NEC4 Professional Service Contract (PSC4)

Between	**South African Forestry Company Limited** Reg No. 1992/005427/30	**(the *Client*)**
and	________________________________ Reg No. ________________________	**(the *Consultant*)**
for	**THE DEVELOPMENT OF SAFCOL's INTERGRATED REPORT FOR A PERIOD OF THREE (03) YEARS**	**(the *service*)**

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Contract No.	**RFB013/2026**

Part C1 Agreements and Contract Data

C1.1: Form of Offer & Acceptance

Offer

The Client, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of:

THE DEVELOPMENT OF SAFCOL's INTERGRATED REPORT FOR A PERIOD OF THREE (03) YEARS

The tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the *Consultant* under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the *conditions of contract* identified in the Contract Data.

Option A	The offered total of the Prices exclusive of VAT is	**R _____________**
	Value Added Tax @ 15% is	**R _____________**
	The offered total of the Prices inclusive of VAT is	**R _____________**
	(in words) **____________**	

This Offer may be accepted by the Client by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the *Consultant* in the *conditions of contract* identified in the Contract Data.

Signature ______________________________________ Date: ____________________________________

Name

Capacity

For the tenderer:

Witness Signature ______________________________________ Date: ____________________________________

Name & Surname ______________________________________

Acceptance

By signing this part of this Form of Offer and Acceptance, the Client identified below accepts the tenderer's Offer. In consideration thereof, the Client shall pay the Consultant the amount due in accordance with the *conditions of contract* identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the Client and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part C1	Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
Part C2	Pricing Data
Part C3	Scope of Work

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Client during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The tenderer shall within two weeks of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Client's agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the *conditions of contract* identified in the Contract Data at, or just after, the date this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any), together with all the terms of the contract as listed above.

Unless the tenderer (now *Consultant*) within five working days of the date of such receipt notifies the *Client* in writing of any reason why it cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

Signature	______________________________	Date:	______________________________
Name			
Capacity			
For the Client:			
Witness Signature	______________________________	Date:	______________________________
Name & Surname	______________________________		

C1.2 PSC4 Contract Data

Part one – Contract Data provided by the *Client*

1 General

11.1	The *conditions of contract* are the core clauses and the clauses for the following main Option, the Option for resolving and avoiding disputes and secondary Options of the NEC4 Professional Service Contract, June 2017, with amendments January 2019 & October 2020		
	Main Option	**A – Priced contract with activity schedule**	
	Option for resolving and avoiding disputes		**W1**
	Secondary Options	**X2 – Changes in the Law**	
		X11 – Termination by the Client	
		X18 – Limitation of liability	
11.2(12)	The *service* is	Development of SAFCOL's integrated report for a period of three (03) years	
10.1 and 10.2	The *Client* is		
	Name	**South African Forestry Company (SOC) Limited)**	
	Address for communications	Die Anker Building, 1279 Mike Crawford Road, Centurion 0157	
	Address for electronic communications		
10.1 and 10.2	The *Service Manager* is		
	Name		
	Address for communications	Die Anker Building, 1279 Mike Crawford Road, Centurion 0157	
	Address for electronic communications		
11.2(13)	The Scope is in	Part C3: Scope of Work and all documents and drawings to which it makes reference.	
13.1	The *language of this contract* is	English	
12.2	The *law of the contract* is the law of	the Republic of South Africa	

13.3	The *period for reply* is	**one (1) week** excluding weekends and Public Holidays.
13.9	The *period for retention* (of documents) following Completion or earlier termination is	**02** years
15.1	The following matters will be included in the Early Warning Register	

1. Provision of information and data required from the *Client;*
2. Accuracy, completeness and consistency of information and data provided by the *Client;*
3. Availability of audited financial statements and assurance information;
4. Availability of key *Client* personnel and stakeholders;
5. Changes to the *Client*'s strategy, structure, operations or material organisational information;
6. Changes to applicable legislation, regulations and reporting requirements;
7. Changes to applicable Integrated Reporting, sustainability, ESG and other relevant reporting frameworks and standards;
8. Review and approval of the Integrated Report by Management, EXCO, the Board and relevant Board committees;
9. Availability and continuity of key *Consultant* personnel;
10. Changes to the Scope, requirements or annual reporting timetable; and
11. Any matter that may materially affect the quality, accuracy, credibility or compliance of the Integrated Report with applicable statutory and reporting requirements.

