

**REQUEST FOR EXPRESSION OF INTEREST
(RFEOI)**

**HOSTING OF
FIA FORMULA 1 RACE IN SOUTH AFRICA**

17 January 2025

Prepared by: Department of Sport, Arts and Culture (DSAC)
Formula 1 Bid Steering Committee

Contact Information

DSAC F1 Bid Steering Committee for Hosting F1 Race in South Africa

Attention: Chairperson of the Bid Steering Committee
Ms. Bakang Lethoko

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Request for Expression of Interest Brief

Description	Date/Details
Closing Date for Submission	23:59 pm SAST on 31 January 2024
Closing Date for Queries	23:59 pm SAST on 26 January 2024
Electronic Document Lodgement Address	bid@SAF1BSC.com
Hard Copy Lodgement Address	n/a
EOI Validity	14 (fourteen) calendar days
RFEOI Enquiries Contact Email	info@SAF1BSC.com
Name/Type of Documents	All Documents must be submitted in electronic machine readable PDF (Portable Document Format)
Required Documents	<ol style="list-style-type: none"> 1. Cover Letter (Attachment 1). 2. Declaration and Explanation of meeting F1 Compliance Requirements (Attachment 2). 3. Organisation Declaration (Attachment 3). 4. Organisation information (no page limit) (Attachment 4). 5. Organisation/Consortium Capability Statement, describing in narrative form the capabilities of the organisation / consortium related to the Indicative background of the activity (no template provided, maximum ten (10) A4 pages (Attachment 5). 6. Consortium letters between the lead organisation and consortium members, if required (no template provided, maximum two pages).

	<p>7. Organisation and/or consortium relevant past experiences up to ten (10) experiences (Attachment 6).</p> <p>8. Table of Indicative Core Personnel (Attachment 7).</p> <p>9. Checklist for Scope of Work (Attachment 8).</p>
Font Type/Size	Aptos, regular, font size 11
Minimum Content and Format Requirements	Documents must be submitted in English and all measurements must be expressed in South African Units of Measurements
Shortlisted Organisations Announcement	The announcement of the shortlisted organisations will be informed to the interested organisations by email, indicatively within 5 (five) working days from the closing time. The announcement date will be determined based on the evaluation process.
Other	All Other Communication must be in English language only, questions and information must be in writing and sent to email address: info@SAF1BSC.com

1. **Background**

The Formula One Bid Steering Committee (“**BSC**”) has been appointed by the Department of Sport, Arts and Culture (“**DSAC**”) to oversee the process of South Africa’s bid to host a Formula One (“**F1**”) Race in South Africa in 2026/7 and beyond. Through the BSC, a suitable Promoter and/or venue (circuit facility) and host city will be chosen to submit a bid to the FIA and Formula 1 for consideration with the necessary approvals and support from the DSAC.

The South African Grand Prix boasts a storied legacy within Formula 1, with its first race occurring in 1934 and its initial inclusion in the World Championship in 1962. Historically, the event was hosted at the Kyalami circuit near Johannesburg until its final F1 appearance in 1993.

Efforts to reinstate the South African Grand Prix have been notably active in recent years. Initial plans to relaunch the race for the 2024 season were discussed in early 2023 but were ultimately abandoned due to various organisational challenges. However, the aspiration to bring Formula 1 back to Africa persists, with significant support from both F1 officials and drivers like Lewis Hamilton. During a media conference at the Kyalami Grand Prix Circuit on 18 December 2024, the Minister of Sport, Arts and Culture, Gayton McKenzie, reaffirmed South Africa's commitment to this venture, emphasising the government's full support. He clarified that South Africa's initiative is not in competition with any other African countries, but rather seeks to augment the F1 calendar with more African races.

The DSAC has been in direct communication with F1 Management, including CEO Stefano Domenicali, to align with the necessary hosting standards.

A bidding process for potential promoters has been initiated, with the DSAC forming the F1 BSC to manage this process, assess bids, and select a promoter.

Comprising twelve (12) members from various sectors such as motorsport, broadcasting, media and law, the BSC will assess each proposal for financial robustness and infrastructural adequacy. While no venue has been definitively chosen, potential Promoters and/or host city and venue partners are encouraged to suggest any suitable location (subject to the criteria detailed in this document) within South Africa. After the BSC's recommendation, the final bid or short-listed bids will go to the DSAC for consideration before being submitted to F1 Management.

The reintroduction of Formula 1 to South Africa is viewed as an opportunity to broaden the sport's global footprint and engage with its enthusiastic African audience. Thus, the chosen Promoter must possess the expertise and governmental backing to orchestrate an exceptional world-class sports and entertainment event. This Promoter should demonstrate experience in hosting major events, developing sustainable business models for such events, and leveraging commercial opportunities in ticketing, sponsorship, and hospitality. Moreover, they must present a comprehensive vision for the Grand Prix that not only meets but exceeds Formula 1’s stringent requirements.

Through this Request for Expression of Interest (“**RFEOI**”), the BSC intends to obtain an Expression of Interest (“**EOI**”) from reputable entities in connection with the hosting/promoting of an F1 Race annually in South Africa commencing in 2026 or 2027 on a 10 (ten)-year term.

The submitted EOIs will be the basis for the BSC to shortlist reputable entities based on the required capabilities as established by F1 for the hosting/promoting of an F1 Race Event.

Interested parties/potential promoters will be required to make payment of a refundable deposit into the Sec. 86(4) trust account¹ of attorneys appointed by and representing the BSC, to the value of **R10,000,000.00 (ten million Rand)**. In the event that an interested party is unsuccessful in the EOI stage and is not selected to move forward into the closed RFP process, the deposit will be refunded with relevant interest accrued².

Following this RFEOI and when the selected shortlisted candidates have been identified, the BSC will implement a Request for Proposal (“**RFP**”) process among the shortlisted candidates in which a completed RFP and Description of Required Competencies (“**DoRC**”) document for the project will be issued.

The RFP process will be conducted through a transparent and competitive bidding process following such rules and guidelines as would be applicable, as well as the BSC relevant risk management processes.

The DSAC reserves the right to establish a Local Organising Committee (“**LOC**”), partnering with the preferred venue and host city and key stakeholders, after this process has identified a suitable promoter that is capable of fulfilling all obligations and expectations in South Africa for hosting a world class F1 event.

¹ Section 86(4) of the Legal Practice Act, 2014 (Act No. 28 of 2014)

² Less the 5% due to the Legal Practice Fidelity Fund.

2. Matters Concerning the EOI Response

2.1. Interpretation

To the extent permitted by law, no binding contract (including a process contract) or other understanding (including any form of contractual, quasi-contractual, restitutionary rights, or rights based upon similar legal or equitable grounds) will exist between the BSC, DSAC and interested organisations unless and until a contract is signed by the relevant and appropriate persons/entity and the successful bidders, following any subsequent RFP or other procurement process.

