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**CLOSING DATE AND TIME OF THE PROPOSAL:**

**31 JANUARY 2022 AT 11:00 AM**

**COMPULSORY VENDOR BRIEFING SESSION WILL BE HELD AS FOLLOWS:**

The briefing meeting will be held virtually on the MS Teams platform. The interested parties are requested to submit an email request to attend the **compulsory briefing meeting** to [imothoane@samsa.org.za](mailto:imothoane@samsa.org.za). Failure to do so will disqualify the bidders.

The meeting will take place on **21 January 2022 @ 10:00 AM** at via Teams. The link will be share with all interest bidders who have submitted their request to attend briefing session.

**VALIDITY PERIOD OF THE PROPOSAL:**

120 DAYS

**SOUTH AFRICAN MARITIME SAFETY AUTHORITY**

**SUPPLY CHAIN MANAGEMENT**

**ENQUIRIES**

**ALL ENQUIRIES MUST BE DIRECTED TO:**

Mr I Mothoane & Ms J Chilopo via email: [imothoane@samsa.org.za](mailto:imothoane@samsa.org.za) and [jchilopo@samsa.org.za](mailto:jchilopo@samsa.org.za) or 012 366 2600

**REQUEST FOR PROPOSALS**

<b>YOU ARE HEREBY INVITED TO SUBMIT A BID TO MEET THE REQUIREMENT OF SAMSA</b>	
<b>BID NUMBER:</b>	<b>BCC/02/2021</b>
<b>CLOSING DATE:</b>	31 January 2022
<b>CLOSING TIME:</b>	11: 00 am
<b>COMPULSORY BRIEFING SESSION</b>	Date: 21 January 2022 at 10:00
<b>CLOSING DATE FOR TENDER ENQUIRIES</b>	Date: 24 January 2022 All enquiries must be directed to <a href="mailto:imothoane@samsa.org.za">imothoane@samsa.org.za</a> & <a href="mailto:jchilopo@samsa.org.za">jchilopo@samsa.org.za</a>
<b>PERIODS FOR WHICH BIDS ARE REQUIRED TO REMAIN OPEN FOR ACCEPTANCE</b>	120 days (i.e. Submission must be valid for 120 days after the closing date).
<b>DESCRIPTION OF BID</b>	<b>THE APPOINTMENT OF A SERVICE PROVIDER PROVIDE THE REQUIRED PRODUCTS AND/OR SERVICES AS PER THE ANNEXURE(S) FOR THE INTERIM INCIDENT MANAGEMENT ORGANISATION OF SOUTH AFRICA, FUNDED BY THE BENGUELA CURRENT CONVENTION (BCC)</b>
<b>BID DOCUMENTS DELIVERY ADDRESS</b>	SAMSA Head Office 146 Lunnon Road Cnr Lunnon Road & Cnr Lunnon Road Hillcrest Pretoria 0183
<b>NAME OF BIDDER</b>	
<b>CONTRACT PERSON</b>	
<b>EMAIL ADDRESS</b>	
<b>TELEPHONE NUMBER</b>	
<b>FAX NUMBER</b>	
<b>BIDDER'S SIGNATURE</b>	

## Terms of Reference

**Provide the required Products and/or Services as per the annexure(s) for the Interim Incident Management Organisation of South Africa, funded by the Benguela Current Convention (BCC)**

### 1. BACKGROUND

The Benguela Current Convention (BCC) is a multi-sectoral organisation established by Angola, Namibia and South Africa to promote regional collaboration for integrated management, sustainable development and protection of the marine environment, using an ecosystem approach to ocean governance in the Benguela Current Large Marine Ecosystem (BCLME).

The BCC is the first inter-governmental Convention in the world to be based on the Large Marine Ecosystem (LME) concept of ocean governance – a move towards managing transboundary resources at the larger ecosystem level (rather than at the national level) and balancing human needs with conservation imperatives. The vision and objectives of the BCC are pursued through the implementation of a Strategic Action Programme (SAP).

Pollution is considered to be a serious threat to the BCLME and is one of eight thematic areas in the SAP. The reason for this is that marine pollution in the BCLME is increasing due to, among others, coastal zone urbanization, expanding shipping and offshore drilling and mining activities.

The three countries are all involved in offshore petroleum exploration and production activities, whilst they also experience extensive maritime transport activities along their coasts. Furthermore, Namibia and South Africa are involved in offshore mining with vessels carrying significant quantities of oil.

This ever-increasing use of the ocean space leads to increased risk of accidents that could result in marine pollution, especially from oil spills.

Whilst the risk of a transboundary oil spill is relatively low, there are shared biodiversity hotspots that could be affected by a large oil spill. These are the mouth of the Orange River at the border between South Africa and Namibia and the mouth of the Kunene River at the border between Namibia and Angola. Both areas are particularly environmentally sensitive on account of their rich biodiversity and location on the arid southwest coast of Africa.

The South African Departments of Transport (DoT), Forestry, Fisheries and the Environment (DFFE), and the Mineral Resources and Energy (DMRE) and the South African Maritime Safety Authority (SAMSA) participate in most activities of the BCC that is arranged for Angola and Namibia.

The BCC has made funding available for the execution of an agreed to list of activities of the Interim Incident Management Organisation (IMOrg), noting that, amongst others, DoT, DFFE, DMRE and SAMSA are members of the Interim IMOrg.

### 2. SPECIFIC OBJECTIVES

The specific objective of the Interim IMOrg is joint Industry-Government emergency response drills which would prepare the country should there be an oil spill offshore. In order to address this, the Incident Management System (IMS) was chosen as the preferred response model. The IMS provides for a coordinated, effective and efficient management system allowing for the response objectives and priorities to be accomplished through the effective and efficient use and deployment of the available resources, both human and equipment, for all types of incidents including marine pollution.

