



African Exploration  
Mining and Finance  
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## AEMFC - REQUEST FOR QUOTATION (RFQ)

<b>RFQ DESCRIPTION</b>	<b>APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT TRANSFORMATION GAP ANALYSIS, DEVELOP A TRANSFORMATION/B-BBEE STRATEGY AND IMPLEMENTATION PLAN FOR PERIOD OF THREE (3) YEARS BASED ON THE RESULTS OF THE GAP ANALYSIS.</b>
<b>RFQ DOC NUMBER:</b>	6000007043
<b>RFQ ISSUE DATE</b>	27 July 2022
<b>BRIEFING SESSION DATE AND TIME</b>	No Briefing Session
<b>CLARIFICATION ENQUIRY EMAIL</b>	<a href="mailto:rfq.enquiry@aemfc.co.za">rfq.enquiry@aemfc.co.za</a>
<b>CLOSING DATE ON CLARIFICATION ENQUIRY</b>	02 August 2022 at <b>10:00am</b>
<b>RFQ CLOSING DATE AND TIME</b>	03 August 2022at <b>10:00am</b>
<b>DELIVERY INSTRUCTIONS BY EMAIL</b>	Written Quotations are to be submitted to the email address –  <b>Email:</b> <a href="mailto:quotations@aemfc.co.za">quotations@aemfc.co.za</a> .  <b>NOTE: LATE BIDS AND THOSE SUBMITTED TO OTHER EMAIL ADDRESSES WILL BE “DISQUALIFIED”.</b>
<b>BID ESTIMATED VALUE</b>	The value of this bid is estimated to be below R50 000 000 (all applicable taxes included).
<b>RFQ VALIDITY PERIOD:</b>	[60] “Business Days” from the closing date of this RFQ
<b>NOTE IMPORTANT</b>	<b>Suppliers of Goods and /or Services to AEMFC cannot be undertaken without receipt of a VALID Purchase Order Number. Verbal, telephonic instructions from an employee of AEMFC are a violation of AEMC’s Procurement Policy and Procedures. Commencement of such an act will result in an unlawful transaction with the repercussion of non-payment to the supplier.</b>
<b>BIDDER INFORMATION</b>	
<b>COMPANY NAME OF BIDDER</b>	
<b>TELEPHONE NUMBER:</b> _____	<b>EMAIL ADDRESS:</b> _____
<b>CSD SUPPLIER NUMBER:</b> _____	<b>UNIQUE REGISTRATION REF NUMBER:</b> _____
<b>TAX CLEARANCE CERTIFICATE &amp; NUMBER:</b> _____	<b>PIN:</b> _____
<b>TAX REFERENCE NUMBER</b>	
<b>TOTAL BID PRICE (ALL INCLUSIVE)</b>	

**Description: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT TRANSFORMATION GAP ANALYSIS, DEVELOP A TRANSFORMATION/B-BBEE STRATEGY AND IMPLEMENTATION PLAN FOR PERIOD OF THREE (3) YEARS BASED ON THE RESULTS OF THE GAP ANALYSIS.**

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\_\_\_\_\_  
Respondents Signature

\_\_\_\_\_  
Date

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Respondents Signature

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## SECTION 1 NOTICE TO BIDDERS

### 1. RESPONSE TO (RFQ)

- 1.1.** Response to this RFQ [Quotations] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

### 2. EVALUATION OF BIDS

- 2.1.** All Acceptable bids which meet MANDATORY REQUIREMENTS will qualify for further evaluation as follows:

#### 2.1.1. BID WITH NO FUNCTIONALITY/QUALITY REQUIREMENT will be subjected to:

- 2.1.2.** PRICING EVALUATION which applies the *financial tolerance range*, where a bidder will be DISQUALIFIED if the price quoted is less than 20% or over 20% of what is determined to be a market related price.

