

INVITATION TO BID**CBD 1**

BID NUMBER	8/2026
CLOSING DATE AND TIME	MONDAY 3 AUGUST 2026 STRICTLY @ 12:00
DESCRIPTION	FRAMEWORK AGREEMENT TO SUPPLY RIVER MAINTENANCE MANAGEMENT PLAN SERVICES FOR WESTERN CAPE RIVERS
NAME OF TENDERER/BIDDER	
CSD NUMBER	
TOTAL BID PRICE (VAT INCLUDED)	
VALIDITY PERIOD OF BID	90 DAYS

SUBMISSION OF DOCUMENTS

Sealed tenders, endorsed as indicated in the bid document, must reach **Casidra** SOC Ltd at their Head Office, 22 Louws Avenue, Southern Paarl, placed in the bid box available at Reception.

**FAILURE TO PROVIDE ANY OF THE COMPULSORY DOCUMENTATION AND PARTICULARS
MAY RENDER THE BID INVALID.**

PLEASE NOTE:

Documents must be bound as **Casidra** will not take responsibility for any information that is lost due to unbound submissions of tenders.

**THE FOLLOWING RETURNABLE DOCUMENTS (INCLUDING THE CBD FORMS AS PART OF THE BID) MUST BE
VALID FOR A PERIOD OF 90 CALENDER DAYS AFTER CLOSURE OF THE BID AND SUBMITTED AS PART OF THE
BID PACKET**

Document	Description	Compulsory	Comment
CBD 1	Invitation to bid	✓	
CBD 2	Conditions to submit bid	✓	
CBD 3	Terms of Reference	✓	
CBD 4	Pricing schedule	✓	

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CBD 5 (a)	Supply Chain – Preferential Procurement Regulations 2022 and Codes of good practice	✓	
CBD 5 (b)	Declaration	✓	
Name of bidder			
Postal address			
Street address			
Telephone number (code and number)			
Cellphone number			
E-mail address			
VAT registration number			
SARS TCC attached (Foreign suppliers with no tax obligation in South Africa must complete the SBD1 form that will be submitted to SARS for verification and issuing of a Confirmation of Tax Obligation letter.)		YES	☐ NO ☐
Originally certified B-BBEE status level certificate/Original Sworn Affidavit (A B-BBEE status level verification certificate must be delivered to Casidra SOC Ltd, 22 Louws Avenue, Paarl, in order to qualify for preference points for B-BBEE)		YES	☐ NO ☐
COIDA	Number:	YES	☐ NO ☐
I, _____ as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the information submitted is true and correct and that I am duly authorized as a signatory of this bid. On behalf of my business, I accept the terms and conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of Casidra. In terms of the POPI Act I further give consent that my contact and company details as will be captured on the Casidra database may be shared with the role players/funders involved in the project and be used by Casidra for the purpose of further procurement.			
Signature of bidder		Date	
Capacity under which this bid is signed			

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1. BID SUBMISSION:		
1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted. 1.2. All bids must be submitted on the official forms provided (not to be re-typed). 1.3. Bidders must be registered on the Central Supplier Database (CSD). 1.4. Original Sworn Affidavit and originally certified B-BBEE certificates must be submitted to bidding institution to qualify for preference points for B-BBEE. 1.5. Bids are subject to the Casidra SOC Ltd Financial Regulations, Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022, the General Conditions of contract (GCC) where applicable, and if applicable other special conditions of contract.		
2. TAX COMPLIANCE REQUIREMENTS		
2.1. Bidders must ensure compliance with their tax obligations. 2.2. If a discrepancy exists between CSD and SARS, a printed version of the Tax Clearance Certificate (TCC) must be supplied by the supplier and the e-Filing PIN number for verification of authentication by Casidra SOC Ltd. 2.3. Foreign suppliers with no tax obligation in South Africa must complete SBD1 that will be submitted to SARS for verification and the issuing of a Confirmation of Tax Obligation letter. 2.4. Consortia/joint ventures/sub-contractors must each submit a separate TCC.		
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
3.1. Is the bidder a resident of the Republic of South Africa (RSA)	Yes ☐	No ☐
3.2. Does the bidder have a branch in RSA?	Yes ☐	No ☐
3.3. Does the bidder have a permanent establishment in the RSA?	Yes ☐	No ☐
3.4. Does the bidder have any source of income in the RSA?	Yes ☐	No ☐
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS/TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.		
4. TENDER CONDITIONS		
CASIDRA reserves the right to: - disregard any bids where the declaration has not been signed; - accept parts of the bid items or split bids based upon item prices; - disclose the results of the points awarded on request; - evaluate and award points according to the documentation supplied and evaluate functionality at its own discretion; - award the bid to the qualifying bidder with the highest number of points scored, unless the prices are not market related or on the basis of objective criteria stated in the tender documents, and - to award the bid to a bidder which does not necessarily have the lowest price.		
The bid may be cancelled if: - all the bid offers received are higher than R50 million; - circumstances change and there is no longer a requirement for this service; - funds are no longer available or if there are insufficient funds available in the budget for the work; - no acceptable bids and/or market related prices are received; - there is a material irregularity in the tender process (administrative non-compliance of prescribed legislation); - false information was supplied by the bidder; - Cancellation of bid will be placed in the same media as initially advertised.		
Other notes: - Final points scored will be rounded off to the nearest 2 decimal places. - In the event of equal scores, the offer with the highest B-BBEE score will be successful. If scores are still equal, and where functionality is part of the bid, the offer with the highest functionality score will be successful. If the scores are still equal, the drawing of lots will determine the outcome. Casidra SOC Ltd retains the right to amend financial/accounting calculations and to accept the amended amount as the new bid amount.		

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SUPPORTING DOCUMENTATION		
Project managers to indicate what supporting documentation MUST form part of the tender. If marked YES, then it must be provided to SCM:	Yes	No
Baseline Risk Assessment	☐	☒
Health & Safety plan	☐	☒
Drawings / sketches • Map of rivers • Google earth kmz file • Information document for drafting a maintenance management plan for a watercourse • Request for the adoption of a MMP _April 2024	☒	☐
COMPULSORY DOCUMENTATION NEEDED TO BE SUBMITTED AS PART OF THIS BID:		
COMPANY PROFILE – Detailed company profile including but not withstanding core business activities, background, resources, etc.	☒	☐
EAPASA – Proof of valid registration with Environmental Assessment Practitioners Association of South Africa.	☒	☐
CV WETLAND SPECIALIST – Detailed CV of specialist including proof of qualifications & prior work experience	☒	☐
CV FRESHWATER SPECIALIST – Detailed CV of specialist including proof of qualifications & prior work experience	☒	☐
CV HYDROLOGIST – Detailed CV of specialist including proof of qualifications & prior work experience	☒	☐
CV BOTANIST – Detailed CV of specialist including proof of qualifications & prior work experience	☒	☐

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REFERENCES – Provide a minimum of least three (3) different references from three (3) different companies	☒	☐
EXPERIENCE – Provide detailed list of completed projects with contact numbers regarding completed River Maintenance Management Plans completed as well as monetary value. Minimum completed number of projects/MMP's is 5.	☒	☐
BILL OF QUANTITIES – Compilation and supply of unit rates as per attached bill of quantities	☒	☐
DISTRICT SELECTION – Completion of district list of which district the bidder is interested to work. More than one can be chosen.	☒	☐

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PROJECT: FRAMEWORK AGREEMENT TO SUPPLY RIVER MAINTENANCE MANAGEMENT PLAN SERVICES FOR WESTERN CAPE RIVERS	
GENERAL REQUIREMENTS The works, as described, requires the services of professional service providers in the categories of Environmental Assessment Practitioners (EAP) – Maintenance Management Plans. This assignment will be in terms of a Framework Agreement entered into and a Service Level Agreement will be signed with the service provider for a period of 36 months. The client will be Casidra, the implementing entity for the Western Cape Department of Agriculture for all environmental authorisation requirements on behalf of Water User Associations/Landowners. Environmental adoption can take anything from 3 to 4 months. In order to expedite this process for the farmers to be able to continue with farming activities, this time frame needs to be shortened. Since there are standard times that are taken into account when the application is made, this period can greatly be reduce by reducing the time needed for procurement of EAP services through this Framework Agreement.	
Conditions that may pose a risk: The Contractor must put all necessary precautions in place to work under these conditions and prepare the site with the correct falls.	
CONTRACT PERIOD	The completion period of this service is (Thirty-six) 36 months starting from the day of appointment.
SUB CONTRACTING Bidder to complete sub-contracting section on CBD 5 if applicable.	Under CIDB Practice note 7 of 2007, one of the following subcontracting will apply: 1. Domestic subcontractor (appointed by the main contractor at his/her discretion);
FUNCTIONAL REQUIREMENTS	
Functional refers to: A service or product that is designed to be practical, useful, working or operating, taking into account factors like quality, reliability, viability, and durability and the technical capacity (time and resources) and ability (knowledge and skills) of the bidder to execute the works. <i>Bids that fail to meet the minimum score, for individual criteria and total for functional criteria as stipulated in the tender document, will be an unacceptable tender.</i> This bid is subject to the evaluation of functional requirements: NO	

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SCOPE OF WORKS

DRAFTING OF MAINTENANCE AND MANAGEMENT PLANS FOR WESTERN CAPE RIVERS

This framework agreement project scope will consist of drafting of a river maintenance and management plan

BACKGROUND

Floods are the most common type of climate-related hazard experienced in **the four (4) cape districts**. Floods often have far-reaching consequences as burst riverbanks cause widespread disruption and damage to residents, buildings and infrastructure (i.e. roads, bridges and public utilities) leading to costly repairs.

The four (4) cape districts are as follows: -

- Cape Winelands
- West Coast
- Overberg
- Garden Route & Central Karoo

Local businesses are also disrupted by floods and that affects overall economic stability. Intense flooding can lead to erosion and loss of critical habitats, impacting local wildlife populations and reducing biodiversity. Rivers' physical characteristics can also be altered by flooding, affecting sediment transport, water quality, stormwater management and the overall ability of rivers to perform their vital role as natural ecological infrastructure.

River protection works and maintenance are identified as an effective disaster risk reduction measure in relation to climate change and flooding. The preparation of RMMPs for rivers in the above municipal areas is identified as a key development proposal

In most cases, an environmental impact assessment is required before authorization in terms of the National Environmental Management Act (NEMA) and a WULA/GA in terms of the National Water Act will be issued for river protection and maintenance activities. Such activities may commonly include the removal or deposition of materials from or in the riverbed to rectify damage caused by flooding, to repair or safeguard infrastructure that crosses the river or is located on the riverbanks.

A maintenance management plan (MMP) will reduce the need for environmental impact assessments if it is satisfactorily completed in terms of the NEMA EIA Regulations 2010 as it relates to Activity 18, in Listing Notice 1 (GN R.544). Completing a risk assessment as part of the MMP specialist studies will also guide the process to obtain either a General Authorisation (GA) or a Water Use License Application (WULA). This will allow for more appropriate and rapid response in disasters and minimize damage and repair costs over the long-term.

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STUDY AREA 1 **CAPE WINELANDS**

Stellenbosch District

- The Bloukliprivier between the following coordinates (33°58'6.24"S 18°47'28.99"E) downstream (34°0'53.12"S 18°54'16.38"E) and upstream.
- The Ersterivier top & bottom between the following coordinates (34° 3'45.39"S 18°44'50.52"E) downstream and (33°56'34.80"S 18°50'44.40"E) upstream.
- The Plankenbergrivier between the following coordinates (33°56'32.81"S 18°50'42.26"E) downstream and (33°54'7.31"S 18°50'26.01"E) upstream, including all tributaries as indicated on map.
- The Klippiesrivier between the following coordinates (33°54'6.43"S 18°50'25.37"E) downstream and (33°52'41.48"S 18°54'3.13"E) upstream.

Witzenberg District

- The Boontjiesrivier between the following coordinates (33°18'56.00"S 19° 5'53.25"E) downstream and (33°22'41.08"S 19°13'33.16"E) upstream.
- The Kleinbergrivier between the following coordinates (33°18'26.08"S 19° 4'12.70"E) downstream and (33° 8'40.19"S 19°10'40.68"E) upstream.
- The Waboomsrivier between the following coordinates (33°32'22.79"S 19°12'22.05"E) downstream and (33°29'55.48"S 19°16'48.73"E) upstream.
- The Titus rivier between the following coordinates (33°22'48.51"S 19°19'11.945"E) downstream and (33°24'50.28"S 19°26'39.59"E) upstream, including all tributaries as indicated on map

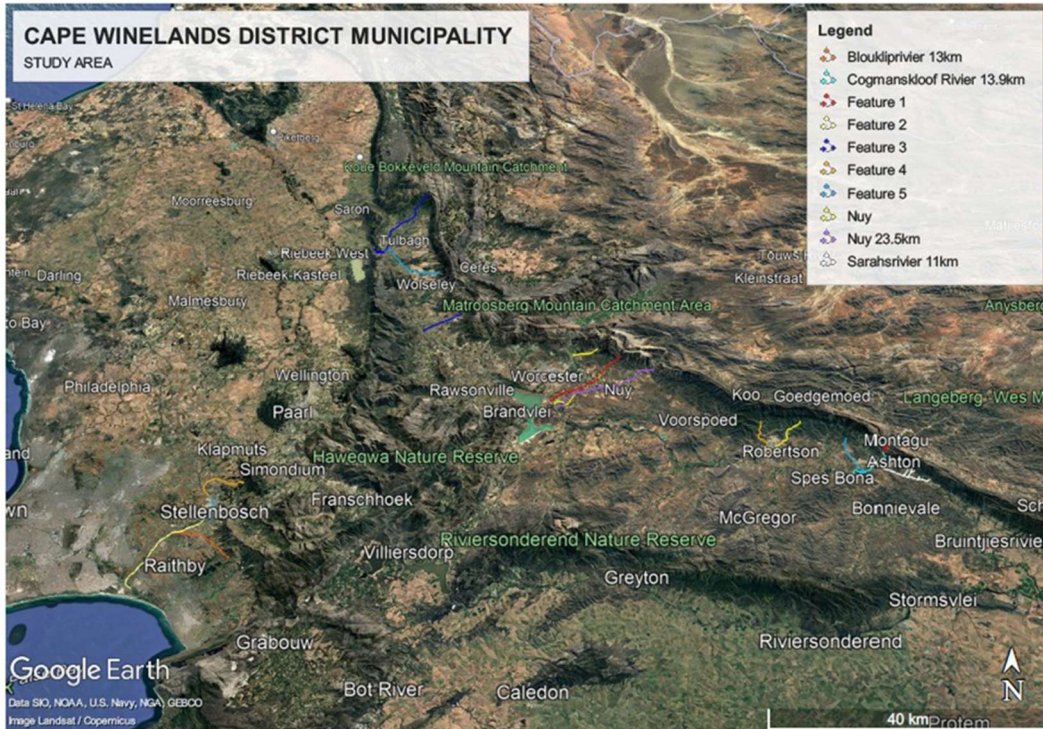
Brede Valley District

- The Nonnarivier and 1 tributary between the following coordinates (33°42'35.78"S 19°28'0.02"E) downstream and (33°36'14.33"S 19°36'29.91"E) upstream.
- The Nuyrivier and 4 tributaries between the following coordinates (33°43'8.26"S 19°28'40.25"E) downstream and (33°37'54.98"S 19°40'33.10"E) upstream.