The execution of the agreed to list of activities would enhance the effectiveness of the response drills and the response to an oil spill incident.

The successful Bidder is to supply all the items listed in **Annex A**.

### 3. DUTIES/RESPONSIBILITIES/TASKS

Successful Bidder is to deliver on the specification as contained in **Annex A**.

#### 4. EXPECTED DELIVERABLES

The deliverable for the successful Bidder is to supply all the items listed in **Annex A** within the specified time period.

#### 5. COMPETENCY AND SKILLS REQUIRED

BCC seeks the services of a professional and competent firm with at least 5 years' experience to execute the requirements as listed in **Annex A**.

#### 6. TIMEFRAME

The Bidder should clearly indicate that they would be able to meet the timeframe given in **Annex A, Section 5** as this will serve as one of the criteria for evaluation.

#### 7. ADDITIONAL INFORMATION

##### 7.1. Evaluation of tenders

(a) The contract will be awarded to the qualifying Bidders as per the following criteria:

- (i) Responsive/compliant/acceptable
- (ii) Delivery Period, and
- (iii) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the tender proposal. In this regard, the respective weight of the proposals are as follows:
  - a. Technical Criteria weight is **70%**
  - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	100
(a) Proven knowledge and understanding of the supply and delivery of the required activities as per <b>Annex A</b> .		20%
(b) Proven work experience of the Bidders Team in supplying and delivering the required activities as per <b>Annex A</b> .		20%
(c) Response to the ToR and comprehensiveness of the Bid		20%
(d) Previously disadvantaged individual/ entities		10%
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30%
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

### **8.1. Modification of terms**

The BCC reserves the right to add, modify or omit certain portions of the tender scope at any time at its sole discretion. This includes the right to cancel this tender at any time prior to entering into a contract with the successful bidder.

### **8.2. Tender award**

The contract will be awarded to a successful bidder within ten (10) days of closing of this tender and the successful bidder will supply and deliver the required Products and/or Services within the timeframe given in **Annex A, Section 5**.

### **8.3. Prime contractor relationship**

The BCC will enter into a contract with only one successful bidder.

### **8.4. Confidentiality**

- (a) Tenders submitted will not be revealed to any other bidders.
- (b) The BCC reserves the right to seek clarification or verification of any information contained in the tenders.
- (c) All information pertaining to BCC obtained by the bidder as a result of participation in this tender is confidential and must not be disclosed without written authorisation from BCC.

### **8.5. Ownership of data**

All tenders, including any supporting documents and or training materials or any other documentation with reference to this tender, submitted to the BCC becomes the property of BCC.

Any data of whatever nature resulting from the provision of the Products and/or Services shall be the property of BCC and may be used by BCC without restriction.

## **9. FORMAL, COMPULSORY BRIEFING SESSION**

### **Note:**

- (a) A formal, compulsory briefing session will be held via Teams on the 21<sup>st</sup> January 2021 at 10H00am.
- (b) No bids will be accepted from any company **that did not** attend the briefing session.
- (c) The contact person for any other technical and related information is given in **Annex A, Section 6**.

## **10. SUBMISSION OF PROPOSALS/BIDS**

The deadline for the submission of tenders is provided in **Annex A**.

The Proposal shall comprise the following documents in electronic copies:

- (a) Technical Component
- (b) Financial Component

The Proposal shall be emailed to the email address as contained in **Annex A**.

The Financial Proposal should remain **valid for 90 (ninety) days** from the tender closing date.

The BCC may decide to reserve the right to annul the tendering process and not award the contracts.

## **ANNEX A - SCOPE OF WORKS**

1. Bidders must address all the requirements which appear in **Annex A**.

### **2. Understanding of the Deliverables**

A detailed proposal indicating a clear understanding of the Terms of Reference and the methodology to be applied will be required.

### **3. Technical Requirements**

Experienced and competent firms interested in this assignment should submit the following:

- (a) A one-page letter of introduction identifying the bidder and signed by the person(s) authorised to bind the bidder to statements made in the proposal;
- (b) A concise proposal indicating the approach and timeline for the assignment in a work plan format. The work plan for the Products and/or Services as per **Annex A** must indicate the expected timeline for deliverables/milestones;
- (c) Complete CVs of all qualified and experienced staff/consultants that will engage in the assignment, certified qualifications and other documentation in support of the CVs;
- (d) A Profile of the Company / Consultancy Firm / Consortium / Individual;
- (e) All bidders are required to clearly state the name of the Primary Party with whom the BCC Secretariat will enter into an Agreement. In the event of a consortium, or group of companies jointly delivering a response, full details are required of each of the legal entities involved;
- (f) Description of role or element of the proposal to be fulfilled by any third-party and the full contact details of any third parties involved in the proposal (if applicable).

### **4. References**

- (a) A record of previous similar assignments undertaken by the bidder.
- (b) Bidders must provide a minimum of three (3) clients (names, addresses and telephone numbers) who may be contacted for references in connection with the scope of work.
- (c) The references should be current, stipulate the nature of work undertaken, the financial value of the Products and/or Services offered and where the work was executed.
- (d) The BCC reserves the right to undertake a full background check on all references submitted prior to awarding the contract.

## **ANNEX B - FINANCIAL PROPOSAL**

Bidders must address all the requirements which appear in **Annex B**.

### **1. Schedule of costs/financial proposal**

The schedule must take the following format:

- (a) All costs must be quoted in South African Rand (ZAR).
- (b) The total cost of the proposal (best and final offer).
- (c) All prices must be quoted including VAT, where applicable.
- (d) A breakdown of the pricing and cost components for the Products and/or Services set out in this invitation to tender should be in line with the given timelines.

