIME: 12h00

DESCRIPTION

APPOINTMENT OF A SERVICE PROVIDER FOR SERVICING AND MAINTENANCE OF FIRE PROTECTION EQUIPMENT FOR ADDO ELEPHANT NATIONAL PARK FOR A PERIOD OF THREE (03) YEARS

BID RESPONSE DOCUMENTS MUST BE SENT TO THE DESIGNATED EMAIL ADDRESS

Nomnqweno.mhlaba@sanparks.org

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON | NOMNQWENO MHLABA
TELEPHONE NUMBER | 042 233 8661
E-MAIL ADDRESS | Maureen.mhlaba@sanparks.org

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON | LLEWELLYN MEEK
TELEPHONE NUMBER | 042 233 8640
E-MAIL ADDRESS | Llewellyn.meek@sanparks.org

SUPPLIER INFORMATION

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER | CODE
CELLPHONE NUMBER
FACSIMILE NUMBER | CODE
E-MAIL ADDRESS
VAT REGISTRATION NUMBER

SUPPLIER COMPLIANCE STATUS

TAX COMPLIANCE SYSTEM PIN: OR CENTRAL SUPPLIER DATABASE No: MAAA

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE

[TICK APPLICABLE BOX] TICK APPLICABLE BOX]

B-BBEE STATUS LEVEL SWORN AFFIDAVIT

[TICK APPLICABLE BOX] [TICK APPLICABLE BOX]

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) 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?

[IF YES ENCLOSE PROOF]

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

[IF YES, ANSWER THE QUESTIONNAIRE BELOW]

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 ☐

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES ☐ NO ☐

DOES THE ENTITY HAVE ANY SOURCE OF INCOME 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

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.

1.3. 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.

1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 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.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 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.

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 these terms of reference (ToR) is to invite or request bidders to submit a quotation for servicing and maintenance of Fire Protection Equipment for Addo Elephant National Park for a period of three (03) years.

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 (Biodiversity). 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.

SANParks’ operations are totally guided by its vision statement and mission statement. As a public entity, the organisation is committed to act in pursuance of transformation of South Africa’s society in support of entrenching South Africa’s democracy. In this regard, the organisation has adopted a transformation mission to guide its efforts accordingly.

3. SCOPE OF WORK

SANParks intends to appoint a reputable service provider that has the capability of servicing and maintenance fire protection equipment for Addo Elephant National Park for a period of three (03) years.

3.1 Description of Service

The scope of work entails annual servicing of firefighting equipment and maintenance / repair work as and when the need arises. Maintenance work on existing and any other fire protection equipment that Addo Elephant National Park may purchase during the contract period.

The service provider is responsible to determine the cause of fault based on the symptom, and to effect necessary repairs to maintain the original efficiency to
acceptable standards. The service provider is responsible to compile a status report on each equipment serviced or repaired. The service provider will be required to maintain and keep proper record of maintenance work done on firefighting equipment.

The appointed service provider will prior to servicing or replacing any fire protection equipment, inspect the condition and the quantity thereof in conjunction with a representative from the Technical or Conservation Department.

3.2 SERVICE REQUIREMENTS

3.2.1 FIRE HOSE REELS

a) Mounting brackets shall be checked to ensure that they hold the hose reel in position to allow designed use of equipment

b) Components of the hose reel shall be checked whether they are functioning as prescribed by the manufacturer

c) Water control fittings of the hose reel shall be checked whether they are functioning as prescribed by the manufacturer

d) The fire hose shall be checked whether:
   - It is not more than 30m or less than 28 mm in length, and
   - It is free from joints
   - All water seals shall be checked for leakage
   - At the end of the service, service labels shall be completed and fitted

e) Service Labels
   When all the relevant inspection and service procedures have been completed, record on an acceptable, waterproof, adhesive label that is firmly fixed to the fire hose reel, the following information:
   - The name, physical address and contact number of the reconditioning organization
   - The date of service and the next date of service due date
   - Pressure at the time of service
   - The handle shall be sealed in a manner that prevents use without breaking using an acceptable safety seal.

f) Position of service labels
Fire horse reels shall have two service labels applied in the following positions:

a) one service labels on the outside of the front hose reel discs: and

b) One service label in a position that is visible once the fire hose is fully unwound.

