
TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE JOURNALS, ONLINE SUBSCRIPTIONS AND DISTRIBUTION THEREOF IN THE DEPARTMENT OF MINERAL RESOURCES AND ENERGY, WITHIN THE DIRECTORATE OF MINERAL ECONOMICS AND STATISTICS FOR A PERIOD OF THIRTY-SIX (36) MONTHS, SUBJECT TO ANNUAL PERFORMANCE REVIEW.

1 BACKGROUND

- 1.1 The Department of Mineral Resources and Energy requests subscriptions that would add value to the field of mineral economic research and provide access to the research database and information.
- 1.2. The subscriptions will assist the Department in carrying out in-depth research activities to optimally conduct and fulfil its role as an economic department, such as research analysis, quality economic reports writing, and compilation of publications.

2. CONTRACT PERIOD

- 2.1. The expected duration of the project is thirty-six (36) months commencing after the signing of the contract, subject to annual performance review.

3. OBJECTIVE

- 3.1 The specific objective of this project is to provide journals, online subscriptions, and distributions thereof.

4. SCOPE OF WORK

- 4.1 The successful service provider is expected to:
 - 4.1.1 Render regular supply of journals and publications in hard copies and electronic format. (See the below-mentioned list of journals).
 - 4.1.2 Filter data and information into short easily accessible and comprehensive formats.
 - 4.1.3 Delivered the hard copies of journals and other publications to the Department of Mineral Resources and Energy's Mineral Economics and Statistics Directorate on a daily, weekly, bi-weekly, monthly, bi-monthly, quarterly, and annually, as per the release frequency of each. (See the below mentioned list of journals)

DATA AND INFORMATION SOURCES

SUBSCRIPTIONS		DESCRIPTION AND VALUE ADDITION	WEBSITE
1	Bureau for Economic Research – Macro Services	The Macro Service is a comprehensive economic consultancy service. The central focus is to analyse and forecast macroeconomic conditions and to convey this information in a way that is relevant to a specific company, industry, or sector. Key areas such as GDP growth, interest rates, inflation and exchange rates are covered. 5 user-online	https://www.ber.ac.za/About-BER/Product-offering/
2	Fast markets	Fast markets Industrial Minerals is the market leading resource for in-depth industrial minerals intelligence. It gives access to in-depth research and forecast trends in supply and demand, minerals and metal prices and premiums including exchange prices from all over the globe. Service only for Industrial Minerals (access to historical data, editorial insights, forecast). 4 users-online	https://www.fastmarkets.com/
3	Afriforesight	Independent commodity research house in Africa. Specific focus on mining and industrial cost forecasting, in addition to commodity price forecasts. 10 users - online	https://www.afriforesightresearch.com/
4	TZMI Ti02 Pigment Annual Review	Annual review of the titanium sector. 1 user-online	https://www.tzmi.com
5	Vermiculite and perlite Market Review Report	The report provides a thorough study of perlite and vermiculite, covering both global and regional markets. It aims to give a proper picture of the market, its trends, perspectives, and opportunities. Comprehensive data showing perlite and vermiculite worldwide	https://www.researchhandmarkets.com/reports/3154293/perlite-and-vermiculite-global-market-review-2022

		production, consumption, trade statistics and prices are provided. 1 user online	
6	Sulphur BC Insight	Leading bi-monthly publication providing analysis and commentary on the global price, production and trade of Sulphur and sulphuric acid. The publication also provides the latest news of new establishments and latest updates on technological advances regarding Sulphur and sulphuric acid. 1 user-online	https://bcinsight.com
7	World Metal Statistic Book	World Bureau of Metal Statistics (WBMS) collects and publishes all available global information regarding the production and consumption of metals and minerals. It is used to determine the observed trends and to make an accurate comparison of RSA mining with other mining jurisdictions. 1 online and yearbook.	https://world-bureau.co.uk/publications-services/publications/world-metal-statistics-yearbook/
8	IEA coal Information	Coal information on market developments. 2 users-online	
9	ICDA	Interval chrome developments and statistical bulletin. 2 users- online	
10	Creamer Media's Research Channel Online	Research information on the mining sector. 10 users - online	https://www.creamermedia.co.za/
11	Business Monitor International SA mining report	Mining sector development in RSA. 2 users-online	
12	Iron Ore (Iron Ore Market outlook,	Iron ore outlook of future developments in the sector. 1 user- online	

