

Eastern Cape

PARKS & TOURISM AGENCY

EXPRESSION OF INTEREST

EOI NO. E/01/26/27

EXPRESSION OF INTEREST FOR THE SELECTION OF A FIRM CONSULTANT TO DEVELOP & DRAFT MANAGEMENT PLANS FOR FIVE SITES WITHIN THE ADDO-AMATHOLE BIODIVERSITY NODE

ADVERTISEMENT DATE:	29 May 2026
CLOSING DATE:	23 June 2026
ADDRESS:	ECPTA Offices 17-25 Oxford Street, East London
BIDDER NAME:	
CSD NUMBER:	

<p>URGENT FRAUD ALERT</p> <p>CRIMINAL CALLS TARGETING BIDDERS NO PAY-OFFS TO SUBMIT OR SECURE TENDERS STAY VIGILANT - REPORT FRAUD</p> <p>*ECPTA will not ask any bidder for any monies</p>		<p>REPORT</p> <p>Whistle Blowers PRIVATE & CONFIDENTIAL 0800 611 085 ecpta@whistleblowing.co.za www.whistleblowing.co.za</p>
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REQUEST FOR EXPRESSION OF INTEREST (CONSULTING SERVICES - FIRM SELECTION)

EOI NO. E/01/26/27

SELECTION OF A FIRM CONSULTANT TO DEVELOP & DRAFT MANAGEMENT PLANS FOR FIVE SITES WITHIN THE ADDO-AMATHOLE BIODIVERSITY NODE

Assignment Title: Consulting assignment for consultant services to develop and draft a protected areas management plans for the five candidate sites in consultation with the landowners [communities] and relevant stakeholders within the Addo-Amathole Biodiversity Node.

Activity Reference No: ZA-SANBI-550989-CS-CQS-ECPTA. Catalysing Financing and Capacity for the Biodiversity Economy around Protected Areas Project
Loan No./Credit No./ Grant No.: P170213

The Government of South Africa, the Department of Forestry, Fisheries and the Environment has received financing from the World Bank toward the cost of the Catalysing Finance and Capacity for the Biodiversity Economy Around Protected Areas project and intends to apply part of the proceeds for this consulting services.

The Eastern Cape Parks and Tourism Agency (ECPTA) implements the Protected Areas Expansion through the Biodiversity Stewardship Programme which is guided by the Eastern Cape Protected Area Expansion Strategy (ECPAES), a systematic conservation planning product that identifies priority areas for conservation estate expansion and is aligned to the National Protected Area Expansion Strategy (NPAES). The ECPTA assessed candidate sites within the Addo-Amathole Node for potential declaration of community-owned properties as protected areas. All sites qualify for the protected area status.

Contract Duration: Contract duration is ten (10) Months from contract signing date. The location of the assignment is within the Addo-Amathole Biodiversity Node, in the Eastern Cape Province.

Detailed Terms of Reference for the assignment are attached to this request and will be made available from **Tuesday 02 June “FREE OF CHARGE”**. Documents can be downloaded from the ECPTA website: <https://visiteasterncape.co.za/tenders>



The Eastern Cape Parks & Tourism Agency now invites eligible Consulting firm (“Consultants”) to submit a company profile describing the organisation, its primary business activity, work done/experience. The firms must demonstrate:

- **Company Experience:** They have developed 5 protected areas management plans for declared protected areas or proposed protected areas in three (3) projects in South Africa in the last 7 years. Proof of experience can be submitted in the following forms:
 - Appointment letter and Reference letter in the company letter head or
 - Appointment letter and reference form in the bid document
- **Team Composition/ Capacity:** Consultant must submit evidence of team composition and capabilities of the company to undertake the project. An organogram with roles, responsibilities, experience and qualifications of the team will be sufficient for this stage. *CVs of key expert/s must not be submitted because they will not be evaluated at this stage.*

Failure to submit a company profile that demonstrate both the experience and team capability, will result to immediate disqualification.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” Fourth edition, November 2020 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with Cost Quality Selection Method as set out in the World Bank Procurement Regulations November 2020.

