

SUMMARY OF TENDER

1. Assignment:	Alexkor RMC JV requests companies in the refinery and fuel supply industry with required expertise and capability to supply bulk fuel (Petrol 95 ULP & LRP & Diesel 0.05 Sulphur) to Alexkor RMC JV Fuel Station in Alexander Bay & operations in both Alexander Bay mine & Muisvlak, 10 kilometers north of Port Nolloth for a 12-month period. Maximum capacity per supply will be 69 000 Liters Petrol & 143 000 Liters Diesel.
2. Name of the responsible unit:	Finance Department
3. Address for submitting bid proposals and other correspondence:	Alexkor RMC JV 1 Orange Road Alexander Bay 8290
4. Telephone number:	(027) 831 8302/8399
5. Email:	proposals@alexkor.co.za tenders@alexkor.co.za justine@alexkor.co.za
6. Attention:	Justin D Esau
7. Closing Date & Time for submission:	22 May 2023 at 16:00
8. Bid description:	Supply of Fuel to Alexander Bay Fuel Station and Alexkor RMC JV mining operations.
9. Bid number:	ALEX FRP 03/2024
10. Briefing session	N/A

BACKGROUND

1.1 Introduction

Alexkor SOC Limited, with Registration Number 1992/006368/30, listed as a Schedule 2 public entity, wholly owned by the Government through the Minister of Public Enterprises as the Shareholder representative. The Pooling Sharing Joint Venture, which is an unincorporated Joint Venture between Alexkor SOC Limited and Richtersveld Mining Community (“RMC”) Pty Ltd was formed as a result of the DoS (Deed of Settlement). The PSJV’s mining operations are based in Alexander Bay in the Northern Cape Province (Namaqualand).

The core business of the PSJV is the mining of diamonds on land, beaches and in the sea along the north-west coast of South Africa. These activities are complemented by geology, exploration, ore reserve planning, and environmental management.

Alexkor SOC is the holder of the following Marine Mining Rights:

- MR 554;
- MR 10025;
- MR 10076;
- MR 10077; and the

Richtersveld Mining Company (RMC) is the holder of the Land Mining Right, MR 550. All the Mining Rights are jointly managed by Alexkor RMC Pooling and Sharing Joint Venture

1.2 Project Description

Alexkor RMC JV (PSJV) is committed to contributing to socio-economic transformation in South Africa and will therefore be applying a preference system for BBBEE compliant in line with the Preferential Procurement Policy Framework Act, (Act No. 5) of 2022, the Broad-Based Black Economic Empowerment Amendment Act, (Act No. 46) of 2013 and Preferential Procurement Regulations 2022.

2. GENERAL GUIDELINES

Completed tender submissions should be hand delivered in a sealed envelope and deposited in the Tender Box at Alexkor RMC JV, at the reflected address on page 1 of this document. All envelopes should be sealed and clearly marked. One (1) original and one (1) copy.

All enquiries should be in writing and must be directed to: Justin D Esau at justine@alexkor.co.za or telephonically at 027 831 8352.

2.1 Terms of Reference (ToR)

The purpose of this bid is to appoint a suitable service provider to supply fuel to Alexander Bay Fuel Station and Alexkor RMC JV mining operations

2.2 Submission of Proposals

2.2.1. The bid, one (1) original and one (1) copy, no electronic should be hand delivered to the address specified on page 1 of this document and it should be clearly marked as:

“Supply of Fuel to Alexander Bay Fuel Station and Alexkor RMC JV mining, **REFERENCE NUMBER: ALEX RFP 03/2024**”

2.2.2. The closing date for Submission of bids is 22 May 2023 at 16:00.

2.2.3. The tender box is only available for deposit of the proposal during working hours 08h00 to 16h00 Monday to Thursday and 08:00 to 13:00 Friday.

2.2.4. The bid closing date, bidder name and the return address must be indicated on the envelope.

2.2.5. If a courier service company is used for delivery of the bid response, the bid description must be indicated on the delivery note/courier packaging and the courier must ensure that documents are placed/deposited into the tender box. Alexkor RMC JV will not be held responsible for any delays, where bid documents are handed to Alexkor RMC JV receptionist.