3.2.2 FIRE EXTINGUISHERS

If fire extinguishers have to be removed from site the necessary arrangements shall be made with the responsible person to ensure satisfactory protection with a replacement.

a) Filling Mediums

- Only powder that complies with the requirements of SABS 1522 shall be used for refilling fire extinguishers
- If, during servicing, powder is removed for the effective inspection and control of a cylinder, the powder may be re-used, subject to the following: The powder shall be sieved and if it is determined, during sieving, that the powder is free from lumps, the powder may be re-used;
- If not, it shall be discarded. Powder so qualified for re-use shall be identified with the cylinder from which it was removed.
- CO2 / DCP extinguishers shall be charged with CO2 / DCP that complies with the requirements of SABS 1567.
- Foam extinguishers shall be charged only with the type of foam marked on the extinguisher label.
- CO2 / DCP and foam extinguishers shall not be topped up but shall be emptied and fully recharged

b) External checks

- Thoroughly clean the container and examine the exterior for corrosion and physical damage and, if any damage to the seams or joints is observed, remove the extinguisher from service and submit it for a major service.
- If there are minor dents in the container, remote from any seam or joint, allow the extinguisher to remain in service.
• If the registered person does not consider the severity and extent of corrosion to be serious, clean, repaint and re-label the container in a way that ensures compliance with the requirements of the original manufacturer.

• Check all component parts for corrosion and physical damage (i.e. breakage, deformation, cracks, discoloration of plastics parts, etc.). If necessary, replace parts with the correct components recommended and supplied by the fire extinguisher manufacturer. If such components are not available, use parts that comply with the requirements of the original manufacturer. If this is not possible, the extinguisher shall be condemned.

c) Fire Extinguisher Hose
   • Examine it for wear and kinking.
   • If the fire hose is not in good condition, replace it with a fire hose of acceptable quality and design

d) Mounting brackets
   • Examine the mounting brackets for physical damage and firm anchorage.

e) Mass of extinguisher
   • Determine the full mass of the extinguisher and, if it is found to vary by more than 5 % from the marked full mass, present the extinguisher for a major service.
   • If no mass is marked on the extinguisher, determine the actual mass and record it on the new service label attached to the extinguisher.

f) Pressure indicating device
   • Verify that the pressure indicating device is operative.

g) Service labels
When all the relevant inspection and service procedures have been completed, record, indelibly and on an acceptable, waterproof, adhesive label that is firmly fixed to the fire hose reel, the following information:

a) The name, physical address and contact number of the reconditioning organization
b) the date of service; and
c) The next service due date.
d) Pressure at time of service
e) the handle shall be sealed in a manner that prevents use without breaking using an acceptable safety seal.

4. SPECIAL CONDITIONS

- General and Special Conditions of Contract The General Conditions of Contract (GCC) available on the National Treasury website www.treasury.gov.za will be applicable to this closed quotation as well as Special Conditions of Contract (SCC) (if applicable) forming part of this set of quotation documents in addition to the conditions and information. Where the GCC and SCC are in conflict with one another, the stipulations of the SCC will prevail.

- The scope of work shall form part of a contract
- The service provider may not assign or subcontract any part of the order without the written consent of the SANParks.
- Service rendered will be subject to inspection by SANParks management
- In the event that the service provider fails to render the required service to acceptable standards, SANParks retains the right to take which ever steps are necessary to alleviate the situation. This may include the involvement of other service providers and the service provider will not have any claim because of the actions taken by SANParks.
- An official order will be issued before any service is rendered to Addo Elephant National Park.