Sealed bid documents endorsed on the envelope with the Tenderer’s name and the bid Number shall be deposited in the formal Tender Box situated in the ECPTA offices at 17-25 Oxford Street, Corner of Fleet and Oxford Street, East London CBD, East London or posted so as to reach The Chief Executive Officer, P.O. Box 11235, Southernwood, East London, 5213 in sufficient time for it to be placed in the Tender Box before the closing time of **11h00** on the closing date i.e. **23 June 2026**.

Enquiries regarding issue of bid documents may be directed by e-mail to Ms. Unathi Zinganto at tenders@ecpta.co.za Technical enquiries may be directed to Mr. Malaika Koali. tenders@ecpta.co.za

ECPTA has a zero tolerance on any acts of fraud and corruption. Please report any suspected acts of fraud and corruption to any of the contact details listed below: Hotline Number: Toll free number -0800 611 085; SMS: 33490 Email: ecpta@whistleblowing.co.za; Tip-offs Website: www.whistleblowing.co.za



MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
EOI Notice	
Invitation to Bid (SBD 1)	
Terms of Reference	
Company Profile <ul style="list-style-type: none"> ○ Company Experience ○ Team Composition 	
Bidders Disclosure (SBD 4)	
Anti-Fraud & Corruption	
Authority of Signatory	
Joint Venture Form (If applicable)	



PART A REQUEST FOR EXPRESSION OF INTEREST

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE EASTERN CAPE PARKS & TOURISM AGENCY					
BID NUMBER:	E/01/26/27	CLOSING DATE:	23 June 2026	CLOSING TIME:	11H00 AM
DESCRIPTION	THE SELECTION OF A FIRM CONSULTANT TO DEVELOP & DRAFT MANAGEMENT PLANS FOR FIVE SITES WITHIN THE ADDO-AMATHOLE BIODIVERSITY NODE				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
17-25 Oxford Street,					
Cnr. Oxford and Fleet Street					
East London, 5200					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. Unathi Zinganto		CONTACT PERSON	Mr. Malaika Koali	
TELEPHONE NUMBER	043 492 0871		TELEPHONE NUMBER	043 492 0680	
E-MAIL ADDRESS	tenders@ecpta.co.za		E-MAIL ADDRESS	tenders@ecpta.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS/SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> 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, 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.

NAME OF THE SIGNATORY

SIGNATURE OF THE BIDDER

CAPACITY UNDER WHICH THIS BID IS

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

DATE:.....



TERMS OF REFERENCE

1. Background

The Eastern Cape Parks and Tourism Agency (ECPTA) implements the Protected Areas Expansion through the Biodiversity Stewardship Programme which is guided by the Eastern Cape Protected Area Expansion Strategy (ECPAES), a systematic conservation planning product that identifies priority areas for conservation estate expansion and is aligned to the National Protected Area Expansion Strategy (NPAES). The ECPTA assessed candidate sites within the Addo-Amathole Node for potential declaration of community-owned properties as protected areas. All sites qualify for the protected area status.

2. Objectives

The objective of these terms of reference is to invite firm consultants to submit their interest to bid for providing consulting services to the ECPTA, to develop and draft a protected areas management plans for the five candidate sites in consultation with the landowners [communities] and relevant stakeholders within the Addo-Amathole Biodiversity Node.

3. Scope of Work

The firm consultant is expected to develop, draft and complete five protected area management plans (PAMP) in terms of the National Environmental Management Protected Areas Act (Act no. 57, 2003) (NEM:PAA, 2003), and five annual operational plans (AOPs) for the five candidate sites. Furthermore, the consultant is expected to engage meaningfully with the landowners (community-owned land) when developing the management plans. The consultant must identify relevant stakeholders and engage them regarding the development and drafting of management plans.