15.2	Early warning meetings are to be held at intervals no longer than	**one (1) week**

2. The *Consultant's* main responsibilities

22.3 The *key dates* and *conditions* to be met are:

	condition to be met	*key date*
(1)	Annual Integrated Report Project 2026/27 Financial Year	1 April to 31 October 2027
(2)	Annual Integrated Report Project 2027/28 Financial Year	1 April to 31 October 2028
(3)	Annual Integrated Report Project 2028/29 Financial Year	1 April to 31 October 2029

20.4	The *Consultant* prepares forecasts of the total *expenses* at intervals no longer than	**four (4) weeks**

3 Time

30.1	The *starting date* is	**one (1) week** after the *Consultant* receives one fully completed original copy of this contract, including the schedule of deviations as contained in the Form of Offer and Acceptance.

33.1 The *Client* provides access to the following persons, places and things:

	access	*access date*
(1)	As required by the *Consultant*	When required by arrangement with the *Service Manager*

32.2	The *Consultant* submits revised programmes at intervals no longer than	**four (4) weeks**
11.2(3)	The *completion date* for the whole of the *service* is	**Thirty-six (36) months**
31.1	The period after the Contract Date within which the *Consultant* is to submit a first programme for acceptance is	**four weeks**

4 Quality management

40.2	The period after the Contract Date within which the *Consultant* is to submit a quality policy statement and quality plan is	**Not applicable**
41.1	The period between Completion of the whole of the *service* and the *defects date* is	**four (4) weeks**

5 Payment

51.1	The *currency of the contract* is the	**South African Rand**
50.1	The *assessment interval* is	**last working day of each month**
50.3	The *expenses* stated by the *Client* are	**Not Applicable**
51.4	The *interest rate* is	the prime lending rate of the ABSA Bank.

51.2	The period within which payments are made is	**30 days**

6 Compensation events

There is no reference to Contract Data in this section of the core clauses.

7 Rights to material

There is no reference to Contract Data in this section of the core clauses.

8 Liabilities and insurance

80.1 These are additional *Client*'s liabilities

Not Applicable

87.1	The *Consultant's* total liability to the *Client* for all matters arising under or in connection with the contract, other than the excluded matters is limited to	**total of the Prices at the Completion Date.**

9 Termination

There is no reference to Contract Data in this section of the core clauses and terms in italics used in this section are identified elsewhere in this Contract Data.

Resolving and avoiding disputes

W1.1 The *Senior Representatives* of the *Client* are

Name (1)	
Address for communications	Die Anker Building, 1279 Mike Crawford Road, Centurion 0157
Address for electronic communications	
Name (2)	
Address for communications	Die Anker Building, 1279 Mike Crawford Road, Centurion 0157
Address for electronic communications	

W1.1	The *Adjudicator* is	the person selected from the ICE-SA Division (or its successor body) of the South African Institution of Civil Engineering Panel of Adjudicators by the Party intending to refer a dispute to him. (see www.ice-sa.org.za
W1.2	The *Adjudicator nominating body* is:	the Chairman of ICE-SA a joint Division of the South African Institution of Civil Engineering and the London Institution of Civil Engineers. (See www.ice-sa.org.za) or its successor body.
	The *tribunal* is	arbitration
W1.4(5)	The arbitration procedure is	**the latest edition of Rules for the Conduct of Arbitrations published by The Association of Arbitrators (Southern Africa) or its successor body.**
	The place where arbitration is to be held is	**Anywhere in Gauteng, South Africa**

The person or organisation who will choose an arbitrator if the Parties cannot agree a choice or if the *arbitration procedure* does not state who selects an arbitrator, is

the Chairman for the time being or his nominee of the Association of Arbitrators (Southern Africa) or its successor body.