Langeberg District

- The Hoopsrivier between the following coordinates (33°49'18.17"S 19°51'51.79"E) downstream and (33°45'0.40"S 19°56'51.11"E) upstream.
- The Wilemnelrivier between the following coordinates (33°49'3.48"S 19°51'46.78"E) downstream and (33°45'6.73"S 19°52'22.14"E) upstream.
- The Martienskloofrivier between the following coordinates (33°51'13.19"S 20° 2'17.27"E) downstream and (33°47'7.98"S 20° 1'37.28"E) upstream.
- The Cogmanskloofrivier and 1 extension between the following coordinates (33°52'28.97"S 19°59'45.76"E) downstream and (33°47'38.30"S 20° 6'18.78"E) upstream.
- The Sarahsrivier and 5 tributaries between the following coordinates (33°50'35.31"S 20° 3'33.97"E) downstream and (33°52'16.70"S 20° 9'23.76"E) upstream.

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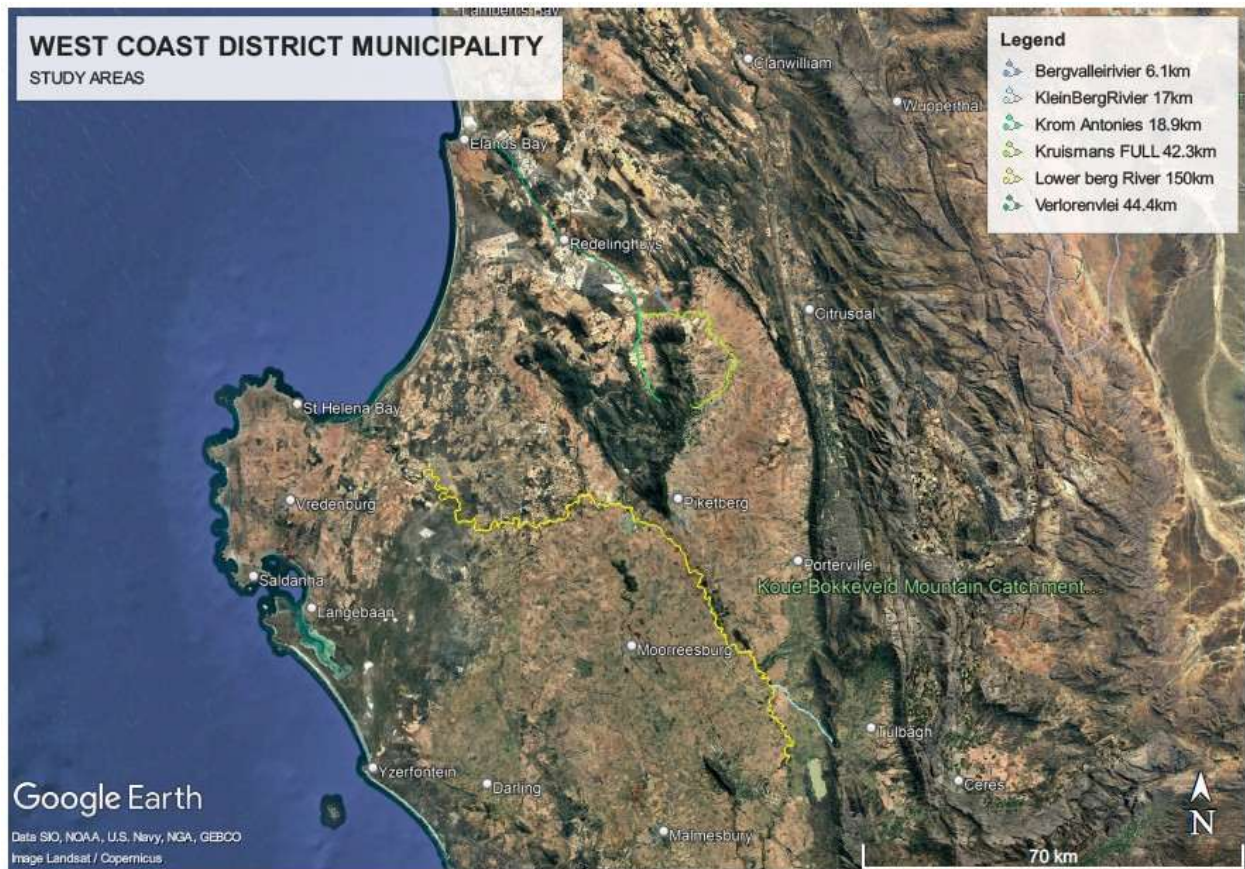


Note: The LEGEND does not display all rivers

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STUDY AREA 2 WEST COAST

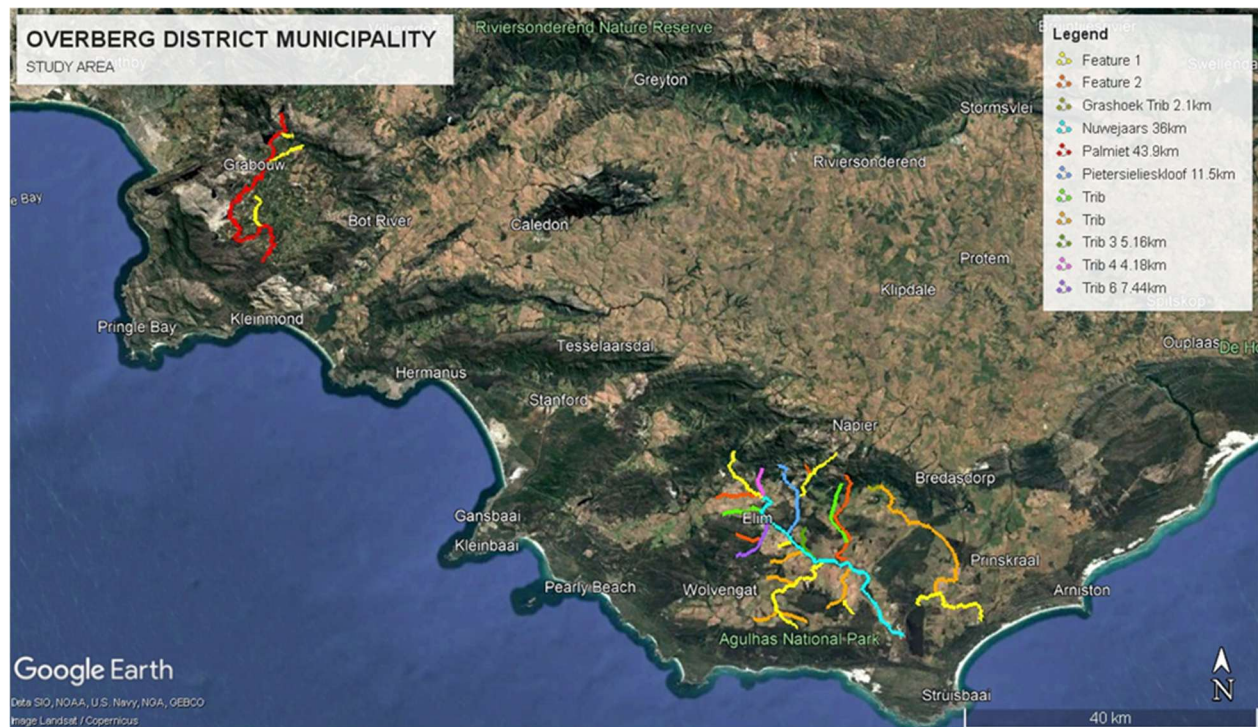
- The **Krom Antonies River** between the following coordinates (32°36'4.50"S 18°41'26.67"E) downstream and (32°44'52.18"S 18°44'0.24"E) upstream.
- The Upper-**Kruismansrivier** between the following coordinates (32°36'9.29"S 18°41'30.50"E) downstream and (32°45'10.07"S 18°47'24.18"E) upstream.
The **Bergvallei River** between the following coordinates (32°36'6.57"S 18°44'53.73"E) downstream and (32°33'28.86"S 18°43'49.09"E) upstream.
- The **Verlorevlei River** between the following coordinates (32°19'26.14"S 18°24'30.87"E) downstream and (32°35'59.93"S 18°41'26.41"E) upstream.
- The **Lower Berg River** between the following coordinates (32°51'44.07"S 18°16'0.85"E) downstream and (33°20'24.37"S 18°58'49.81"E) upstream.
- The **Klein Berg River** between the following coordinates (33°12'56.76"S 18°57'4.36"E) downstream and (33°18'25.43"S 19°4'11.08"E) upstream.



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STUDY AREA 3 OVERBERG

- The Palmiet River between the following coordinates (34°16'17.66"S 19° 1'18.19"E) downstream and (34° 5'28.23"S 19° 3'1.62"E) upstream.
- The Huisrivier between the following coordinates (34°13'43.48"S 19° 1'6.89"E) downstream and (34°11'35.13"S 19° 0'38.81"E) upstream.
- The Nuwejaarsrivier between the following coordinates (34°43'27.46"S 19°58'5.10"E) downstream and (34°33'40.10"S 19°45'25.90"E) upstream, including all tributaries as indicated on map.
- The Grashoek River between the following coordinates (34°40'34.33"S 20° 0'50.75"E) downstream and (34°32'37.80"S 19°55'51.15"E) upstream.
- The Heuningsnesrivier between the following coordinates (34°42'31.67"S 20° 4'56.78"E) downstream and (34°41'28.80"S 19°59'25.16"E) upstream.

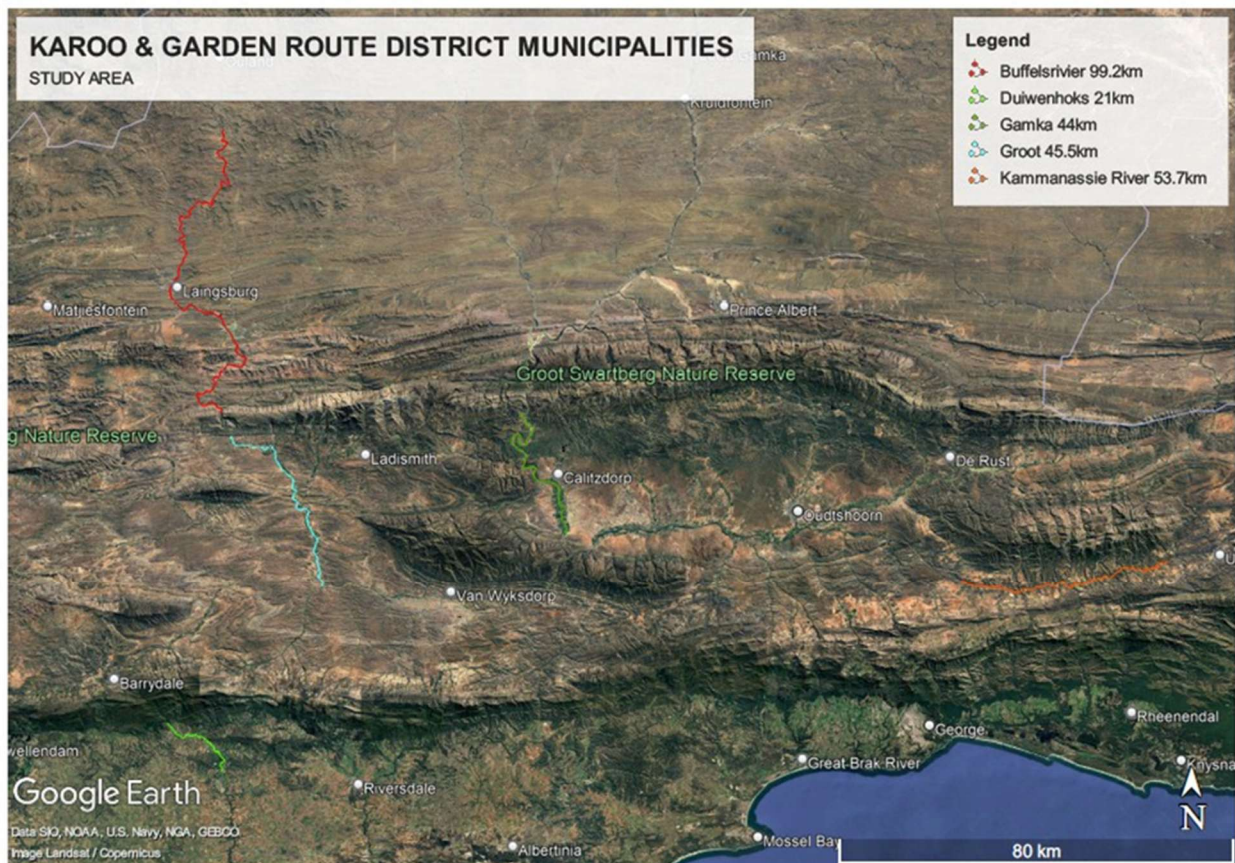


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STUDY AREA 4

GARDEN ROUTE & CENTRAL KAROO

- The Buffelsrivier between the following coordinates (32°54'57.78"S 20°58'2.46"E) downstream (33°25'33.29"S 20°57'47.09"E) and upstream.
- The Grootrivier between the following coordinates (33°44'17.99"S 21°10'55.20"E) downstream and (33°28'1.95"S 20°59'7.04"E) upstream.
- The Kammanassierivier between the following coordinates (33°42'58.31"S 19°58'5.10"E) downstream and (33°40'21.86"S 23° 0'46.95"E) upstream, including all tributaries as indicated on map.
- The Duiwenhoksrivier between the following coordinates (34° 4'25.11"S 20°57'45.21"E) downstream and (33°59'6.21"S 20°50'43.06"E) upstream.
- The Gamkarivier between the following coordinates (33°38'22.35"S 21°42'35.78"E) downstream and (33°25'19.49"S 21°37'0.06"E) upstream



The study area should include a riparian buffer of between 100 and 200m on each side of the riverbank, depending on the slope and drainage of the river sections. It should always include the full width of known flow parts of the river.