- 2.1.3.** Market related prices will be determined as follows:

- 2.1.3.1.** Historic prices paid for similar goods, service or works; or  
**2.1.3.2.** Desktop research (where an item has an established market price); or  
**2.1.3.3.** Use of Independent estimate from 3rd party; or  
**2.1.3.4.** Price competition

#### 2.2. BID WITH FUNCTIONALITY/QUALITY REQUIREMENT will be subjected to:

- 2.2.1.** Failure to meet the minimum threshold for Functionality/quality assessment will lead to DISQUALIFICATION.  
**2.2.2.** Prices will be assessed based on paragraph 2.2.1.

### 3. AWARD TO BIDS

- 3.1.** QUALIFYING BIDS after PRICE will be subjected to OBJECTIVE CRITERIA:

- 3.1.1.** Preference will be given to "**Lowest Priced BIDDER**" WITH HIGHEST BEE LEVEL OR HOSTING MINING COMMUNITY (which one if available or both).

- 3.1.1.1.** Name of Hosting Community – *Phola; Ogies; Wilge Venter Farms*

- 3.1.2. Note:** Failure to submit valid and original (or certified copy of) proof of the Respondent's compliance with the B-

BBEE requirements at the Closing Date of this RFQ, will result in your BEE level not be considered and a score of zero points will be allocated for B-BBEE Preference Points.

### 4. PRICING

- 4.1.** All prices quoted must be submitted on the company's letter head.

- 4.2.** All prices must be quoted in South African Rand on a fixed price basis, including VAT.

- 4.3.** All prices quoted which are subject to confirmation will not be considered

- 4.4.** AEMFC uses a Financial Tolerance Range in order to assess how reasonable the market response prices are. These ranges will assist with eliminating bid prices that are deemed to be excessively high or low to complete the works. The higher limit ensures AEMFC does not pay more than it believes the value of goods, services and works is worth, and the lower limit ensures that AEMFC is not exposed to risk of work not being completed or prices increasing subsequent to the award because the award price was too low to complete said scope. The financial tolerance range for this bid is -20% to 20%.

### 5. NEGOTIATIONS

- 5.1.** All prices proposal may be subjected to price negotiations.

### 6. VALIDITY PERIOD

- 6.1.** Bidders are to note that they may be requested to extend the validity period of their bid, on the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.

### 7. CHANGES TO QUOTATIONS

- 7.1.** Changes by the Respondent to its submission will not be considered after the closing date and time.

### 8. BINDING OFFER

- 8.1.** Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

Respondents Signature

\_\_\_\_\_  
Date

**Description: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT TRANSFORMATION GAP ANALYSIS, DEVELOP A TRANSFORMATION/B-BBEE STRATEGY AND IMPLEMENTATION PLAN FOR PERIOD OF THREE (3)**

**YEARS BASED ON THE RESULTS OF THE GAP ANALYSIS.**

**9. BROAD-BASED BLACK ECONOMIC EMPOWERMENT [B-BBEE]**

**9.1.** AEMFC fully endorses and supports the Government's Broad-Based Black Economic Empowerment Programme and it would therefore prefer to do business with local business enterprises that share these same values.

**9.2.** AEMFC will award to companies who provide proof of their B-BBEE status using either the latest version of the generic Codes of Good Practice or Sector-Specific Codes (if applicable).

**9.3.** Respondents are required at all times to comply with the latest B-BBEE legislation and/or instruction notes as issued from time to time by the DTI. **9.4. In support of Mining Charter and Transformation goals. AEMFC will award to the bidder with highest BEE level after Price.**

**10. ARITHMETIC ERRORS, OMISSIONS, AND DISCREPANCIES THE FOLLOWING WILL APPLY.**

**10.1.** Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.

**10.2.** If there is an error in the line-item total on the bill of quantities resulting from the product of the unit rate and the quantity, the rate shall govern, and the line-item total shall be corrected.

**10.3.** Where there is an error in the total of the prices either as a result of other corrections required by his checking process or in the addition of prices, the rates shall govern, and the total tendered price shall be revised to achieve an arithmetically correct total tendered price.

**11. COMMUNICATION**

**11.1.** Respondents are warned that a response will be liable for disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of AEMFC in respect of this RFQ between the closing date and the date of the award of the business.