2.2.6. Where a bid response is not in the box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is Alexkor RMC JV's policy not to consider late bids for tender evaluation.**

Bidders are requested to submit one (1) original, 1 (one) copy of the bid. No email responses will be considered.

2.3.7 Bidders should adhere to the following;

2.3.7.1 No costs have been prescribed for the Bidding Document.

2.3.7.2 All proposals must be priced in ZAR.

2.3.7.3 If the bid does not include all the required information, the bid will be considered invalid.

2.3.7.4 The price must remain valid for a period of ninety (90) days from the date of submission.

2.4 Infrastructure

It is expected that bidders will be able to supply fuel to Alexander Bay Fuel Station and all mining operations as and when required. The supply cycle may change according to the need of Alexkor RMC JV. Alexkor RMC JV has the capacity to store a maximum of 69 000 Litres Petrol & 143 000 litres Diesel on site and all other fuel points throughout the mine. Fuel needs to be delivered to locations when required by Alexkor RMC JV.

2.5 Costs to be borne by Service Provider

All expenses incurred by the bidders in any way associated with the development, preparation and submission of responses and providing any additional information required by Alexkor RMC JV, will be borne entirely and exclusively by the service provider. Monthly invoice needs to be supplied to Alexkor RMC JV and payment will be done within normal payment terms as agreed between Alexkor RMC JV and successful bidder.

2.6 No Legal Relationship

No binding legal relationship will exist between any of the bidders and Alexkor RMC JV until the execution of a signed Service Level Agreement (SLA). The Terms of Reference (ToR) document will form part of any such contract or arrangement.

2.7 Evaluation of the proposals

Each bidder acknowledges and accepts that Alexkor may, at its absolute discretion, apply selection criteria specified in this document for the evaluation of proposals for short listing/selecting the eligible bidder(s).

3. INSTRUCTIONS FOR PROPOSALS

3.1 Format of your Proposal

3.1.1 Cover Letter

Include a cover letter that provides a brief overview of your company and its experience in the supply of bulk fuel. The cover letter should also confirm that the proposal complies with all the requirements outlined in this tender document.

3.1.2 Company Profile

Provide a detailed company profile, including a description of your company's history, ownership structure, and organizational structure. This section should also include information on your company's experience in the supply of bulk fuel.

3.1.3 Experience and Capabilities

Provide evidence of your company's experience in the supply of bulk fuel, specifically petrol 95 ULP & LRP and diesel 0.05 Sulphur, to government or private sector clients. This section should also include information on your company's capacity to supply the required volumes of fuel, and its ability to provide fuel that meets the required quality specifications.

3.1.4 Delivery Service

Provide a detailed description of your delivery service, including your delivery schedule, your delivery vehicles, and your delivery processes. This section should also include information on your track record of on-time delivery and minimal downtime.

3.1.5 Reporting

Provide a detailed description of the reporting that you will provide, including information on fuel consumption and usage. This section should also include information on the systems and processes that you have in place to enable effective monitoring and management of fuel usage.

3.1.6 Health, Safety, and Environmental Standards

Provide information on your company's commitment to health, safety, and environmental standards. This section should also include information on your company's compliance with relevant legislation and regulations.

3.1.7 Value-Added Services

Provide information on any value-added services that you can provide, such as maintenance and repair of fuel storage and dispensing equipment. This section should also include information on any innovative solutions and suggestions that you have to optimize fuel usage and minimize costs.

3.1.8 Pricing

Provide a detailed pricing structure that outlines the cost per liter of petrol 95 ULP & LRP and diesel 0.05 Sulphur. This section should also include information on any discounts that you can offer for bulk purchases or long-term contracts.

3.1.9 Contract Terms and Conditions

Provide a proposed draft contract that outlines the terms and conditions of the supply of bulk fuel, including the delivery schedule, pricing structure, and

performance indicators. Any deviations from the contract terms and conditions outlined in this tender document should be clearly stated.

