



**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 **19 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/01/2021</b>
<b>CLOSING DATE:</b>	31 JANUARY 2022
<b>CLOSING TIME:</b>	11: 00 am
<b>COMPULSORY BRIEFING SESSION</b>	Date: 19 January 2022 at 10:00 am
<b>CLOSING DATE &amp; TIME 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 FOR PROVISION 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 **Ms Teams** on the **19<sup>th</sup> January 2022** at **10H00 am**.
- (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 120 (Hundred & twenty) 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

### Provide complete Incident Management System Toolkits to be used during marine Oil Spill Response Exercises and Incidents

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

Provide and deliver Incident Management System (IMS) related Toolkits as described below.

The IMS Toolkit is to assist those concerned with responding to emergencies during an oil spill incident, exercises and or training.

#### 2. Schedule of requirements

Item	Quantity	Description
1.	<b>5 Sets</b>	Portable IMS Toolkits comprising a minimum of five (5) boxes, one for each function, and each function box to be complete as per the list of contents indicated at <b>Section 3.1</b> below
2.	<b>1</b>	Delivery as per <b>Section 6</b> below

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

##### 3.1. Toolkit Content

An IMS Toolkit to consist of the following:

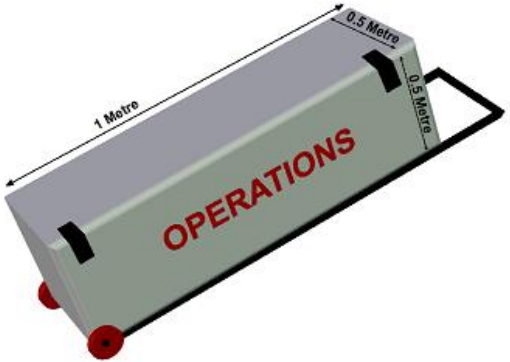
	Description	Minimum Quantity per Toolkit Box				
		Command	Operations	Planning	Logistics	Admin & Finance
(a)	Portable Toolkit box (storage), with wheels and retractable handle. One for each function. The boxes should be large enough to contain all the relevant equipment and small enough to be transported to the incident location. Retractable handles and wheels are recommended for easy transportation.  Each box must be lockable, waterproof when closed and secured and made of a fire-resistant material.  The box is to hold all the Equipment needed for the specific Function and each box must be legibly labelled on two sides with the name of the relevant Function.	1	1	1	1	1
(b)	Bibs/Reflector vests/Tabards. <b>Note:</b> The colour should match that of the internationally accepted colour for IMS					
(i)	Colour: White for Command	10				
(ii)	Colour: Red for Operations		15			