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EXPECTED OUTCOMES OF PROJECT

The Maintenance and Management Plans must address, at a minimum, the following priority interventions:

1. To support rehabilitation of Damaged or Degraded Ecosystems to their natural or functional state.
2. Use of Machinery and Engineering Solutions to prevent flooding, manage sedimentation, and maintain clear water flow.
3. Identification of all structures, including powerlines, weirs, roads and bridges.
4. Identification and Removal of Blockages and Obstructions that impede flow or cause back-flooding.
5. Integration of Climate Adaptation Measures to future-proof the river systems against increased climate variability.
6. Community Engagement and Stakeholder Participation to ensure shared responsibility and long-term success. Capacity building and training.

SPECIFICATION

The plan must include a report which analyses the available information regarding the flooding, erosion, and maintenance patterns along the river reach, and how a MMP would help landowners to achieve sustainable resource management objectives at a local level.

This **must include a high-quality photographed database (minimum 4 to 5 megapixels) , with GPS points** , of all maintenance needs along the river in the study area. The report should provide an overview on the management objectives for the river reach from a balanced perspective which addresses eco-system health, water quality, land-cover (invasive alien and other plants, and agriculture) and risks (flooding, erosion, infrastructure, and development in the riparian zone).

The scoping phase should include:

- 1) The EAP must establish a Project Steering Committee (PSC) at the start of the process and should include key role-players representing DEADP, BOCMA, Dept. of Agriculture, Cape Nature and the WUA board of directors or representatives.
- 2) Identification of maintenance sites (from satellite imagery, aerial photography and local knowledge): Best practicable environmental options for maintaining irrigation and other infrastructure along the river.
- 3) Identification of the stakeholder grouping for the river: Evaluate the possibility for cooperation between local **Municipalities** (as landowners), private landowners, DEADP, Cape Nature, WC Disaster Risk Reduction Directorate, BOCMA, Water User Associations and WC Department of Infrastructure, WC Dept. of Agriculture to jointly or individually be responsible for:
 - i) Managing flood threats and damage to all agricultural infrastructure.
 - ii) Repair and Maintenance of river crossings, bridges, weirs and irrigation infrastructure (like with replacements and
 - iii) routine "clearing").
 - iv) Clearing of invasive alien plants.
 - v) Sustainable eco-system protection in sensitive areas.
 - vi) Co-ordination of roles and responsibilities.

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4) Description of work required to implement river protection works and possible mitigations for maintenance activities in the rivers in terms of:

- i) Freshwater Assessment
- ii) Wetland Assessment
- iii) Botanical Assessment
- iv) Hydrological Assessment

The compilation of this strategic Maintenance Management Plan (MMP) that satisfies the requirement of the NEMA EIA regulations in order to achieve sustainable maintenance of the river and must include a Risk Matrix assessment to inform the GA/WULA requirements in terms of Section 39 of the National Water Act and will:

- a) Obtaining the necessary GA approvals or in some extreme high-risk areas WULA approval.
- b) Describe the required maintenance activities for the MMP as required by the Western Cape Department of Environmental Affairs and Development Planning (DEADP). All maintenance activities that are included in the plan will need to be described in terms of the existing requirements and guidelines on river maintenance management planning (based on the Draft Guideline Template for MMP's Annexure) which will need to be agreed to in terms of the NEMA EIA Regulations 2010 and only relate to Activity 18, Listing Notice 1 (GN R.544) e.g. shaping, planting, gabions, siltation removal.
- c) Assess the impacts of possible maintenance activities on the river.
- d) Strengthen stakeholder engagement (landowners and water users) to better understand maintenance management planning.
- e) Empower the authorities, local government, Water User Associations (and Irrigation Boards) through data sharing, to make decisions regarding applications for development along the river in a sustainable manner.
- f) Empower the riparian landowners to pro-actively assist with monitoring and improving the health and functioning of the rivers.
- g) Document stakeholder engagement meetings, surveys, comments and institutional arrangements in support of the implementation of the MMP in each river.
- h) Submit the MMP to the DEADP for approval.

Project Performance Evaluation Criteria

The deliverables will have been met if:

- a) The Scoping report adequately sets forth the expected environmental impact(s) of the proposed maintenance activities along the watercourse.
- b) Draft MMPs (pre-submission) adequately sets forth the method statements for the maintenance actions, which reflect the stakeholder inputs on preferred options.
- c) Project documentation will be available in digital format. Stakeholder communication will be reported in writing and minutes will be made available after each project meeting. Field work will be mapped in a GIS (GPS co-ordinates, photographs and scores) and reported as addendums to specialist reports. The information is available in Cape Farm Mapper

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- d) The final plan is adopted by the Department of Environmental affairs. Twenty percent (20%) of the project costs will be withheld until such approval is issued.

The deliverables will not have been met if:

- a) The draft MMP does not contain sufficient information to fully assess the environmental impacts of maintenance activities that should be avoided to fully protect the environment.
- b) The Scoping report does not contain sufficient information to guide the full assessment of environmental impacts along the river.
- c) A register of landowners affected by the MMPs is not available. Minutes of meetings, attendance registers and original comment sheets, emails and other records of discussion are not available.
- d) If the MMP guidelines of the Dept. of Environmental Affairs have not been met.
- e) If the risk assessment has not been completed to inform the GA or WULA approval process under the Water Act.

QUALIFICATIONS AND COMPANY EXPERIENCE:

- a) A suitably qualified and experienced Environmental Impact Assessment Practitioner with proven experience in compiling river maintenance management plans is critical to ensuring that the outputs are satisfactorily achieved in terms of the NEMA.
- b) The EIA Practitioner must be registered with the relevant professional body and must have successfully compiled and approved River Maintenance and Management Plans.
- c) The following inhouse and / or independent specialists **MUST** form part of the team:
 - i) Wetland Specialist
 - ii) Freshwater Specialist
 - iii) Hydrologist
 - iv) Botanist

TIMELINE

ACTION	START DATE	END DATE	TOTAL DAYS
Administrative and tender preparation	2026-06-23 Tue	2026-07-17 Fri	24
Tender runtime/sourcing of quotes	2026-07-20 Mon	2026-08-03 Mon	14
Adjudication and award of bid (BEC)	2026-08-03 Mon	2026-08-10 Mon	7
Adjudication and award of bid (BAC)	2026-08-10 Mon	2026-08-17 Mon	7
Award & objection period	2026-08-18 Tue	2026-09-01 Tue	14
Time to activate delivery	2026-09-01 Tue	2026-09-04 Fri	3
Construction time/delivery completed	2026-09-04 Fri	2029-09-03 Mon	1095
Total duration			1164

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BID CONDITIONS

Allocation of assignments

For the purposes of allocating assignments to the pre-qualified Professional Consultancies in a fair and transparent manner, the following procedure shall apply:

- Assignments will be allocated at the discretion of the Employer based on a ranking order, where the tenderer within a specific category and who is ranked first during the evaluation of the tender will be allocated the first project approved and budgeted for.
- The tenderer awarded a project will be moved to the bottom of the roster list and the next ranked tenderer will be considered for the next approved and budgeted project.
- Where a preferred tenderer is not able to execute an identified project, such Tenderer will be transferred to the bottom of the roster list and the next ranked tendered will be considered.
- To ensure cost-effectiveness and continuity, the Employer may allocate a particular assignment to a specific Professional Engineering Consultancy on the roster where that particular consultancy has had involvement in previous work associated with the assignment, has sufficient resources to complete the works and rendered satisfactory work to date.
- Any work allocated and commenced before the end of the term of this tender, may continue until the end date provided in the assignment. It is recorded that all extensions of contract terms will be subject to the relevant legislative requirements.

Average pricing

Average pricing will be based upon the principles below: -

- A base rate will be calculated, by determining the average rate after excluding the lowest and the highest offers received.
- Lower offered service providers are not allowed to adjust their prices upward but must render the services as per their initial tendered offers.
- Bidders with higher rates than the lowest acceptable offer must be requested to equal the base rate.
- Contracts will not be awarded to bidders who are not be amenable to adjusted base rate.

Measured

These documents are for a measured bid for all labour and material as set out in the Scope of Works. For the purposes of variation orders, the hourly or unit rates rate of the services should also be given if requested on the form **CBD 4**.

No unit rate price adjustment of whatever nature, except for decreases or increases in the Value-Added Tax (VAT) and / or Variation Orders, will be applicable in this contract. The bidder shall make provision in his bid price for possible fluctuations in costs.

Premises in Occupation

The premises for the works **will** be in occupation during the contract period. Approval to access the premises must be obtained from the land owner.

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Fixed Price Bids

No contract price adjustment of whatever nature, except for decreases or increases in the Value-added Tax (VAT) and / or Variation Orders, shall be applicable in this contract. The Contractor will make provision in his bid for possible fluctuations in costs.

If the instruction / appointment for the construction of certain phases is done after the validity of the bid has expired, prices may, on request, be updated or re-negotiated within the reasonable norms of escalation.

Expenses in Preparation of Bid

The Client will not be responsible for, subject to the Preferential procurement regulations, nor pay any expenses for losses which the bidder may incur in preparation of this bid.

Accounts and Payments

Payment of accounts received by the Client in terms of the works completed, shall be affected within 30 days after receipt of a correctly completed and approved invoice for the work module. The Client does not accept responsibility for delays in payment due to faulty accounts or paperwork. Payments will also be made according to agreed baseline with specific deliverables based upon a complete payment certificate.

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PRICING SCHEDULE

CBD 4

[illegible]

Signature of bidder	
Date	

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UNIT RATES BILL OF QUANTITIES FOR ONE RIVER

TASK	TASK DESCRIPTION	RATE
1	Project inception and client briefing meeting (in project area)	R
2	Convene and facilitate first MMP PSC (hybrid) meeting in project area (including preparation and distribution of meeting minutes) (PSC meeting #1)	R
3	FIRST ROUND OF PUBLIC PARTICIPATION:	
3,1	Admin/Prepare stakeholder database (it is assumed that this information will mostly be supplied by the client)	R
3.2	Prepare Background Information Brochures (Afr. and English)	R
3.3	Convene and facilitate one Stakeholder Meeting in the project area (including preparation of presentations, and drafting and distribution of meeting minutes)	R
4	SCOPING PHASE	
	Survey of site for maintenance needs. <i>The amount in professional fee pricing column must be for 1 hour.</i> Upon award of the successful bidder, the district managers will submit an indication of required days needed for each specific river.	
4.1	EAP Rate per hour	R
4.2	Wetland Specialist Rate per hour	R
4.3	Freshwater Specialist Rate per hour	R
4.4	Hydrologist Rate per hour	R
4.5	Botanist Rate per hour	R
5	SECOND ROUND OF PUBLIC PARTICIPATION - OBTAIN STAKEHOLDER COMMENT ON DRAFT MMP	
5.1	Make Draft MMP available for PSC review and convene PSC meeting to present the Draft MMP contents (PSC meeting #2) - hybrid meeting in project area	R
5.2	Make Draft MMP available for stakeholder review	R
5.3	Convene and facilitate one Stakeholder Meeting / Open Day in the project area (including preparation of presentations, and drafting and distribution of meeting notes)	R
6	Prepare Comments and Response Report (C&RR)	R
7	Finalise and submit Final MMP to the DEA&DP	R
8	Submit Final, approved MMP to client	R
9	Prepare MMP Implementation Brochure (Eng. and Afr.) and distribute to landowners by e-mail	R
Subtotal: Professional Fees (excl. VAT)		R

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10	DISBURSEMENTS	
10.1	Travelling time cost per hour	R
10.2	Travelling cost per kilometre	R

Tendered rates shall remain fixed for the first twelve (12) months of the Framework Agreement. Thereafter, service providers may submit a request for an annual price adjustment aligned to CPI.