**11.2.** A Respondent may, however, before the closing date and time, direct any written enquiries relating to the RFQ address them to the following address: Email: [rfq.enquiry@aemfc.co.za](mailto:rfq.enquiry@aemfc.co.za)

**12. LEGAL COMPLIANCE**

**12.1.** The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

**12.1.1.** Validate any information submitted by Respondents in response to this bid. This include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to AEMFC to do so;

**12.1.2.** Request audited financial statements or other documentation for the purposes of a due diligence exercise; and/or;

**13. DISCLAIMERS**

**13.1.** AEMFC is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that AEMFC reserves the right to:

**13.1.1.** Modify the RFQ's goods/services(s)and request Respondents to re-bid on any changes;

**13.1.2.** Reject any Quotation which does not conform to instructions and specifications which are detailed herein;

**13.1.3.** Disqualify Quotations submitted after the stated submission deadline;

**13.1.4.** Not necessarily accept the lowest priced Quotation or an alternative bid;

**13.1.5.** Reject all Quotations and Make no award at all, if it so decides;

**13.1.6.** Place an order in connection with this Quotation at any time after the RFQ's closing date;

**13.1.7.** Award only a portion of the proposed good / service/s which reflected in the scope of this RFQ;

**13.1.8.** Split the award of the order/s between more than one Supplier/Service Provider should it at AEMFC's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;

**13.1.9.** Not accept any changes or purported changes by the Respondent to the bid rates after the closing date and or after the award of the business unless the contract specifically provides for it.

**13.1.10.** If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the AEMFC, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998

**13.1.11.** If a bidder(s) or contractor(s), has/have been found guilty by the Competition Commission of the restrictive practice referred to above, AEMFC may, in addition, and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and/or terminate the contract in whole or part, and/or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned

**14. PROTECTION OF PERSONAL DATA**

**14.1.** In responding to this bid, AEMFC acknowledges that it may obtain and have access to personal data of the Respondents. AEMFC agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. Furthermore, AEMFC will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, AEMFC requires Respondents to process any personal information disclosed by AEMFC in the bidding process in the same manner.

Respondents Signature

Date

**Description: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT TRANSFORMATION GAP ANALYSIS, DEVELOP A TRANSFORMATION/B-BBEE STRATEGY AND IMPLEMENTATION PLAN FOR PERIOD OF THREE (3)**

**YEARS BASED ON THE RESULTS OF THE GAP ANALYSIS.**

**15. NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE (CSD)**

- 15.1.** Respondents are required to self-register on National Treasury's Central Supplier Database (CSD). AEMFC is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a Respondent who has failed to register on the CSD.
- 15.2.** Only foreign suppliers with no local registered entity need not register on the CSD.
- 15.3.** The CSD can be accessed at <https://secured.csd.gov.za/>. Respondents are required to provide the following to with CSD: Supplier Number and Unique registration reference number on cover page of the RFQ.

**16. TAX COMPLIANCE**

- 16.1.1.** Respondents must be compliant when submitting a proposal to AEMFC and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).
- 16.1.2.** It is a requirement that Respondents grant a written confirmation when submitting this bid that SARS may on an ongoing basis during the tenure of the contract disclose the Respondent's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.
- 16.1.3.** It is a condition of this RFQ that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.
- 16.1.4.** No business will be awarded to a person whose tax matters have not been declared to be in order by SARS. If a recommended bidder is not tax compliant, the bidder must be notified in writing of their noncompliant status and the bidder requested to submit written proof from SARS of their tax compliant status or proof that they have made an arrangement to meet their outstanding tax obligations within seven (7) working days. Should they fail to do so AEMFC will reject their bid
- 16.1.5.** Respondents are required to be registered on the Central Supplier Database as indicated in paragraph 9 and the National Treasury shall verify the Respondent's tax compliance status through the Central Supplier Database.
- 16.1.6.** Prior to award, a CSD report on the successful bidder must be drawn by Procurement to confirm that the bidder is indeed registered on CSD and tax compliant.