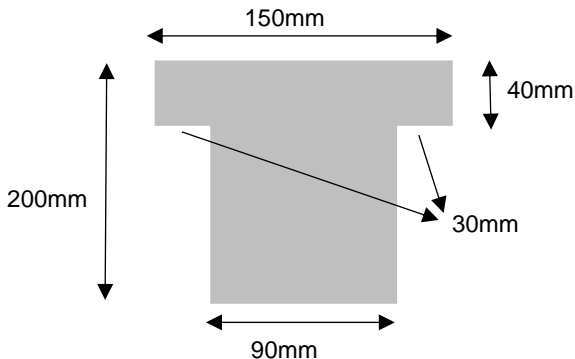
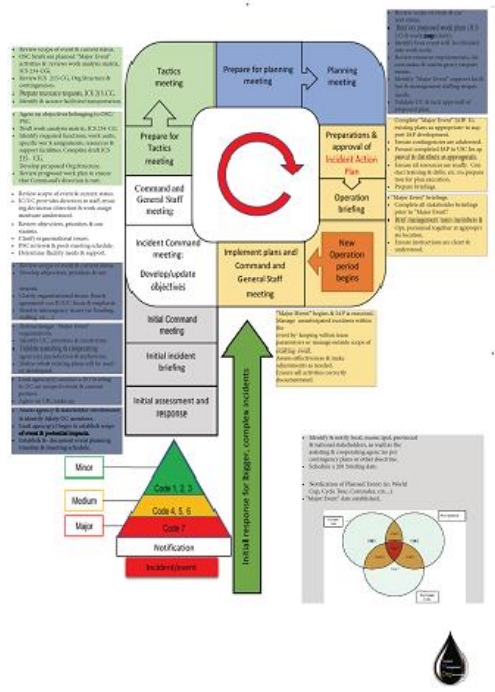
	Description	Minimum Quantity per Toolkit Box				
		Command	Operations	Planning	Logistics	Admin & Finance
(iii)	Colour: Blue for Planning			15		
(iv)	Colour: Yellow for Logistics				15	
(v)	Colour: Green for Admin & Finance					15
(vi)	Colour: Purple for Observers	10				
(c)	T-Card rack				2	
(d)	T-Cards				100	
(e)	Planning P posters (A0)				1	
(f)	Update Notice Boards (A0)				2	
(g)	Objective Boards (A0)				1	
(h)	Meeting Agenda (A1)			1		
(i)	Resource status board (A0)		1			
(j)	IMS chart (A0)	1		1		
(k)	IM Structure (A0) – With text			1		
(l)	IM Structure (A0) - Blank			1		
(m)	Meeting Board (A0)				1	
(n)	IMS forms (A4) - Total number of individual IMS forms are <b>20</b>	20 of each form	20 of each form	20 of each form	20 of each form	20 of each form
(o)	IMS Manual (A4)	10	10	10	10	10
(p)	IMS Handbook (A5), waterproof pages	10	10	10	10	10
(q)	National Oil Spill Contingency Plan (NOSCP) Vol 1, Vol 2 and all Annexures and Appendices (A4) (Latest version)	2	2	2	2	2
(r)	National Oiled Marine Wildlife Preparedness and Response Contingency Plan (NOWPRCP) and all Annexures (A4) (Latest version)	2	2	2	2	2
(s)	USB Flash Drive (minimum capacity 8GB) containing pdf files of all documents and IMS forms	5	5	5	5	5
(t)	Portable colour printer				1	

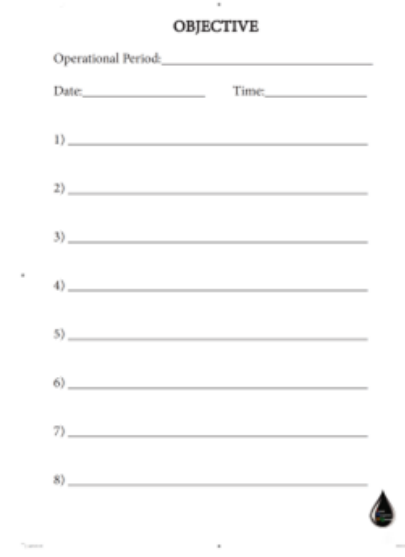
	Description	Minimum Quantity per Toolkit Box				
		Command	Operations	Planning	Logistics	Admin & Finance
(u)	Non - Reflective Board for Interactive System (Optional)				1	
(v)	Waterproof Dry Bag	1	1	1	1	1
(w)	Parrot interactive white board system (Optional)				1	
(x)	Projector screen (Optional)				1	
(y)	Portable Data Projector (Optional)				1	