2.2. Language and measurement

Any response, including all attachments and supporting documentation, is to be written in English. All measurements are to be expressed in South African legal units of measurement unless otherwise specified in this RFEOI.

2.3. Interested organisations to inform themselves

The BSC makes no representations or warranties that the information in this RFEOI or any information communicated or provided to interested organisations during the EOI process is, or will be, accurate, current or complete.

2.4. Interested organisations are responsible for:

- a) examining this RFEOI, any documents referenced in or attached to this RFEOI, and any other information made available by the BSC to interested organisations in connection with the EOI process;
- b) obtaining and examining all further information which is obtainable by the making of reasonable inquiries relevant to the risks, contingencies, and other circumstances having an effect on their proposals during the RFP process, if shortlisted; and
- c) satisfying themselves as to the accuracy and completeness of their responses including their prices (if requested).

2.5. Interested organisations prepare and lodge a response based on the interested organisations' acknowledgment and agreement that they:

- a) do not rely on any representation, letter, document or arrangement, whether oral or in writing, or other conduct as adding to or amending these conditions other than as expressly stated by the BSC in writing;
- b) have relied entirely upon their own inquiries and inspection in respect of the subject of their response;
- c) are aware of the South African law under which giving false or misleading information is a serious offence; and other relevant laws on its participation in the EOI process and any subsequent procurement process.

2.6. Responsibility for costs

The interested organisation's participation in any stage of the procurement process, or in relation to any matter concerning the procurement process, is at the interested organisations' sole risk, cost and expense. The BSC will not be responsible for any costs or expenses incurred by any interested organisation in preparation or lodgement of an EOI or taking part in the EOI process or any follow-on phase of this procurement process. The interested parties will be responsible for all costs associated with any F1 grading required and/or during any stage of the process, without limitation.

2.7. Unintentional errors of form

If the BSC considers that there are unintentional errors of form in an EOI, the BSC may request the interested organisation to correct or clarify the error but will not permit any material alteration or addition to the EOI.

2.8. Use of response documents

All response documents submitted in response to this RFEOI become the property of the BSC and the BSC may use, retain and copy the information contained in those documents for the purposes of:

- a) evaluation of any response to this RFEOI and the conduct of any procurement process subsequent to this RFEOI;
- b) physical verification of interested organisations' Office premises and contact their clients to crosscheck necessary information provided in the EOI before finalising its decision for the prequalification/shortlisting. Any cost for such physical verification shall be borne by the interested parties;
- c) verifying the adequacy of information provided under any other procurement process conducted by BSC; and
- d) the development of any other procurement process conducted by the BSC.

2.9. Joint responses

Without limiting the BSC or DSAC's rights, if DSAC or the appropriate organisation were to contract at the conclusion of the procurement process, their intention is to enter into a contract with a single legal entity that will be the party responsible for the performance of the contract. If a suitable single entity is not identified through this process, DSAC reserves the rights to establish a LOC and contract in part with the preferred venue and host city to give effect to the bid and the hosting of the F1 event in South Africa.

2.10. EOI evaluation

The BSC comprised commercial, technical and legal experts, to assess, score and rank conforming applications against relevant Assessment Criteria as provided by F1. The BSC includes members with appropriate expertise to review documents received against the Assessment Criteria. The BSC is conducted on a confidential basis and Committee members are required not to discuss matters relating to the assessment of any EOI document with any external party.

Responses will be evaluated on the basis of likelihood to result in a successful bid to F1.

In considering responses, the BSC may:

- a) consider additional information related to any Assessment Criteria; and,
- b) use material submitted in response to one Assessment Criterion in the evaluation of other criteria.

The BSC may exclude EOIs which are incomplete or clearly non-competitive from consideration at any time during the evaluation process or may consider such an EOI and seek clarification from the interested organisations.

If an interested organisation is found to have made a false, misleading, or deceptive claim or statement in its response, the BSC may exclude the EOI from further consideration.

Applicants must not seek contact with any members of the panel, and any such contact will be considered a breach of confidentiality and may result in the BSC rejecting the EOI of the applicant concerned.

2.11. **Termination, suspension or deferral of EOI process**

Without limiting its other rights under this EOI or at law or otherwise, the BSC may suspend, defer, or terminate this EOI process or not proceed with any further procurement process, and the BSC will notify interested organisations to this effect.

2.12. **Other BSC rights**

Without limiting its other rights under this EOI, or in law or otherwise, the BSC may at any time during this EOI process, do all or any of the following:

- a) check with other persons or organisations on the accuracy of information and quality of previous work performed, including the resourcing of previous work (past performance information);
- b) check information obtained from any legitimate, verifiable source, which is relevant to the capacity of the interested organisations;
- c) permit any organisation to participate as an interested organisation in the EOI process prior to the final date for submission of EOI responses;
- d) shortlist an EOI without prior notice to any other interested organisation;
- e) require additional information from any interested organisation;
- f) change the structure and timing of the EOI process and notify the interested organisations under Changes to Our Process/Notifications;
- g) make a final shortlist of interested organisations;
- h) conduct a subsequent procurement process, and, subject to the BSC's intellectual property and non-disclosure obligations, utilise information gained in this EOI process for that purpose;
- i) negotiate with one or more interested organisations; or

- j) Stated Owned Enterprises can participate in this RFEOI (whether as a lead firm or member of a consortium/Joint Venture (“**JV**”)), however the BSC may request additional information prior to commencing the assessment of the EOI to ensure there is no conflict of interest (“**Col**”) in relation to project stakeholders and/or beneficiaries. Should the BSC determine that potential Col exists, then the BSC reserves the right to exclude any such EOI documents prior to the evaluation taking place.

2.13. **Indemnity**

The interested party hereby indemnifies the BSC, and its members, against any costs or damages that may be incurred as a result of claims or charges made against the BSC for infringement of any right, whether the claim or action arises from delict or contract, or any infringement of whatsoever nature, arising out of, or pursuant to the exercise by the BSC of the rights or the fulfilment or breach by the indemnifying Party of its obligations in terms of this Agreement and such indemnity shall extend to the reasonable costs that may be incurred by the BSC in defending any action instituted against it.

2.14. **Confidentiality**

The Parties shall keep confidential and not without the prior written consent of the Parties disclose or divulge to any third party any information relating to the business or affairs of this EOI, the contents of its EOI or any agreement entered into pursuant to this Agreement except as may be required to comply with any applicable law, governmental or regulatory authority, rule, regulation or order to enforce any of the terms of this Agreement or for the purposes of obtaining professional legal advice.

All public announcements of any kind or communications to any press or news agency regarding this REOI or the EOI or any obligations hereunder shall only be published with the BSC’s prior written consent.