### **2. General Information**

- (a) Bidders are solely responsible for their own costs in preparing the tender submission.
- (b) Payments for all Products and/or Services (professional fees and reimbursements) covered by this project shall be made within 30 (thirty) days subject to receipt of appropriate invoices, the satisfactory completion of work, and adherence to BCC policies.

- (c) The BCC shall not be liable for any losses, damages, costs, charges or expenses caused by defects or damage to the service provider's equipment and supplies.
- (d) The BCC may decide to reserve the right to add, modify or omit certain portions of the proposal.

## Scope of Works

### Arrange, facilitate, and report on Incident Management System (IMS) 100, 200 and 300 Training and a Full-Scale Joint Industry-Government Oil Spill Response Deployment Exercise in South Africa

#### 1. Products and/or Services required

- 1.1. Arrange and conduct industry best practice interactive IMS 100, IMS, 200 and IMS 300 face-to-face training to international training standards (International Maritime Organization (IMO)) for the number of persons as indicated in **Section 2** below, and the issuing of related certificates. This includes the provision of a suitable venue, equipment, and catering. The training should be done back-to-back with the full-scale exercise referred to below.
- 1.2. Arrange, facilitate and report on a Full-Scale Joint Industry-Government Oil Spill Response Deployment Exercise in South Africa, using the Incident Management System (IMS) and the Incident Management (IM) Structure as the response model involving the number of participants as indicated in **Section 2** below.
- 1.3. Appropriate branded memorabilia for all participants.

#### 2. Schedule of requirements

Item	Quantity	Description
1.	<b>50 Persons</b>	Arrange and conduct IMS 100 training and issue related certificates
2.	<b>50 Persons</b>	Arrange and conduct IMS 200 training and issue related certificates
3.	<b>50 Persons</b>	Arrange and conduct IMS 300 training and issue related certificates
4.	<b>1 Group</b>	Arrange, facilitate, and report on a Full-Scale Oil Spill Response Deployment Exercise in South Africa, using the South African Incident Management (IM) Structure ( <b>Appendix 2</b> ) as the response model involving <b>100 participants</b>
5.	<b>100</b>	Branded memorabilia for all participants

#### 3. Detailed Description and/or Specification(s)

##### 3.1. Background information

##### 3.1.1. Aims and Objective

The objective is two-fold:

- (a) The training of the number of personnel, as indicated in **Section 2** above, in IMS 100, IMS 200 and IMS 300 training is aimed at introducing the principles of IMS relating to marine offshore oil spill incidents for them to fully understand the organisational roles and responsibilities of the IMS and to apply it in practice during a simulated marine oil spill incident.
- (b) To assist the Interim Incident Management Organisation (IMOrg) to fulfil one of its tasks; to stage a full-scale, Joint Industry-Government Oil Spill Response Deployment Exercise in South Africa, using the IMS and IM Structure as the method of response, involving the number of participants indicated at **Section 2** above. The aim of the joint exercise is to facilitate a coordinated response by the RSA Government and the Petroleum Industry for a **Tier 3 response**.

This is to prepare South Africa to respond appropriately should oil spill incidents take place offshore in South African waters and/or transboundary with its neighbouring countries.

##### 3.1.2. Language

Both the training and exercise need to be conducted in English.



### 3.2. **IMS Training**

#### 3.2.1. IMS 100

The course is to describe IMS features and principles, organisational structure, the Incident Action Plan, Span of Control, and common responsibilities.

This course will give the trainee the knowledge and understanding in the following areas:

- IMS overview and applications, features and organisational principles
- Incident Commander, Command- and General Staff functions including positions and responsibilities
- Planning, facilities, and functions including the Incident Action Plan (IAP)
- The role of Unified Command (UC)

#### 3.2.2. IMS 200

The course is to enable the trainee to operate effectively during an incident within the management system.

This course will give the trainee the knowledge and understanding in the following areas:

- Leadership and management
- Delegation of authority and management by objectives
- Functional areas and positions
- Briefings
- Organisational flexibility and unity of command
- Manageable span of control
- Transfer of command

#### 3.2.3. IMS 300

This course is to give the trainee the knowledge and understanding of an intermediate IMS for Expanding Incidents:

- ICS staffing and organisation: include reporting and working relationships and information flow.
- Transfer of command
- Unified command functions in a multi-jurisdictional or multi-agency incident
- ICS forms
- Resource management
- Interagency mission planning and procurement

#### 3.2.4. Venue & Equipment

The successful Bidder would be responsible to arrange a suitable venue, catering and a facilitator for the training.

### 3.3. **Full-scale Exercise**

3.3.1. The successful Bidder is to arrange and facilitate IMS100, IMS200 & IMS300 training and a 2-day full-scale Joint Industry-Government marine Oil Spill Response Deployment Exercise **in Cape Town**, South Africa, using the IMS and IM Structure as the method of response. The intention is to test the National Oil Spill Contingency Plan (NOSCP) and thereby further deepen the understanding of the roles and responsibilities of various stakeholders and entities in preparing for and responding to oil spills. This will be achieved by testing the IMS structure contained within the NOSCP.

#### 3.3.2. Description of a full-scale exercise (8-48-hour period)

Full-scale exercises are typically the most complex and resource-intensive type of exercise. They may involve multiple agencies, organisations, and jurisdictions, and can validate many facets of preparedness.

These exercises may be held to test plans and procedures across the breadth of an organisation's crisis, emergency response and oil spill contingency arrangements. They can involve national capability and regional or international support, i.e. trans-boundary response issues. They often include many players operating under cooperative incident management systems.