5. FINANCIAL PAYMENT
Payment will be made in accordance to the PFMA (within 30 days) after delivery of service rendered or goods delivered.
# 6. PRICING SCHEDULE

## SERVICING AND MAINTENANCE OF FIRE PROTECTION EQUIPMENT

<table>
<thead>
<tr>
<th>Item No</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Rate for Year 1</th>
<th>Rate for Year 2</th>
<th>Rate for Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>9.0 kg DCP (STP) Fire Extinguisher</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>4.5 kg DCP (STP) Fire Extinguisher</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>9.0 kg Co² Fire Extinguisher</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>5.0 kg Co² Fire Extinguisher</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>9.0 kg Water/Addictive Type Fire Extinguisher</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>30m Fire Hose Reel</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Recharges, Parts and Materials

9 kg - 4.5 kg - 2.5 kg – 1.0 kg - 1.5 kg - 1 kg DCP and STP Extinguishers

<table>
<thead>
<tr>
<th>Item No</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Rate for Year 1</th>
<th>Rate for Year 2</th>
<th>Rate for Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>Discharge house 9 kg - 4.5kg</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Discharge nozzle</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Instruction label</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Service label</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Pressure test label</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>DCPSP head valve</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Gauge</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Discharge house nozzle</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>O’ ring</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Plunger</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Plunger O’ ring</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Relieve valve</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>Lead / Plastic seal</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>Nitrogen refilling</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Quantity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------</td>
<td>----------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>50 kg Discharge nozzle</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>Pressure testing ring</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td>Hydrostatic Pressure Testing</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**2 kg – 5 kg Co² (Carbon Dioxide) Extinguisher**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>26.</td>
<td>Spares – Instruction label</td>
<td>1</td>
</tr>
<tr>
<td>27.</td>
<td>Pressure test label</td>
<td>1</td>
</tr>
<tr>
<td>28.</td>
<td>Hose &amp; Horn 5 kg</td>
<td>1</td>
</tr>
<tr>
<td>28.</td>
<td>Fixed Horn 2 kg</td>
<td>1</td>
</tr>
<tr>
<td>29.</td>
<td>Co² valve</td>
<td>1</td>
</tr>
<tr>
<td>30.</td>
<td>Service label</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>31.</td>
<td>30m PVC plastic house</td>
<td>1</td>
</tr>
<tr>
<td>32.</td>
<td>House reel frame</td>
<td>1</td>
</tr>
<tr>
<td>33.</td>
<td>CP valve</td>
<td>1</td>
</tr>
<tr>
<td>34.</td>
<td>Plastic / Aluminium nozzle</td>
<td>1</td>
</tr>
<tr>
<td>35.</td>
<td>Waste way</td>
<td>1</td>
</tr>
<tr>
<td>36.</td>
<td>Running out guide</td>
<td>1</td>
</tr>
<tr>
<td>37.</td>
<td>Travel rate</td>
<td>600km</td>
</tr>
</tbody>
</table>

**9 liter Foam- AFF Extinguisher**

**Spares**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pressure test label</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Service label</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Discharge house</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Foam nozzle</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>A FFF6 % foam</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Lead / Plastic seal</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Oxygen</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Head valve</td>
</tr>
<tr>
<td>---</td>
<td>----</td>
<td>------------</td>
</tr>
<tr>
<td>10</td>
<td>10</td>
<td>Gauge</td>
</tr>
<tr>
<td>11</td>
<td>11</td>
<td>O' ring</td>
</tr>
<tr>
<td>12</td>
<td>12</td>
<td>Plunger</td>
</tr>
<tr>
<td>13</td>
<td>13</td>
<td>Plunger O ring</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>R</th>
<th>R</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL COST EXCLUSIVE OF VAT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VAT 15%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL COST INCLUSIVE OF VAT</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
7. EVALUATION PHASES OF THE RECEIVED PROPOSALS

**PHASE 1**

**STAGE 1: MINIMUM REQUIREMENTS COMPLIANCE RESPONSIVENESS CRITERIA**

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 phase of bidder(s) **functional / technical evaluation** requirements.

