

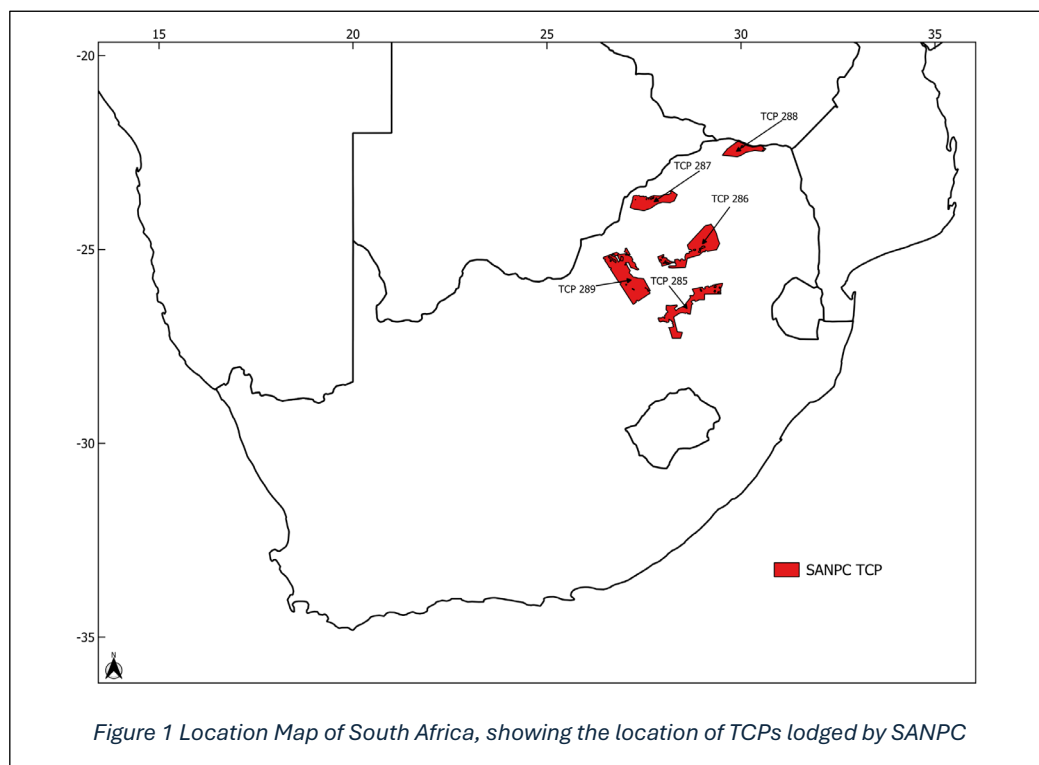
ANNEXURE A

Introduction

South African National Petroleum Company (SANPC) submitted five (5) applications for Technical Cooperation Permits to the Petroleum Agency South Africa and the Department of Mineral and Petroleum Resources in accordance with regulation 42 of the Mining Titles Registrations Regulations, 2004. Once the applications are approved, notarial deeds must be executed before a duly admitted Notary Public and subsequently lodged with the Department of Mineral and Petroleum Resources (DMPR) for registration.

SANPC therefore seeks to appoint a suitably qualified and experienced service provider to render professional notarial services for the execution, registration and finalisation of the required deeds.

This request for quotation is being issued in anticipation of PASA's approval of the Technical Cooperation Permit applications. Upon notification of approval, the appointed service provider will be required to commence services.



Objectives

The objective is to appoint a suitably qualified Notary Public to witness and notarise the deeds required for SANPC's Technical Cooperation Permit (TCP) applications and to lodge, manage and complete their registration with the Department of Mineral and Petroleum Resources (DMPR), ensuring compliance with all applicable legislative and regulatory requirements.

Scope of work

The appointed service provider shall be responsible for the following:

Document Review and Verification

Review all documentation provided by PASA and SANPC.

Verify compliance with all applicable legislative and regulatory requirements.

Notarial Services

1. Verify the identity and authority of all signatories.
2. Witness execution of all deeds.
3. Notarise all deeds in accordance with South African legal requirements.
4. Ensure all documentation is properly executed before submission.

Registration Services

1. Lodge all executed deeds with the Department of Mineral and Petroleum Resources (DMPR).
2. Pay any prescribed registration fees (to be reimbursed by SANPC where applicable).
3. Respond to all DMPR queries.
4. Make amendments required by the Registrar where necessary.
5. Monitor progress until registration is completed.
6. Obtain proof of registration.

Deliverables

- Executed and notarised deeds
- Proof of lodging with DMPR
- Registered notarial deeds
- Registration confirmation

Duration

The services shall commence upon appointment and continue until all deeds have been successfully registered and delivered to SANPC.

Service provider requirements

Service provider must:

- Be an admitted and practising Notary Public in South Africa.
- Be in good standing with the Legal Practice Council.
- Have demonstrable experience in preparing and registering notarial deeds relating to mineral and petroleum rights.
- Have experience dealing with the Department of Mineral and Petroleum Resources, previously the Department of Mineral Resources and Energy.
- Be able to complete the services within the required project timelines.

BID ELIMINATION CRITERIA		
Criteria	Evidence required	
The bidder must submit proof that the proposed practitioner is an admitted and practising Notary Public in South Africa and is in good standing with the Legal Practice Council.	Copy of the Notary Public admission as attorney and as a Notary; and Valid Legal Practice Council Fidelity Fund Certificate or confirmation of good standing.	Yes/ No
The bidder must demonstrate experience in providing notarial services involving the execution and registration of notarial deeds for mineral and petroleum rights, including lodging documents with the Department of Mineral and Petroleum Resources (DMPR, previously DMRE) South Africa in the past 5 years	Three (3) reference letters or purchase orders/contracts issued within the last five (5) years for similar notarial services	Yes/No

(Failure to answer 'Yes' to any of the Bid Elimination criteria listed above will result in immediate disqualification of the tender.)

PLEASE NOTE:

The price quoted by the Tenderer must be ALL-INCLUSIVE AND PAYABLE IN SOUTH AFRICAN RANDS (ZAR). The Service Provider will be responsible for covering the costs of hardware and software licences, as well as any other expenses related to the execution of the scope of work.

The quote must be valid for a period of 6 (six) months.

Payments will be disbursed once the Deeds have been successfully lodged at DMPR, and proof of that is submitted to SANPC