In a full-scale exercise, an exercise scenario with injects (event updates) drives activity at the operational level. Full-scale exercises are usually conducted in a real-time, stressful environment that is intended to mirror a real incident. Personnel and resources may be mobilized and deployed.

The full-scale exercise simulates reality by presenting complex and realistic problems that require critical thinking, rapid problem solving and effective responses by trained personnel. The level of support needed to prepare for, and conduct, a full-scale exercise is greater than that needed for other types of exercise. The exercise site is usually large and site logistics require close monitoring. Safety issues, particularly regarding the use of oil spill combating equipment, must be monitored.

Throughout the duration of the exercise, a number of activities can occur simultaneously. The guiding principles introduced in this document should be borne in mind when considering the inclusion of a full-scale exercise within a programme. Care should be taken not to tackle complex exercises until personnel are sufficiently experienced and competent.

Furthermore, too many activities, locations and participants can overcomplicate an exercise and may be detrimental. A full-scale exercise is usually considered as suitable for the culmination of an exercise programme's cycle or a tool for mature organisations to periodically verify overall response capability.

### 3.3.3. Objectives

The specific objectives of the exercise will have to be defined in conjunction with the South African authorities, but would include the following:

- (a) Test a marine oil spill incident from a vessel at sea
- (b) Verify Incident Commander and all other Functions' competency and capability to respond, activate and effectively manage the agreed to scenario across relevant Government Institutions and Industry.
- (c) Test the alert and escalation reporting procedures as identified in the NOSCP.
- (d) Test the establishment of the Incident Management (IM) Structure as per the NOSCP and the use of the IMS- Manual and Handbook.
- (e) Test the inter co-operational ability of relevant government departments (national and targeted local authorities) with participation from industry as per the NOSCP and must include an element of waste management and wildlife recovery and transfer to a rehabilitation facility.
- (f) Test the availability and activation of response assets for effective deployment.
- (g) Test the engagement of the Public Information Officer and Media Liaison Officer for external communications by way of media response statements and briefings to the general public with timely and verified updates on the emergency response situation.
- (h) Use the Planning P full cycle.

### 3.3.4. The Proposal must, as a minimum, include the following components in the exercise scenario

In planning the deployment exercise scenario as per the requirements listed below, the successful Bidder needs to liaise with the relevant stakeholders, cost accordingly, and include in the Bid that is submitted.

- (a) Search & Rescue operation (MRCC)
- (b) Incident Command Centre activation & IM Structure
- (c) Search & Rescue operation (MRCC)
- (d) SA *Amandla* deployed
- (e) DFFE vessels (red Boats) deployed
- (f) Dispersant spraying – aerial & from a vessel(s)
- (g) Oil boom deployment
- (h) Skimmer operation

- (i) Oiled wildlife recovery (turtles, mammals) on Robben Island
- (j) NOSCP & Local contingency plans activation
- (k) Oil spill mapping
- (l) Sensitivity Atlas
- (m) Aerial surveillance (airplane and/or drone)
- (n) Media involvement
- (o) Salvage representative & resources
- (p) Deployment of human resources amid pandemic (COVID-19)

### 3.3.5. The Incident Management Structure (Organisation)

Refer to **Appendix 1**.

### 3.3.6. South African IM Structure

Refer to **Appendix 2**.

### 3.3.7. National Oil Spill Contingency Plan (NOSCP)

A copy of the South African NOSCP, Vol 1 and Vol 2 will be made available to the successful Bidder.

### 3.3.8. Observers

Provision would have to be made for observers from both South Africa, as well as that of Namibia and Angola.

### 3.3.9. Venue & Equipment

The successful Bidder would be responsible to arrange a suitable venue to set up the Incident Command Post, including break-away rooms for the IC, and the various IM Structure Functions, equipment such as computers, data projectors, public address system, speaker microphones, roving microphones, etc., IMS Toolkits, printing facilities, catering, etc.

### 3.3.10. **Tasks**

- (a) Carry out the advance training and exercise preparatory work, including preparation and tailoring of lectures/modules, all the necessary arrangements to meet the objectives of the exercise, liaison with the relevant stakeholders, and support the South African authorities with the development of the exercise scenario.
- (b) Contribute towards the finalisation of the exercise scenario in conjunction with the IMOrg 5<sup>th</sup> Exercise Small Working Team.
- (c) Liaise with local service providers to partake in the deployment of their oil spill related equipment.
- (d) Provide a facilitator for exercise
- (e) Deliver presentations as well as interactive discussion sessions and group work, as appropriate
- (f) Provide feedback to the participants throughout the exercise to enhance learning and to facilitate the learning process and also identify any gaps in the current national system of spill preparedness and response that need to be further addressed.
- (g) Reporting  
Preparation of a comprehensive feedback report with lessons learnt and areas for improvement as to establish Key Performance Indicators (KPIs) for the next national exercise.

## 4. **Documentation to be included in the Bidder's Offer**

- 4.1. Confirmation of the name of the Primary Party with whom the BCC Secretariat will enter into an Agreement. In the event of a consortium, or group of companies jointly delivering a response, full details are required of each of the legal entities involved.

- 4.2. Proof of knowledge and understanding of the required activities
- 4.2.1. Proof of work experience of the Bidders Team in supplying and delivering the required Product and/or Services as indicated above.
- 4.3. Confirmation of the Validity Period of Tender.

**5. Timeframe**

- 5.1. The training and exercise are to take place on **09-13 May 2022** and the subsequent report must be completed by **13 June 2022**.
- 5.2. The Tender closes at **11H00** on 31 January 2022 and no late bids will be considered.