2.15. **Cyber Security**

The BSC shall maintain commercially reasonable security controls in compliance with applicable legal requirements. In the event of any attempted, suspected or actual compromise of the integrity of confidentiality of the interested parties information or proposal, the BSC shall notify the interested party and take appropriate steps. The BSC shall not be responsible for any loss of connection with, or access to information arising out of or relating to, in whole or in part a breach.

2.16. **Dispute Resolution**

Save as expressly otherwise provided in this EOI, any dispute arising out of or in connection with this EOI, including any dispute as to its existence, validity, enforceability or termination, shall be finally resolved in accordance with the applicable rules of the Arbitration Foundation of Southern Africa (“**AFSA**”), provided that the rules for expedited arbitrations shall not apply unless the Parties to the dispute agree otherwise in writing. The dispute shall be resolved by an arbitrator appointed by the AFSA.

The Parties agree to accept the decision of the arbitrator as final and binding. The seat of arbitration shall be Johannesburg, South Africa. The language to be used in the arbitral proceedings shall be English. The arbitration shall be held in private and, without derogating from the confidentiality provisions contained in this Agreement, the confidentiality provisions of the International Arbitration Act 15 of 2017 shall apply as if the arbitration were an international arbitration, as contemplated in the Act.

2.17. **Governing law**

This EOI shall in all respects (including its existence, validity, interpretation, implementation and enforcement) be governed by the law of the Republic of South Africa which is applicable to all agreements executed and wholly performed within the Republic of South Africa.

3. Matters Concerning the EOI Response

Assessment criteria for the EOI are shown on the table below.

Note: The BSC will only accept the shortlisted organisations/consortium that meet the assessment criteria below.

In order to be a Formula1 Host City, a race location will need to demonstrate how it will meet and excel against all of the criteria below. The Circuit Location and Circuit Facilities will be key criteria, assessed by the BSC in the EOI.

No.	Criteria/Minimum Requirements
1.	<p><u>CIRCUIT LOCATION</u></p> <p>LOCATION:</p> <ul style="list-style-type: none"> ➤ An iconic destination location. ➤ Circuit location should be accessible within 30-minutes of a major city or a recognised 'desirable destination location' via multiple transport options. ➤ Surrounding environment must contribute to the look and feel of a premier international event and/or provide an iconic backdrop. ➤ It must be in close proximity to a major city that has accommodation and supporting tourism facilities, capable of meeting the demands of a Grand Prix event crowd and working staff. <p>SPACE:</p> <ul style="list-style-type: none"> ➤ Circuit must have 80 hectares / 800,000 sqm of space. ➤ Circuit must have level solid ground (i.e. not shingle / gravel / unsealed) in all spectator and working areas with free drainage and sufficient utilities, power, water, Wi-Fi and other essential services available. <p>CAPACITY:</p> <p>Circuit must have capacity for:</p> <ul style="list-style-type: none"> ➤ 125,000 spectators per day; plus ➤ 5,000 working personnel per day (i.e. Teams, F1, FIA) <p>ACCESS:</p> <ul style="list-style-type: none"> ➤ Circuit must be accessible within 30 minutes of an international airport. ➤ Circuit must have multiple access road routes (i.e. not reliant on one major access road). ➤ Circuit should be accessible for at least 75% of spectators to arrive via public transportation.

	<ul style="list-style-type: none"> ➤ Spectator access to the circuit should include multiple ingress / egress points that can manage high footfall and traffic at all points across the weekend. ➤ It must be easily accessible to all attendees through multiple sustainable transport modes. <p>ACCOMMODATION:</p> <ul style="list-style-type: none"> ➤ Circuit should be accessible within 30 minutes via multiple transport options from ~3,000 hotel rooms across 3-5* international standard. <p>Supporting infrastructure and international connectivity that is capable of coping with the logistical and operational delivery of a major international event.</p>
2.	<p><u>RACING SPECTACLE BEST PRACTICE</u></p> <p>RACING SPECTACLE:</p> <ul style="list-style-type: none"> ➤ Track must be conducive to driving an exciting racing spectacle, allowing for wheel-to-wheel racing and provide multiple overtaking opportunities. ➤ The overall track layout concept (whether new / existing / modified) and environment must be capable of being approved by Formula 1 and the FIA. <p>TRACK LAYOUT:</p> <p>The following requirements are minimum guidelines and fulfilment of them does not guarantee a circuit is satisfactory to host a Formula 1 event:</p> <ul style="list-style-type: none"> ➤ Ideal circuit length between 4.5KM – 5.5KM (variations outside this range may be acceptable subject to Formula 1 Motorsport approval). ➤ Pit straight of at least 600 metres in length. Pit straight should be 15 metres wide, plus another 14 metres (45ft), to accommodate a Pit Lane between the Pit Straight and Pit Building. ➤ Have a straight / full throttle run of at least 1KM in length (subject to Formula 1 Motorsport assessment in regard of 2026 Regulation compatibility). ➤ Track width of at least 12 metres (40ft) over the entire length of the Circuit. Small exceptions can be tolerated depending on topology. ➤ The circuit design should incorporate any natural elevation changes (rather than aim to flatten a proposed site). ➤ Must be capable of meeting FIA Grade 1 Licence Approval requirements on safety standards. <p><u>Note:</u> Promoters submitting a Street Circuit proposal are not expected to have detailed circuit plans for submission of RFEOI meeting all the required FOM and FIA sporting and technical requirements. However the proposed site location, meeting all the criteria listed in this document ,must be included. Detailed circuit plans will be a requirement of the RFP process.</p>

3.	<p><u>CIRCUIT FACILITIES AND INFRASTRUCTURE MINIMUM REQUIREMENTS</u></p> <p>CIRCUIT ACCESS:</p> <ul style="list-style-type: none"> ➤ Formula 1 must have access to all areas of the circuit 14 days before the scheduled day of the race and 7 days after the race (“Access Period”). ➤ If the circuit is within a city-centre location, the Promoter must provide plans for how it will ensure the circuit is accessible across this Access Period and how it will minimise disruption to everyday city operations. ➤ Main access to the circuit for ingress and egress must enable safe and efficient movement across fans, Paddock Club guests, working personnel, Freight and any other service providers such as helicopter operations for medical centre and VIP’s. ➤ In addition, internal access within the circuit should operate so that critical personnel and services can move around separately and unhindered by any local stakeholders and fans. ➤ Near to a major hospitality facility. <p>CIRCUIT FACILITIES:</p> <p>Circuit must provide all facilities set out in the general circuit specification manual which includes the following facilities (permanent or temporary build):</p> <ul style="list-style-type: none"> ➤ Team Garages and Hospitality Spaces, Pit Building and Paddock Area, Media Centre, Press Room, Commentary Booth, ETC Compound, International TV Compound, Paddock Club; and ➤ Kitchens, office space for use by F1, Teams & FIA, Parking for F1, Media & Paddock Club, and secure signage and freight storage areas. ➤ Typical area required can be in excess of 40,000sqm for the event facilities and needs to be fully accessible with the contracted Access Period <p>CIRCUIT INFRASTRUCTURE:</p> <ul style="list-style-type: none"> ➤ All facilities must be easily accessible, equipped with the necessary supporting infrastructure across utilities, technology and cabling and connectivity. ➤ All facilities must be secure, future-proofed and sustainably built – including power, connectivity and core event services. ➤ Sufficient storage for freight, trucks and equipment, out of sight of TV cameras, but within close proximity to the circuit.
4.	<p><u>PADDOCK CLUB MINIMUM REQUIREMENTS</u></p> <p>SPACE AND CAPACITY:</p> <p>Provision at no cost to Formula 1 of the main Pit building with a minimum of 10,000 sqm of space to enable:</p>

