**TERMS OF REFERENCE- ENVIRONMENTAL CONSULTING SERVICES FOR THE AUTHORISATION OF LISTED ACTIVITIES AT THE ONDERSTEPOORT VETERINARY RESEARCH (OVR) CAMPUS**

**COMPULSORY SITE BRIEFING**

A compulsory site briefing will be held at the ARC OVR Main Campus located on 100 Soutpan Road, Onderstepoort on the 01 March 2023 (date) at TAD (11H00am)

**INTRODUCTION**

The Agricultural Research Council (ARC) is a Research Science and Technology institution of excellence in South Africa, which operates within the National System of Innovation. The ARC has a mandate for innovative and creative agricultural research, technology development and transfer aimed at the advancement of South African agriculture. Its operations are overseen by the ARC Council which is appointed by and accountable to the Minister for Agriculture, Forestry and Fisheries.

**INVITATION FOR PROPOSAL**

The Agricultural Research Council (ARC) invites suitably qualified and experienced service providers to assist with providing environmental consulting services for the authorization of listed activities taking place at the ARC Onderstepoort Veterinary Research (OVR) Campus (Main Campus and TAD Campus).

**SCOPE OF WORK**

Due to the nature of the activities conducted, the type of waste that is produced from the research and diagnostic activities may be infectious and is therefore disposed through incineration. The waste concerned includes a mix of veterinary waste, biological waste and laboratory waste.

The ARC wishes to ensure compliance with the requirements of all the applicable environmental legislation. The main campus has site activities that commenced without the waste management license and the previously issued Provisional Air Emissions License has expired.

The ARC therefore requires a service provider who will manage the environmental rectification process (to get the waste management license) for the main campus as well as apply for the Air Emissions License (including both campuses).

The service provider will also be required to also assist with the emissions monitoring (as per the City of Tshwane requirements).

**LOCATION OF THE CAMPUSES**

* Onderspoort Veterinary Institute (Main Campus) - 25⁰39’04” S, 28⁰11’03” E
* Transboundary Animal Diseases Facility - 25⁰38’08” S, 28⁰10’24” E

**KEY PROCESS OUTPUTS**

1. Waste Management License Application Process (through S24G of NEMA):
* Inception Meeting and Site visits
* Pre-application meeting and minutes
* Public participation process
* Mapping
* Monthly Progress Reporting
* Appointment and management of relevant specialists
* Application Form Completion
* Environmental Management Programme compilation
* Draft Environmental Rectification Report Compilation
* Circulation of Draft Report to Interested and Affected Parties (I&APs)
* Final Report Compilation and Submission to Authorities
* Notification of decision to I&APs
* Handling of the appeal process (if applicable)
1. Air Emissions License Application Process (through S22A of NEMAQA)
* Liaison with the City of Tshwane
* Compilation of the Air Quality Impact Assessment Report
* Appointment and management of any other relevant specialists
* Public participation process
* Gathering of information and submission for the Air Emissions License Application
* Notification of decision to I&APs
* Handling of the appeal process (if applicable)
1. Air Emissions Monitoring
* As per the known City of Tshwane Requirements

**SUPPORTING DOCUMENTATION REQUIRED**

* Company profile
* Detailed description of the methodology to be applied, where processes can be streamlined, this should be indicated accordingly.
* Detailed demonstration of the bidder’s previous experience in undertaking similar applications
* Project timeframe/key delivery dates of each process per site (inclusive of legislative authority timeframes)
* Hierarchical structure of the proposed project team
* Curriculum Vitae, qualifications, and valid EAPASA professional registration certificate of the project team lead
* Three (3) stamped and signed, with client letterhead reference letters, confirming similar services were performed successfully by the bidder.
* Schedule with the names of the proposed specialists, area of specialization and their submitted proposals

**PRICING SCHEDULE FORMAT**

* Detailed breakdown for the activities to be undertaken (costs must be separated as per output required).
* Where the bidder deems fit that there are additional activities required but not specified as key outputs, those should be added under the “additional” section in the pricing schedule and detailed accordingly.
* The pricing schedule must indicate the professional fees as well as applicable disbursements (per site).
* Where a specific activity will be undertaken simultaneously, this must be accordingly highlighted in the budget breakdown.
* The number of hours, relevant rate and total per line activity must be included.
* Where applicable, each specialist assessment must be accordingly listed and such costs must be included under the relevant process to which they apply to.

**BIOSAFETY CONSIDERATIONS**

The TAD campus houses a Biosafety level 3 facility and all visitors are required to complete a visitors application at least 48 hours prior to visiting the facility. Visitors are also required to give a written undertaking to observe the personal quarantine restrictions applicable to the relevant area visited. Refer to attached document BSF 01 Safety and Security information for visitors.