**6. Location**

- 7. Both the training and exercise are to be held at a suitable venue in **Cape Town**.

## Terms of Reference

### Incident Management Organisation (IMOrg)

#### Purpose

With the tenure of the Operation Phakisa Initiative B1 Working Group (WG) that came to an end in October 2017, it is intended that a National Incident Management Organisation (IMOrg) for marine pollution is established during the course of 2018.

It is recommended that the IMOrg considers and adopts its Terms of Reference (ToR), based on the following.

#### 1. Responsibilities and Objectives

The role of the IMOrg is to:

- 1.1. Ensure delivery of the 3-ft Plan of the Operation Phakisa Initiative B1, taking into account the work that had already been done
- 1.2. Provide co-ordinated advice, recommendations and support to the DoT and SAMSA and the appointed Incident Commander on the following matters:
  - (a) Determine the need to conduct risk assessments of hazardous events or scenarios arising from offshore oil and gas activity, as well as, shipping
  - (b) Ensure the development, approval and maintenance of marine pollution contingency plans required, including designation of roles and responsibilities of IMOrg members' organisations.  
  
This is to include a national Hazardous and Noxious Substance (HNS) Contingency Plan that should address the response to non-oil related incidents, including, amongst others, plastic pellets, as well as other response areas within the domain of international maritime transport. The IMOrg should note that it would have to acquire the services of an adequately competent person on this subject matter and associated Associations seconded to support this.
  - (c) Verify that pollution response equipment is:
    - (i) Available and operational
    - (ii) Maintained and periodically tested for functionality
    - (iii) Accessible at all times
  - (d) Verify personnel are competent to deploy pollution response equipment
  - (e) Liaise with Immigration and SARS (Customs) to ensure that the external contractor response personnel and equipment access to South Africa is expedited during the IM structure activation
  - (f) Establish and maintain the national pollution response equipment inventory
  - (g) Establish and maintain the national training and exercise programmes
  - (h) Participate in South African bilateral, multilateral or regional marine spill contingency plan(s) and related arrangements
  - (i) Attend to any other matters related to marine pollution preparedness and response as required by the DoT / SAMSA legislative mandates.
- 1.3. Assume the role of the Incident Management Response Team (identified members of the IMOrg, or their designated technical representative), under the direction of the Incident Commander, during an actual response to a specific marine pollution incident, including co-ordinating inputs of each IMOrg member to the response and clean-up efforts.

The actual composition of the Incident Management Response Team shall be determined by the requirements of the incident, in accordance with the relevant contingency plan.

Members of the IMOrg would act and fulfil their responsibilities according to their departmental mandate.

#### 1.4. Training and Exercises

1.4.1 Develop and assist DoT / SAMSA with the implementation of an annual programme of training and exercises in marine pollution control and coastal clean-up.

##### 1.4.2 Training

1.4.2.1 Ensure all members of the IMOrg, their respective technical representatives, all members of a Management Response Team for marine pollution and all other responders are trained appropriately. Furthermore, ensure refresher training are undertaken, as and when required.

1.4.2.2 Establish and maintain a database of competent and trained personnel. To include related training that had taken place and recommend additional training to be undertaken, as and when required.

##### 1.4.3 Preparedness through joint drills and exercises

1.4.3.1 Include in the annual exercises schedules:

(a) Joint government-industry exercises, comprising Tabletop exercises, Drills, Functional exercises and Full-scale exercises, as scheduled.

(b) Notification exercises at least every 3 months in order to ensure that the alert procedures of the National Oil Spill Contingency Plan (NOSCP) are understood and followed by all concerned parties.

1.4.3.2 Test the readiness of parties to respond to an oil spill and mobilise equipment on a regular basis. A national activation exercise should be considered at least once every three (3) years, considering the need to have these exercises in the different coastal provinces of South Africa. Each party playing a role in the exercise will bear its own costs. The national activation exercise will be a combination of an incident management exercise and an equipment deployment exercise.

1.4.3.3 Consider any adjustments to the NOSCP following the debriefing after each exercise and drill. The outcomes of such training and exercises shall be used to update and improve the NOSCP and related arrangements.

1.4.4 Ensure that each coastal province has a standing Regional Response Team and where possible, ensure that a Mutual Response Team is on standby to provide support to less resourced provinces.

1.5. Ensure that the Dashboard is updated and available for providing information to stakeholders.

#### 1.6. National Administrative Arrangements

1.6.1 Assist with the development of the National Administrative Arrangements for the use of resources and equipment, including both private sector and government owned equipment and resources, as well as personnel (the DoT, as the policy department, shall act as the facilitator as and when required).

## 2. Members

2.1. The members of the IMOrg comprise the designated representatives of the following bodies, as a minimum:

### National Departments

2.1.1 Department of Environmental Affairs (DEA)

2.1.2 Department of Mineral Resources (DMR)

2.1.3 Department of Transport (DoT)

2.1.4 Department of Cooperative Governance and Traditional Affairs (COGTA)

2.1.5 National Treasury

2.1.6 South African Navy (SA Navy)

2.1.7 South African Police Service (SAPS)

2.1.8 South African Revenue Service (SARS)

**Agencies / Institutions**

- 2.1.9 Coastal Provincial Disaster Management Centres (PDMCs)
- 2.1.10 Government Communication and Information System (GCIS)
- 2.1.11 Petroleum Agency South Africa (PASA)
- 2.1.12 South African Maritime Safety Authority (SAMSA)
- 2.1.13 Strategic Fuel Fund Association (SFF)
- 2.1.14 Transnet National Ports Authority (TNPA)
- 2.1.15 South African International Maritime Institute (SAIMI)

**Industry**

- 2.1.16 Offshore Petroleum Association of South Africa (OPASA)
- 2.1.17 South African Oil and Gas Alliance (SAOGA)
- 2.1.18 South African Petroleum Industry Association (SAPIA)
- 2.1.19 Oil Spill Response companies, such as African Marine Solutions (AMSOL), Oil Spill Response Limited (OSRL), Resolve Marine Group, etc.