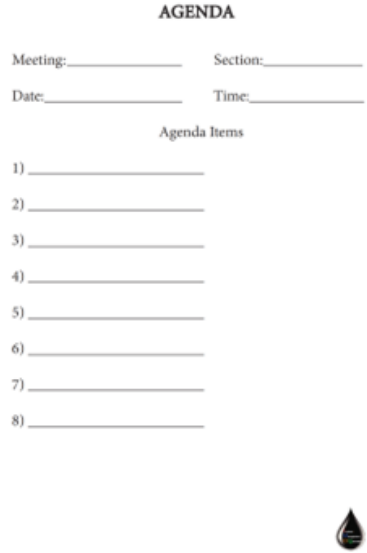

3.2. Specification

	Item	Specification	Image
(a)	<p>Each Toolkit box (storage) has to be strong and durable, lockable, waterproof when closed and secured, made of a light-weight, fire-resistant material, portable and stackable with wheels and retractable handle.</p>	<p>Made from high density polyethylene (HDPE) plastic.</p> <p>Each Box to have a minimum of 2 clip-to-close clips and be able to be locked with separate locks.</p> <p>The Boxes must each be of the following colours and clearly labelled on 2 sides to identify the five functions of the IM Structure:</p> <ol style="list-style-type: none"> <li>1) White (Command)</li> <li>2) Red (Operations)</li> <li>3) Blue (Planning)</li> <li>4) Yellow (Logistics)</li> <li>5) Green (Admin &amp; Finance)</li> </ol>	

	Item	Specification	Image
(b)	Polyester Bibs/Reflector vests/Tabards, sleeveless, with clear front and rear pockets	<p>Durable, washable, colour-fast, non-fading, polyester reflector tabard easy to wear and light in weight. To comply with the relevant SANS Standard.</p> <p>To be fitted with Velcro fasteners to allow for all-fit sizes. Each vest to be fitted with a clear pocket in the front and rear of the vest. A5 inserts would then be place in these pockets, depicting the relevant roles and position in the IM Structure, as required.</p> <p>The following colours are required:</p> <ol style="list-style-type: none"> <li>1) White (for Command)</li> <li>2) Red (for Operations)</li> <li>3) Blue( for Planning)</li> <li>4) Yellow (for Logistics)</li> <li>5) Green (for Admin &amp; Finance)</li> <li>6) Purple (for Observers)</li> </ol>	
(c)	T-Card rack, fitted in portable weather proof kit bag	<p>T-Card rack to be made of durable, flexible and foldable material for easy packing – possibly nylon or other durable material. To be able to be hung, or wall-mounted.</p> <p>T-Card rack must be able to folded and be transported. Length approximately 1 metres in width and 1-2 metres length. There must be sufficient slots, equally spaced, both vertically and horizontally positioned, to hold the T-Cards in place with the top length of the t-card exposed. The T-Card rack should be able to be easily unfolded and hung.</p>	

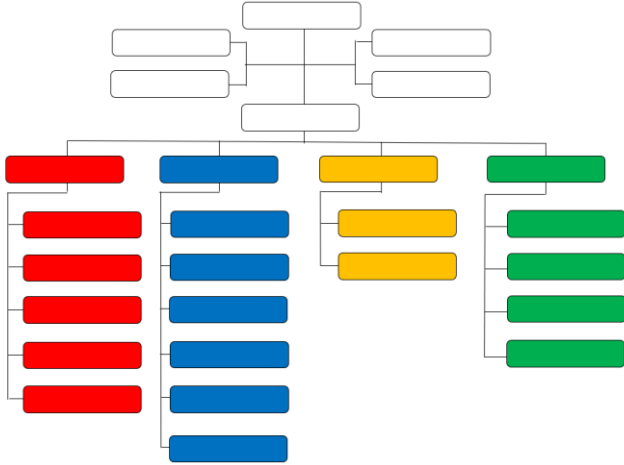
	Item	Specification	Image
(d)	Modular T-Cards, colour coded according to IMS Functions, and text printed on back and front for easy overview all resources	<p>Die cut T-shape resource Status Cards, also known as “T-Cards,” to be used to record and visually display the status and location of resources assigned to the incident.</p> <p>150 x 200mm PRINT both sides</p> <p>White 1 x A4 Bond Proof Printed Black front only on (Matt), 300gsm,</p>	
(e)	Planning P A0 posters	<p>Laminated with the IMS “Planning P” printed.</p> <p>Laminated A0 posters – 1188 x 840 mm</p> <p>Printed full colour front only on Satin, 190g/m<sup>2</sup>, white</p>	