The appointed consultant will be required to perform the following deliverables for the candidate sites listed in Table 1.

Table 1: List of candidate sites for which management plans will be developed.

No	Properties	Ownership	Est. extent in hectares	Nearest town/place
1.	Amandlambe	Communal land	823	Nqushwa/Peddie and Great Fish Nature Reserve



2.	Yandella	Community owned by CPA	1337	Waters Meetings Nature Reserve and Makhanda
3.	Lower Blinkwater	Community owned by CPA	3009	Mpofu/Fort Fordyce Nature Reserve
4.	UMthontsi	Community owned by CPA	2500	Mpofu/Fort Fordyce Nature Reserve
5.	Collywobbles	Communal land	242	Idutywa

The scope of work for each of the sites includes but not limited to the following:

- a) Property description
 - Ensure that shape files for each site correspond with the cadastral boundaries.
- b) Develop and draft management plans and associated Annual Operations Plans (AOPs) in consultation with the landowners and beneficiaries.
 - Submit completed first draft management plans to ECPTA for review.
 - Revise draft management plans and AOPs.
 - Submit completed second draft management plan to ECPTA for review.
 - Finalise all management plans and AOPs.
 - Submit to ECPTA both hard and electronic copies of management plans, AOPs, shapefiles, minutes and attendance registers for engagement with landowners and stakeholders.
- c) Landowner consultation and stakeholder engagements for each candidate site.
 - Conduct meetings/workshops physically to engage landowners and beneficiaries when drafting the PAMPs and AOP
 - Conduct workshops to engage relevant stakeholders on the PAMPs. The stakeholders include land users/community members, land beneficiaries /traditional leaders, local municipalities, neighbouring properties/private protected areas, and conservation authorities.
 - Engagements with landowners/beneficiaries and stakeholders should not exceed three (3) meetings/workshops per site.
 - Finalise the PAMPs in consultation with landowners and relevant stakeholders.
- d) Provide the stakeholder engagement report on suitable engagement methods used in the appropriate local languages, timeous notifications for meetings/workshops, minutes and audio recordings of the meetings.



- e) Provide a project close-out report with a record for each candidate site containing all relevant documentation.
- f) Submit to ECPTA a file and record for each candidate site containing all relevant documentation in USB hard drive.

3.1. Assignment Delivery Timeframe

The work is scheduled to commence on 1 August 2026, should be completed, and the final invoice submitted before or by 30 June 2027 or such time agreed with the successful consultant. The location of the assignment is within the Addo-Amathole Biodiversity Node, in the Eastern Cape Province.

3.2. Data, Services, and facilities to be provided by the Client

The successful firm consultant will be provided with the template for drafting PAMPs and AOP.

3.3. Deliverables and reporting requirements

The schedule of deliverables is listed below.

Table 2: Project Deliverables and Outputs

Main activities/deliverables	Outputs
Project initiation	Initiation Meeting, Report & Minutes
ECPTA provides templates of PAMPs Consultant provides project plans and invoicing schedule.	Project Plan
Consultant identifies relevant stakeholders Consultants contact landowner representatives of each of the five candidate sites. Consultants provides a stakeholder engagement plan which must consider appropriate communication	Stakeholder Engagements Plans



tools and use of language in IsiXhosa.	
Invoice #1	
Engage each of the landowners in respect of their site Establish mission, vision and objectives for the protected area.	Development of PAMP
Invoice #2	
Drafting PAMP	Submit the first draft PAMPs to ECPTA
Engage landowners and stakeholders on the draft PAMP at each candidate site for inputs	Stakeholder/landowners engagements
Invoice #3	
Drafting PAMP	Submit second draft PAMPs to ECPTA
Engage the landowners and stakeholders on final PAMPs at each candidate site for inputs	Stakeholder/landowners final engagement
Submit final draft PAMP to ECPTA.	Final Draft PAMP
Finalisation of scope of works (Close-out report). On a USB Stick submit a file with a record for all documentation related to the development of PAMP, final PAMP and a Close-out report.	Close-out report
Submission of final invoice #4	Submit final invoice



The dates provided are estimated time frames, exact time frames will be communicated with the successful Consultant.