**Non-Governmental Organisations (NGOs)**

- 2.1.20 National Sea Rescue Institute (NSRI)
- 2.1.21 P&I Club
- 2.1.22 Southern African Foundation for the Conservation of Coastal Birds (SANCCOB)
- 2.1.23 Any other sector deemed necessary by DoT / SAMSA.
- 2.2. The IMOrg and in carrying out its tasks under these terms of reference, may obtain such outside or other independent professional advice, as it considers necessary to carry out its duties. Any other stakeholder may be requested to attend a meeting with the approval of the Chairperson, in instances where such stakeholder has specific expertise in an area that can assist the IMOrg in its deliberations.
- 2.3. From time to time IMOrg Working Groups (WGs) and/or Task Teams may be formed to work on specific issues as appropriate.
- 2.4. From time to time individuals may be co-opted to provide specific advice and expertise as required.

**3. Functioning of the IMOrg**

- 3.1. The IMOrg reports to the Director-General of Transport.
- 3.2. The IMOrg shall be chaired by a DoT representative, with SAMSA as co-chair
- 3.3. DoT/SAMSA shall act as Secretariat of the IMOrg
- 3.4. DEA shall be the focal point for any communication and liaison with the Delivery Unit (DU) during the Operation Phakisa Phase
- 3.5. Representation at Disaster Management Fora is given at **Annex A**.
- 3.6. Representation at other fora or institutions are to be decided when the need arises
- 3.7. The IMOrg shall convene at least quarterly for routine business, or more if so decided
- 3.8. Fifty percent (50%) of voting members constitute a quorum
- 3.9. All decisions regarding the functioning of the IMOrg are to be made on consensus/majority vote, with the Chair having the casting vote
- 3.10. All parties will bear their own costs when attending meetings
- 3.11. Members may be contacted between meetings for advice should the need arise
- 3.12. The IMOrg shall regulate its own procedure as it thinks fit
- 3.13. Minutes, with an Action List will be recorded by the Secretariat and will be circulated to the IMOrg members for comment within fourteen (14) working days after the meeting

- 3.14. Except under exceptional circumstances, at least twenty (20) working days' notice will be given of a meeting by the Secretariat, or the Chairperson, of a meeting
- 3.15. A written agenda and all relevant documents will be circulated, where possible, one week before scheduled date of every meeting
- 3.16. The IMOrg shall carry out its mandated day to day responsibilities
- 3.17. The IMOrg shall provide the DoT / SAMSA with sound advice and
- 3.18. Members must ensure consistency in attending committee meetings
- 3.19. Members who are unable to attend the meeting(s) are required to tender an apology in time and delegate a representative to attend on their behalf.
- 3.20. Members resigning from their employment are required to notify the Secretariat in writing

#### **4. Review**

The IMOrg's ToR is subject to review, as and when deemed necessary.

#### **5. Annual Report**

The Chair of the IMOrg shall submit quarterly reports to the DoT DG, outlining the activities of the IMOrg and summarising the advice given to the DoT and SAMSA during the previous quarter/period. These reports shall be prepared by the IMOrg Secretariat. The report shall be approved by the IMOrg before submission.

#### **6. Definitions**

##### **6.1. Tabletop exercises**

Table top exercises involve discussion of simulated scenarios by key personnel in an informal setting.

##### **6.2. Drills**

A drill is a coordinated, supervised activity usually employed to validate a specific function or capability in a single organisation or agency.

##### **6.3. Functional exercises**

Functional exercises are designed to validate and evaluate capabilities, multiple functions and/or sub-functions, or interdependent groups of functions.