All tender submissions must be submitted in English and must be in a clear and concise format. Tender submissions must be signed and dated by an authorized representative of the bidding company.

4. SCOPE OF SERVICES/WORKS/GOODS.

4.1 Quality control

The successful bidder will be responsible for ensuring that the fuel supplied meets the required quality specifications, including octane levels and sulphur content. The bidder must provide evidence of quality control measures and testing procedures that will be used to ensure that the fuel supplied meets the required specifications.

4.2 Compliance

The successful bidder must comply with all relevant legislation and regulations, including the Public Finance Management Act 2022, National Treasury's regulations for supply chain management, and any other relevant legislation and regulations.

The above scope of work is not exhaustive and the successful bidder may be required to undertake additional tasks as required.

5. Financial proposal

- **Pricing:** Provide a detailed breakdown of the pricing for the supply of bulk fuel, including unit prices, any applicable taxes, delivery costs, and any other charges.
- **Payment terms:** Provide the proposed payment terms, including the frequency and method of payment.
- **Performance bonds:** Provide any proposed performance bonds or guarantees that will be required to ensure the successful delivery of the fuel.
- **Escalation clause:** Provide an escalation clause that will be used to adjust the pricing in the event of changes in the market rates or any other factors that may affect the cost of the fuel.
- **Incentives/discounts:** Provide any proposed incentives or discounts that will be offered in exchange for early payment, volume discounts, or any other relevant factors.

- **Value-added services:** Provide pricing for any proposed value-added services, such as maintenance and repair of fuel storage and dispensing equipment.
- **Additional costs:** Provide details of any additional costs that may be incurred, such as additional transportation costs in the event of changes to the delivery schedule.

It is recommended that the financial proposal is presented in a clear and concise manner, with supporting documentation where necessary. The financial proposal should be prepared in accordance with the requirements outlined in the tender document, including compliance with relevant legislation and regulations.

6. STANDARD REQUIREMENTS OF THE BID

6.1 Disclosures

6.1.1 The bidder must disclose:

- If they are or have been the subject of any proceedings relating to bankruptcy/insolvency.
- If they have been convicted of, or are the subject of any proceedings, relating to:
 - A criminal offence or other offence, involving the activities of a criminal nature in its organisation or found by any regulator or professional body to have committed professional misconduct.
 - Corruption, including the offer or receipt of any incentive of any kind in relation to obtaining any contract with any contracting authority.
 - Failure to fulfill any obligation in any jurisdiction relating to the payment of taxes and other legal obligations.
 - Any other information that is relevant.

6.1.2. If a bidder or related company or any individual discloses details of any previous misconduct or complaint, Alexkor RMC JV will seek an explanation and background details. At the sole discretion of Alexkor RMC JV, an assessment as to whether the bidder will be allowed to continue to the next phase of the evaluation phase will be made.

6.1.3 Disclosure extends to any company in the same group of the bidder, including but not limited to parent, subsidiary and related parties, companies with common shareholders (whether director or indirect) and parties with whom the bidder is associated in respect of this tender.

6.2 Disclaimer

Alexkor RMC JV reserves the right to not appoint a service provider and to:

- Award the contract or any part thereof to one or more service providers;
- Reject all the bids;
- Decline to consider any bids that do not conform to any aspect of the bidding requirements;
- Request further information from any bidder after the closing date for clarity purposes;
- Cancel this bid or any part thereof at any time; and
- Should any of the above occur, it will be communicated in writing to all the bidders.

6.3 Confidentiality

- Bids submitted will not be disclosed to any other bidders
- All information pertaining to Alexkor RMC JV obtained by the bidder as a result of participation in this RFP is confidential.

6.4 Disqualification

Any form of canvassing/lobbying/influence regarding the short listing will result in disqualification.

7. EVALUATION CRITERIA

Bids will be evaluated in three (3) stages **Stage**

1-Administrative Compliance.