- 16.1.7.** Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

**17. NEW TAX COMPLIANCE STATUS (TCS) SYSTEM**

- 17.1.** SARS has implemented a new Tax Compliance Status (TCS) system in terms of which a taxpayer is now able to authorise any 3rd party to verify its compliance status in one of two ways: either through the use of an electronic access PIN, or through the use of a Tax Clearance Certificate obtained from the new TCS system.
- 17.2.** Respondents are required to provide the following to AEMFC in order to enable it to verify their tax compliance status: Tax reference number; Tax Clearance Certificate & Number: and Pin on Cover Page.

Respondents Signature

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 \_\_\_\_\_  
 Date

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**THREE (3) YEARS BASED ON THE RESULTS OF THE GAP ANALYSIS.**

**SECTION 2**

**ADMINISTRATIVE COMPLIANCE AND DECLARATIONS 18. DECLARATION OF INTEREST (SBD4)**

18.1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

18.2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

18.2.1. Full Name of bidder or his or her representative: .....

18.2.2. Identity

Number:.....

18.2.3. Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

18.2.4. Company Registration

Number.....

18.2.5. Tax Reference Number: .....

18.2.6. VAT Registration Number:

.....

18.2.6.1. The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

18.2.6.2. "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or (e) Parliament.

<sup>2</sup> "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

18.3. Are you or any person connected with the bidder presently employed by the state? YES/NO

18.3.1. If so, furnish the following particulars:

(a) Name of person / director / trustee / shareholder/ member:

.....

(b) Name of state institution at which you or the person connected to the bidder is employed:

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Respondents Signature

\_\_\_\_\_  
Date

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**THREE (3) YEARS BASED ON THE RESULTS OF THE GAP ANALYSIS.**

.....  
(c) Position occupied in the state institution:  
.....

(d) Any other particulars:  
.....

**18.3.1.1. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO**

**18.3.1.2. If yes, did you attach proof of such authority to the bid document? YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

**18.3.1.3. If no, furnish reasons for non-submission of such proof:**  
.....  
.....  
.....

**18.4. Did you or your spouse, or any of the company’s directors/trustees/shareholders/members or their spouses conduct business with the state in the previous twelve months? YES/NO**

**18.4.1. If so, furnish particulars:**  
.....  
.....  
.....

**18.5. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO**

**18.5.1. If so, furnish particulars.**  
.....  
.....  
.....

**18.6. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES/NO**

**18.6.1. If so, furnish particulars.**  
.....  
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Respondents Signature

\_\_\_\_\_  
Date

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**THREE (3) YEARS BASED ON THE RESULTS OF THE GAP ANALYSIS.**

**18.7. Do you or any of the directors/trustees/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract?**

**YES/NO**

**18.7.1. If so, furnish particulars:**

.....  
 .....  
 .....

**18.8. Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Reference Number	Tax	State Number / Number	Employee / Per sal

**18.9. DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

\_\_\_\_\_  
 Respondents Signature

\_\_\_\_\_  
 Date

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**THREE (3) YEARS BASED ON THE RESULTS OF THE GAP ANALYSIS.**

.....  
Signature Date

.....  
Position Name of bidder

**SECTION 3**

**19. BACKGROUND, OVERVIEW AND SCOPE OF WORK (SOW) /SPECIFICATION**

**19.1. BACKGROUND**

African Exploration Mining and Finance SOC Ltd (AEMFC) is a State-Owned junior mining enterprise with a coal mining operation in Vlakkfontein, Ogie, Mpumalanga Province, supplying ESKOM power stations Kendal and Kusile with 2.5 million tons of thermal coal per annum. The company started operations in 2011 and employs an average of 350 employees between the Vlakkfontein Mine and Head Office – the latter based in Waterfall, Midrand, Gauteng. The company also has other prospecting and mining rights around South Africa in various minerals. The aim is to ultimately convert these rights into operating mines.

In terms of the Broad-Based Black Economic Empowerment Act, 2003, Act No. 53 of 2003 and the DTI Codes of Good Practice issued under Section 9(1) of the same act that are applicable to all types of business entities in the Republic of South Africa, African Exploration Mining and Finance Corporation (AEMFC) as a Public Entity, also referred to as a State-Owned Company (SOC) is measurable under the said Codes of Practice.