X2: Changes in the law

X2.1	The *law of the project* is	**the law of the Republic of South Africa**

X11: Termination by the *Client*

There is no reference to Contract Data in this Option

X18: Limitation of liability

X18.2	The *Consultant's* liability to the *Client* for indirect or consequential loss is limited to:	**R0,00 (Zero Rand)**
	The *Consultant's* liability to the *Client* for Defects that are not found until after the *defects date* is limited to	**R0,00 (Zero Rand)**
X18.4	The *end of liability date* is **1** year after Completion of the whole of the *service*	

Part two - Data provided by the *Consultant*

1 General

10.1	The *Consultant* is	
	Name	
	Address for communications	
	Address for electronic communications	
11.2(8)	The *fee percentage* is	**Zero %**
21.1	The *key persons* are	
	Name (1)	
	Job	
	Responsibilities	
	Qualifications	
	Experience	
	Name (2)	
	Job	
	Responsibilities	
	Qualifications	
	Experience	

2 The *Consultant's* main responsibilities

11.2(13)	The Scope provided by the *Consultant* is in	Part C3.2

3 Time

31.1	The programme identified in Contract Data is	Not Applicable
11.2(3)	The *completion date* for the whole of the *service*	is not to exceed thirty-six (36) months as determined by the *Client.*

5 Payment

50.3	The *expenses* stated by the *Consultant* are	As indicated in Part C2.
11.2(15)	The *activity schedule* is in	As indicated in Part C2.2. and attached to this contract as Annexure "A"

Resolving and avoiding disputes

W1.1 The *Senior Representatives* of the *Consultant* are

Name (1)	
Address for communications	
Address for electronic communications	

Part C2 Pricing Data - Option A

C2.1 Pricing assumptions Option A

How work is priced and assessed for payment

Option A is a lump sum form of contract where the work to be done is broken down into well-defined activities each listed in the *activity schedule* and priced by the tendering consultant as a lump sum. (See clause 11.2(22)).

Only completed activities which are without Defects are assessed for payment at each assessment date; no part payment is made if the activity is not completed by the assessment date. (See clause 11.2(20)).

The *activity schedule* may change after the Contract Date as a result of compensation events. (See clause 11.2(15)).

Function of the Activity Schedule

The Activity Schedule is only a pricing document. Clause 55.1 in Option A states: "Information in the Activity Schedule is not Scope". Specifications and descriptions of the service or any constraints on how it is to be done are included in the Scope and per Clause 20.1, "The *Consultant* Provides the Service in accordance with the Scope" and therefore not in accordance with the Activity Schedule.

Link to the programme

Clause 31.4 states that "The *Consultant* provides information which shows how each activity on the Activity Schedule relates to the operations on each programme which he submits for acceptance". Ideally the tendering consultant will develop a high level programme first then resource each activity on the programme and thus arrive at the lump sum price for that activity which is entered into the *activity schedule*.

Preparing the activity schedule

Generally, it is the tendering consultant who prepares the *activity schedule* by breaking down the work described within the Scope into suitable activities which can be well defined, shown on a programme and priced as a lump sum.

The description of each activity must be enough to determine exactly what work is included within it and to know when it has been completed.

The *Client*, in his Instructions to Tenderers or in a Tender Schedule, may have listed some items that he requires the *Consultant* to include in his *activity schedule* and be priced accordingly.