The Firm Consultant will work with the Protected Areas Expansion Unit. The day-to-day reporting will be to the Biodiversity Stewardship Facilitator and accountability to the ECPTA Stewardship Manager: Biodiversity and Conservation.

All reports must be in MS Office format (Word or Excel) and an electronic version of all reports must be submitted. The final PAMPs and AOP must be in MS Office Word and PDF format. All data and data products must be submitted to the ECPTA on completion of the project. Copyright will be retained by ECPTA.

3.4. Competencies required

ECPTA wish to appoint a single service provider. In order to complete this project, the consultant/s will require the following competencies:

- Knowledge and understanding of conservation planning and biodiversity management.
- Experience in development of management plans for protected areas in terms of the National Environmental Management Protected Areas Act (Act no. 57, 2003).
- Understanding of the implementation of Protected Areas Expansion in South Africa.
- Understanding and awareness of policy and legal frameworks relevant to protected area declaration and Protected Area Management Plans.
- Facilitation skills and ability to engage with various traditional leaders, communities and relevant stakeholders.
- Technical skills such GIS and good experience in use of spatial information.
- Social and ecological skills.
- Conceptual abilities as well as good communication and writing skills;
- Knowledge of the Eastern Cape landscape, including institutional arrangements and land tenure.
- Ability and fluency to conduct community engagements in isiXhosa and English to ensure meaningful engagements.



4. Evaluation Criteria

This procurement is financed by P170213 - Catalysing Financing and Capacity for the Biodiversity Economy around Protected Areas Project. A two-stage procurement process will be employed. In Phase 1 (stage 1), ECPTA will issue an Expression of Interest (EOI) to shortlist interested firms, the shortlisting will be done by evaluating the following:

- Firm Consultants experience; and
- Consultants' Team Composition.

CVs of Key experts will not be evaluated at this stage.

4.1. Phase 1: Expression of Interest

ECPTA will issue an Expression of Interest (EOI) to shortlist interested firms, the shortlisting will be done by evaluating the Consultants' company profile in terms of experience and team capacity.

Interested firms must comply with the set of compliance requirements listed below. The compliance requirements stated below are project specific. Failure to meet any of the compliance requirements will lead to immediate disqualification of the bid.

Table 3: Suitability Criteria

Criteria
<p>Company Profile (includes sole proprietor)</p> <p>Interested firms must submit a company profile describing the organisation, its primary business activity, work done/experience. The firms must demonstrate:</p> <ul style="list-style-type: none">• Company Experience: They have developed 5 protected areas management plans for declared protected areas or proposed protected areas in three (3) projects in South Africa in the last 7 years. Proof of experience can be submitted in the following forms:<ul style="list-style-type: none">○ Appointment letter and Reference letter in the company letter head or○ Appointment letter and reference form in the bid document• Team Composition/ Capacity: Consultant must submit evidence of team composition and capabilities of the company to undertake the project. An organogram with roles, responsibilities, experience and qualifications of the team will be sufficient for this stage. CVs of key expert/s must not be submitted because they will not be evaluated at this stage. <p>Failure to submit a company profile that demonstrate both the experience and team capability, will result to immediate disqualification.</p>



BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- This procurement is financed by Catalysing Financing and Capacity for the Biodiversity Economy around Protected Areas Project P170213 World Bank Procurement Regulation Fraud and Corruption Clauses will be applicable.
- The Bank requires compliance with the Bank's Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework, as set forth in Section VI.
- In further pursuance of this policy, Bidders shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit the Bank to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, bid submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.
- Bidders must be registered with the National Treasury Central Supplier Database (CSD)
- Eastern Cape Parks & Tourism Agency does not bind itself to accept the highest bid or any other bid and reserves the right to accept the whole or part of the bid.
- Bids which are late, incomplete, unsigned, or submitted by facsimile or electronically, will not be accepted.
- Bids submitted are to hold good for a period of 90 days.
- A service level agreement shall be signed with the successful service provider.
- ECPTA reserves the right to terminate the contract if not satisfied with the work produced by the service provider. Only bidders that have met the requirements of the proposal / specification shall be considered during the adjudication process.
- Companies that bid as joint venture must submit an official signed business agreement by both parties. If the service provider does not meet this requirement, it will be automatically disqualified.