**19.2. OVERVIEW**

AEMFC is seeking a partner(s) to assist with BBBEE Gap analysis and develop a Transformation/BBBEE strategy and implementation plan for period of three (3) years based on the results of the gap analysis.

- 19.2.1.** AEMFC must receive the reduced cost of acquisition and improved service benefits resulting from the Supplier/ Service Provider(s) economies of scale and streamered service process.
- 19.2.2.** AEMFC must achieve appropriate availability that meets user needs while reducing costs for both AEMFC and the chosen Supplier/ Service Provider(s).
- 19.2.3.** AMEFC must receive proactive improvements from the Supplier/ Service Provider with respect to the supply/ provision of Goods/Services/Works

\_\_\_\_\_  
Respondents Signature

\_\_\_\_\_  
Date

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---

**THREE (3) YEARS BASED ON THE RESULTS OF THE GAP ANALYSIS.**

19.2.4. AEMFC end-users must be able to rely on the chosen Supplier/Service Provider(s) personnel for service enquiries, recommended, and substitutions.

19.2.5. AEMFC must reduce costs by streamlining its acquisition of Goods/Services/Works.

**19.3. SCOPE OF WORK (SOW) / SPECIFICATION**

19.3.1. AEMFC seeks to partner appoint a competent service provider to assist with BBEE Gap analysis and develop a Transformation/B-BBEE strategy and implementation plan for period of three (3) years based on the results of the gap analysis.

19.3.2. AEMFC has identified as one of its strategic objectives, the need to support the Broad Based Black Economic Empowerment (B-BBEE) Act, No 46 of 2013 together with its associated Codes of Good Practice.

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Respondents Signature

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**THREE (3) YEARS BASED ON THE RESULTS OF THE GAP ANALYSIS.**

19.3.3. The successful service provider will be expected to conduct the following:

- Identify the applicable B-BBEE scorecard for AEMFC as a state mining company.
- Conduct a gap analysis for AEMFC based on the applicable measured areas as issued by the Department of Trade and Industry.
- Advise of areas on concern and initiates to be undertaken by AEMFC to ensure compliance to BBBEE.
- Develop a B-BBEE Strategy based on the results of the Gap analysis.
- Advise AEMFC on process to follow to achieve level 1 in next three (3) years.

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Respondents Signature

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Date

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**THREE (3) YEARS BASED ON THE RESULTS OF THE GAP ANALYSIS.**

EVALUATION CRITERIA					
NO	EVALUATION CRITERIA	SCORING PRINCIPLE	RETURNABLE SCHEDULE	RATING	WEIGHTING SCORE
1.	<b>Company's experience in providing transformation strategy</b>	a) 4 (four) reference letters atleast one letter from mining company	<b>Bidders to provide detailed reference letters on referring company's letterhead.</b>  <b>Failure to provide reference letters will lead to bidder scoring zero points</b>  <b>Service providers to submit signed reference letters with valid contact details.</b>	40	<b>40</b>
		b) 3 (three) reference letters atleast one letter from mining company		30	
		c) 2 (two) reference letters atleast one letter from mining company		20	
		d) 1 (one) reference letter atleast one letter from mining company		10	
		e) No mining or construction business client reference letters		0	
2.	<b>Proposed team leader (Key Individual) experience:</b>  <b>Service providers to submit CV with references of the proposed team leader to be allocated to AEMFC.</b>	a) Over 8 (eight) years' experiences for transformation project (atleast 2 years mining industry)	<b>Service providers to provide detailed CV with contactable references of the team leader/(Key Individual) .</b>  <b>Failure to provide detailed Curriculum Vitae ("CV") will lead to bidder scoring zero points.</b>	30	<b>30</b>
		b) 7 (seven) - 8 (eight) years' experience on transformation project (atleast 1 years mining industry)		25	
		c) 3 (three) – 6 (six) years' experiences on transformation project		15	
		d) 1 (one) - 2 (two) years' experience on transformation project		10	
		e) No experience for transformation project		0	
3.	<b>Comprehensive Project Management Plan.</b>	a) Comprehensive plan – project concluded in two (2) weeks	Project Management Plan	20	<b>20</b>
		b) Comprehensive plan – project concluded in four (4) weeks		15	
		c) Comprehensive plan – project concluded in six (6) weeks		10	
		d) Comprehensive plan – project concluded in twelve (12) weeks or more		5	
		e) No project plan		0	
4	<b>Work Experience- (B-BBEE Verifier)</b>	a) More than 5 years of experience	<b>Provide a list on Clients whose BBBEE status was verified.</b>	10	<b>10</b>
		b) More than 4 years of experience		8	
		c) More than 3 years of experience		5	
		d) More than 2 years of experience		3	
<b>Total Points</b>					<b>100</b>
<b>Minimum Threshold</b>					<b>75</b>