It is assumed that in preparing his *activity schedule* the *Consultant:*

- Has taken account of the guidance given in the "User Guide, Preparing a Professional Service Contract";
- Understands the function of the Activity Schedule and how work is priced and paid for;
- Is aware of the need to link the Activity Schedule to activities shown on each programme which it submits for acceptance by the *Service Manager*;
- Has listed and priced activities in the *activity schedule* which are inclusive of everything necessary and incidental to Providing the Service in accordance with the Scope, as it was at the Contract Date, as well as correct Defects except correcting a Defect for which the *Consultant* is not liable;
- Has priced work it decides not to show as a separate activity within the Prices of other listed activities in order to fulfil the obligation to complete the *service* for the tendered total of the Prices.
- Understands there is no adjustment to the lump sum Activity Schedule price if the amount, or quantity, of work within that activity later turns out to be different to that which the *Consultant* estimated at time of

tender. The only basis for a change to the Prices is as a result of a compensation event.

However, the *Consultant* does not have to allow in its Prices for matters that may arise as a result of a compensation event.

Expenses

Expenses are not included in the *activity schedule* items and are assessed separately at each assessment date, unless an additional condition of contract (Z clause) is included which requires that expenses be included within activity Prices and not paid separately.

Expenses associated with employing a staff member in Providing the Service are listed separately either by the *Client* in Contract Data provided by the *Client* or by the *Consultant* in Contract Data provided by the *Consultant*. As only the *expenses* listed may be claimed by the *Consultant*, all other cost to the *Consultant* associated with Providing the Service must be included within the activity schedule prices or *staff rates*.

Rate adjustment for inflation of *expenses* is covered in Clause X1.6 if Option X1 has been selected.

People Rates

When a compensation event occurs changes to the affected Activity Schedule item or new priced items in the Activity Schedule are assessed as the actual Defined Cost for work already done and the forecast Defined Cost for work not yet done. (See clause 63.1, then 11.2(16) and 63.13 in Option A)

Defined Cost is the cost of the components in the Short Schedule of Cost Components (Clause 11.2(16)).
These components comprise cost of people using the People Rates for the time spent working on the compensation event and any payment due to Subcontractors for their involvement in the compensation event.

Tendering consultants enter *people rates* in Contract Data provided by the *Consultant* for categories of persons.

C2.2 The Activity Schedule

Item No.	Programme Reference	Activity description	Price

People rates and expenses

The *people rates* are:

No.	Category of person	Rate per {hour, day, month} excluding VAT

The *expenses* are:

No.	Expense item	Amount / rate excluding VAT

Part C3 Scope of Work

Part C3.1: The *Client's* Scope

S 100 Purpose of the service

S 105 *Client's* Objective	To appoint a reputable service provider with a solid track record to consolidate and compile, design, edit, produce and print the SAFCOL annual Integrated Report for a period of three financial years (2026/27; 2027/28 and 2028/29) starting from 1 April 2027 to October 2029 until the Integrated Report is annually delivered to Parliament. The *Consultant* will be responsible for the development of the SAFCOL Integrated Reports for FY2026/27; 2027/28 and 2028/29. The *Consultant* must be situated in close proximity to SAFCOL's Head Office in Pretoria and be able to travel to the office as and when required to produce the reports within the stipulated timeframes, which will be provided by the *Client*.
S 110 Background	SAFCOL is a state-owned forestry company listed as a Schedule 2 major public entity in terms of the Public Finance Management Act 1 of 1999 (PFMA). It was established in 1992 following the promulgation of the Management of State Forest Act 128 of 1992 to promote the development in the long term of the forestry industry according to accepted commercial practice in South Africa. SAFCOL is required, by Section 55 (d) of the PFMA, to submit within five months of the end of each financial year to the relevant treasury an annual report and financial statements on the activities of that public entity during that financial year. The report must fairly present SAFCOL's state of affairs, its business, its financial results, its performance against predetermined objectives, and its financial position as at the end of the financial year concerned. It is to this end, that SAFCOL seeks to appoint a service provider for the development of SAFCOL's Integrated Annual Report for three financial years 2026/27; 2027/28 and 2028/29.