	<ul style="list-style-type: none"> ➤ 5,000-person capacity per day, based off 2 sqm per person. ➤ Space for back-of-house and support facilities (e.g. satellite kitchens, storage units, toilets, stairways) towards the back of the building (i.e. Paddock side). <p>In addition, Promoter must provide 500 sqm of space to use as Paddock Club Lounge in a location just outside the Pit Building (location to be determined by Formula 1).</p> <p>The Promoter must equally consider the additional ancillary hospitality requirements (excluding F1’s Paddock Club) to accommodate the demand of Corporate Hospitality at the Event and provide their intended plans for the same, including their intended capacity, offerings and pricing to maximise both the commercial opportunity and deemed market demand.</p> <p>LOCATION:</p> <ul style="list-style-type: none"> ➤ Main Pit building directly above and along the full length of the pitlane and such other areas of the circuit time to enable Paddock Club growth. ➤ Building must provide uninterrupted pitlane facing views of the start / finish straight and should be open plan and undivided to enable F1 to overlay and fit out. <p>OPERATIONAL DELIVERY:</p> <p>All necessary fixtures and fittings must be provided at no cost to Formula 1 to enable delivery of the Paddock Club, including:</p> <ul style="list-style-type: none"> ➤ Full kitchen compound, including storage facilities and necessary utilities within 5-minute walk of the Pit building. ➤ Shuttle services and VIP lanes. <p>COMMERCIAL DELIVERY:</p> <ul style="list-style-type: none"> ➤ Engagement of a dedicated sales agent in market to sell Paddock Club locally. <p>FORMULA 1 GARAGE:</p> <ul style="list-style-type: none"> ➤ Provisions at no costs to Formula 1 of a garage on the pitlane for use of Formula 1’s Garage Hospitality product.
	<p>Note: The below criteria (5-10) will not be evaluated during the initial EOI phase, however remain a requirement of F1 for the ultimate bid to host a Race. The below criteria are therefore listed for prospective bidders to be aware of the requirements. Circuit Location and Circuit Facilities will be key criteria in the EOI phase.</p>
<p>5.</p>	<p>ESG COMMITMENT</p> <p>PLASTIC AND WASTE:</p> <ul style="list-style-type: none"> ➤ Reduce, reuse, replace or remove plastic packaging from all materials used in connection with the Event. This includes any appointed food and beverage

	<p>suppliers and the availability of any single use plastics (including bottles, cups, straws, cutlery or containers).</p> <ul style="list-style-type: none"> ➤ Implementing a robust waste management and recycling collecting system across the Circuit and the sharing of a post event waste report including details of tonnage and destination of each recycling waste stream. <p>TRAVEL:</p> <ul style="list-style-type: none"> ➤ Every fan enabled to reach the Event by lower / zero-carbon transport methods or credibly. <p>WELLBEING & NATURE:</p> <ul style="list-style-type: none"> ➤ Water refills available at the paddock entrance, the media centre and in spectator areas around the circuit at a ratio of no less than 1 station per 2,000 expected attendees. <p>LOCAL AND COMMUNITY:</p> <ul style="list-style-type: none"> ➤ Donation of surplus food post event to a local charity. ➤ Local residents and businesses are able to share and benefit from the Event's presence. <p>ENERGY:</p> <ul style="list-style-type: none"> ➤ Devising an energy reduction plan which includes procuring renewable or sustainable energy sources including; Green Tariffs or suitable power purchase agreement (or equivalent), HVO fuelled generators, renewable energy generated on site (e.g. solar). <p>CARBON:</p> <ul style="list-style-type: none"> ➤ Annual carbon footprint reporting. ➤ Net Zero Carbon Footprint by 2030. <p>ABLUTIONS:</p> <ul style="list-style-type: none"> ➤ Given the stated crowd capacity being stipulated at 125,000, the appropriate fixed and/or temporary ablution facilities and waste collection plans must be outlined.
<p>6.</p>	<p>FAN EXPERIENCE BEST PRACTICE</p> <p>TRACK CONTENT:</p> <ul style="list-style-type: none"> ➤ Delivery of a festival of motorsport with Formula 1 as the pinnacle, with the potential to acquire rights to host Formula 1 Academy and F2 / F3.

CONNECTIVITY:

- Delivery of a 5G-connected site to ensure best-in-class digital experience for all attendees.

FAN ZONE:

- Provision of a 5,000 sqm space for the F1 Fan Zone in a central location which acts as the main entertainment hub for F1 fans, including a number of high-quality activations, driver engagements, merchandise stores and F&B outlets.

OTHER FAN ACTIVITY / FAN ZONE AREAS:

- Curate multiple additional fan activity / fan zone areas across the site that provide entertainment and bespoke country / destination activations and experiences.

CONCERTS:

- Deliver post-race concerts with international artists at track.
- Deliver live music / wider entertainment in grandstands between on-track activity.

CIRCUIT PA SYSTEM & GIANT SCREEN:

- Installation of high-quality sound and speaker systems throughout spectator and grandstand areas that is audible for all spectators.
- Provision of a sufficient number of high-quality giant screens, such that a screen is available in all spectator viewing areas.

F&B:

- Comprehensive range of F&B options to cater for all dietary requirements.

Paddock Entertainment:

- Deliver entertainment in the Paddock Area across the weekend.

7.**EVENT DELIVERY****CIRCUIT PRESENTATION:**

- Spectator areas of the circuit reflect a similar premium feeling to each other and have consistent branding to ensure the look of a world class sport event.

WAYFINDING AND SIGNAGE:

- Wayfinding signage is installed at key locations (in multiple languages) displaying information about the location of grandstands, fan facilities, car parking and the Formula 1 Companies' and Formula 1 teams' personnel's facilities at the Circuit.