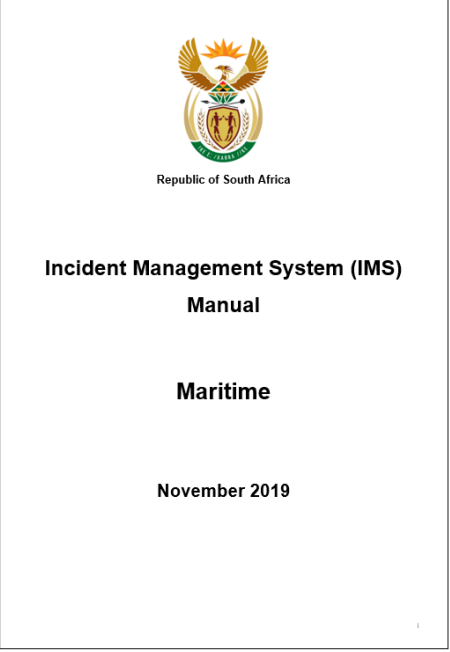
	Item	Specification	Image
(f)	Update Notice Boards (A0), with printed text	White, laminated, easy wipe and clean for writing. Laminated with the IMS "Planning P" printed. A0 posters – 1,188 x 840mm Printed full colour front only on Satin, 190g/m <sup>2</sup> , white	
(g)	Objective Boards (A0) with printed text	White, laminated, printed full colour front only on Satin, 190g/m <sup>2</sup>	
(h)	Meeting Schedule Board (A0) with printed text	White, laminated, printed full colour front only on Satin, 190g/m <sup>2</sup> ,	

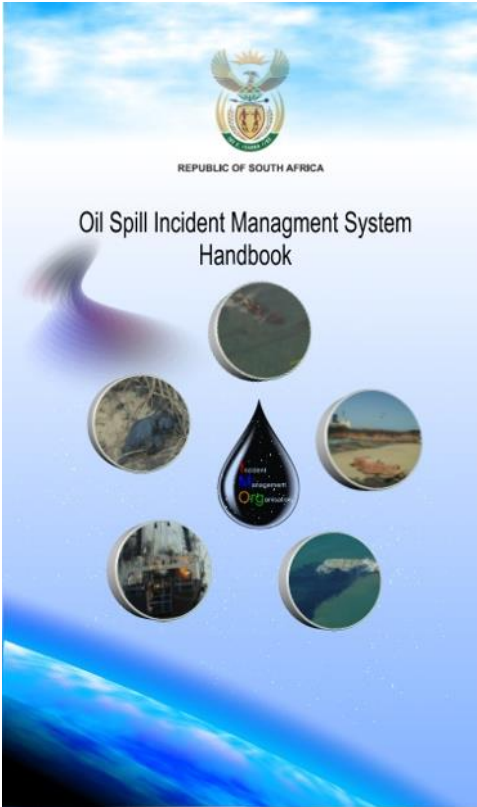
	Item	Specification	Image
(i)	Meeting Agenda (A1) with printed text	White, laminated, printed full colour front only on Satin, 190g/m <sup>2</sup> ,	 <p style="text-align: center;"><b>AGENDA</b></p> <p>Meeting: _____ Section: _____</p> <p>Date: _____ Time: _____</p> <p style="text-align: center;">Agenda Items</p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p>4) _____</p> <p>5) _____</p> <p>6) _____</p> <p>7) _____</p> <p>8) _____</p> 
(j)	Resource status board (A0) with printed text	A0 posters – 1,188 x 840mm Printed full colour front only on Satin, 190gm <sup>2</sup> , white	