	Executive Summary only.		
13	Manganese Ore & Alloy (Manganese Market Outlook. Full Services.	Manganese ore outlook of future developments in the sector. 1 user- online	
14	Chrome (Ferrochrome Market Outlook, Executive Summary Only)	Chrome ore and ferrochrome outlook of future developments in the sector. 1 user-online	
15	Aluminium (Aluminium Market Outlook, Executive Summary only).	Outlook of the sector looking into the developments in the sector and their implication on the sector. 1 user- online	
16	Copper (Copper Market Outlook, Executive Summary only).	Outlook of the sector looking into the developments in the sector and their implication on the sector. 1 user-online	
17	Lead (Lead Market Outlook, Executive Summary only).	Outlook of the sector looking into the developments in the sector and their implication on the sector. 1 user-online	
18	Zinc (Zinc Market Outlook, Executive Summary only).	Outlook of the sector looking into the developments in the sector and their implication on the sector. 1 user-online	
19	Nickel (Nickel Market Outlook, Executive only)	Outlook of the sector looking into the developments in the sector and their implication on the sector. 1 user-online	
20	Cobalt (Cobalt Market Outlook, Executive only)	Outlook of the sector looking into the developments in the sector and their implication on the sector. 1 user-online	

21	Phosphate Rock (Phosphate Rock Market Outlook, Full Service)	The report focuses on Critical factors such as market size and forecasting growth rates, industry structure and dynamics, key companies, products and functions and trends and strategic issues. The report also provides an in-depth analysis and outlook of market types, end-user applications and countries. 1 user-online	https://www.marketresearchfuture.com/reports/phosphate-rocks-market-8040
22	CRU Independent Authority	The CRU suite of economic reports of minerals.	
23	Industry insight	Industry Insight was established out of an industry requirement for a holistic approach to market intelligence in the South African construction industry. Industry Insight provides a holistic approach to construction industry analysis, incorporating both the building and the civil sectors. Industry Insights' construction monitor is a concise summary of the latest developments in the economy and the construction sector, as well as a wide array of indicators pertinent to the current and projected outlook for the industry. 4 users-online	https://industryinsight.co.za/wp/
24	IMM Carrara/ stone sector report now Stone World Magazines	Stone World has been the leading news source serving the international stone industry since its inception in 1984. Its articles cover the production and use of granite, marble, limestone, slate, quartz surfacing and other materials and our readership includes fabricators, architects, installers, importers, distributors and other stone industry buyers, sellers and producers.	https://www.stoneworld.com/articles

25	Fertilizers Market in East and South Africa – Forecast (2020 - 2025) by Industry ARC	The report provides insight on the Fertilizer markets segmented for regions, competitive landscape for industry and market players profiled with attributes of company overview, business strategies and product portfolio. 1 user-online	https://www.researchhandmarkets.com
26	Platinum Investment Council	PGMs markets	http://www.platinuminvestment.com/investment-research/mifidi
27	Nikkei Asia	Asian Economic Data & Analysis. 2 users-online	https://asia.nikkei.com
28	Mining Journal	Development in the Mining and Energy Sector. 3 users-online	www.mining-journal.com
29	Bloomberg News	Commodity news and Forecasts. 2 users-online	www.bloomberg.com
30	Conningarth economists	Cost Benefit Analysis (CBA) Forecasting Modelling System (FMS) Macroeconomic Impact Assessment Model (MEM) for effective economic analysis of the department and training of economist	www.conningarth.co.za
31	Battery Minerals	Battery Metals: Powering the green economy.	https://store.creamermedia.co.za/collections/frontpage
32	Coal	Coal - Report	https://store.creamermedia.co.za/collections/frontpage
33	Decarbonisation & Steel	Decarbonisation & Steel Report	https://store.creamermedia.co.za/collections/frontpage