- The ECPTA Bid Committee and the Supply Chain Management Unit may, before a bid is adjudicated or at any time during the bidding process, oblige a bidder to substantiate any claims it may have made in its bid documents.
- No bids will be considered if the bidder did not fully complete and sign all the relevant pages in the bid document. If the bidder does not meet this requirement, it will be automatically disqualified. This procurement is financed by P170213 - Catalysing Financing and Capacity for the Biodiversity Economy around Protected Areas Project and the World Bank Procurement Regulation Fraud and Corruption Clauses will be applicable.
- The Bank requires compliance with the Bank's Anti-Corruption Guidelines, and its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework, as set forth in Section VI.
- In further pursuance of this policy, Bidders shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit the Bank to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, bid submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.
- The Eastern Cape Parks & Tourism Agency Supply Chain Management Policy will apply
- Bidders must be registered with the National Treasury Central Supplier Database (CSD)
- Eastern Cape Parks & Tourism Agency does not bind itself to accept the highest bid or any other bid and reserves the right to accept the whole or part of the bid.
- The ECPTA reserves the right to request any additional information for the purpose of evaluation and adjudication of this bid. Such requests shall be made solely for the discretion of the ECPTA
- Service providers who are currently engaged on ECPTA projects and have not achieved at least 70% completion of their existing contracts at the time of bid closure will be disqualified from further evaluation.
- Bids which are late, incomplete, unsigned, or submitted by facsimile or electronically, will not be accepted.
- Bids submitted are to hold good for a period of 90 days.
- Only bidders that have met the minimum compliance requirements of the EOI shall be considered for Stage 2 Request for Proposal.



- Companies that bid as joint venture must submit an official signed business agreement by both parties. If the service provider does not meet this requirement, it will be automatically disqualified.
- The ECPTA Bid Committee and the Supply Chain Management Unit may, before a bid is adjudicated or at any time during the bidding process, oblige a bidder to substantiate any claims it may have made in its bid documents.
- No bids will be considered if the bidder did not fully complete and sign all the relevant pages in the bid document. If the bidder does not meet this requirement, it will be automatically disqualified.



COMPANY PROFILE

Company Profile (includes sole proprietor)

Interested firms must submit a company profile describing the organisation, its primary business activity, work done/experience. The firms must demonstrate:

- **Company Experience:** They have developed 5 protected areas management plans for declared protected areas or proposed protected areas in three (3) projects in South Africa in the last 7 years. Proof of experience can be submitted in the following forms:

- Appointment letter and Reference letter in the company letter head or

Appointment letter and reference form in the bid document

ATTACH COMPANY PROFILE



ATTACH COMPANY EXPERIENCE



This form must be completed by the authorized person of the bidder's current or previous clients. The form must be fully completed, signed, and stamped. Forms which are neither complete, nor signed nor stamped will not be considered for evaluation.