	Item	Specification	Image
(k)	IMS chart (A0)	A0 posters – 1,188 x 840 mm Printed full colour front only on Satin, 190g/m <sup>2</sup> , white	<p>The diagram shows the Incident Management System (IMS) structure. At the top is the Incident Command Function, which includes DOT/SAMSA and Support Staff (Public Information Officer, Liaison Officer, Legal Officer, Incident Safety Officer). Below this are four main functional areas: Operations Function (DOT/SAMSA), Planning Function (DEFF), Logistics Function (NDMC), and Finance/Admin Function (DMRE/PASA). Each functional area is supported by personnel from various agencies: DEFF, NDMC, Industry, and DoT/Treasury.</p>
(l)	IM Structure (A0) - With text	A0 posters – 1,188 x 840 mm Printed full colour front only on Satin, 190g/m <sup>2</sup> , white	<p>The diagram shows the Incident Management System (IMS) structure with text descriptions for each function. At the top is the Incident Command Function, which includes Support Staff. Below this are four main functional areas: Operations Function, Planning Function, Logistics Function, and Finance/Admin Function. Each functional area has specific roles and responsibilities:</p> <ul style="list-style-type: none"> <li><b>Operations Function:</b> Identifies, assigns, and supervises the resources need to accomplish the incident objectives; Approves resources orders and demobilisation.</li> <li><b>Planning Function:</b> Develops Incident Action Plan; Tracks resources; Identifies shortage of resources.</li> <li><b>Logistics Function:</b> Orders resources.</li> <li><b>Finance/Admin Function:</b> Procures and pays for resources; Report costs.</li> </ul>

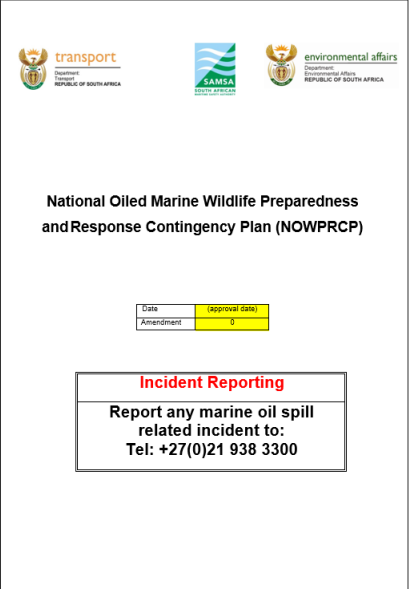


	Item	Specification	Image																																
(m)	IM Structure (A0) - Blank	<p>A0 posters – 1,188 x 840 mm</p> <p>Printed full colour front only on Satin, 190g/m<sup>2</sup>, white</p> <p>A chart with the IM Structure with blank spaces to be populated as required.</p>	 <p>The diagram illustrates a hierarchical structure. At the top is a single white box. Below it are four white boxes arranged in a 2x2 grid. A second level of four white boxes is positioned below the first level. The bottom-most level consists of 16 colored boxes: 5 red, 5 blue, 2 yellow, and 4 green, all connected by lines to their respective parent boxes above.</p>																																
(n)	Meeting Board A0 with printed text	<p>Meeting Board (designed to be portable and printed with specific tables)</p> <p>A0 posters – 1,188 x 840 mm</p> <p>Printed full colour front only on Satin, 190g/m<sup>2</sup>, white</p>																																	
(o)	IMS forms (A4) with printed text	<p>Printed on normal white A4 printing paper.</p> <p>Indicate below quantity required:</p> <table border="1" data-bbox="920 1098 1507 1410"> <tbody> <tr> <td>IMS 201</td> <td></td> <td>IMS 210</td> <td></td> </tr> <tr> <td>IMS 202</td> <td></td> <td>IMS 211</td> <td></td> </tr> <tr> <td>IMS 203</td> <td></td> <td>IMS 212</td> <td></td> </tr> <tr> <td>IMS 204</td> <td></td> <td>IMS 213</td> <td></td> </tr> <tr> <td>IMS 205</td> <td></td> <td>IMS 214</td> <td></td> </tr> <tr> <td>IMS 205A</td> <td></td> <td>IMS 215</td> <td></td> </tr> <tr> <td>IMS 206</td> <td></td> <td>IMS 215A</td> <td></td> </tr> <tr> <td>IMS 207</td> <td></td> <td>IMS 218</td> <td></td> </tr> </tbody> </table>	IMS 201		IMS 210		IMS 202		IMS 211		IMS 203		IMS 212		IMS 204		IMS 213		IMS 205		IMS 214		IMS 205A		IMS 215		IMS 206		IMS 215A		IMS 207		IMS 218		
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IMS 208		IMS 220									
IMS 209		IMS 221									
(p)	IMS Manual (A4)	DIGITAL, 202pp (101 Leaves), printed full colour, double sided printed on normal white A4 printing paper, with clear front cover, & hard back cover, Wiro (Spiral Coil Bound).									