##### **6.4. Full-scale exercises**

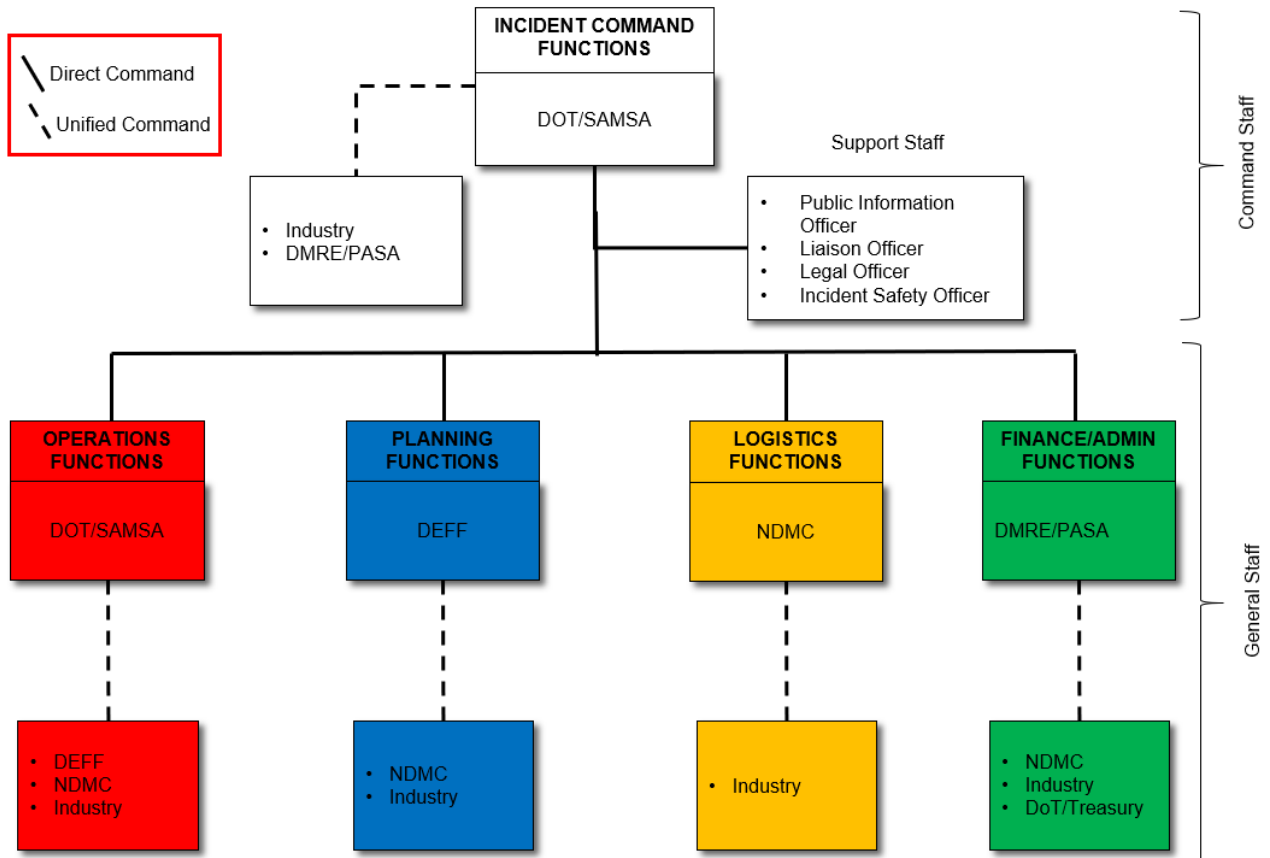
Full-scale exercises are typically the most complex and resource-intensive type of exercise. They may involve multiple agencies, organisations and jurisdictions, and can validate many facets of preparedness.

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### 10.1 Oil and Gas Incident Management Structure

The IM Structure for an Oil and Gas incident response will be based on the structure indicated below, noting that it is scalable and flexible to suit the circumstances.

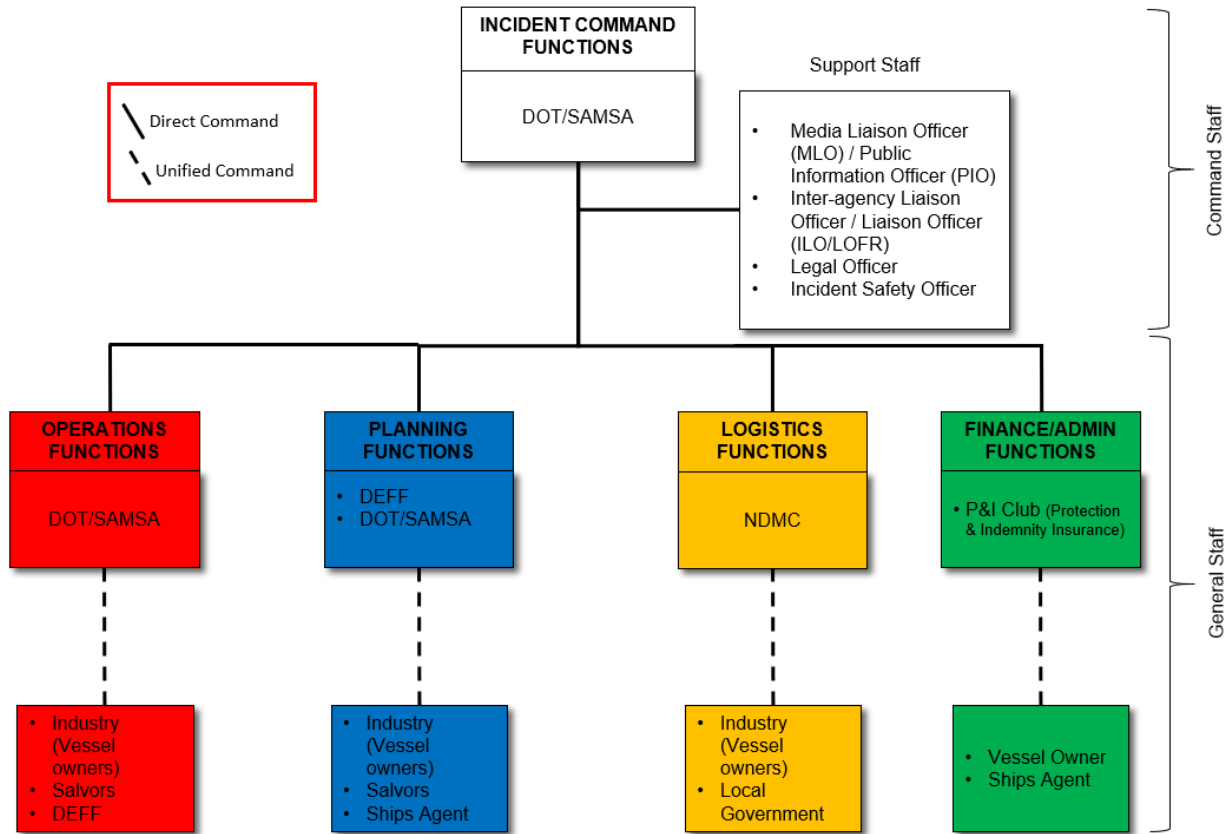


#### Abbreviations

<i>DEFF</i>	<i>Department of Environment, Forestry and Fisheries, now called DFFE: Department of Forestry, Fisheries and the Environment,</i>
<i>DMRE</i>	Department of Mineral Resources and Energy
<i>DoT</i>	Department of Transport
<i>NDMC</i>	National Disaster Management Centre
<i>P&amp;I</i>	Protection & Indemnity
<i>PASA</i>	Petroleum Agency South Africa
<i>SAMSA</i>	South African Maritime Safety Authority

### Shipping Casualty Management Structure

The IM Structure for a shipping casualty will be based on the structure indicated below, noting that it is scalable and flexible to suit the circumstances.