Any approved adjustment shall:

- Be limited to once per twelve-month period;
- Require written approval by Casidra.

No automatic annual increase shall apply.

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NOTES (applicable where indicated)		
A. PRICE (where applicable)		
1. FIRM PRICES a. Only firm prices will be accepted. b. No non-firm prices will be considered. c. All delivery cost must be included in the bid price for delivery at prescribed destination. d. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point. 2. NON-FIRM PRICES a. In cases of period contracts, non-firm prices will be adjusted (loaded) with the assessed contract price adjustments implicit in non-firm prices when calculated the comparative prices. b. Price adjustments will be allowed at periods and times specified in the bidding documents. c. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point. d. The quantities are given as a guideline for a bid and for the purposes of unit rates and in no way be used as a measured bid. 3. PROFESSIONAL SERVICES a. All applicable taxes include value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.		
B. CONSTRUCTION (applicable to construction only)		
1. The total price for the service must include all labour and material required for the proper execution of the work as described in the Scope of Works and as per Engineers drawings (where applicable). 2. The tender will be evaluated on the criteria for a market related price. 3. The contractor must attach a detailed and comprehensive proof of competency of a construction manager in terms of Construction Regulations 2014, Clause 8 including experience regarding construction health & safety regulations. 4. The contractor must attach the proof of CIBD grading as specified in the scope of works. 5. The contractor must be in possession of a valid COIDA letter of good standing and it must be attached. 6. Where applicable, the contractor must attach valid proof or registration with the Department of Labour for the installation of the main electrical supply.		
C. OTHER NOTES (applicable to all bids)		
1. The tender will be evaluated on the criteria for a market related price. 2. The full cost of the service and/or works must be indicated and may not be discounted or cross subsidised against another service, project, transaction or sale of goods. Such contributions against the total project cost must be specified, itemised, costed and clearly indicated in the bid. 3. The prices must be valid for a period of 90 days from date of closure of the bid to allow for evaluation and appointment. 4. Casidra SOC Ltd retains the right to amend financial/accounting calculations and to accept the amended amount as the new bid amount.		
D. COMPANY PROFILE (applicable when requested)		
1. The contractor must attach a detailed and comprehensive company profile including core competencies of personnel . The company profile must summarize information about the organisation. 2. The company profile must include the following: a. Company core business activities (describe products and services and markets in which it operates). b. Company background (state number of years in business, location, history of company etc.) c. Company resources (number of employees, core competencies of personnel, structure of company)		
E. WARRANTY (applicable when requested)		
1. Where requested, the bidder must attach proof of warranty offered on the letterhead of the bidder.		
F. BROCHURE (applicable when requested)		
1. Bidder must provide detailed brochure and technical specifications of products where requested. 2. Bidder must be able to provide proof of service location within applicable radius as specified in CBD 3 (Scope of works).		
G. AFTER SALES SERVICES AGREEMENT (applicable when requested)		
1. Where applicable, the bidder must sign and submit the after sales agreement.		
H. APPOINTMENT (applicable to construction and professional services)		
1. The successful contractor will be given notification in writing by means of an appointment letter 2. The successful contract must sign the CBD 8 , together with this document, which will form the contract.		
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CHANGES MADE BY BIDDER

If the bidder wishes to make any changes to any of the bid conditions or specifications, or wishes to qualify this bid in any way, it must be clearly set out below. Any changes made and not listed, will disqualify a bid.

Any changes made by the bidder outside the scope of works, resulting in not meeting pre-qualifying conditions or compulsory subcontracting, may influence the functionality of the end product and may result in the bid being disqualified.

[illegible]

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PROOF OF REFERENCES

Supply at least **three (3)** different reference letters from **three (3)** different companies with contact numbers

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PROOF OF RELEVANT EXPERIENCE

Provide detailed list of completed projects with contact numbers regarding completed River Maintenance Management Plans completed as well as monetary value. **Minimum completed number of projects/MMP's is 5**

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SCHEDULE: EAPASA

The bidder must attach to this page Proof of valid registration with Environmental Assessment Practitioners Association of South Africa.

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SCHEDULE: CV WETLAND SPECIALIST

The bidder must attach to this page Detailed CV of specialist including proof of qualifications & prior work experience

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SCHEDULE: CV FRESHWATER SPECIALIST

The bidder must attach to this page Detailed CV of specialist including proof of qualifications & prior work experience

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SCHEDULE: CV HYDROLOGIST

The bidder must attach to this page Detailed CV of specialist including proof of qualifications & prior work experience

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SCHEDULE: CV BOTANIST

The bidder must attach to this page Detailed CV of specialist including proof of qualifications & prior work experience

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SCHEDULE: DETAILED COMPANY PROFILE

The contractor must attach to this page a DETAILED & COMPREHENSIVE company profile including core competencies of personnel. The company profile must summarize information about your organisation. In order for a company profile to be compliant for this bid, the following detail MUST be included in the company profile.

- Company core business activities – Describe your products and services and markets in which you operate
- Company background – State number of years in business, location, history of company, etc
- Company resources – Number of employees, core competencies of personnel, structure of company – organogram

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DISTRICT SELECTION –

Please complete below sheet of which district the bidder is interested to work. More than one can be chosen.

DISTRICT	YES	NO
CAPE WINELANDS		
WEST COAST		
OVERBERG		
GARDEN ROUTE & CENTRAL KAROO		

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SUPPLY CHAIN MANAGEMENT			
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND CODES OF GOOD PRACTICE			
Only for use of bids from R2 000 to maximum of R50 million			
Casidra, as a Schedule 3D development and implementation agent for the Western Cape Provincial Government underwrites, and complies with the Provincial and National developmental initiatives and administers funds on behalf of donors. Within this context, and because of the specific requirements of the donors for the application of the funds, the awarding of bids is dependent on the special evaluation criteria as set out in the policies of Casidra. The evaluation criteria of this Preferential Procurement Policy are based on the “Preferential Procurement Policy Framework (Act 5 of 2000)” and related Regulations. Awarding of the bid is dependent on preferential points system, and every presentation is measured against the specific evaluation criteria as shown. The completion and signature of the document is thus a pre-requisite to qualify as a service provider.			
This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution. NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST MAKE SURE OF THE CONTENTS OF THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT AND THE CODES OF GOOD PRACTICE WHICH CAN BE FOUND ON: http://www.thedtic.gov.za/financial-and-non-financial-support/b-bbee/broad-based-black-economic-empowerment/ https://www.gov.za/documents/broad-based-black-economic-empowerment-act https://www.bbbeeecommission.co.za/			
DEFINITIONS			
1.1 1.2 1.3 1.4 1.5 1.6 1.7 1.8 1.9 1.10 1.11 1.12 1.13 1.14 1.15	“affidavit” is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, and this serves as evidence to its veracity and is required for court proceedings; “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act; “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice of Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act; “EME” is an Exempted Micro Enterprise with an annual total revenue of R10 million or less; “Large Enterprise” is any enterprise with an annual total revenue above R50 million; QSE is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million; “The Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); “The Regulations” means the Preferential Procurement Regulations, 2011 and 2022; “Consortium or joint venture” 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; “person” includes a juristic person; “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract; “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person; “Original sworn affidavit” means the initial document which was not photocopied or electronically reproduced; “Original certified B-BBEE certificate” means the certification of a copy of the B-BBEE certificate confirming the validity of the original document. The stamp of the notary must be ORIGINAL.		
GENERAL CONDITIONS			
1.1 1.2 1.3	The value of this bid is estimated to not exceed R50 million (all applicable taxes included) and therefore the 80/20 points system shall be applicable. Preference points for this bid shall be awarded for: (a) Price; and (b) B-BBEE Status Level of Contribution. The maximum points for this bid are allocated as follows:		
	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center; padding: 5px;">POINTS</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"></td> </tr> </tbody> </table>	POINTS	
POINTS			

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	PRICE	80	
	B-BBEE STATUS LEVEL OF CONTRIBUTION	20	
	Total points for Price and B-BBEE	100	

1.4 Failure on the part of a bidder to fill in, sign this form and submit in the circumstances prescribed in the Codes of Good Practice either a B-BBEE Verification Certificate form issued by a Verification Agency accredited by the South African Accreditation System (SANAS) or by a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an affidavit confirming annual total revenue and level of black ownership together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

1.6 The bidder is responsible to provide **Casidra** SOC Ltd with (refer to 2.2 under POINTS AWARDED FOR PRICE:

1.6.1. An **original sworn affidavit**

1.6.2. An **originally certified B-BBEE certificate**.

ADJUDICATION USING A POINT SYSTEM

1.1 Subject to Regulation 7 of the **Casidra** SOC Ltd Financial Regulations and PPR 2022, the bidder obtaining the highest number of total points will be awarded the contract.

1.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

1.3 Points scored must be rounded off to the nearest 2 decimal places.

1.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

1.5 However, where functionality criterion forms part of the bid and is part of the evaluation process, and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEM

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

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where
Ps = Points scored for price of tender under consideration
Pt = Rand value of offer tender consideration
Pmin = Rand value of lowest acceptable tender

2. A maximum of 20 points will be awarded for B-BBEE status level of contribution:

2.1. In terms of Regulations 5(2) of the Regulations preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level on Contributor	Number of points	Points awarded (for office use only)	BEE recognition level
1	20	EME & QSE 100% Black owned	135%
2	18	EME & QSE 51% + Black	125%
3	14		110%
4	12	EME 51% < Black owned	100%
5	8		80%
6	6		60%
7	4		50%
8	2		10%
Non-compliant contributor	0		0%

2.2. B-BBEE requirements:

An **EME** must submit a valid, fully completed, **original, certified, dated and signed sworn affidavit** (no photostat copies of certification allowed) confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission (accounting officer for a Closed Corporation).

If a **startup EME**, a **clear, originally certified copy**, of B-BBEE certificate issued by the CIPC for EME's only is accepted.

A **QSE that is less than 51% (50% or less) black owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by SANAS.

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A **QSE that is at least 51% black owned (51% or higher)** must submit an **original, certified, dated and signed sworn affidavit** confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.

A **large enterprise** must submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.

A **trust, consortium or joint venture**, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A **trust, consortium or joint venture** (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.

Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

3. Bids of non-compliant contributors (where no certificate was submitted) will be considered but no points will be awarded for B-BBEE status.

DECLARATION

Bidders who claim points in respect of B-BBEE status level of contribution **MUST** complete the following:

1. B-BBEE status level of contributor claimed in terms of paragraph 1 and 2 above:

B-BBEE status level of contributor:

2. SUB-CONTRACTING

2.1. Will any portion of the contract be sub-contracted:

Yes ☐

No ☐

(Tick applicable box)

2.2. If YES, INDICATE:

a. What percentage of contract will be subcontracted?

b. The name of the subcontractor

c. B-BBEE status level of the sub-contractor

d. Is sub-contractor EME or QSE

Yes ☐

No ☐

e. Attach the **originally certified** B-BBEE certificate/**original** sworn affidavit as proof.

MARKET RELATED PRICING

If a bidder, whose tender is compliant and received the highest overall points, do not offer a market related price, the offer may be negotiated with that bidder to be market related.

Are you willing to negotiate your offer?

Yes ☐

No ☐

SUPPLY CHAIN PERFORMANCE MEASUREMENT

In order for **Casidra** to measure its supply chain efficiency and effectiveness, please assist us by answering the following questions:

- What were the source that made you became aware of this bid being available.

Personal Email invite to bid:	☐
Via a friend or business partner:	☐
National Government E-Tender website:	☐
Local Newspapers:	☐
Casidra own website:	☐
CIDB website	☐
Other (specify)	☐

- Was the time allowed to date of closure sufficient for you to compile an offer?

No – too short ☐	Yes – Sufficient ☐	No - Too long ☐
---	---	--

I, _____
as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the abovementioned information is true and correct and that I am duly authorized as a signatory of this bid. On behalf of my business, I accept the terms and

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conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of Casidra . In terms of the POPI Act I further give consent that my contact and company details as will be captured on the Casidra database may be shared with the role players/funders involved in the project and be used by Casidra for the purpose of further procurement.	
Signature	
Date	

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CBD 5.1 (b) DECLARATION

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

- 2.3.1 If so, furnish particulars:

.....
.....

- 2.4 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**

- 2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

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Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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.
- 3.5 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.
- 3.6 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.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder

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**Request for the relevant Competent Authority to define or adopt a Maintenance Management Plan
for a watercourse in terms of the National Environmental Management Act, 1998 (Act No. 107 of
1998), Environmental Impact Assessment Regulations, 2014 (as amended).**

File Reference Number:
Date Received by Department:
Date Received by Component:
Form Duly Signed and Dated:

(For official use only)	
	Yes No

PROJECT TITLE

--

A. SCOPE AND IMPORTANT INFORMATION

- 1) This document is to be used to ensure that the request for adopting or defining a Maintenance Management Plan (MMP) in terms of the National Environmental Management Act, 1998 (Act No. 107 of 1998) ("NEMA"), Environmental Impact Assessment (EIA) Regulations, 2014 (as amended) is undertaken to the sufficient standard and requirements as defined by the competent authority, the Department of Environmental Affairs and Development Planning of the Western Cape Government (henceforth the Department). It is advised that the determination of applicability regarding the scale of the proposed maintenance/management activity(ies) be undertaken through a pre-application consultation with the Department.
- 2) The geographical scope of the MMP is limited to watercourses as defined in the EIA Regulations, 2014(as amended). The document does not relate to coastal activities or activities to be undertaken in an estuary.
- 3) The use of this document for the development of a MMP for a watercourse **will only** be considered when the proposed maintenance activities constitute any one of the following listed activities identified in terms of the NEMA EIA Regulations, 2014 (as amended):

EIA Regulations Listing Notice 1 of 2014 (as amended)

- Activity 19, Listing Notice 1: The infilling or depositing of any material of more than 10 cubic meters into, or the dredging, excavation, removal or moving of soil, sand, shell grit, pebbles or rock of more than 10 cubic metres from a watercourse; but excluding where such infilling, depositing, dredging, excavation, removal or moving-

- (a) will occur behind a development setback;
 - (b) is for maintenance purposes undertaken in accordance with a maintenance management plan;
 - (c) falls within the ambit of activity 21 in this Notice, in which case that activity applies;
 - (N.B. Points (d) and (e) does not apply as these activities fall within the coastal zone)
- Activity 27, Listing Notice 1: The clearance of an area of 1 hectares or more, but less than 20 hectares of indigenous vegetation, except where such clearance of indigenous vegetation is required for-
 - i. The undertaking of a linear activity; or
 - ii. Maintenance purposes undertaken in accordance with a MMP.