ACCESS TO WATER:

- Safe drinking water is readily available, free of charge, in all public areas of the Circuit.

ACCESS TO SHADE:

- Free sun protection and shade are readily accessible at key points around the Circuit.

TOILET FACILITIES:

- Provision of a sufficient number of toilets for the expected number of attendees as is necessary to avoid queues and in proximity to spectator areas.

CAR PARKING:

- Sufficient staff, team and media car parking is available, close to the paddock that is clearly signed and well organised.

TRAFFIC MANAGEMENT:

- An effective and sustainable traffic management system is deployed, which is effective in reducing traffic congestion, offers sustainable mass transport solutions, and includes VIP lanes, park-and-ride sites away from the Circuit connected by shuttle bus or other public or mass transport options, frequent public or mass transportation options to and from downtown locations and bicycle parking.

CLEANING AND WASTE MANAGEMENT:

- Site is regularly cleaned with recycling and waste disposal points in all spectator areas.

8.

EVENT SPECTACAL AND BRAND ALIGNMENT BEST PRACTICE**OPENING CEREMONY:**

- Spectacular opening ceremony which includes live music and entertainment that hypes the crowd and delivers for global broadcast.

	<p>DRIVERS PARADE:</p> <ul style="list-style-type: none"> ➤ Delivery of a well-organised Drivers’ Parade pre-race that gives fans the opportunity to see and hear from the drivers. <p>NATIONAL ANTHEM:</p> <ul style="list-style-type: none"> ➤ Delivery of South Africa’s national anthem in a manner that celebrates South Africa’s traditions and heritage. <p>PODIUM CEREMONY:</p> <ul style="list-style-type: none"> ➤ Delivery of spectacular podium ceremony that is in a central location for main grandstand and Paddock Club guests. <p>EVENT PROMOTION:</p> <ul style="list-style-type: none"> ➤ Deployment of global and domestic marketing campaigns. ➤ Creation of key event visual that celebrates the unique selling points of the event and / or location. ➤ Event promotional city dressing in prominent locations and key transport hubs for international celebrities to promote and attend the event. ➤ Engage local and international celebrities to promote and attend event. <p>DOWNTOWN ACTIVATIONS / CITY TAKEOVER:</p> <ul style="list-style-type: none"> ➤ Delivery of downtown activations and fan engagement areas (e.g. Fan Festivals, ticket on-sale launch event, B2B events). <p>CULTURAL CELEBRATION:</p> <ul style="list-style-type: none"> ➤ Aspects of the event celebrate the location’s unique culture, community and traditions.
9.	<p><u>HEALTH, SAFETY AND SECURITY MINIMUM REQUIREMENTS</u></p> <p>HEALTH AND SAFETY:</p> <p>Promoter develops and implements global standards of Health and Safety, including completion of pre-event checklists and documentation, to ensure detailed plans and sufficient resources are in place to safely manage:</p> <ul style="list-style-type: none"> ➤ Crowd management. ➤ Traffic management. ➤ Accessibility. ➤ Activations and engagements. ➤ Formula 1 areas (e.g. Paddock, ETC). ➤ Spectator areas (e.g. Fan Zones, Grandstands, General Admission).

	<p>SECURITY:</p> <p>Promoter develops and implements global standards of Security in close collaboration with Formula 1 Security team, including completion of pre-event checklists and documentation to ensure detailed plans and sufficient resources are in place across:</p> <ul style="list-style-type: none"> ➤ Security of attending personnel, spectators and guest. ➤ Security of valuable assets and equipment on site. ➤ Perimeter and track-side security. ➤ Contingency and major incidents. ➤ Counter-terrorism and hostile-vehicle mitigation plans. ➤ Post-race track celebrations. ➤ Airspace management and drone mitigation.
10.	<p><u>COMMERCIAL DELIVERY AND PRODUCT DEVELOPMENT BEST PRACTICE</u></p> <p>EVENT COMMERCIAL STRATEGY:</p> <ul style="list-style-type: none"> ➤ Sophisticated delivery of a long-term, multi-year data-led and market-researched commercial strategy that informs approach to sales, product development and B2C / B2B engagement. <p>TICKETING AND HOSPITALITY:</p> <ul style="list-style-type: none"> ➤ Detailed market research and benchmarking on ticketing price points and product offerings across sports and entertainment in the local market to inform ticketing strategy and product development. ➤ Delivery of a multi-tiered ticketing and hospitality offering across grandstands, general admission and promoter hospitality, ensuring price point reflects value for consumer. <p>LOCAL SPONSORSHIP:</p> <ul style="list-style-type: none"> ➤ Clear and informed sales and go-to-market process that sells the value of the event to national brands and businesses to support and activate at the event, helping to drive revenues and wider fan engagement experiences. ➤ Sales and go-to-market strategy developed in line with F1 Global Partnerships ensuring package valuations.

4. **Submission Document Templates**

Attachment 1 – Cover Letter of Expression of Interest

Covering Letter

[Please use organisation letterhead or lead firm letterhead of the consortium]

[Date Month Year]

To:

F1 Bid Steering Evaluation Committee

Email: bid@SAF1BSC.com

Attention: **Chairperson – Ms. Bakang Lethoko**

Subject: *Covering letter for Expression of Interest Submission for Hosting of F1 Race in South Africa*

Dear Sir/Madam,

The person whose signature is attached below is authorised to sign and submit these documents.

Name of person:

Position:

Name of Organisation:

Organisation Address:

Office phone number:

Mobile phone number:

Email address:

In accordance with the RFEOI document, we submit the following documents:

- 1) *Cover Letter of EOI*
- 2) *Declaration and Explanation of meeting F1 Compliance Requirements including a detailed business plan, identification of specific needs for technical assistance, and collection and submission of baseline data related to social, economic and environmental indicators*
- 3) *Organisation Declaration*
- 4) *Organisation Information*
- 5) *Consortium letters between the lead organisation and consortium members, (if any)*
- 6) *Organisation and/or consortium relevant past experiences*
- 7) *Table of indicative core personnel*
- 8) *Checklist for scope of work*
- 9) *A copy of the audited Financial Statements of the organisation for the last three financial years, accompanied by the audit report for each year*
- 10) *CIPC registration documents*
- 11) *Tax Registration and Valid Tax Clearance Certificate (including international equivalent)*

- 12) B-BBEE documentation (if applicable)
- 13) Copies of IDs of all directors

We hereby tender a refundable deposit of **R 10,000,000.00 (ten million Rand)** to the BSC, as a guarantee of our commitment to concluding the RFP process and eventual bid to F1. We accept that the deposit will be paid into a Sec. 86(4) trust account managed by a law firm appointed by the BSC and that a further deposit will be required to be paid during the RFP process.

We also declare that the information contained in the EOI is correct and up to date.