	Item	Specification	Image
(q)	IMS Handbook (A5), with waterproof pages	DIGITAL, 240pp (120 Leaves) Text + Frosted Acetate Front & Back Cover, 30 x A3 Digital Double Sided Colour Proofs, Frosted Front & Back Cover (x2);, PVC Non Reflective (Frosted), 500 Micron, Clear (not printed), 8 Page Text (x30);, Printed Full Colour both sides on Gloss Art, 170gsm, White, Trimmed to size, Spiral Coil Bound (Black) on the 150mm side (31.8mm wide), 150 x 100mm (Portrait)	

	Item	Specification	Image
(r)	<p>NOSCP Vol 1, Vol 2 and all Annexures and Appendices (A4)</p>	<p>DIGITAL, printed full colour, double sided, with Front &amp; Back Cover, Wiro (Spiral Coil Bound).</p> <p>Printed on normal white A4 printing paper and bound in a suitable arch level file, with a copy of the cover page on the outside (front).</p>	

	Item	Specification	Image
(s)	National Oiled Marine Wildlife Preparedness and Response Contingency Plan (NOWPRCP) and all Annexures	DIGITAL, printed full colour, double sided, with Front & Back Cover, Wiro (Spiral Coil Bound).  Printed on normal white A4 printing paper and bound in a suitable arch level file, with a copy of the cover page on the outside.	
(t)	USB Flash Drive	8 GB or more, with personalised graphics and logo	
(u)	Parrot interactive white board system	Interactive Whiteboard eBoard Multi 1,680mm x 1,314mm	
(v)	Non - Reflective Board for Interactive System		
(w)	Portable Data Projector, together with a durable case	Mini Portable 1080P 55,000 Hours LED Projector, compatible with Laptop HDMI VGA	
(x)	Portable colour printer, together with a durable case	All-in-one (print, scan, copy) laser jet colour printer capable of printing large volumes of paper.  Single- and double-sided printing  <u>Connectivity</u> : USB, Wireless, or Bluetooth	

	Item	Specification	Image
		Printer must be portable	
(y)	Waterproof Dry Bag, made of high-performance waterproof fabric and fully seam sealed; to be used when equipment from the Toolbox is to be taken to an off-site location without getting wet	<ul style="list-style-type: none"> <li>(a) Material: 100% Nylon PU Waterproof Coating</li> <li>(b) Waterproof Index: <math>\geq 5,000</math></li> <li>(c) Colour: Black</li> <li>(d) Size: Bidder to suggest suitable size bags</li> <li>(e) Capacity: Bidder to suggest suitable capacity</li> <li>(f) Soft and flexible for easy storage</li> <li>(g) Reinforced stitching on all stress points</li> <li>(h) Durable, wipe clean and easy to store away</li> <li>(i) Made of high-performance waterproof fabric and fully seam sealed</li> <li>(j) Closure mechanism to lock out all moisture and makes the bag airtight</li> <li>(k) Compressible and convenient to carry</li> <li>(l) Package to include a pouch bag</li> <li>(m) Soft and flexible for easy storage</li> <li>(n) Durable</li> </ul>	
(z)	Projector screen, together with a durable case	2,440mm x 2,440mm (View 2340 x 2340 ) 1:1	

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

- 4.1. 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. All Toolkits to be delivered by no later than **30 April 2022** to the address indicated in **point 6** below
- 5.2. The Tender closes at 11h00 on the **31<sup>st</sup> of January 2022** and no late bids will be considered.