EIA Regulations Listing Notice 2 of 2014 (as amended)

- Activity 15, Listing Notice 2: The clearance of an area of 20 hectares or more of indigenous vegetation, excluding where such clearance of indigenous vegetation is required for-
 - I. The undertaking of a linear activity; or
 - II. Maintenance purposes undertaken in accordance with a MMP.
- Activity 24, Listing Notice 2: The extraction or removal of peat or peat soils, including the disturbance of vegetation or soils in anticipation of the extraction or removal of peat or peat soils, but excluding where such extraction or removal is for the rehabilitation of wetlands in accordance with a MMP.

EIA Regulations Listing Notice 3 of 2014 (as amended)

- Activity 12, Listing Notice 3: The clearance of an area of 300 square metres or more of indigenous vegetation except where such clearance of indigenous vegetation is required for maintenance purposes undertaken in accordance with a MMP.
 - i. Western Cape**
 - i. Within any critically endangered or endangered ecosystem listed in terms of section 52 of the NEMBA or prior to the publication of such a list, within an area that has been identified as critically endangered in the National Spatial Biodiversity Assessment 2004;
 - ii. Within critical biodiversity areas identified in bioregional plans;
 - iv. On land, where, at the time of the coming into effect of this Notice or thereafter such land was zoned open space, conservation or had an equivalent zoning; or
 - v. On land designated for protection or conservation purposes in an Environmental Management Framework adopted in the prescribed manner, or a Spatial Development Framework adopted by the MEC or Minister.
 - (NB. Point iii does not apply as this activity falls within the coastal zone)
- 4) In deciding the request, the competent authority may define conditions related to auditing compliance with the MMP; monitoring requirements; reporting requirements; review; updating and amending the document and period for which the MMP is defined/adopted.
 - 5) The purpose of the MMP is to maintain both man-made and ecological infrastructure in a manner that either improves the current state of, and/or reduces the negative impacts on a

watercourse to ensure that ecosystems services are preserved/improved and to prevent further deterioration of the watercourse.

- 6) Notwithstanding the MMP possibly being defined or adopted by the Competent Authority, any other applicable statutory requirement must still be complied with (e.g. any obligations under the National Water Act, 1998 (Act 36 of 1998) or the Conservation of Agricultural Resources Act, 1983 (Act 43 of 1983)).
- 7) The proponent must note that a MMP for a watercourse **must** be undertaken through consultation with the Department of Water and Sanitation and/or the relevant Catchment Management Agency (responsible water authority). This is to ensure compliance in terms of a Permissible Water Use as set out in the National Water Act, 1998 (Act No. 36 of 1998). It is recommended that this process for authorisation in terms of the National Water Act be clarified prior to the drafting and submission of the MMP.
- 8) The development of this document has been done in such a way so as to meet the requirements of both this Department as the competent authority in terms of the NEMA EIA Regulations, 2014 (as amended), as well as the requirements of the delegated water authority, regarding general authorisation considerations for sections 21(c) and (i) of the National Water Act, 1998 (Act No. 36 of 1998), to ensure alignment between the two authorities when defining or adopting the MMP.
- 9) In situations where a Water Use Licence Application (WULA) is required by the water authority regarding the proposed activities within a MMP, this will not prevent the proponent from submitting a request for a MMP to be defined or adopted by the Department.
- 10) Unless protected by law, all information contained in, and attached to this document, shall become public information on receipt by the competent authority.
- 11) A duly dated and originally signed copy of this document together with one hard copy and one electronic copy of the MMP must be posted, to the Department at the postal address given below, or delivered to the Registry Office of the Department.
- 12) A copy of the final defined/adopted MMP and cover letter **must** be submitted to the responsible water authority.
- 13) **NOTE: Adopting or defining the MMP does not absolve the proponent from complying with any applicable legislation or the general “duty of care” set out in Section 28(1) of the NEMA that states, “Every person who causes, has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing or recurring, or, in so far as such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, to minimise and rectify such pollution or degradation of the environment.” (Note: When interpreting this “duty of care” responsibility, cognisance must be taken of the national environmental management principles contained in Section 2 of the NEMA.**
- 14) **NOTE: This document can be used as a template to assist in the information required and is to be filled out in full. The Department reserves the right to request any additional information during the initial development and submission of the draft MMP.**

- 15) **NOTE:** The Department reserves the right to not adopt the MMP and require that an application be submitted to obtain Environmental Authorisation for the respective activities. Furthermore, consideration for the review should also be aligned to the periodic reviews of the General Authorisation for sections 21 (c) and (i) of the National Water Act, 1998 (Act No. 36 of 1998) to ensure continued alignment and compliance.

B. MAINTENANCE MANAGEMENT PRINCIPLES

- 1) The following are overarching principles to be used by landowners and managers when considering the development and implementation of a MMP:
 - a. The anticipation and prevention of negative impacts and risks, then minimisation, rehabilitation or 'repair', where a sequence of possible mitigation measures to avoid, minimize, rehabilitate and/or remedy negative impacts is explicitly considered;
 - b. Avoid and reduce unnecessary maintenance;
 - c. Maintenance and management of a watercourse must be informed by the condition of the physical and ecological processes that drive and maintain aquatic ecosystems within a catchment, relative to the desired state of the affected system;
 - d. Management actions must aim to prevent further deterioration to the condition of affected watercourses and, overall, be guided by a general commitment to improving and maintaining ecological infrastructure for the delivery of ecosystem services;
 - e. Managers and organs of state must identify, address and, where feasible, eliminate the factors that necessitate intrusive, environmentally-damaging maintenance; and
 - f. A process of continuous management improvement be applied, namely Planning; Implementing; Checking (monitoring, auditing, determine corrective action) and Acting (management review).
- 2) The following table provides a simple overview for the determination of the need for a MMP:

	Question	If the answer to any of the questions is YES, then a MMP may be applicable.
2.1	Is there a watercourse on or adjacent to the property?	
2.2	Has there been a history of flood damage or vandalism to the existing infrastructure or watercourse – erosion and/or sedimentation?	
2.3	Is there infrastructure or any community at risk of being damaged by flooding?	
2.4	Is the design of infrastructure considered inadequate in terms of managing the risk of flooding, erosion and/or sedimentation?	
2.5	Would you consider an improved design to existing infrastructure to reduce maintenance needs?	
2.6	Are there specific incidences where the watercourse is obstructed or blockages occur that alter the flow of the river during floods?	
2.7	Is there an existing obstruction in the watercourse that has changed the flow of the river under normal conditions?	
2.8	Is there a marked increase in the rate of erosion/sedimentation being experienced which threatens operations and assets?	
2.9	Is there a presence of alien or bush encroachment vegetation within the watercourse and/or the presence of woody debris after flooding?	

- 3) It is important to consider that the type of maintenance required will impact on the level of assessment needed in terms of the impact the activity will have on the system and how best to mitigate the impact. Types of maintenance can broadly be classified in the following categories, with recognition that maintenance activities vary across the rural and urban context:

Maintenance Category	Types of maintenance activities (examples only)
Category A: Sediment removal as a result of deposition or sediment deposition as a result of erosion	• Clearing sediment or placing sediment at: ○ Pump hole/trench ○ Return flow (irrigation) ○ Off-take weir ○ Stormwater outfall ○ Detention/retention ponds ○ Canalized urban rivers ○ Bridges, culverts and drifts • Prevent formation of islands in the channel of the river • Dredging of in-stream dams
Category B: Emergency repairs – urgent action required to manage risk and damage to assets	• Repair to erosion of river bank or servicing infrastructure (e.g. pipelines/roads) • Removal of material built up as a result of flooding/sedimentation and increasing risk to infrastructure • Address damage or replacement of infrastructure (e.g. bridge, pipeline, pump house) • Manage the condition of flood protection berms, and existing structures such as gabions, canalized and stormwater systems • Installing temporary gravel approaches at flood-damaged river crossings
Category C: Managing alien invasive and bush encroachment plant species	• Clearing of alien invasive vegetation out of a watercourse to reduce maintenance requirements as they relate to erosion and sedimentation • Management of indigenous species categorized as bush encroachment, to improve hydrological flow and reduce associated flooding impacts
Category D: Rehabilitation and restoration activities for maintaining ecological infrastructure	• Development and maintenance of ecological buffering systems to improve and/or restore functioning (e.g. wetlands and stormwater detention ponds) • Actively rehabilitating riparian zones through planting of locally indigenous species • Bank grading and movement/removal of berms and barriers to flow

- 4) The development of appropriate method statements to mitigate the impact of the maintenance needs, should be aligned within the framework of these considerations:
- a. Watercourses experience a natural process of sedimentation and erosion, with varying rates depending on the geomorphology and the integrity of the land-uses within the catchment;

- b. Manipulation of the watercourse results in increased erosion and/or deposition being experienced further downstream, perpetuating greater need for manipulation and more drastic and costly maintenance interventions;
 - c. Locally indigenous riparian and wetland vegetation assists in the stabilization of river banks through effective root structures, while contributing to improve in-stream habitat and water quality conditions;
 - d. Invasive alien and bush encroachment vegetation significantly impacts on the functioning of a watercourse, often leading to increased flood associated damage, with further implications and a reduction in water quality and availability;
 - e. Persons undertaking maintenance activities have a responsibility to ensure a sense of duty of care is applied as prescribed within NEMA Section 28(1).
- 5) It is recognized that within urban areas, sedimentation and erosion rates are significantly amplified as a result of development in urban areas and thus systems associated with watercourses in such areas can no longer be considered as 'natural'. In such a context, the drivers of such a process are often located outside the control of the landowner or responsible authority (i.e. Municipality). Therefore, the response taken to address the needs of a maintenance management plan for a watercourse within the urban environment may be limited in mitigating the requirement for maintenance to be undertaken.

C. REQUEST FOR THE COMPETENT AUTHORITY TO DEFINE OR ADOPT A MAINTENANCE MANAGEMENT PLAN FOR A WATERCOURSE IN TERMS OF THE NEMA, EIA REGULATIONS 2014 (AS AMENDED).

The following information must be submitted as part of the request for the competent authority to define or adopt the MMP:

1. PERSONAL DETAILS

Highlight the Departmental Sub-Region(s) in which the maintenance is to be undertaken. (mark the appropriate box with an 'X'). For Departmental details see Annexure A.

REGION 1 (City of Cape Town Metropolitan and West Coast District) ☐	REGION 2 (Cape Winelands District, Overberg District) ☐	REGION 3 (Eden & Central Karoo Districts) ☐
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Name of person/authority who will undertake responsibility for the activity:			
Contact person (if other):			
Postal address:			
Telephone:	()	Postal code:	
Fax:	()	Cell:	
Email:			
Name of person who has prepared the MMP:			
Contact Person (if other):			
Postal address:			
Telephone:	()	Postal code:	
Fax:	()	Cell:	
E-mail:			
Name of landowner(s) on whose behalf the plan has been developed*:			
Contact person(s):			
Postal address:			
Telephone:	()	Postal code:	
Fax:	()	Cell:	
E-mail:			
Municipality for proposed project:			
Farm name(s), erf(s) and portion number(s) etc*:			
Magisterial District or Town:			
Name(s) of watercourse(s) in question:			
*In instances where there is more than one landowner, please attach a list of landowners with their full names, contact details, farm name, farm number, portion number, Erf number, coordinates and signed declaration confirming approval for development and responsibility of the MMP			

2. DECLARATION

THE PERSON THAT WILL BE UNDERTAKING THE MAINTENANCE

I, in my **personal capacity** or **duly authorised** (please circle the applicable option) by (name of legal entity) thereto hereby declare that I/we:

- Request the MMP to be adopted by the Competent Authority;
- Regard the information contained herein to be true and correct for this Maintenance Management Plan;
- Am fully aware of my responsibilities in terms of the National Environmental Management Act of 1998 ("NEMA") (Act No. 107 of 1998) and that, notwithstanding the adoption of this MMP, I/we shall comply with any other statutory requirement applicable, which may include, but not limited to the Conservation of Agricultural Resources Act, 1983 (Act No. 43 of 1983), the National Water Act, 1998 (Act No. 36 of 1998) and the Environmental Impact Assessment Regulations, 2014 (as amended) ("EIA Regulations"), in terms of NEMA;
- Am fully aware that the proposed maintenance constitutes a listed activity in terms of the NEMA EIA Regulations, 2014 (as amended) and that an environmental assessment for environmental authorisation may be required for any other listed activities not included as part of this MMP;
- Acknowledge that any activity undertaken that does not form part of the defined and adopted MMP, will be subject to the Section 24(F) of NEMA and that appropriate enforcement and compliance requirements will follow;
- Shall undertake only those tasks described in the MMP, failing which environmental authorisation will be required, where applicable;
- Shall provide the competent authorities with access to all information at my disposal that is relevant to this request;
- Shall be responsible for any costs incurred in complying with environmental legislation;
- Hereby indemnify the government of the Republic, the competent authority and all its officers, agents and employees, from any liability arising out of, inter alia, any loss or damage to property or person as a consequence of undertaking this MMP; and
- Am aware that a false declaration is an offence in terms of Regulation 48(1)(a) GN No. R. 982 of 4 December 2014 (as amended).