[Signature]

[Name]

[Position]

Attachment 2 – Declaration and Explanation of meeting F1 Compliance Requirements

*[Declaration and Explanation of meeting F1 Compliance Requirements]

Detailed breakdown of how the F1 criteria as set out above will be met and delivered:

1. **Circuit location**
2. **Racing spectacle best practice**
3. **Circuit facilities and infrastructure minimum requirements**
4. **Paddock Club minimum requirements**

^ (Criteria 1-4) Key for RFEOI submission

5. ESG commitment
6. Fan experience best practice
7. Event delivery
8. Event spectacle and brand alignment best practice
9. Health, safety and security minimum requirements
10. Commercial delivery and product development best practice

Attachment 3 – Organisation Declaration

[Please submit in the form of an affidavit commissioned before a commissioner of oaths]

I, [name, address and corporation of the person making the declaration on behalf of the organisation and/or the consortium], do solemnly and sincerely declare to the BSC that:

1. Preamble

I hold the position of [managing director or other title] of the [Insert name of organisation] (“Organisation”) and am duly authorised by the Organisation to make this declaration on its behalf.

2. Rights of the BSC

2.1. EOI Process – the BSC reserves their right to:

2.1.1. Cease to proceed with the RFEOI

2.1.2. Suspend or vary the RFEOI

2.1.3. Require additional information from other potential Organisation

2.1.4. Call for new RFEOI

2.1.5. Reject any EOI that do not comply with the RFEOI or for any other reason

The BSC may exercise this right without any liability for costs, losses or expenses or damages incurred by the Organisation and are not required to give any grounds for their actions. The BSC is not bound contractually or in any other way to any Organisation by this RFEOI

2.2. Ownership – When the EOI document is submitted, it becomes the property of the BSC, and they can use it as they wish for the purpose of evaluating the EOI and the following procurement will be taken with the Organisation. The Organisation retains its right to any intellectual property submitted in the EOI document.

2.3. Background Checks – The BSC has the right to conduct security, probity and financial checks on the Organisation at their discretion for the purpose of evaluating the Organisation.

2.4. Collecting additional information – The BSC reserves the right to seek additional information with any Organization. This activity will only occur:

- (a) At a date, time and address as assigned by the BSC.*
- (b) With authorised representatives from the organisation/consortium.*
- (c) To discuss any clarification points that the Evaluation Committee has on the EOI submitted by the Organisation upon signing of the contract.*

The Organisation will be responsible for all associated costs with this RFEOI process.

It is the responsibility of the Organisation to clarify tax and legal obligations prior to commencing the activity.

3. Organisations Acknowledgment

In submitting an EOI document, [Name of the Organisation] acknowledges the following:

3.1. Understanding – The Organisation acknowledges that it has examined and understood all of the EOI documents and has satisfied itself with the correctness and sufficiency of the RFEOI. The Organisation has sought any additional information reasonably required from the BSC and is aware of all risks and other circumstances which may affect their submission.

3.2. Expenses – The Organisation is responsible for all expenses incurred in the creation and submission of the RFEOI. This includes providing further information to the BSC as required and resolving any disputes that arise from the EOI process.

3.3. Personnel - All personnel nominated in the Organisation have been approached and have confirmed their availability to undertake the EOI and RFP activity at the time specified.

3.4. Validity – All information submitted in this EOI will be valid for at least 360 calendar days from the closing day for submission.

3.5. All materials produced will be copyright protected by the BSC and may not be given to third parties or used in any form by anyone other than the BSC. The EOI is owned by the BSC and may not be used for any other purpose.

3.6. Rights of the BSC – The Organisation respects the rights of the BSC as laid out in this RFEOI.

3.7. Conditions of the RFEOI – The Organisation accepts the conditions of the RFEOI.

3.8. Warrant – The Organisation and/or any of the consortium members (for consortium) who submitted the EOI are:

3.8.1 Not subject to any investigation by any government entity.

3.8.2. Not bankrupt or not in the process of going bankrupt.

3.8.3. Not convicted for an offence concerning professional conduct.

3.8.4. Not found guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).

- 3.8.5. *Able to show fulfilment of obligations related to payment of taxes.*
 - 3.8.6. *Not guilty of serious misinterpretation in supplying information.*
 - 3.8.7. *Not in situations of conflict of interest (family or business relationship to parties in the BSC or DSAC. If so, to be declared).*
 - 3.8.8. *Not carrying out, during the term of the assignment, any other assignment that may be in conflict with this assignment and shall not undertake any assignments that may have a conflict with this assignment.*
 - 3.8.9. *Not declared at serious fault of implementation owing to a breach of their contractual obligations.*
 - 3.8.10. *Not having any relation, direct or indirect, with any terrorist or banned organizations.*
 - 3.8.11. *Not listed on a World Bank Sanctioned List or other sanctioned list issued by any South African Government institution, African/World Bank, UN agencies, European Union, any Local/International organisation, Government/semi-Government department, NGO and/or other relevant list.*
 - 3.8.12. *Not listed on or subject to any formal or informal investigations or proceedings relating to the World Bank Sanctioned List or other relevant sanction list.*
 - 3.8.13. *Not temporarily suspended from tendering for World Bank or other donor development contracts.*
 - 3.8.14. *Not the subject of an investigation (whether formal or informal) by the World Bank or another donor of development funding.*
 - 3.8.15. *Not been convicted of an offence relating to corruption, money laundering and/or bribery of a public official, nor are they subject to any proceedings which could lead to such a conviction, including public employees, agents or contractors*
- 3.9. *Relationship with the BSC – The Organisation has not relied on any statement or representation, whether oral or written by the BSC unless it is contained in the RFEOI or its addenda. The Organisation acknowledged that it did not use any improper assistance from the BSC or any of its employees or any information illegally obtained in the preparation of the RFEOI submission.*

[Signature, name, and title of person making declaration]

Declared at [XX] on the [XX] day of [XX]

Before me...

[Signature, name, and title of person before whom the declaration is made]

Attachment 4 - Organisation Information

All organisations are requested to complete the information in this form. Each consortium member will need to complete the form.

Organisation Information Template

- a) Name of Organisation:
- b) Organisation Status: (e.g. PT, CV, Other)
- c) Parent Company (if applicable)”
- d) Business Registration No of the Organisation: (based on country of establishment)
- e) Tax Clearance certificate (including international equivalent)
- f) Organisation address:
- g) Telephone (Office):
- h) Website: (if available):
- i) Email:
- j) Contact person for this activity: (name, position, telephone, email)
- k) Number of Employees Worldwide:
- l) Number of International Employees in South Africa:
- m) Number of Local Employees in South Africa:
- n) List of management names and position:
- o) List of Director’s names and position:
- p) List of Shareholder’s names (and if applicable, position):
- q) Organisation Chart to be attached:
- r) Business Registration Certificate (CIPC) to be attached:
- s) Organisations/consortium profile up to 10 (ten) A4 pages (excluding any images or charts, if any).