NB: Only bidders who fully comply with minimum requirements progress to the next phase (2)

**PHASE 2: PRICE AND PREFERENCE (B-BBEE)**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>80%</td>
</tr>
<tr>
<td>B-BBEE</td>
<td>20%</td>
</tr>
<tr>
<td>TOTAL POINTS FOR PRICE AND B-BBEE</td>
<td>100</td>
</tr>
</tbody>
</table>

7.1 MINIMUM REQUIREMENTS COMPLIANCE RESPONSIVENESS CRITERIA

(Compliance to legislative and treasury requirements)

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

- Submission of fully completed SBD 1 (Invitation to Bid),
- Submission of fully completed Pricing Schedule,
- Submission of quotation of 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)

MANDATORY RETURNABLE DOCUMENTS

Bidders who fail to comply with the below requirements may be eliminated and not progress to the next phase of evaluation. Bidders who comply with the below will progress to the next phase of Price and Preference Evaluation.

- Letter of Good Standing on Compensation for Occupational Injuries & Diseases Act (COIDA), obtainable from the Department of Labour
- Occupational Health and Safety Policy.
- Safety, Health &Environment (SHE) member certificate
- South African Qualifications and Certification Committee ( SAQCC) registration
- SABS Registration in terms of SABS 1475
- SANAS approval for Co² pressure testing

**7.2 EVALUATION OF BID RESPONSES USING THE PRICE AND B-BBBEE SCORES**

Bidders who meet the minimum and mandatory requirements will progress to this final phase of Price and Preference (B-BBEE Score) points allocation systems.

**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>
**EVALUATION FORMULA**

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.

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

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

\[ Pt = \text{Rand value of bid under consideration.} \]

\[ Pmin = \text{Rand value of lowest acceptable bid} \]

**8. FINAL AWARD**

Bidder who obtains highest total points on PRICE and B-BBEE claimed points shall be awarded the contract. SANParks reserves the right not to appoint or to appoint one or more service providers for this project.

**9. FINANCIAL PAYMENT**

Payment will be made in accordance to the PFMA (within 30 days) after delivery of service rendered or goods delivered.
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 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? **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>
<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 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></th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE</td>
<td>80</td>
</tr>
<tr>
<td>B-BBEE STATUS LEVEL OF CONTRIBUTOR</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total points for Price and B-BBEE must not exceed</strong></td>
<td><strong>100</strong></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;
“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:

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

Where

\( P_s \) = Points scored for price of bid under consideration
\( P_t \) = Price of bid under consideration
\( P_{\text{min}} \) = 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>
</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></th>
<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 least 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>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<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
(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</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Database of Restricted Suppliers as companies or persons prohibited</td>
<td></td>
<td></td>
</tr>
<tr>
<td>from doing business with the public sector? If Yes, furnish particulars</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>as an attached schedule:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the Bidder or any of its directors listed on the Register for Tender</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Defaulters in terms of Section 29 of the Prevention and Combating of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corrupt Activities Act (No 12 of 2004)? If Yes, furnish particulars as</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>an attached schedule:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was the Bidder or any of its directors convicted by a court of law (</td>
<td></td>
<td></td>
</tr>
<tr>
<td>including a court outside of the Republic of South Africa) for fraud or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>corruption during the past five years? If Yes, furnish particulars as an</td>
<td></td>
<td></td>
</tr>
<tr>
<td>attached schedule:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Was any contract between the Bidder and any organ of state</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>terminated during the past five years on account of failure to perform</td>
<td></td>
<td></td>
</tr>
<tr>
<td>on or comply with the contract? If Yes, furnish particulars as an attached</td>
<td></td>
<td></td>
</tr>
<tr>
<td>schedule:</td>
<td></td>
<td></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.
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
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 Certificate for Local Production and content for sectors (SBD6.2);</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>
</tr>
</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 

________________________

________________________