Signature of the proponent:

Date:

Name of institution/company:

3. BACKGROUND AND INTRODUCTION

The MMP (MMP) must be submitted with the signed declaration (see above) for the MMP to be defined or adopted in terms of the National Environmental Management Act, 1998 (Act No. 107 of 1998), Environmental Impact Assessment Regulations, 2014 (as amended).

Provide a strategic overview of the need for the development of the MMP – what is the need for this plan; how this plan will aim to contribute to furthering sustainable practices and reducing and/or mitigating the need for maintenance.

This section must also include details of the responsible party who will implement the MMP, engineers or other specialists appointed and the specifications for their appointment to assess the needs for the maintenance work, the Environmental Assessment Practitioner (EAP) or consultant appointed to compile the MMP. A short portfolio of evidence which indicates the relevant freshwater/ aquatic experience of the EAP/consultant or the person who prepared the MMP is required as supporting information to the introduction.

Should sufficient expertise and resources be available for the development of an MMP by the proponent, the process of appointing an EAP for the final compilation and submission of the MMP to the Department is still required.

3.1 DEFINITIONS OF TERMS AND ACRONYMS

Acronyms and technical terms used in the MMP must be defined or clarified so that the person(s) who must implement the plan understands the document clearly.

4. ENGAGEMENT PROCESS

4.1 AUTHORITY ENGAGEMENT

Please indicate (with an 'x') which of the following authorities have been consulted to provide input based on the proposed maintenance activities:

- ☐ Department of Water and Sanitation
- ☐ Catchment Management Agency
- ☐ CapeNature
- ☐ SANParks
- ☐ Western Cape Department of Agriculture, Directorate: Sustainable Resource Management
- ☐ District Municipality
- ☐ Local Municipality
- ☐ Irrigation Board / Water Users Association
- ☐ Heritage Western Cape
- ☐ Department of Agriculture, Forestry and Fisheries
- ☐ Department of Environmental Affairs & Development Planning
- ☐ Other (please list):

For each of the indicated authorities, please provide an explanation as to their required involvement. Details of interactions with each of the respective authorities should be captured by providing an attendance register and minutes of meetings attended with the authority in question. Comments received from the authorities must be submitted and referenced within the final application.

For a MMP where multiple property owners are involved or a plan is developed for members of an association, it is recommended that a Project Liaison Committee is setup, to achieve the following objectives:

- Present the project work plan and objectives for approval;
- Present the initial findings and draft of the plan for discussion and approval;
- Present the final accepted plan for agreement and clarification.

In cases where the Municipality is the proponent, it is advised that the Project Liaison Committee represent the multiple departments involved with the maintenance and management of watercourse, which could include but is not limited to departments of, Stormwater, Water and Sanitation, Environment, Parks and Wastewater. Such an approach seeks to ensure alignment and an understanding of the roles and responsibilities of the varying maintenance requirements within the Municipality.

4.2 PUBLIC PARTICIPATION

You are required to notify any and all potential interested and affected party(ies) of the proposed activity(ies) and allow them the opportunity to comment on the MMP for a watercourse. The detail required is outlined below, however this can be further discussed and determined as part of the pre-consultative meeting with the Department, which would ensure due diligence and good governance principles are applied.

It is noted, that for the development of MMPs for watercourses within the urban area, by Municipalities, public notice can be undertaken through the advertisement of the development of a MMP within local/community newspapers for the respective areas, with the relevant evidence of such an advertisement included in the final submission.

The following public participation recommendations, regarding the different scale or geographical extent of the request, are as follows. If no, then motivation must be given as to why a particular process was not undertaken.

Single property / maintenance and management activities along a watercourse occurring along a stretch of no more than 1 kilometer (≤1000 meters):

(i) Given written notice to the owner or person in control of that land if the person undertaking the maintenance activity is not the owner or person in control of the land.	Yes No	/	<i>Evidence to be letter from landowner acknowledging development of MMP.</i>
(ii) Given written notice to adjacent landowners (up to 500m upstream and downstream from furthest upstream and downstream maintenance site and opposite side of the banks)	Yes No	/	<i>Evidence to be dated letters addressed to landowner and/or manager of adjacent</i>

of the development of the MMP.		properties.
(iii) Stakeholder meeting held for adjacent landowners, in which MMP is presented. This must include an opportunity for adjacent landowners to provide comment.	Yes / No	Evidence will consist of meeting requests, attendance register of said meeting, minutes / notes of the meeting, and comments provided.
(iv) Given written notice to any organ of state having jurisdiction in respect of any aspect of the activity(ies) proposed within the development of the MMP.	Yes / No	Evidence will include relevant dated letters to the relevant government agencies and departments.
(v) Provided written notice and confirmation to the relevant Water Users Association (WUA) or Irrigation Board (IB) of the development of the MMP, if applicable.	Yes / No	Evidence to be dated letter(s) to management body (secretary and chairperson) for the WUA/IB.

Single or Multiple properties / WUA / IB / local authority applying for a single MMP to cover a stretch of a watercourse longer than 1 kilometer (>1000 meters) OR a catchment or sub-catchment area

(i) Given written notice to the owner(s) or person(s) in control of the land if the person(s) undertaking the maintenance activity(ies) is not the owner or person in control of the land.	Yes / No	Evidence to be letter from landowner acknowledging development of MMP.
(ii) Given written notice to non-participating adjacent landowners (up to 1km upstream and downstream from furthest upstream and downstream maintenance site and opposite side of the river banks) of the development of the MMP. <i>This must also include general notice to adjacent WUA or IB of the proposed MMP development if application is made by a WUA or IB.</i>	Yes / No	Evidence to be dated letters addressed to landowner and/or manager of adjacent properties.
(iii) Stakeholder meeting held for all participating and non-participating landowners, in which details and methodology of MMP is presented. A minimum of two meetings are required, to present on the development of the plan and a final draft version of the plan.	Yes / No	Evidence will consist of meeting requests, attendance register of said meeting, minutes/ notes of the meeting, and comments provided.
(iv) Given written notice to any organ of state having jurisdiction in respect of any aspect of the activity(ies) proposed within the development of the MMP.	Yes / No	Evidence will include dated letters to the relevant government agencies and departments.
(v) Provide written notice and confirmation to the relevant Water Users Association (WUA) or Irrigation Board (IB), of the	Yes / No	Evidence to be dated letter(s) to management

development of the MMP <i>(if a MMP is not requested and managed through a WUA/IB).</i>	No	body (secretary and chairperson) for the WUA/IB.
(vi) Describe any other measures taken to inform the public about this MMP. A complete list of measures that are in place to deal with interactions with the public, if it becomes necessary and required by the competent authority during implementation of the project, must be provided for.	Yes / No	Evidence to be referenced accordingly based on the measures taken and/or developed.

Kindly note, the Department may request further or allow reduced requirements for public participation, noting the specific circumstances applied to each request to define or adopt an MMP. Please include or delete the respective sections as agreed to with the Department in the pre-consultative meeting, with supporting evidence of this agreement included.

Please circle the appropriate answer above to indicate the public participation process that has been followed to give notice of this request to potential interested and affected parties and attach any comments and/or objections received, with evidence provided and referenced.

5. DATA COLLECTION AND ASSESSMENT

[This section is intended to provide the required information on the needs for the scientific content and methodology statements of a MMP. It provides headings for the various sections that a MMP must contain, as well as a brief description of typical content and the level of detail required under each heading]

Note: Information relating to the specifications and Terms of Reference used for the appointment of all specialist inputs must be provided.

Information required for maintenance and management activities for a single/ multiple owner along a watercourse.

- 5.1 Provide a map (at an appropriate scale) of the watercourse or stretch of watercourse being applied for within the stretch where maintenance activities will take place being clearly defined – consideration must be made to mapped features relating to Critical Biodiversity Areas (CBAs) and National Freshwater Ecosystem Priority Areas (NFEPA's).
- 5.2 GPS coordinates must be provided for all site(s) at which maintenance activities will take place and included on the map which defines the stretch of watercourse. Coordinates must be provided in degrees, minutes and seconds using the Hartebeesthoek94 WGS84 co-ordinate system. Where numerous properties/sites are involved (e.g. linear activities), you may attach a list of property descriptions and co-ordinates to this form.
- 5.3 Specialist assessment to be undertaken to determine (NOTE: information relating to the specifications and Terms of Reference used for the appointment of all specialist inputs must be provided):
 - Hydrological (incl. flood hydrological data etc.) and geomorphological assessment of watercourse functioning;
 - The relevant Present Ecological Status (PES) of the stretch of watercourse in question, if not available an assessment is to be done to determine PES in accordance with the Department of Water and Sanitation (DWS) guidelines;
 - What is the reason/cause for the maintenance activities based on an ecological and hydrological assessment of the watercourse within the context of the larger catchment;
 - What are the drivers of system functioning within the watercourse and what is the ecological objective – based on historical condition and PES;
 - What is the management objective given the ecological status of the watercourse based on historical and PES data; as set out in agreement with the person(s) responsible for undertaking the maintenance activities;
 - What is the impact on the watercourse/river system (resource quality characteristics: flow regime, geomorphology, water quality, habitat and biota) for a minimum of 500m both up and downstream of the proposed maintenance activities, with the mitigation measures included;
 - An appropriate assessment for risk for each of the proposed types of maintenance activities and linked management actions in terms of the risk matrix for General Authorisations (GA) of Section 21 (c) and (i) by the DWS (GN 509 of 2016) or where applicable.

- 5.4 Mapped biodiversity features such as Critical Biodiversity Area, Ecological Support Area, National Freshwater Ecosystem Priority Area (NFEPA), and the National list of Ecosystems that are threatened and in need of protection (2011) gazetted in terms of Section 52 of the National Environmental Management: Biodiversity Act (Act No. 10 of 2004) (NEMBA), the Western Cape Biodiversity Spatial Plan 2017, as well as relevant provincial specific plans and classifications etc. Please consult the website www.bgis.sanbi.org.za to determine mapped features.
- 5.5 Include a description of existing or previous protection measures or reinforcements (eg. gabions or groynes etc.) and infrastructure. Describe any evidence of erosion and/or siltation at the various sites and outlining possible causal factors and maintenance practices.
- 5.6 Provide historical maps and data (images/flow/water quality/land use) of the river channel (if available) in order to assess the natural to changing flow patterns of the watercourse to determine cause of maintenance and possible impact of the maintenance activities, to inform mitigation measures.
- 5.7 Provide a photographic record for the condition of the riparian habitat around maintenance sites, with the presence of important and/or sensitive habitat/species noted.
- 5.8 For sites prone to flood damage, a description regarding the history and effect of past floods and include dates of most recent events must be provided. This must inform the process to understand what actions are required along the stretch of the watercourse to reduce such impacts to the resource quality characteristics.
- 5.9 Explain the risks associated with the no-go option for the MMP i.e. the risk of not undertaking the maintenance activities as stated in the MMP.
- 5.10 Reference must be made to any strategic plan where available, for example, a Catchment Management Strategy, with the objectives of the MMP shown to be in alignment with such plans.

6. METHOD STATEMENT

- 6.1 The method statement must provide a step-by-step plan (which may include a schematic diagram etc.) to inform the responsible person(s) on the process and actions to take in a sequential and logical manner, which aims to reduce the impact of undertaking the activity within a reasonable timeframe and cost.
- 6.2 A method statement should be compiled for each individual activity given the likely specific circumstances and conditions of a site requiring maintenance. However, in situations whereby uniform conditions and circumstances are evident for multiple sites requiring the same type of activity, a method statement can be given for a specific type of activity to be undertaken at multiple sites given the aforementioned requirements.
- 6.3 The detail of the method statement will be assessed by the Department and other relevant regulatory authorities to ensure actions that are taken are such that they do not perpetuate increased incidences of erosion/deposition of material.

6.4 Time periods must be given within which the maintenance actions contemplated need to be implemented. An indication must be made whether maintenance actions will be repeated, e.g. clearing of silt/debris from under a bridge annually or after flood events.

6.5 The following serves as a general guide required to minimise the spatial impact of the maintenance activity:

- Repairs and maintenance should be undertaken within the dry season, except for emergency maintenance works.
- Where at all possible, existing access routes should be used. In cases where none exist, a route should be created through the most degraded area avoiding sensitive/indigenous vegetation areas.
- Responsible management of pollutants through ensuring handling and storage of any pollutants is away from the watercourse. When machinery is involved, ensure effective operation with no leaking parts and refuel outside of the riparian area, at a safe distance from the watercourse to manage any accidental spillages and pose no threat of pollution.
- At no time should the flow of the watercourse be blocked (temporary diversions may be allowed) nor should the movement of aquatic and riparian biota (noting breeding periods) be prevented during maintenance actions.
- No new berms can be created.
- In circumstances which require the removal of any top soil, this must be sufficiently restored through sustainable measures and practices.
- Concerted effort must be made to actively rehabilitate repaired or reshaped banks with indigenous local vegetation.
- No deepening of the watercourse beyond the original, pre-damage determined thalweg, unless such deepening is directly related to the natural improved functioning and condition of such a watercourse.
- Where at all possible, limit the disturbance to the zone of the thalweg. This is due to the ecological importance of the low flow channel and respective habitat being allowed to re-establish improving the ecological condition.
- The build-up of debris/sediment removed from a maintenance site may:
 - be utilised for the purpose of in-filling or other related maintenance actions related to managing erosion, which form part of an adopted MMP;
 - not be used to enlarge the height, width or any extent of existing berms;
 - not be deposited anywhere within the watercourse or anywhere along the banks of a river where such action is not part of the proposed maintenance activity (ies). Material that cannot be used for maintenance purposes must be removed out of the riparian area to a suitable stockpile location or disposal site. Further action and consideration may be required where the possibility of contaminated material may occur, such as in urban watercourses.
- The use of foreign material, such as concrete, rubble, woody debris and/or dry land based soil, is strictly prohibited from being used in maintenance actions, unless for the specific purpose of repairs to existing infrastructure, coupled with appropriate mitigation measures.