S 200 Description of the *service*

S 205 Description of the *service*	**1. Design and Layout: Creative design of the Integrated Report** • Conceptualisation of 3 distinct layouts and design proposals as per the Integrated Report theme within the SAFCOL corporate identity guidelines. • Complete creative direction of the layout design. • Design and layout must include sample content pages, sample infographics and graphs, and design of Annual Financial Statement. **2. Integrated Report Writing** • Rewrite the content provided by SAFCOL to align it with the International Integrated Reporting Council Framework; • Re-write the content provided to align with the King Code standards; • Have the ability to use infographics in order to make the SAFCOL Integrated Report more visually appealing and to convey information more clearly.

	• Synthesize information through the lens of value creation and demonstrate links to strategy, governance and performance information. Ensure that the report remains concise and focused; • The writer must have the ability to bring a consistent voice and style to the text as information/content is sourced from multiple resources; and • Interview relevant key individuals within SAFCOL and its subsidiaries (either telephonically or face to face), e.g. Chairperson of the Board, EXCO members etc. to ensure incorporation of their statements in the integrated report. • Structure content as per the International Integrated Report Council Framework. **3. Proof reading and editing** • Proofreading the content provided by SAFCOL and its subsidiaries, ensuring there are no spelling or grammatical errors, punctuation, formatting and sentence structure errors. • Ensure that page numbers are consecutive and running headings and footers are correct. • Ensure consistency – particularly of alternative spellings and hyphenation – by following a supplied style guide or by compiling their own. • Check for typographical, design and textual inconsistencies and ensure that they are corrected for consistency. • Cross-check chapter titles with the Table of Contents and that references to the appendices, index, etc. within the text correspond accurately. • Check or insert numbers in cross-references. • Ensure that illustrations and their captions and labels correspond with each other and with the text. • Editing all content received from SAFCOL. **4. Document specifications for the final SAFCOL Integrated Report** • IPad/A5 +/-176pptext + 4pp cover booklet. • Printed four (4) colours throughout. • Spot vanish on the front (dependent on the design). • Quantity to be printed: 200. • Supply report in print format as per the required specifications. • Supply artwork (PDF format of report) on x25 USBs with the interactive version of the report. • Compile a comprehensive presentation in PowerPoint (approximately 50% of the main report, excluding the AFS (30- 45 slides)) with all the required information suitable for delivery to the Parliamentary Committee. **5. Delivering of the SAFCOL Integrated Report 2026/27; 2027/28 and 2028/29 to Parliament.** • In terms of delivering printed copies within the SAFCOL deadlines, the service provider must take into consideration the possibility of working overtime to ensure that SAFCOL meets stipulated and legislated submission deadlines without any overtime costs to be charged in addition to the contracted amount. • The courier of the required printed copies to Parliament in Cape Town will be the responsibility of the service provider. This is usually at short notice and therefore the service provider should cater for short notice or overnight delivery to Cape Town. **6. Photoshoot** • Photoshoot for eleven (11) Board members and ten (10) EXCO members annually. • The photographers must have experience in corporate shoots. • Professional makeup for the Board and EXCO members.

	7. Other Deliverables • The document must be professionally designed for print layout in line with professional standards as well as in line with SAFCOL's Brand as guided by the company's Corporate Identity (CI) guidelines. • The service provider must be able to deliver quality documents within the stipulated time frames. • Be able to extract information and financials from pdf documents that are sourced from the financial systems.

S 300 Existing information

S 305 Existing information	The *Client* shall provide all information, documentation, access to personnel, facilities, stakeholder engagement support, reviews, approvals, and project coordination necessary to enable the *Consultant* to prepare and deliver the Integrated Report in accordance with the agreed programme and quality requirements.

S 400 Specification and standards

S 405 Specifications and standards	Design proposals as per the Integrated Report theme within the *Client's* corporate identity guidelines.