34	Gold	Gold Report	https://store.creamermedia.co.za/collections/frontpage
35	Iron Ore	Iron Ore Report	https://store.creamermedia.co.za/collections/frontpage
36	Energy Transition Report	Energy Transition Report	https://store.creamermedia.co.za/collections/frontpage
37	Africa Mining Projects	Africa Mining Projects - Report	https://store.creamermedia.co.za/collections/frontpage
38	Global Mining Report	Global Mining Report	https://store.creamermedia.co.za/collections/frontpage
39	Roads, Rail & Ports	Roads, Rail & Ports - Report	https://store.creamermedia.co.za/collections/frontpage
40	Green Hydrogen	Green Hydrogen - Report	https://store.creamermedia.co.za/collections/frontpage
41	Construction	Construction - Report	https://store.creamermedia.co.za/collections/frontpage
42	Platinum	Platinum - Report	https://store.creamermedia.co.za/collections/frontpage
43	Diamonds	Diamonds - Report	https://store.creamermedia.co.za/collections/frontpage

5. DELIVERABLES OR PROJECT OUTPUT AND/OR OUTCOME

- The service provider is expected to ensure that required publications and journals of hard and electronic copies are supplied to the Mineral Economics and Statistics Directorate in the Department of Mineral Resources and Energy, as scheduled in terms of the list specifications and contract.

- Shortages and or delays should be communicated to the representative of the department and, replacements of such shortages and remedying of delays should be met within 24hrs at no additional cost to the Department.

6. EVALUATION CRITERIA

This bid will be evaluated in four stages, i.e., functionality, mandatory requirements, administrative compliance, and point scoring system.

6.1 Gate 01 - Functionality

Bidders will be scored in terms of the functional requirements indicated in the table below. The corresponding points and weightings will be used to calculate the overall score a bidder has achieved. The minimum threshold for this bid is **70%**. Bidders who score less than **70%** will be disqualified. Only bidders that score **70%** and more will be considered further.

No.	Evaluation criteria	Points	Weight
1.	<p>Company Experience</p> <p>Bidders should have experience of having undertaken similar projects in the past seven (7) years, in respect of facilitating and providing access to the information and data centre services.</p> <p>(Proof from 3 contactable referees indicating that similar projects were executed should be attached, in the form of signed contract/s or SLA or orders, signed completion letters/certificates and testimonials)</p>	<p>11 years or more = 5 points</p> <p>9 to 10 years = 4 points</p> <p>7 to 8 years = 3 points</p> <p>5 to 6 years = 2 points</p> <p>4 years or less = 1 point</p> <p>5 letters or more = 5 points</p> <p>4 letters = 4 points</p> <p>3 letters = 3 points</p> <p>2 letters = 2 points</p> <p>1 letter = 1 point</p>	<p>20</p> <p>10</p> <p>10</p>
2.	<p>Experience of Team Leader and Team Members</p> <p>Experience:</p>		20

No.	Evaluation criteria	Points	Weight
	<p>Team Leader</p> <p>(i) The team leader must have practical experience in delivering projects in Information Systems and Technology and or database administration and management.</p> <p>(Attach detailed CV highlighting relevant projects, with contactable references)</p> <p>Team members</p> <p>(ii) Team member/s must have practical experience in delivering projects in Information Systems and Technology and or database administration.</p> <p>(Attach detailed CV highlighting relevant projects, with contactable references)</p> <p>(Number of projects = average of the team members)</p>	<p>7 or more projects = 5 points 6 projects = 4 points 5 projects = 3 points 4 projects = 2 points 3 or less projects = 1 point No indication = 0 points</p> <p>5 or more projects = 5 points 4 projects = 4 points 3 projects = 3 points 2 projects = 2 points 1 or less projects = 1 point No indication = 0 points</p>	<p>10</p> <p>10</p>
3.	<p>Qualifications of Team Leader and Team Members</p> <p>Qualifications:</p> <p>Team Leader qualifications</p> <p>(i) Team leader must possess formal relevant tertiary qualification recognised by SAQA</p> <p>(ii) (Attach certified copies of relevant qualification/s and the certification dates of copies should not be more than 6 months by the closing dates)</p>	<p>NQF level 10 = 5 points NQF level 9 = 4 points NQF level 8 = 3 points NQF level 7 = 2 points NQF level 6 or below = 1 point No qualification = 0 points</p> <p>Copies of certified certificates attached = 5 points Copies of certificates attached but not certified = 1 point.</p>	<p>30</p> <p>10</p> <p>5</p>