This entails initial screening of bid responses received at close of the bid. During this phase, bid responses are registered to ascertain the number of bid responses received before the closing date and time and to verify if the bidders submitted all the mandatory requirements. The following mandatory/compulsory documents must be submitted for the first stage of evaluation:

- Valid Tax Clearance Certificate and SARS pin
- Valid BBBEE Certificate.
- All the SBD (standard bid document) forms must be fully signed.
- Copy of the Company registration certificate.
- Company profile.
- Central Supplier Database (CSD) registration documents not older than 3 months.
- Joint Venture/Consortium agreement signed **(each TCC and combined BBBEE certificate)**

Stage 2-Technical/Functionality Assessment

This evaluation will be based on the responses using the functional assessment that is previous experience and technical approach.

The bidder must score at least 75 points or more out of 100 points on technical/functionality to qualify for the next phase,

Technical Criteria	Maximum points per Criterion
<ul style="list-style-type: none"> Number of years of experience of the company in bulk fuel supply industry (15 points) 	1-3 years = 5 points 4-5 years=10 points 10 years and more= 15 points
<ul style="list-style-type: none"> Functionality (30 points) 	Poor= 5 points Moderate= 10 points Good= 20 points Excellent= 30 points
<ul style="list-style-type: none"> Equipment availability (15 points) 	Poor= 2 points Moderate= 10 points Good= 15 points Excellent= 10 points
<ul style="list-style-type: none"> Number of similar projects done (10 points) 	1-3 project(s)= 5 points 4-5 projects=8 points 6 and more projects= 10 points
<ul style="list-style-type: none"> Skills and Qualifications (20 points) 	No skills and qualification= 0 points Have skills and qualification= 20 points
Contactable references Note: References where similar services were rendered should be presented in the form of a letter on an official letterhead.	1-3 reference = 5 points 3 and more reference = 10 points
(10 points)	
Total = 100 points	

Stage 3- Evaluation in terms of PPPFA Regulation, 2022 (80/20)

This bid will be evaluated and adjudicated according to the 80/20 preference points system. The 80 points will be awarded for price and 20 points will be awarded on the BBBEE status level.

Breakdown of points

80/20 Preferential point component	Points
Pricing	80
BBBEE Level Contributor	20
Total	100

$$PPPP = 80 * 1 - \frac{(PPPP - PPPPPPPP)}{PPPPPPPP}$$

- * Ps = Points scored for price of tender under consideration.
- * Pt = Price of tender under consideration and;
- * Pmin = Price of lowest acceptable tender

BBBEE Status Level of Contributor	Number of points (20 points)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Points will be awarded to a bidder for the BEE level of contributor in accordance with the table below.

8. PRICES

- Provide a "Pricing Grid or "Transaction Fee Schedule;
- The total bid amount should be transferred to the standard bidding form/document (SBD1).

8. PAYMENT TERMS

Alexkor RMC JV undertakes to pay valid invoices in full within thirty (30) days from statement date for services rendered or goods delivered.

9. REQUIREMENTS PRIOR TO CONTRACT AWARD

The following requirements must be met prior to a contract award being made to the preferred bidder. Should a preferred bidder not respond positively to Alexkor RMC JV's written request within 7 working days of delivery of such request (if this has not been submitted with the tender), that tenderer will be disqualified and the next ranking bidder will be considered.

10. VALIDITY

A proposal shall remain valid for ninety (90) day after the closing date of the submission for proposals.

11. SIGNATORIES

All responses to this RFP should be signed off by the signatories of the bidder.

12. SPECIAL TERMS AND CONDITIONS

- Alexkor RMC JV reserves the right to accept or reject any submission in full or in part, and to suspend this process and reject all proposals or part thereof, at any time prior to the awarding of the bidder.
- This bid will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the PFMA.
- Alexkor RMC JV is the sole adjudicator of the bid and the decisions in this regard will be final.
Bidders are welcome to be present at the opening of bids.
- The Annexures are part of the bid documentation and must be signed by the bidder and attach to the bid document.

END OF THE SPECIFICATON

APPROVED BY:



MR. T. FOWLER
CHIEF EXECUTIVE OFFICER

DATE: 4th May 2023