The profile includes organisations overview: a brief description of what the company does, its history, its mission statement, and company culture and values; products or services the company offers, market position; competitive landscape, management team, and roles of each member of the consortium (if submitting as a consortium).

A copy of the complete audited Financial Statements of the organisation for the past three financial years, including audit report.

Note:

- The lead organisation can associate with other organisations. Only the lead organisation can be contracted when awarded the chance to bid and they will do so only if they have gained the authority to sign a contract and bind the consortium.
- Consortium letters are to be provided as part of the supporting documentation for this section (no template provided).
- Each organisation is only allowed to be part of one consortium.

Attachment 5 and 6 - Organisation/Consortium Capability Statement + Organisation/Consortium relevant past experience

1. The Organisation must present details of relevant activities or projects in which the Organisation has been involved which demonstrate the Organisation's ability to fulfil the scope mentioned in the RFEOI background.

2. This attachment may contain up to 10 (ten) experiences per sector including the consortium members' past experiences (if any). Details of each activity should be submitted in the format provided below and must not exceed two (2) A4 pages.

3. The Organisation must provide the information below:
 - Organisation/Consortium Relevant Past Experience and examples:
 - Organisation's Name:
 - Project Name:
 - Project Value:
 - Project Location(s):
 - Project Duration:
 - Client(s):
 - Project Year Completed:

Brief description of the Project and the Organisation's role:

.....

Brief description of Project outcomes:

.....

Brief description of any contractor performance issues and their resolution:

.....

Statement of the similarities between this Project and the requirements of the Project currently being informed and how this Project supports your statements addressing your capability:

.....

Attachment 7 – Table of Indicative Core Personnel

For this RFEOI process, organisations are encouraged to fulfil the indicative positions for the entity that will lead the process together with their team, relevant to the positions outlined in the table below (no limit in the number of personnel. The organisations may add other specialists as needed). Attachment of CV's is advisable.

Table of Indicative Positions within Organisation**Positions**

1. CEO/Team Leader
2. COO
3. ...

Attachment 8 – Checklist for Scope of Work

1.	ELIGIBILITY	YES	NO
1.1	Please confirm that there is no pending legal actions against your organisation. If there is, please provide more details in the Comments box below (question 1.7).	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Does your organisation have a bank account in its name?	<input type="checkbox"/>	<input type="checkbox"/>
1.3	<p>Is the organisation a state authority or legally registered with state authorities, or recognised by international treaties as one of the following? If yes, please tick the appropriate answer below.</p> <p><input type="checkbox"/> a governmental institution;</p> <p><input type="checkbox"/> an inter-governmental institution (e.g. other United Nations agency);</p> <p><input type="checkbox"/> a non-governmental organisation;</p> <p><input type="checkbox"/> a legally registered community/ civil society organization;</p> <p><input type="checkbox"/> an academic or public research institution;</p> <p><input type="checkbox"/> a charitable foundation.</p> <p>Please provide the legal registration date, place, and registration number in the Comments box below (question 1.7).</p>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Do you declare that your organisation is NOT currently suspended or debarred by DSAC, any other DSAC organisation, the AU, EU or the African/World Bank? If yes, please provide details in the Comments box below (question 1.7).	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Do you declare that your organisation is not connected in any way to and does not provide support to individuals or entities associated with terrorism, as included in the list maintained by the Security Council Committee established pursuant to its Resolutions 1267 (1999) and 1989 (2011)?	<input type="checkbox"/>	<input type="checkbox"/>
1.6	<p>Please confirm that, to the best of your knowledge, your organisation does not have any personal or professional relationships with DSAC?</p> <p>If the answer is YES, please provide all relevant details under point 1.7 below. Please note that the disclosure must include, but not be limited to:</p> <p>- ANY current or past employment relationship with DSAC of your organisation's representatives and employees;</p>	<input type="checkbox"/>	<input type="checkbox"/>

	- ANY current or past relationship with any DSAC staff member (family members, spouses, etc.) of your organisation's representatives and employees.		
1.7	Please provide any explanations, comments and qualifications to the answers provided above regarding the eligibility criteria:		
2.	GOVERNANCE	YES	NO
2.1	Does your organisation have internal statutes and bylaws that govern your policies, procedures, ownership and management?	<input type="checkbox"/>	<input type="checkbox"/>
2.2	If the answer to the previous question is yes, do the statutes and bylaws foresee that a governing body controls the management?	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Does the governing body meet on a regular basis and perform oversight functions?	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Does your organisation have statutory reporting requirements (e.g.: on financial results and management actions)?	<input type="checkbox"/>	<input type="checkbox"/>
2.5	If the answer to the previous question is yes, is your organisation in compliance with such requirements for the previous three fiscal years?	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Does your organisation have an anti-fraud and corruption policy with clear sanctions and rules?	<input type="checkbox"/>	<input type="checkbox"/>
2.7	Please provide any explanations, comments and qualifications to the answers provided above regarding the questions on governance:		

3.	ORGANIZATIONAL STRUCTURE AND STAFFING	YES	NO
3.1	Does your organisation have a manual with clearly defined policies for transparent and competitive recruitment and personnel management?	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Are the job descriptions for the staff in your organisation clearly defined?	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Does your organisation have professional staff employed on full-time basis dedicated to the following areas? Accounting and Finance	<input type="checkbox"/>	<input type="checkbox"/>
	Internal Audit	<input type="checkbox"/>	<input type="checkbox"/>
	Procurement	<input type="checkbox"/>	<input type="checkbox"/>
	Human Resources	<input type="checkbox"/>	<input type="checkbox"/>
	Communication	<input type="checkbox"/>	<input type="checkbox"/>
	Legal	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Please confirm that your organisation is able to provide the required services satisfactorily without recruiting additional resource persons; if not, please specify the expertise that would be outsourced and the activities for which it would be required in the Comments box below (question 3.11).	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Does the organisation have a formal policy for record keeping and document management?	<input type="checkbox"/>	<input type="checkbox"/>
3.6	Are there structured internal reporting formats and procedures established to facilitate reporting the performance of externally financed activities?	<input type="checkbox"/>	<input type="checkbox"/>
3.7	Does your organisation document its performance through annual or periodic reports which are made public?	<input type="checkbox"/>	<input type="checkbox"/>
3.8	Does your organisation have a documented internal control framework which is distributed and made available to staff and updated periodically?	<input type="checkbox"/>	<input type="checkbox"/>
3.9	Does the organisation have a code of conduct or any other official guidelines regarding ethical behaviour and administrative sanctions procedures for employees?	<input type="checkbox"/>	<input type="checkbox"/>
3.10	Are the organisation's staff trained to maintain basic safety and security?	<input type="checkbox"/>	<input type="checkbox"/>
3.11	Please provide any explanations, comments and qualifications to the answers provided above regarding the questions on organisational structure and staffing:		