- On completion of the maintenance action, the condition of the site in terms of relative topography should be similar to the pre-damaged state (i.e. the shape of the river bank should be similar or in a state which is improved to manage future damage). This ultimately dictates that the channel, banks and bed cannot be made narrower, higher or deepened respectively. Exceptions are considered for systems involved with the management of stormwater and improvements for water quality within the urban context.

7. MONITORING AND REPORTING

It is important to note that any and all activities undertaken outside the scope of the adopted MMP, in terms of the action outlined within the given method statement, the responsible person(s) will be subject to Section 24(F) of NEMA and that appropriate enforcement and compliance requirements will follow.

The specific reporting information required by the competent authority should be discussed during the consultation phase between the proponent and the Department. The relevant information required should be considered on a case-by-case basis.

The following Forms A and B are to be considered as a guideline in terms of the type of information required. It is proposed that Form A below must be completed by the relevant person(s) before maintenance activities are undertaken and Form B after a maintenance activity has been completed. A copy of each completed Form A & B must be sent to the relevant WUA/IB/local authority management if they have undertaken the development of the MMP. For any individual landowner applications, the landowner is responsible to ensure a record of all maintenance activities is recorded as per Form A & B below. Form A and B must also be sent to the Provincial Department of Agriculture, Directorate: Sustainable Resource Management.

The Department may, within a reasonable notice period, request to evaluate the maintenance activities and assess the maintenance sites as per the adopted MMP.

Form A should be completed at least 7 working days before the commencement of any maintenance activity and Form B at least 3 working days following the completion of the maintenance activity(ies). At least two photographs are required from two different points of perspective (A and B) looking at the site (coordinates of these points are required). When listing the type and reference code, this must be done by specifically listing the relevant detail within the adopted MMP.

REPORTING FOR INTENT TO UNDERTAKE MAINTENANCE ACTIVITIES – FORM A				
Section A: Landowner Details				
Name	Surname	Farm No.	Erf No.	Today's Date
Section B: Details of proposed maintenance activity				
WUA/GA reference number and DEA&DP reference number for MMP.	Activity Type:	Reference code (make reference to MMP)	Footprint area (m ²)	Volume of material (m ³)
Equipment to be used:	Description of method for planned activity:			Date when work will commence:
Date of last flood event for site:	Note any further damage and comments regarding the state of the site			
Section C: Photographs of activity location before maintenance				
Before A Coordinates: S E				
Before B Coordinates: S E Date of photos taken:				

REPORTING FOR COMPLETION OF MAINTENANCE ACTIVITIES – FORM B				
Section A: Landowner Details				
Name	Surname	Farm No.	Erf No.	Today's Date
Section B: Details of proposed maintenance activity				
WUA/GA reference number and DEA&DP reference number for MMP.	Activity Type:	Reference code (make reference to MMP)	Footprint area (m ²)	Volume of material (m ³)
Equipment that was used:	Description of method for completed activity and if commence date changed			Date activity completed
Date of last flood event for site:	Note any challenges or difficulties experienced in following the MMP method statement			
Section C: Photographs of activity location after maintenance				
After A Coordinates: S E				
After B Coordinates: S E Date of photos taken:				

DEFINITIONS

"Activity" means an activity identified in any notice published by the Minister or MEC in terms of section 24D(1)(a) of the Act as a listed activity or specified activity. Activity in this document refers to the activities as listed in Listing Notice 1, 2 and 3 of the Environmental Impact Assessment Regulations, 2014 (as amended).

"Bush Encroachment" means stands of plants of the kinds specified in column 1 of Table 4 of the Conservation of Agricultural Resources Act (Act No. 43 of 1983) where individual plants are closer to each other than three times the mean crown diameter.

"Diverting" as defined in the General Authorisation, in terms of section 39 of the National Water Act, 1998 (Act no 36 of 1998) for Water Uses as defined in Section 21(c) and 21(i) (GN. 509 of 26 August 2016), means to, in any manner, cause the instream flow of water to be rerouted temporarily or permanently.

"Ecological Infrastructure" refers to naturally functioning ecosystems that deliver valuable services to people, such as water and climate regulation, soil formation and disaster risk reduction.

"Estuary" has the meaning assigned to it in the National Environmental Management: Integrated Coastal Management Act, 2008 (Act No. 24 of 2008)

"Flood event" is the event where land is inundated by the overflowing of water from a river channel and where this event causes significant damage to infrastructure or results in watercourse erosion and/or sediment deposition.

NOTE that flooding can be a natural phenomenon in many river or wetland systems which, due to encroachment and human modification of the form and function of the affected system, may have evolved into a potential hazard to life or property.

"Flow-altering" as defined in the General Authorisation, in terms of section 39 of the National Water Act, 1998 (Act no 36 of 1998) for Water Uses as defined in Section 21(c) and 21(i) (GN. 509 of 26 August 2016), means to, in any manner, alter the instream flow route, speed or quantity of water temporarily or permanently.

"General Authorisation" in this document refers to the General Authorisation in terms of section 39 of the National Water Act, 1998 (Act no 36 of 1998) for Water Uses as defined in Section 21(c) or Section 21(i) (GN. 509 of 26 August 2016).

"Impeding" as defined in the General Authorisation, in terms of section 39 of the National Water Act, 1998 (Act no 36 of 1998) for Water Uses as defined in Section 21(c) and 21(i) (GN. 509 of 26 August 2016), means to, in any manner, hinder or obstruct the instream flow of water temporarily or permanently, but excludes the damming of flow so as to cause storage of water.

"Indigenous vegetation" refers to vegetation consisting of indigenous plant species occurring naturally in an area, regardless of the level of alien infestation and where the topsoil has not been lawfully disturbed during the preceding ten years.

"Maintenance" means actions performed to keep a structure or system functioning or in service on the same location, capacity and footprint.

“Maintenance Management Plan” means a management plan for maintenance purposes defined or adopted by the competent authority.

“River Management Plans” as defined in the General Authorisation, in terms of section 39 of the National Water Act, 1998 (Act no 36 of 1998) for Water Uses as defined in Section 21(c) and 21(i) (GN. 509 of 26 August 2016), any river management plan developed for the purposes of river or storm water management in any municipal/metropolitan area or described river section, river reach, entire river or sub quaternary catchment that considers the river in a catchment context.

“River reach”, a length of river characterised by a particular channel pattern and channel morphology, resulting from a uniform set of local constraints on channel form. A river reach is typically hundreds of meters in length.

“Stretch” a section of watercourse, delineated between two or more mapped coordinates, within which proposed maintenance activities are to take place as guided by a MMP.

“Thalweg” refers to the line of lowest elevation within a valley or watercourse.

“Watercourse” means:

- (a) a river or spring;
- (b) a natural channel in which water flows regularly or intermittently;
- (c) a wetland, lake or dam into which, or from which, water flows; and
any collection of water which the Minister may, by notice in the Gazette, declare to be a watercourse as defined in the National Water Act, 1998 (Act No. 36 of 1998); and

a reference to a watercourse includes, where relevant, its bed and banks.

“Wetland” means, land which is transitional between terrestrial and aquatic systems where the water table is usually at or near the surface, or the land is periodically covered with shallow water, and which land in normal circumstances supports or would support vegetation typically adapted to life in saturated soil.

ACRONYMS

CBA	Critical Biodiversity Area
DEA&DP	Department of Environmental Affairs & Development Planning
DWS	Department of Water & Sanitation
EAP	Environmental Assessment Practitioner
EIA	Environmental Impact Assessment
GA	General Authorisation, in terms of the National Water Act, 1998 (Act No. 36 of 1998)
GN	Government Notice
IB	Irrigation Board
MEC	Member of Executive Council
MMP	Maintenance Management Plan
NEMA	National Environmental Management Act, 1998 (Act No. 107 of 1998)
NEMBA	National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004)
NFEPA	National Freshwater Ecosystem Priority Areas
NWA	National Water Act, 1998 (Act No. 36 of 1998)
PES	Present Ecological State
SANParks	South African National Parks Authority
WUA	Water Users Association
WULA	Water Use Licence Application

REFERENCE GUIDE FOR DRAFTING MMPs FOR A WATERCOURSE

Ecosystem Guidelines for Environmental Assessment in the Western Cape, Edition 2, 2016. Available at: www.bgis.org.za

Wetland offsets: A best practice guideline for South Africa, 2016. Available at: <http://www.wrc.org.za>

Preliminary guideline for the determination of buffer zones for rivers, wetlands and estuaries, 2014. Available at: <http://www.wrc.org.za>

National Water Act, 1998 (Act No. 36 of 1998). Available at: <http://www.gov.za/documents/national-water-act>

General Authorisation, in terms of Section 39 of the National Water Act, 1998 (Act No. 36 of 1998) for water uses as defined in Section 21(c) or Section 21(i).

ANNEXURE A

DEPARTMENTAL DETAILS

CAPE TOWN OFFICE: REGION 1 (City of Cape Town & West Coast District)	CAPE TOWN OFFICE: REGION 2 (Cape Winelands District & Overberg District)	GEORGE OFFICE: REGION 3 (Central Karoo District & Eden District)
Requests for competent authority to adopt an MMP must be sent to the following details: Department of Environmental Affairs and Development Planning Attention: Directorate: Development Management (Region 1) Private Bag X 9086 Cape Town, 8000 Registry Office 1 st Floor Utilitas Building 1 Dorp Street, Cape Town Queries should be directed to the Directorate: Development Management (Region 1) at: Tel: (021) 483-5829 Fax (021) 483-4372	Requests for competent authority to adopt an MMP must be sent to the following details: Department of Environmental Affairs and Development Planning Attention: Directorate: Development Management (Region 2) Private Bag X 9086 Cape Town, 8000 Registry Office 1 st Floor Utilitas Building 1 Dorp Street, Cape Town Queries should be directed to the Directorate: Development Management (Region 2) at: Tel: (021) 483-5842 Fax (021) 483-3633	Requests for competent authority to adopt an MMP must be sent to the following details: Department of Environmental Affairs and Development Planning Attention: Directorate: Development Management (Region 3) Private Bag X 6509 George, 6530 Registry Office 4 th Floor, York Park Building 93 York Street George Queries should be directed to the Directorate: Development Management (Region 3) at: Tel: (044) 805-8600 Fax (044) 8058650

WESTERN CAPE DEPARTMENT OF AGRICULTURE DETAILS

Francis Steyn
 Director: Sustainable Resource Management, LandCare Programme
 Western Cape Department of Agriculture
 Private Bag X1
 Elsenburg
 7607
 Main Building, Elsenburg, Muldersvlei Road
 Tel: 021 808 5090
 Email: franciss@elsenburg.com



**Western Cape
Government**

Department of Environmental Affairs and
Development Planning

ADOPTION OF A MAINTENANCE MANAGEMENT PLAN

Request for the adoption of a Maintenance Management Plan in terms of the National Environmental Management Act, 1998 (Act No. 107 of 1998) ("NEMA") and the Environmental Impact Assessment ("EIA") Regulations, 2014.

APRIL 2024

DEPARTMENTAL DETAILS	
CAPE TOWN OFFICE: DIRECTORATE: DEVELOPMENT MANAGEMENT (REGION 1) (City of Cape Town, West Coast District, Cape Winelands District & Overberg District)	GEORGE REGIONAL OFFICE: DIRECTORATE: DEVELOPMENT MANAGEMENT (REGION 3) (Central Karoo District & Garden Route District)
The completed Form must be sent via electronic mail to: DEADPEIAAdmin@westerncape.gov.za Queries should be directed to the Directorate: Development Management (Region 1) at: E-mail: DEADPEIAAdmin@westerncape.gov.za Tel: (021) 483-5829 Western Cape Government Department of Environmental Affairs and Development Planning Attention: Directorate: Development Management (Region 1) Private Bag X 9086 Cape Town, 8000	The completed Form must be sent via electronic mail to: DEADPEIAAdmin.George@westerncape.gov.za Queries should be directed to the Directorate: Development Management (Region 3) at: E-mail: DEADPEIAAdmin.George@westerncape.gov.za Tel: (044) 814-2006 Western Cape Government Department of Environmental Affairs and Development Planning Attention: Directorate: Development Management (Region 3) Private Bag X 6509 George, 6530

IMPORTANT INFORMATION TO BE READ PRIOR TO COMPLETING THE ATTACHED FORM:

1. Purpose

The purpose of this form is to provide baseline information for the adoption of a Maintenance Management Plan ("MMP") by the competent authority.

2. Administrative requirements

This form must be used to request the competent authority to adopt a Maintenance Management Plan in terms of the NEMA EIA Regulations, 2014.