S 500 Constraints on how the *Consultant* is to Provide the Service

S 505 Project team - Others	The *Consultant* and the *Service Manager* use the requirements of the early warning processes described in core clause 15, in addition to manage the progress of the service inclusive of • reviewing the progress of the *Consultant* in achieving the objectives of the project; • allowing the *Consultant* to demonstrate from the current Accepted Programme its progress and planned activities for the coming 4 weeks; • acting as a combined management team by discussing reviewing and making decisions required in terms of the contract, and in doing so cultivating a spirit of co-operation and mutual trust for the benefit of both Parties and all who attend; and • attending to any other issues considered relevant by either Party and the *Service Manager.* Early warning meetings may be convened at either Party's premises on an alternating basis or virtually as agreed between the *Consultant* and the *Service Manager.* The *Service Manager* chairs the meeting and prepares the Minutes inclusive of updated early warning register which are then distributed to the *Service Manager* and the *Consultant* within 5 days of the meeting. Informal reviews or meetings may be held at the premises of either Party throughout the duration of the contract on a non-interference basis. These informal reviews require no additional preparation and are intended to support communication between the *Service Manager* and the *Consultant.*

	All attendees at early warning meetings and any other meeting carry their own expenses incurred in connection with such attendance.
S 510 Communication system (See **PSC4 clause 13.2)**	No special communication systems are required for this contract.
S 515 Management procedures	All communications need to be compatible with Microsoft Office applications.
S 520 Interfaces with third parties	The *Consultant* interfaces with third parties identified by the *Client* as necessary for the performance of the Service.
S 525 Co-ordination and co-operation	The *Consultant* manages own resources and its interface with Others.
S 530 Submission procedures	All the documents produced must utilise NEC4 terminology and format where required.
S 535 Quality management system **See PSC4 clause 40.1**	Not Applicable.
S 540 Quality policy statement and quality plan **See PSC clause 40.1**	Not Applicable.
S 545 Health and safety requirements **See PSC4 clause 24.3**	(i) All personnel performing work on site/s as part of this contract are required to obtain safety induction. (ii) Over and above the obligations provided by the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations, known as 'the Act'), the *Consultant* must meet with all relevant health and safety instructions as given to them by site safety personnel, where relevant. Personal protection equipment including closed safety shoes, hard hats, height safety equipment, and high visibility vests are worn at all times while on the Site. All personnel are to obey the relevant instructions, including signage related to restricted access on sites. (iii) SAFCOL manages the *Consultant* in its capacity for the execution of this contract to meet the provisions of the said Act and the regulations promulgated in terms thereof. The *Consultant* accepts liability for any contraventions of the Act. Each member of the *Consultant's* team, submit a signed indemnity form prior to entering the Site and keep it in the *Consultant's* health and safety file where relevant.
S 550 Legal requirements	The *Consultant* shall comply with all applicable statutory, regulatory, governance, and reporting requirements relevant to the preparation, design, production, and publication of SAFCOL's Integrated Report, including but not limited to: 1. Companies Act, 2008 (Act No. 71 of 2008) and all applicable regulations. 2. Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA) and Treasury Regulations applicable to Schedule 2 State-Owned Companies. 3. King IV Report on Corporate Governance for South Africa, including disclosure requirements relating to governance, ethics, performance, sustainability, and value creation.

	4. International Integrated Reporting Framework (IIRC Framework) or its successor framework as adopted at the time of reporting. 5. International Financial Reporting Standards (IFRS) and any applicable financial disclosure requirements prescribed by SAFCOL's auditors and regulators. 6. Applicable Environmental, Social and Governance (ESG) reporting requirements and recognized sustainability reporting frameworks adopted by SAFCOL. 7. Promotion of Access to Information Act, 2000 (PAIA) and Protection of Personal Information Act, 2013 (POPIA) with regard to the handling, storage, processing, and disclosure of information obtained during execution of the Services. 8. All applicable forestry sector legislation, environmental legislation, labor legislation, and regulatory requirements affecting SAFCOL's reporting obligations. 9. Requirements of the: • Auditor-General of South Africa (AGSA); • Department of Forestry, Fisheries and Environment; • National Treasury; and • Any other regulatory authority having jurisdiction over SAFCOL. 10. SAFCOL's approved policies, reporting protocols, branding standards, governance frameworks, and internal approval processes. The Consultant shall monitor changes in statutory and reporting requirements during the contract period and promptly advise the *Client* of any changes that may affect the content, format, or timing of the Integrated Report.
S 555 Disclosure	The *Consultant* discloses information relevant to the performance of the Service when required by the *Client*.
S 560 Form of retained documents **See PSC4 clause 13.9**	The *Consultant* retains documents in digital formats compatible with the Client's applications plus two hard copies of all information generated by the *Consultant*.