1. REFERENCE FOR THE BIDDER

Name of Institution (Client)	
Contract/Tender Number	
Contract Description	
Name of Service Provider (Bidder)	
Value of project	
Commencement Date	
Contractual Completion Date	
Bidder's Completion Date	

1.1 Please score the performance of the above-mentioned company by marking the relevant box

Performance Rating			Comments
Work performed in compliance with contract terms.	Excellent	5	
	Good	4	
	Fair	3	
	Poor	2	
	Very Poor	1	
Financial Status of the bidder in relation to the work to be performed.	Excellent	5	
	Good	4	
	Fair	3	
	Poor	2	
	Very Poor	1	
Timelines of work are met.	Excellent	5	
	Good	4	
	Fair	3	
	Poor	2	
	Very Poor	1	
Customer services.	Excellent	5	
	Good	4	
	Fair	3	



	Poor	2	
	Very Poor	1	
Quality of Service.	Excellent	5	
	Good	4	
	Fair	3	
	Poor	2	
	Very Poor	1	
Communication and accessibility.	Excellent	5	
	Good	4	
	Fair	3	
	Poor	2	
	Very Poor	1	
Documentation records, receipts, invoices and computer-generated reports received in a timely manner and in compliance with contract specification	Excellent	5	
	Good	4	
	Fair	3	
	Poor	2	
	Very Poor	1	
Would you recommend using this service provider in future?	Yes		If no, provide reasons:
	No		

OVERALL PERFORMANCE

Excellent		Good		Fair		Poor		Very Poor	
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Name of Authorized Person _____

Designation _____

Email Address _____

Contact number _____

Signature _____

Date _____

Official Stamp

2. REFERENCE FOR THE BIDDER

Name of Institution (Client)	
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Contract/Tender Number	
Contract Description	
Name of Service Provider (Bidder)	
Value of project	
Commencement Date	
Contractual Completion Date	
Bidder's Completion Date	

1.1 Please score the performance of the above-mentioned company by marking the relevant box

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Communication and accessibility.	Excellent	5	
	Good	4	



	Fair	3	
	Poor	2	
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Documentation records, receipts, invoices and computer-generated reports received in a timely manner and in compliance with contract specification	Excellent	5	
	Good	4	
	Fair	3	
	Poor	2	
	Very Poor	1	
Would you recommend using this service provider in future?	Yes		If no, provide reasons:
	No		

OVERALL PERFORMANCE

Excellent		Good		Fair		Poor		Very Poor	
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Name of Authorized Person _____

Designation _____

Email Address _____

Contact number _____

Signature _____

Date _____

Official Stamp



3. REFERENCE FOR THE BIDDER

Name of Institution (Client)	
Contract/Tender Number	
Contract Description	
Name of Service Provider (Bidder)	
Value of project	
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Bidder's Completion Date	

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	Good	4	
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	Poor	2	



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Communication and accessibility.	Excellent	5	
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	Poor	2	
	Very Poor	1	
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	Good	4	
	Fair	3	
	Poor	2	
	Very Poor	1	
Would you recommend using this service provider in future?	Yes	No	If no, provide reasons:

OVERALL PERFORMANCE

Excellent		Good		Fair		Poor		Very Poor	
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Name of Authorized Person _____

Designation _____

Email Address _____

Contact number _____

Signature _____

Date _____

Official Stamp



- **Team Composition/ Capacity:** Consultant must submit evidence of team composition and capabilities of the company to undertake the project. An organogram with roles, responsibilities, experience and qualifications of the team will be sufficient for this stage. *CVs of key expert/s must not be submitted because they will not be evaluated at this stage.*

ATTACH TEAM COMPOSITION



BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

2.1.2 If the bidder or any of its directors/trustees/shareholders/members/partners or any person having a controlling interest in the enterprise are employed by the state, is there any approval to conduct business with the state, signed by the accounting officer/authority attached?

YES/NO or N/A

Please attach letter of approval signed by the Accounting Officer/ Accounting Authority.

Failure to submit proof of approval from the Accounting Officer/ Accounting Authority will lead to immediate rejection of the bid/quotation.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**



2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium¹ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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

¹ 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.
EOI Bid Document | EOI E/01/26/27



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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



FRAUD AND CORRUPTION

1. Purpose

1.1 The Bank's Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

2. Requirements

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Bank:

- a. Defines, for the purposes of this provision, the terms set forth below as follows:
 - i. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - v. "obstructive practice" is:
 - (a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or



- (b) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 2.2 e. below.
- b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring mis procurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
- d. Pursuant to the Bank's Anti- Corruption Guidelines, and in accordance with the Bank's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;² (ii) to be a nominated³ sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;

² For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

³ A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.