3. Maintenance Management Plan information

- 3.1 This form is for the adoption of a MMP and only relates to the Listed Activities as contained in Listing Notice 1, 2 and 3 of the EIA Regulations, 2014 that make provision for the adoption of a MMP.
- 3.2 Please note that an MMP can only be considered for activities pertaining to maintenance related work. Construction work related to new or expanded structures or infrastructure beyond the existing footprint cannot be considered as part of the request for the adoption a MMP by the competent authority.
- 3.3 Construction work related to new or expanded structures or infrastructure beyond the existing footprint may trigger a listed activity in terms of the EIA Regulations, 2014 and environmental authorisation may be required. If this is the case an application for environmental authorisation must be submitted to the competent authority.
- 3.4 Notwithstanding the MMP possibly being defined or adopted by the Competent Authority, any other applicable statutory requirements must still be complied with (e.g. any obligations under the National Water Act, 1998 (Act 36 of 1998) or the Conservation of Agricultural Resources Act, 1983 (Act 43 of 1983)).
- 3.5 The proponent must note that a MMP for a watercourse must be undertaken through consultation with the Department of Water and Sanitation and/or the relevant Catchment Management Agency (responsible water authority). This is to ensure compliance in terms of a Permissible Water Use as set out in the National Water Act, 1998 (Act No. 36 of 1998). It is recommended that this process for authorisation in terms of the National Water Act be clarified prior to the drafting and submission of the MMP.
- 3.6 The adoption of a MMP does not absolve the proponent from complying with any applicable legislation or the general "duty of care" set out in Section 28(1) of the NEMA that states, "*Every person who causes, has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing or recurring, or, in so far as such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, to minimise and rectify such pollution or degradation of the environment.*" (Note: When interpreting this "duty of care" responsibility, cognisance must be taken of the national environmental management principles contained in Section 2 of the NEMA.
- 3.7 Please note that the content of a MMP must include *inter alia*, the following:
 - A description of the objectives of the MMP;
 - A description of the relevant legislation and policies within which the MMP is prepared;
 - A description of the site and a locality map;
 - A description of the proposed maintenance activities;
 - A description of the tasks that will be performed (method statement);
 - A description of the potential impacts on the receiving environment and any management and/or mitigation measures to minimise the potential impacts associated with the maintenance activity;
 - Any specialist inputs that were obtained; and
 - The roles and the responsibilities of the role players who will be involved in the maintenance activity.
- 3.8 A public participation process must be undertaken as part of the request for the competent authority to adopt a MMP. As a minimum you will be required to:
 - inform the surrounding neighbours, your local authority and the relevant water authority of your intentions (these interested and affected parties will be regarded as registered interested and affected parties);
 - allow a minimum of 30 days as a commenting period for these interested and affected parties;
 - obtain written comment from all relevant Organs of State and the Local Authority; and
 - respond to comments received and the proof of the public participation including all comments received and responses provided thereto must be submitted to the competent authority.

4. General

4.1 Submission of documentation, reports and other correspondence:

The Department has adopted a digital format for corresponding with proponents/applicants or the general public. If there is a conflict between this approach and any provision in the legislation, then the provisions in the legislation prevail. If there is any uncertainty about the requirements or arrangements, the relevant competent authority must be consulted.

The Directorate: Development Management has created generic e-mail addresses for the respective Regions, to centralise their administration. Please make use of the relevant general administration e-mail address below when submitting documents:

DEADPEIAAdmin@westerncape.gov.za

Directorate: Development Management (Region 1):
City of Cape Town; West Coast District Municipal area;
Cape Winelands District Municipal area and Overberg District Municipal area.

DEADPEIAAdmin.George@westerncape.gov.za

Directorate: Development Management (Region 3):
Garden Route District Municipal area and Central Karoo District Municipal area

General queries must be submitted via the general administration e-mail for EIA related queries. Where a case-officer of DEA&DP has been assigned, correspondence may be directed to such official and copied to the relevant general administration e-mail for record purposes.

- 4.2 The required information must be typed within the spaces provided in the form. The sizes of the spaces provided are not necessarily indicative of the amount of information to be provided. The tables may be expanded where necessary. Please make use contrasting colours in the answer blocks to improve the visibility and highlight information.
- 4.3 The quality, correctness and detail of information submitted by you is extremely important and it remains your responsibility to interrogate the specifics of your proposed development in order to report on the potential listed activities in this form.
- 4.4 This form is a guide to the information that must be submitted. Any additional information, pictorial evidence or explanations prompted by the form must be submitted along with this form in order to ensure that the competent authority does not need to request additional information from you. Incomplete forms will result in a request for additional information.
- 4.5 Unless protected by law all information contained in, and attached to this form, will become public information on receipt by the Department. Upon request, the Applicant/EAP must provide any interested and affected party with the information contained in or submitted with this Form.

Protection of Personal Information Act, 2013 (Act No. 4 of 2013) ("POPIA"):

Your attention is drawn to POPIA which is a comprehensive data protection legislation enacted in South Africa and came into effect on 1 July 2020. POPIA aims to give effect to the constitutional right to privacy, whilst balancing this against competing rights and interests, particularly the right of access to information. Please note that your personal information will only be used as far as it relates to the EIA process. By including your personal details in the Form and any subsequent reports and documents it will be deemed as giving consent to use this information as far as it relates to the EIA process.

- 4.6 This form is current as of **April 2024**. It is the responsibility of the Proponent/EAP to ascertain whether subsequent versions of the form have been released by the Department. Visit the Department's website at <http://westerncape.gov.za/eadp> to check for the latest version of this Form.
- 4.7 This form must be **duly dated and signed** by the Proponent and/or EAP (wherever applicable) and must be submitted to the Department at the details provided below.
- 4.8 Please note that it is an offence for a person to provide incorrect or misleading information in any form, including any document submitted in terms of the EIA Regulations to a competent authority or omits information that may have an influence on the outcome of a decision of a competent authority.

5. Circulars, Guidelines and Tools

The Department's latest Circulars pertaining to the "One Environmental Management System" and the EIA Regulations, and guidelines must be taken into account when completing this Form.

ADOPTION OF A MAINTENANCE MANAGEMENT PLAN FORM

REQUEST FOR THE ADOPTION OF A MAINTENANCE MANAGEMENT PLAN IN TERMS OF THE NATIONAL ENVIRONMENTAL MANAGEMENT ACT, 1998 (ACT NO. 107 OF 1998) ("NEMA") AND THE ENVIRONMENTAL IMPACT ASSESSMENT ("EIA") REGULATIONS, 2014.

APRIL 2024

GENERAL PROJECT DESCRIPTION

(This must include an overview of the project including the Farm name/Portion/Erf number/the extent of the maintenance activities)

GENERAL REQUIREMENTS

1.1. Locality Map

A locality map must be attached to the Form, as Appendix A. The scale of the locality map must be at least 1:50 000. For linear activities of more than 25 kilometres, a smaller scale e.g. 1:250 000 can be used. The scale must be indicated on the map. The map must include the following:

- an accurate indication of the project site position;
- road names or numbers of all the major roads as well as the roads that provide access to the site(s)
- a north arrow;
- a legend;
- the prevailing wind direction; and
- GPS co-ordinates (Indicate the position of the proposed maintenance activities on the site). The co-ordinates should be in degrees, minutes and seconds. The minutes and seconds should be to at least three decimal places. The projection that must be used in all cases is the Hartebeesthoek94 WGS84 co-ordinate system. **If maintenance activities will be undertaken along a stretch of a watercourse, the start, middle and end co-ordinates must be provided.**

PART 1: ADMINISTRATIVE DETAILS

SECTION A: DETAILS OF PROPONENT | EAP | LANDOWNER | MUNICIPALITY

Highlight the Departmental Region and District in which the intended application will fall		CAPE TOWN OFFICE (REGION 1)		GEORGE REGIONAL OFFICE (REGION 3)		
		City of Cape Town	Cape Winelands District	Central Karoo District		
		West Coast District	Overberg District	Garden Route District		
<i>Duplicate this section where there is more than one Proponent</i>						
1.	Name of Proponent:					
	Contact person name (if other):					
	Company/ Trading name					
	State Department/Organ of State:					
	Company Registration Number:					
	Postal address & Postal code:				Code	
	Contact numbers:	Tel.	+27(0)	Cell:	+27(0)	
	E-mail:					
2.	Company of EAP/Specialists:					
	EAP / Candidate EAP / Specialist name:					
	EAP / Specialists registration no:					
	Postal address & Postal code:				Code	
	Contact numbers:	Tel.	+27(0)	Cell:	+27(0)	
		E-mail:				
	<i>Duplicate this section where there is more than one Landowner</i>					
3.	Name of landowner:					
	Name of contact person for landowner (if other):					
	Postal address & Postal code:				Code	
	Contact numbers:	Tel.	+27(0)	Cell:	+27(0)	
		E-mail:				
	<i>Duplicate this section where there is more than one person in control of the land</i>					
	4.	Name of Person in control of the land:				
Contact person for 'person in control of the land' (if other):						
Postal address & Postal code:					Code:	
Contact numbers:		Tel.	+27(0)	Cell:	+27(0)	
		E-mail:				
<i>Duplicate this section where there is more than one Municipal Jurisdiction</i>						
5.		Municipality in whose area of jurisdiction the proposed activity will be undertaken:				
	Name of contact person:					
	Postal address & Postal code:				Code	
	Contact numbers:	Tel.	+27(0)	Cell:	+27(0)	
		E-mail:				

PART 2: ADOPTION OF A MAINTENANCE MANAGEMENT PLAN

SECTION B: DETAILS OF THE PROPOSED MAINTENANCE ACTIVITY(IES)

1.	Provide a detailed description of the proposed maintenance activity(ies). (Please ensure that a method statement is included for each maintenance activity.)	
2.	Clearly describe the current state of the area where the maintenance activities will take place. (This must be supported by recent colour photographs)	
3.	Property location	
4.	Erf/Farm name(s), number(s) and portion(s)	
5.	Property size(s) (m ²) of all proposed sites:	
6.	SG Digit code(s) of the all the proposed property(ies)	
	(description of cadastral unit)	
7.	Coordinates of the proposed site(s) where the maintenance activity/ies will be conducted:	
	Latitude (S)	° ' "
	Longitude (E)	° ' "

Note: If the maintenance activities will be undertaken along a linear stretch such as a watercourse, the start, middle and end co-ordinates must be provided.

SECTION C: POTENTIAL LISTED ACTIVITIES THAT YOU REGARD TO BE APPLICABLE TO THE PROPOSED MAINTENANCE ACTIVITY(IES)

All activities listed in terms of the EIA Regulations, 2014 that may be associated with the proposed maintenance activities must be provided below.

Activity No(s):	Provide the relevant Activities as set out in Listing Notice 1	Describe the portion of the <u>proposed development</u> to which the applicable listed activity relates.
Activity No(s):	Provide the relevant Activities as set out in Listing Notice 2	Describe the portion of the proposed development to which the applicable listed activity relates.
Activity No(s):	Provide the relevant Activities as set out in Listing Notice 2	Describe the portion of the proposed development to which the applicable listed activity relates.

PART 3 DECLARATIONS

SECTION A: DECLARATION OF THE PROPONENT

Note: Duplicate this section where there is more than one Proponent.

I, _____ ID Number: _____
in my personal capacity or duly authorised thereto hereby declare/affirm that:

- the information provided or to be provided as part of this form, is true and correct;
- I am fully aware of my responsibilities in terms of the National Environmental Management Act, 1998 (Act No. 107 of 1998) ("NEMA"), the Environmental Impact Assessment ("EIA") Regulations, as defined in Chapter 5 of NEMA (as amended) and any relevant Specific Environmental Management Acts and that failure to comply with these requirements may constitute an offence in terms of relevant environmental legislation;
- I am aware that is an offence in terms of Section 24F of the NEMA should I commence with a listed activity prior to obtaining an Environmental Authorisation;
- I am aware of my general duty of care in terms of Section 28 of the NEMA;
- I will provide the EAP and specialist, where applicable, and the competent authority with access to all information at my disposal that is relevant to the application;
- I will be responsible for the costs incurred in complying with the EIA Regulations, 2014 and other environmental legislation including but not limited to –
 - costs incurred for the appointment of the EAP or any person contracted by the EAP; and
 - costs in respect of any specialists, if any.

Note: If acting in a representative capacity, a certified copy of the resolution or power of attorney must be attached.

Signature of the Proponent:

Date:

Name of company (if applicable):

SECTION B: DECLARATION OF THE ENVIRONMENTAL ASSESSMENT PRACTITIONER ("EAP")/SPECIALIST

I,	EAP / Specialist Registration Number:					/					
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as the appointed EAP / Specialist hereby declare/affirm that:

- my EAP / Specialist Registration is current and up to date, and will inform the proponent and Department if the registration should lapse;
- the information provided or to be provided as part of this form, is true and correct;
- I have disclosed/will disclose, to the Proponent, the specialist (if any), the competent authority and registered interested and affected parties, all material information that have or may have the potential to influence the decision of the competent authority or the objectivity of any report, plan or document prepared or to be prepared as part of the request for the adoption of a Maintenance Management Plan;
- I have ensured/will ensure that information containing all relevant facts in respect of the request for the adoption of a Maintenance Management Plan was/will be distributed or was/will be made available to registered interested and affected parties and that participation will be facilitated in such a manner that all interested and affected parties were/will be provided with a reasonable opportunity to participate and to provide comments;
- I have ensured/will ensure that the comments of all interested and affected parties were/will be considered, recorded and submitted to the competent authority;
- I have ensured/will ensure the inclusion of inputs and recommendations from any specialists in respect of the request for the adoption of a Maintenance Management Plan, where relevant;
- I have kept/will keep a register of all interested and affected parties that participated in the public participation process; and
- I am aware that a false declaration is an offence in terms of Regulation 48 of the EIA Regulations, 2014.

Signature of the EAP/Specialist:

Date:

Name of company (if applicable):