**6. Delivery Address**

South African Maritime Safety Authority  
2<sup>nd</sup> Floor Table Bay building  
Tygerberg Park  
163 Uys Krige Drive  
Platteklouf  
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.

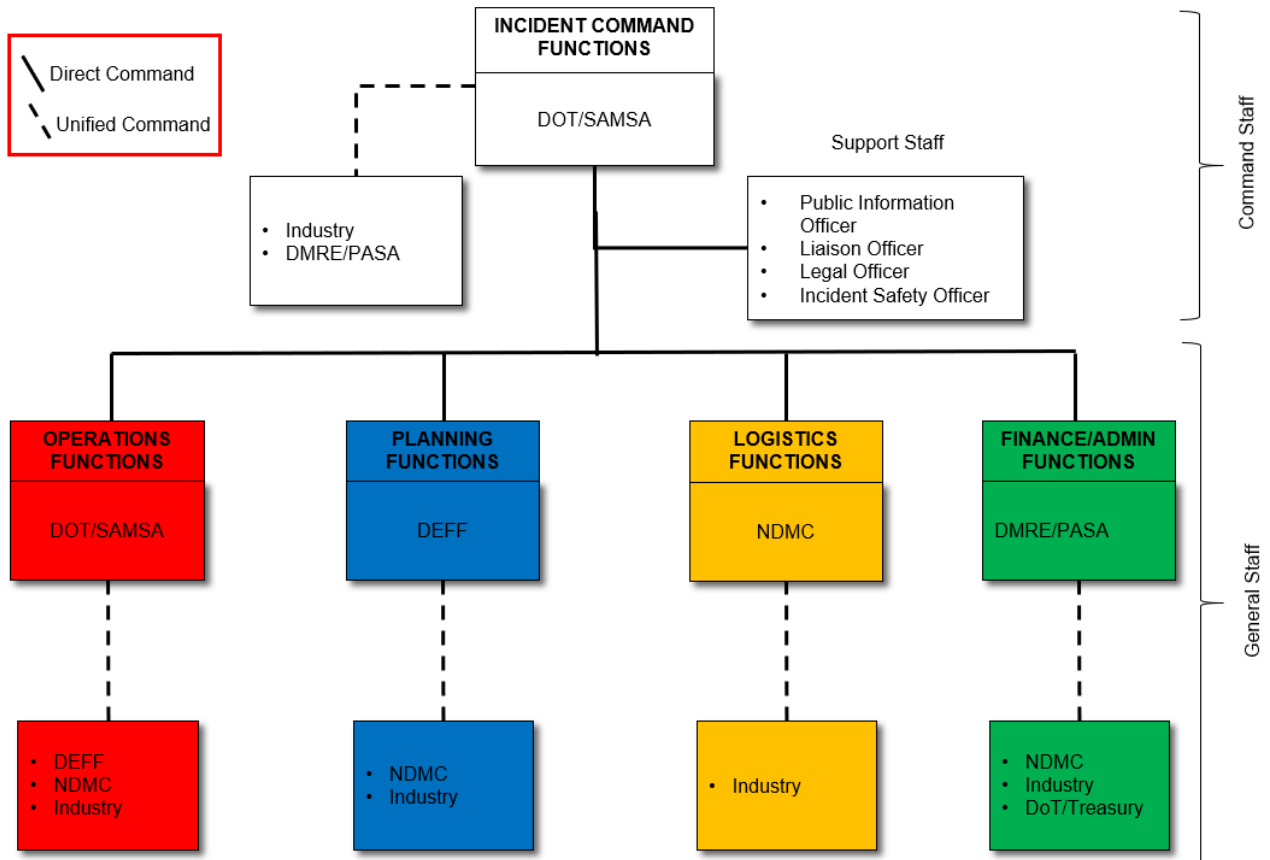
##### **6.4. Full-scale exercises**

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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## 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.