- e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents personnel, permit the Bank to inspect⁴ all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the Bank.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

Company:
.....

⁴ Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.



CENTRALISED SUPPLIER DATABASE (CSD) REPORT

It is a condition of bid that all Service Providers be registered on the Centralised Supplier Database (CSD). Bidders who are not yet registered can register on www.csd.gov.za.

- I. In order to meet this requirement bidders are required to complete the Registration Process which can be done online at the above-mentioned website. Upon completion of registration Bidders will receive a Supplier number which must be provided on the front cover of the document
- II. BIDDERS are required to submit their full CSD report for the month of June 2026

ATTACH CSD REPORT HERE



AUTHORITY TO SIGN BID DOCUMENTS

In the case of a bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to ECPTA at the time of submission of the bid that the bid has been signed by persons properly authorized thereto by resolution of the directors or under the articles of the entity.

ATTACH RESOLUTION OF SIGNATORY



JOINT VENTURE DISCLOSURE FORM

GENERAL

- i) All the information requested must be filled in the spaces provided. If additional space is required, additional sheets may be used and attached to the original documents.
- ii) A copy of the joint venture agreement must be attached to this form, in order to demonstrate the Affirmable, Joint Venture Partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details relating to:
 - a) the contributions of capital and equipment
 - b) work items to be performed by the Affirmable Joint Venture Partner's own forces
 - c) work items to be performed under the supervision of the Affirmable Joint Venture Partner.
- iii) Copies of all written agreements between partners concerning the contract must be attached to this form including those, which relate to ownership options and to restrictions/limits regarding ownership and control.
- iv) ABE partners must complete ABE Declaration Affidavits.
- v) The joint venture must be formalised. All pages of the joint venture agreement must be signed by all the parties concerned. A letter/ notice of intention to formalise a joint venture once the contract has been awarded will not be considered.
- vi) should any of the above not be complied with, the joint venture will be deemed null and void and will be considered non-responsive.

1. JOINT VENTURE PARTICULARS

- a) Name.....
- b) Postal address
.....
- c) Physical address
.....
- d) Telephone.....
- e) Fax

2. IDENTITY OF EACH NON-AFFIRMABLE JOINT VENTURE PARTNER

2.1(a) Name of Firm

Postal Address.....



Physical Address.....

Telephone.....

Fax

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

2.2(a) Name of Firm

Postal Address.....

Physical Address.....

Telephone.....

Fax

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

(Continue as required for further non-Affirmable Joint Venture Partners)

IDENTITY OF EACH AFFIRMABLE JOINT VENTURE PARTNER

3.1(a) Name of Firm

Postal Address.....

Physical Address.....

Telephone.....

Fax

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

3.2(a) Name of Firm

Postal Address.....

Physical Address.....

Telephone.....

Fax

Contact person for matters pertaining to Joint Venture Participation Goal requirements:



.....
3.3(a) Name of Firm
Postal Address.....
Physical Address.....
Telephone.....

Fax

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

1. **BRIEF DESCRIPTION OF THE ROLES OF THE AFFIRMABLE JOINT VENTURE PARTNERS IN THE JOINT VENTURE**

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

5. **OWNERSHIP OF THE JOINT VENTURE**

a) Affirmable Joint Venture Partner ownership percentage(s)%

b) Non-Affirmable Joint Venture Partner ownership percentage(s)%

c) Affirmable Joint Venture Partner percentages in respect of: *

(i)

Profit and loss sharing

(ii)

Initial capital contribution in Rands

.....

.....

(*Brief descriptions and further particulars should be provided to clarify percentages).