#### Abbreviations

<i>DEFF</i>	<i>Department of Environment, Forestry and Fisheries, now called DFFE: Department of Forestry, Fisheries and the Environment,</i>
<i>DMRE</i>	Department of Mineral Resources and Energy
<i>DoT</i>	Department of Transport
<i>MLO/PIO</i>	Media Liaison Officer /Public Information Officer
<i>P&amp;I</i>	Protection & Indemnity
<i>PASA</i>	Petroleum Agency South Africa
<i>SAMSA</i>	South African Maritime Safety Authority

SCHEDULE OF PRICES – TENDER NUMBER: \_\_\_\_\_ (Please also provide quote on your company letterhead)

NAME of BIDDER: \_\_\_\_\_

TOTAL TENDER PRICE (VAT exclusive): \_\_\_\_\_

Note that all bidders **MUST** use this template for pricing. If a bidder makes any changes on the product, description or quantities will be disqualified for further evaluation.

	Description	Qty	Imported content (Y/N)	Imported content				Local content (e)	Total price (ZAR, Vat Excl.) (f)=(d)+(e)
				(a) Unit Price (Foreign)	(b) Total Price (Foreign)	(c) ROE	(d)=(a)*(b)*(c) Total Price (ZAR, Vat Excl.)	Unit Price (ZAR, Vat Excl.)	
1.	Arrange and conduct IMS100 training and issue related certificates	50							
1.1.	IMS100 Training								
1.2.	Suitable Venue								
1.3.	Catering								
1.4.	Training material, including access to computers, internet access, data projectors, projector screens, etc.								
1.5.	Training Certificates								
	<b>Subtotal 1</b>								

	Description	Qty	Imported content (Y/N)	Imported content				Local content (e)	Total price (ZAR, Vat Excl) (f)=(d)+(e)
				(a) Unit Price (Foreign)	(b) Total Price (Foreign)	(c) ROE	(d)=(a)*(b)*(c) Total Price (ZAR, Vat Excl)	Unit Price (ZAR, Vat Excl)	
<b>2.</b>	<b>Arrange and conduct IMS200 training and issue related certificates</b>	<b>50</b>							
2.1.	IMS200 Training								
2.2.	Suitable Venue								
2.3.	Catering								
2.4.	Training material, including access to computers, internet access, data projectors, projector screens, etc.								
2.5.	Facilitator								
2.6.	Training Certificates								
	<b>Subtotal 2</b>								
<b>3.</b>	<b>Arrange and conduct IMS300 training and issue related certificates</b>	<b>50</b>							
3.1.	IMS300 Training								
3.2.	Suitable Venue								
3.3.	Catering								
3.4.	Training material, including access to computers, internet access, data projectors, projector screens, etc.								
3.5.	Facilitator								

	Description	Qty	Imported content (Y/N)	Imported content				Local content (e)	Total price (ZAR, Vat Excl) (f)=(d)+(e)
				(a) Unit Price (Foreign)	(b) Total Price (Foreign)	(c) ROE	(d)=(a)*(b)*(c) Total Price (ZAR, Vat Excl)	Unit Price (ZAR, Vat Excl)	
3.6.	Training Certificates								
	<b>Subtotal 3</b>								
	<b>TOTAL 1 (Subtotals 1, 2 &amp; 3)</b>								
<b>4.</b>	<b>Full-Scale Oil Spill Response Deployment Exercise</b>	<b>100</b>							
4.1.	Suitable Venue								
4.2.	Facilitator(s)								
4.3.	Catering								
4.4.	Public Address System								
4.5.	IMS Handbooks								
4.6.	Toolkits relevant for the Exercise, including copies of all the required IMS Forms								
4.7.	Exercise material, including access to computers, internet access, data projectors, projector screens, voice communication, etc.								
4.8.	Cost associated with the deployment exercise as contained in <b>Section 3.3.4 of Annex A</b>								

	Description	Qty	Imported content (Y/N)	Imported content				Local content (e)	Total price (ZAR, Vat Excl) (f)=(d)+(e)
				(a) Unit Price (Foreign)	(b) Total Price (Foreign)	(c) ROE	(d)=(a)*(b)*(c) Total Price (ZAR, Vat Excl)	Unit Price (ZAR, Vat Excl)	
4.9.	Memorabilia								
	<b>Subtotal 4</b>								
	<b>TOTAL 2 (Subtotal 4)</b>								
<b>5.</b>	<b>Training &amp; Exercise Report</b>	<b>1</b>							
5.1.	Training & Exercise Report (electronic version)								
	<b>Subtotal 5</b>								
	<b>TOTAL 3 (Subtotal 5)</b>								
	<b>GRAND TOTAL (All items), excluding VAT</b>								

**Note:**

1. The above is a summary of the overall quantities and prices only. It is expected that Bidders shall submit separate, detailed quantities and prices of all items offered to enable SAMSA to evaluate the bid.
2. The totals of the detailed costs are to correspond to the totals given above.
3. BCC may decide to accept all, or only part of the quantity as indicated above.