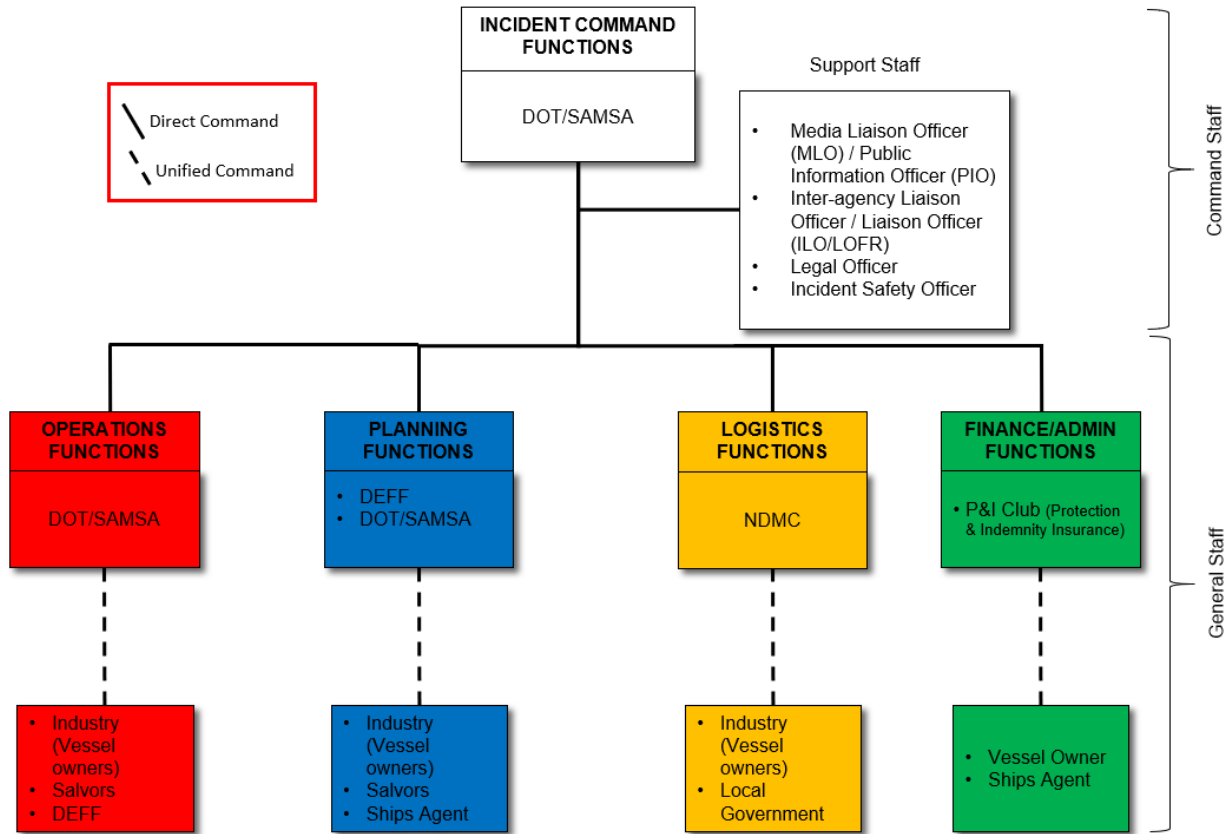


### Abbreviations

<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.)	
<b>1.</b>	<b>Portable IMS Toolkits</b>								
1.1.	Portable IMS Toolkits, complete with contents as indicated at <b>Annex A, Section 3.1(a) to 3.1(r)</b>	5 Sets							
1.2.	USB Flash Drive, minimum capacity 8GB	25							
1.3.	Portable printer, with durable case	5							
1.4.	Non - Reflective Board for Interactive System	5							
1.5.	Waterproof Dry Bag	25							
1.6.	Parrot interactive white board system	5							
1.7.	Projector screen with durable case	5							
1.8.	Portable Data Projector with durable case	5							

	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>Subtotal 1</b>								
<b>2.</b>	<b>Delivery</b>								
2.1.	Delivery of Toolkits								
	<b>Subtotal 2</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.