\_\_\_\_\_  
Respondents Signature

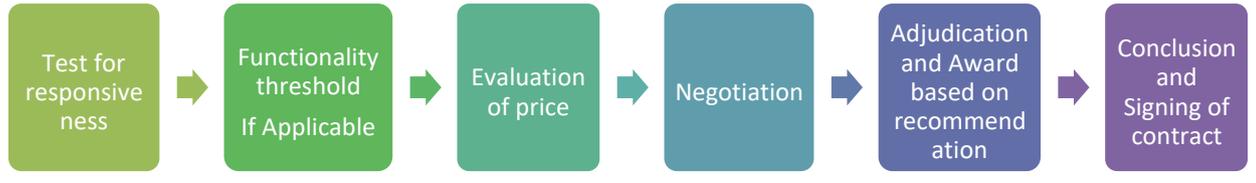
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Date

**Description: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT TRANSFORMATION GAP ANALYSIS, DEVELOP A TRANSFORMATION/B-BBEE STRATEGY AND IMPLEMENTATION PLAN FOR PERIOD OF THREE (3) YEARS BASED ON THE RESULTS OF THE GAP ANALYSIS.**

**SECTION 4**

**20. EVALUATION METHODOLOGY, CRITERIA AND RETURNABLE DOCUMENTS**

AEMFC will utilize the following methodology and criteria in selecting a preferred Supplier / Service Provider.



**20.1.1.** After the closing date of the Bid Quotation, an appointed evaluation committee of AEMFC officials will evaluate the Bid Quote proposals received.

**20.1.2.** The Committee will evaluate each of the bid Quote proposals received against the approved criteria as stated below :

- a) Compliance Check of required documents (Test for responsiveness, Completeness of response, and returnable documents)
- b) Prequalification criteria (**Note: If Applicable**)
- c) Functionality (Technical) threshold (**Note: If Applicable**)
- d) Final weighted evaluation based on 80/20 preference points. Price and B-BBEE status level will be evaluated in accordance with the Preferential Procurement Policy Framework Act (PPPFA) using the 80/20 preference point system where 80 points will be for price and the remaining 20 points will be for B-BBEE status level contribution. Preference points shall be awarded as follows:

**20.1.3.** Preference points shall be awarded as follows:

<b>B-BBEE Status Level of Contribution</b>	<b>NUMBER OF POINTS (80/20)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

If particulars required in respect of the bid have not been completed, except if only the Broad Based

\_\_\_\_\_  
Respondents Signature

\_\_\_\_\_  
Date

**Description: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT TRANSFORMATION GAP ANALYSIS, DEVELOP A TRANSFORMATION/B-BBEE STRATEGY AND IMPLEMENTATION PLAN FOR PERIOD OF**

**THREE (3) YEARS BASED ON THE RESULTS OF THE GAP ANALYSIS.**

Black Economic Empowerment Certificate as provided for in Regulation 10 of The Preferential Procurement Regulations 2017, is not submitted, the bid will not be disqualified but no preference points will be awarded, and thereby impact the total scoring negatively

**21. NB: The required documents below are to be submitted together with the Quotation**

21.1.1. Required documents mean all the documents as listed in the tables below. The following bidding documents duly completed and signed:

**21.2. MANDATORY REQUIREMENT**

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
SECTION 5: Completed Pricing Schedule	

**NB: Failure to submit the above-stated documents will result in your quotation being disqualified.**

ESSENTIAL RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
Complete Cover Page: Name of Supplies; CSD; Tax and Total Offer	
National Treasury Registration on <b>Central Data Base (CSD)</b> (certificate).	
Valid and original (or a certified copy) B-BBEE certificate/Sworn affidavit.	
Tax Clearance Certificate or electronic access PIN obtained from SARS's new Tax Compliance Status (TCS) system [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate for each party]	
SECTION 2: SBD 4 Declaration of Interest	
Evaluation; Mandatory Requirement	
Quotation Form/ Acquaintance with RFQ Document	
Quotation Using a company Letterhead	

21.2.1. Evaluation of Price and award will be done as described in **Section 1**.

**NB: Failure to submit the above-stated documents may result in your quotation being disqualified**

\_\_\_\_\_  
Respondents Signature

\_\_\_\_\_  
Date

**Description: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT TRANSFORMATION GAP ANALYSIS, DEVELOP A TRANSFORMATION/B-BBEE STRATEGY AND IMPLEMENTATION PLAN FOR PERIOD OF THREE (3) YEARS BASED ON THE RESULTS OF THE GAP ANALYSIS.**

## SECTION 5 22. QUOTATION FORM /ACQUAINTANCE WITH RFQ DOCUMENT

**22.1.** I/We \_\_\_\_\_ hereby offer to supply the goods/services at the prices quoted in the Price Schedule below / (Company Letter Head), in accordance with the conditions related thereto.

**22.2.** I / We accept that unless AEMFC should otherwise decide and so inform me/us, this Quotation [and, if any, its covering letter and any subsequent exchange of correspondence], together with AEMFC's acceptance thereof shall constitute a binding contract between AEMFC and me/us.

**22.3.** I / We further agree that if, after I/we have been notified of the acceptance of my/our Quotation, I/we fail to deliver the said goods/service/s within the delivery lead-time quoted, AEMFC may, without prejudice to any other legal remedy which it may have, cancel the order. AEMFC may call for Quotations afresh.

### 23. PRICING SCHEDULE

**23.1.** AEMFC invites you to supply a quote for Transformation/B-BBEE Consultant as per the scope of work on **Section 3**.

**NB:** For a fair comparison, bidders must indicate whether they are VAT registered.

Item No.	Description of Goods /Services	Delivery Date	Quantity	Unit Of Measure (UOM)	Unit Price (ZAR)	Total value Price (ZAR)
1	Conduct Analysis and Report (incl. Review of Documents and Meetings)			Hour		
2	Submission and Presentation of Draft Strategy and Implementation Plan			Hour		

\_\_\_\_\_  
Respondents Signature

\_\_\_\_\_  
Date

**Description: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT TRANSFORMATION GAP ANALYSIS, DEVELOP A TRANSFORMATION/B-BBEE STRATEGY AND IMPLEMENTATION PLAN FOR PERIOD OF**

**THREE (3) YEARS BASED ON THE RESULTS OF THE GAP ANALYSIS.**

3	Submission and Presentation Final Strategy and Implementation Plan			Hour		
<b>TOTAL PRICE (EXC. VAT)</b>						
<b>VAT (15%) (If Applicable)</b>						
<b>TOTAL PRICE (INCL. VAT)</b>						
<b>Total Price In Words</b>						

**AEMFC urges its clients, suppliers and the general public to report any fraud or corruption to**

**Tip Offs Anonymous**

Toll-Free Number: 0800 333 118

Email: [aemfc@whistleblowing.co.za](mailto:aemfc@whistleblowing.co.za)

- Toll-Free Fax: 0800 212 689
- Postal: FREEPOST KZN665, MUSGRAVE, 4062
- SMS: 33490
- Online: [www.whistleblowing.co.za](http://www.whistleblowing.co.za)
- **National Anti-Corruption Hot Line - 0800 701 701**

\_\_\_\_\_  
Respondents Signature

\_\_\_\_\_  
Date