		YES	NO
4.	ACCOUNTING POLICIES AND PROCEDURES		
4.1	Does your organisation have an accounting system that allows for proper recording of financial transactions, including allocation of expenditures in accordance with the respective components, disbursement categories and sources of funds?	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Are all accounting and supporting documents retained in an organised system that allows authorised users easy access?	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Are the following functional responsibilities performed by different units or individuals: (a) authorisation to execute a transaction; (b) recording of the transaction; and (c) custody of assets involved in the transaction?	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Are the functions of ordering, receiving, accounting for and paying for goods and services segregated?	<input type="checkbox"/>	<input type="checkbox"/>
4.5	Are bank reconciliations prepared by individuals other than those who make or approve payments?	<input type="checkbox"/>	<input type="checkbox"/>
4.6	Does your organisation have in place controls for the preparation and approval of payroll expenditures?	<input type="checkbox"/>	<input type="checkbox"/>
4.7	Does your organisation have a system for controlling that direct staff salary costs reflect the actual amount of staff time spent on a project?	<input type="checkbox"/>	<input type="checkbox"/>
4.8	Does your organisation have specific controls for authorising the actions and approving the reimbursement or payment of travel and hospitality costs?	<input type="checkbox"/>	<input type="checkbox"/>
4.9	Does your organisation have specific controls over cash payments?	<input type="checkbox"/>	<input type="checkbox"/>
4.10	Does your organisation have published rates for hospitality expenses?	<input type="checkbox"/>	<input type="checkbox"/>
4.11	Does your organisation take out insurance for health of staff?	<input type="checkbox"/>	<input type="checkbox"/>
4.12	Does your company have Directors and officers insurance in place?	<input type="checkbox"/>	<input type="checkbox"/>
4.13	Does your company have public liability insurance in place? If so, what is the limit: _____	<input type="checkbox"/>	<input type="checkbox"/>
4.12	Please provide any explanations, comments and qualifications to the answers provided above regarding the questions on accounting policies and procedures:		

5.	OPERATIONAL CAPACITY	YES	NO
5.1	Does the organisation have at least 10 full-time staff?	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Does your organisation have previous experience in the target area for the requested activities?	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Does your organisation have in-country core resources such that can maintain continuing field presence and basic operations?	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Do you maintain full-time year-round offices in the area(s) of the proposed operations?	<input type="checkbox"/>	<input type="checkbox"/>
5.5	Do you have external collaborators residing full time in the area(s) of the proposed operations?	<input type="checkbox"/>	<input type="checkbox"/>
5.6	Does your organisation own and operate in the area vehicles that can provide adequate transport capacity for the required operations?	<input type="checkbox"/>	<input type="checkbox"/>
5.7	Does your organisation own and operate in the area warehouse facilities that can provide adequate storage for the required operations?	<input type="checkbox"/>	<input type="checkbox"/>
5.8	If the answer to the previous question is yes, do any such required warehouse facilities have adequate physical security?	<input type="checkbox"/>	<input type="checkbox"/>
5.9	Does your organisation own and operate in the area IT equipment and resources that can provide adequate connectivity and electronic support for the required operations?	<input type="checkbox"/>	<input type="checkbox"/>
5.10	If applicable, does your organisation have the necessary training and facilitation skills for providing training to the beneficiaries in the target area(s)?	<input type="checkbox"/>	<input type="checkbox"/>
5.11	Please provide any explanations, comments and qualifications to the answers provided above regarding the questions on operational capacity:		
6.	FINANCIAL REPORTING AND ASSET MANAGEMENT	YES	NO
6.1	Does your organisation have established financial reporting procedures that specify what reports are to be prepared, the source system for key reports, the frequency of preparation, what they are to contain and how they are to be used?	<input type="checkbox"/>	<input type="checkbox"/>

6.2	Are your organisation's overall financial statements audited regularly by an independent auditor in accordance with appropriate national or international auditing standards? If so, please provide the name of the auditor in the Comments box below (question 6.9).	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Were there any major issues related to ineligible expenditure involving donor funds reported in the audit reports over the past three years? If yes, please provide more details in the Comments box below (question 6.9).	<input type="checkbox"/>	<input type="checkbox"/>
6.4	Does your organisation have a computerised financial management system?	<input type="checkbox"/>	<input type="checkbox"/>
6.5	If the answer to the previous question is yes, can the computerised financial management system produce financial reports on cash-basis accounting?	<input type="checkbox"/>	<input type="checkbox"/>
6.6	Does your organisation have in place a policy and procedures to protect assets from fraud, waste and abuse?	<input type="checkbox"/>	<input type="checkbox"/>
6.7	Is responsibility for receiving and issuing inventory segregated from that for updating the inventory records?	<input type="checkbox"/>	<input type="checkbox"/>
6.9	Please provide any explanations, comments and qualifications to the answers provided above regarding the questions on financial reporting and asset management:		
7.	PROCUREMENT AND CONTRACT ADMINISTRATION	YES	NO
7.1	Does your organisation have written procurement policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Are exceptions to procurement procedures approved by management and documented?	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Does your organisation have a computerised procurement system with adequate access controls and segregation of duties between entering purchase orders, approval and receiving of goods?	<input type="checkbox"/>	<input type="checkbox"/>
7.4	Does your organisation have a structured procurement unit with defined reporting lines?	<input type="checkbox"/>	<input type="checkbox"/>
7.5	Do your organisation procedures require written or ERP-based authorisations for purchases?	<input type="checkbox"/>	<input type="checkbox"/>

7.6	Does your organisation apply formal guidelines and procedures to identify, monitor and deal with potential conflicts of interest with potential suppliers/procurement agents?	<input type="checkbox"/>	<input type="checkbox"/>
7.7	Does your organisation follow well-defined rules and procedures for sourcing suppliers (e.g. wide broadcasting of tenders)?	<input type="checkbox"/>	<input type="checkbox"/>
7.8	Does your organisation follow well-defined rules and procedures to ensure a secure and transparent bid and evaluation process?	<input type="checkbox"/>	<input type="checkbox"/>
7.9	Does your organisation have rules and procedures on management/administration of major contracts?	<input type="checkbox"/>	<input type="checkbox"/>
7.10	Does your organisation have specifically designated personnel to monitor expiration of performance securities, warranties, liquidated damages and other risk management instruments?	<input type="checkbox"/>	<input type="checkbox"/>
7.11	Please provide any explanations, comments and qualifications to the answers provided above regarding the questions on procurement and contract administration:		