S 600 Information and other things provided by the *Client* and Others

S 605 Provision by the *Client* **PSC4 60.1(5)**	Other than providing the information listed in S 305 above, it is not anticipated that the *Client* will be required to achieve any particular conditions or provide any further information except as may be requested by the *Consultant* and assuming the *Client* is able to provide such information.
S 610 Provision by Others **PSC4 60.1(5)**	Other than providing the information listed in S 305 above, it is not anticipated that Others will be required to achieve any particular conditions or provide any further information except as may be requested by the *Consultant* and assuming Others are able to provide such information.
S 615 Approvals from Others	The *Consultant* indicates in its packages and reports where approvals from Others may need to be obtained. Such approvals may include the use of copyright material or legal requirements.

S 700 Timing, programme and Completion

S 705 Programme requirements **PSC4 31.2**	The *Client*'s preferred format for programmes submitted for acceptance is Microsoft Project in both electronic and hard copy. If Microsoft Project is not available, then a detailed programme in Microsoft Excel will be acceptable. The *Consultant* shows on programmes submitted for acceptance in addition to the Completion Date, the time by when near final drafts of the deliverables can be submitted to the *Service Manager* for discussion.
S 710 Format of the programme	The programme shall be submitted in Microsoft Project or PDF format to the *Service Manager.*
S 715 Sequence and timing	The *Consultant* is required to provide drafts of its deliverables for discussion with the *Service Manager* at least three working days ahead of the Completion Date to minimise the time required by the *Service Manager* for acceptance and possible revision of the deliverables.
S 720 Information and other things provided by the Client and Others PSC4 60.1(5)	Information is available on the Contract Data. The *Consultant* obtains information from Others where necessary.
S 725 Revised programme	The *Consultant* uses Early Warning meetings to discuss reasons for revision to the programme ahead of its submission to the *Service Manager* for acceptance.
S 730 Completion definition **PSC4 11.2(2)**	Completion is achieved for each reporting year when the *Consultant* has completed all Services required by the Scope and the final Integrated Report for that reporting year has been submitted to the Client in the required format and accepted by the *Service Manager*.
S 735 Sectional Completion definition **PSC4 11.2(2) & X5.1**	Not Applicable.

S 800 Other requirements of the conditions of contract

S 805 *Consultant's* application for payment **PSC4 50.2**	The *Consultant* applies for payment with a tax invoice addressed to the South African Forestry Company Limited (SAFCOL) which must at least include the following information on each tax invoice: • Name and address of the Consultant and the Service Manager; • The official Purchase Order or Contract Number and title; • Tax Invoice Number; • Consultant's VAT registration number (if applicable); • The Client's VAT registration number, which is 4830136596; • The invoiced amount - excluding VAT, the VAT and including VAT.
S 810 Client use of the material **PSC4 70.1**	The *Client* may use, copy, reproduce, publish, distribute and modify the material provided by the *Consultant* for the purposes of the Client's business, including the preparation, publication and communication of the Integrated Report.
S 815 *Consultant* use of the material **PSC4 70.3**	The *Consultant* does not use, reproduce, publish or disclose the material produced for the Service for any purpose other than performing the Service, unless the *Client* gives prior written consent.

S 820 Records of *expenses*	Where applicable, original receipts are to be provided with claims for reimbursement and attached to the Tax Invoice.

C3.2: - Scope provided by the *Consultant*.

It is not expected that the *Consultant* will be required to provide any additional scope. The scope is informed only by the information that is provided.