(iii)

Anticipated on-going capital contributions in Rands



-
-
- (iv) Contributions of equipment (specify types, quality, and quantities of equipment) to be provided by each partner.
-
-
-

5. RECENT CONTRACTS EXECUTED BY PARTNERS IN THEIR OWN RIGHT AS PRIME CONTRACTORS OR AS PARTNERS IN OTHER JOINT VENTURES

	NON-AFFIRMABLE JOINT VENTURE PARTNERS	PARTNER NAME
a)		
b)		
c)		
d)		
e)		

	AFFIRMABLE JOINT VENTURE PARTNERS	PARTNER NAME
a)		
b)		
c)		
d)		
e)		

7. CONTROL AND PARTICIPATION IN THE JOINT VENTURE

(Identify by name and firm those individuals who are, or will be, responsible for, and have authority to engage in the relevant management functions and policy and decision making, indicating any limitations in their authority e.g., co-signature requirements and Rand limits).

- (a) Joint Venture cheque signing
-
-
-

- (b) Authority to enter into contracts on behalf of the Joint Venture



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

(c) Signing, co-signing and/or collateralising of loans

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

(d) Acquisition of lines of credit

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

(e) Acquisition of performance bonds

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

(f) Negotiating and signing labour agreements

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

8. MANAGEMENT OF CONTRACT PERFORMANCE

(Fill in the name and firm of the responsible person).

(a) Supervision of field operations.....

(b) Major purchasing.....

(c) Estimating

(d) Technical management

9. MANAGEMENT AND CONTROL OF JOINT VENTURE



(a) Identify the “managing partner”, if any,

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

(b) What authority does each partner have to commit or obligate the other to financial institutions, insurance companies, suppliers, subcontractors and/or other parties participating in the execution of the contemplated works?

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

(c) Describe the management structure for the Joint Venture’s work under the contract

MANAGEMENT FUNCTION / DESIGNATION	NAME	PARTNER*

(Fill in “ex Affirmable Joint-Venture Partner” or “ex non-Affirmable Joint-Venture Partner”.

10. PERSONNEL

(a) State the approximate number of operative personnel (by trade/function/discipline) needed to perform the Joint Venture work under the Contract.



TRADE/FUNCTION/ DISCIPLINE	NUMBER EX AFFIRMABLE JOINT VENTURE PARTNERS	NUMBER EX NON- AFFIRMABLE JOINT VENTURE PARTNERS

(Fill in “ex Affirmable Joint-Venture Partner” or “ex non-Affirmable Joint-Venture Partner”).

(b) Number of operative personnel to be employed on the Contract who are currently in the employ of partners.

(I) Number currently employed by Affirmable Joint Venture Partners

.....

(ii) Number currently employed by the Joint Venture

.....

(a) Number of operative personnel who are not currently in the employ of the respective partner and will be engaged on the project by the Joint Venture

.....

(d) Name of individual(s) who will be responsible for hiring Joint Venture employees

.....

.....

(e) Name of partner who will be responsible for the preparation of Joint Venture payrolls

.....

11. CONTROL AND STRUCTURE OF THE JOINT VENTURE

Briefly describe the manner in which the Joint Venture is structured and controlled.

.....

.....

.....

The undersigned warrants that he/she is duly authorised to sign this Joint Venture Disclosure Form and affirms that the foregoing statements are true and correct and include all material information necessary to identify and explain the terms and operations of the Joint Venture and the intended participation of each partner in the undertaking.



The undersigned further covenants and agrees to provide the Employer with complete and accurate information regarding actual Joint Venture work and the payment therefore, and any proposed changes in any provisions of the Joint Venture agreement, and to permit the audit and examination of the books, records and files of the Joint Venture, or those of each partner relevant to the Joint Venture, by duly authorised representatives of the Employer.

Signature.....

Duly authorized to sign on behalf of

Name

Address.....

Telephone

Date

Signature.....

Duly authorized to sign on behalf of

Name

Address.....

Telephone

Date

Signature.....

Duly authorized to sign on behalf of

Name

Address.....

Telephone

Date