No.	Evaluation criteria	Points	Weight
	<p>Team member qualifications</p> <p>(iii) Team member(s) must possess formal relevant tertiary qualification recognised by SAQA</p> <p>(iv) (Attach certified copies of relevant qualification/s and the certification dates of copies should not be more than 6 months by the closing dates)</p>	<p>No copies = 0</p> <p>NQF level 9 or higher = 5 points</p> <p>NQF level 8 = 4 points</p> <p>NQF level 7 = 3 points</p> <p>NQF level 6 = 2 points</p> <p>NQF level 5 or below = 1 point</p> <p>(Qualifications = average of the team members points)</p> <p>Copies of certified certificates attached = 5 points</p> <p>Copies of certificates attached but not certified = 1 point.</p> <p>No copies = 0</p>	<p>10</p> <p>5</p>
4.	<p>Project Plan</p> <p>(i) Detailed project plan with</p> <ul style="list-style-type: none"> ➤ Project deliverables ➤ Logistics plan ➤ Key milestones ➤ Scope ➤ Schedule ➤ Contingencies <p>(Attach project plan)</p> <p>(ii) Proposed methodology outlining.</p> <ul style="list-style-type: none"> ➤ Management of the project. <p>(Attach methodology proposal)</p>	<p>Detailed Project plan = 5 points</p> <p>No project plan = 0 points</p> <p>Methodology proposal = 5</p> <p>No methodology proposal = 0 points</p>	<p>30</p> <p>15</p> <p>15</p>

Formula: A x 100 = C%

B

Where: A = Total score for the bid under consideration
B = Maximum possible score
C = Percentage score for the bid under consideration

6.2 Gate 02 – Mandatory requirements

The following requirements are mandatory. Bidders who do not comply with the mandatory requirements will be disqualified.

- (i) Not applicable
- (ii) Not applicable

6.3 Gate 03 - Administrative compliance

- (i) Compliance to the specification / Terms of Reference.
- (ii) Fully completed SBDs (Duly signed and dated) listed hereunder.
 - SBD 1
 - SBD 4
 - SBD 6.1
- (iii) The following will be regarded as noncompliance.
 - Price amendments / other amendments without signature/initials.
 - Use of correctional fluid
 - Completion of the bid document in coloured ink other than black ink

6.4 Gate 04 – Point Scoring System

Bids will be evaluated on the 80/20 preference point system as outlined in the Preferential Procurement Regulation of 2022.

- Price points = 80
- Preferential points = 20

6.4.1 The bidder that scores the highest points in this phase will be awarded the tender.

6.4.2 Should more than one bidder score the same number of points; the award will be made to the bidder who scores more points on specific goals.

6.4.3 Should there be more than one bidder who score the same number of points overall and same points on specific goals, the award will be made to the bidder who scored the highest points on functionality.

6.4.4 Should there be more than one bidder who score the same number of points in all aspects, the bid will be determined by the drawing of the lot.

6.4.5 The preferential points will be allocated in terms of the Departmental objectives on specific goals. Points allocation on specific goals are tabulated hereunder.

6.4.6 Bidders who do not submit proof (means of verification) of specific goals claimed will not qualify for preference points for specific goals.

Specific Goal	Number of points (80/20 Preference System)	Means of Verification
Enterprise owned by Black people	4	Identity documents and CIPC document
Enterprise owned by Women	4	Identity documents and CIPC document
Enterprise owned by Youth	4	Identity documents and CIPC document
Enterprise owned by disabled persons	4	Medical certification
Enterprise owned by SMMEs (QSE or EME)	4	B-BBEE certificate issued by a SANAS accredited Agency or DTIC, or Sworn affidavit

NB: "Ownership = 51% of the company share. Designated group/person that are part of the entity directorship but have less than 51% share = points will be calculated on a pro-rata basis in relations to the share/s held by the designated group/persons.

E.g. Number of women directors = 01

Shares owned by women = 20%

Specific goal for women = 4 points

Points claimable for women ownership = 20 x 4 = **0.8 points**

100

7. REPORTING REQUIREMENTS

7.1 The appointed service provider shall report to the project manager, Director- Mineral Economics and Statistics in the Department of Minerals Resources and Energy.

7.2 In the absence of the project manager, Director- Mineral Economics and Statistics in the Department of Minerals Resources, the appointed service provider shall report to the Chief Director- Economic Analysis and Statistics.

8. WORK PLAN AND METHODOLOGY

8.1 The service provider must provide:

8.1.1 A project proposal that demonstrates comprehension and competence to deliver on what is required in line with the scope of work under section 4.

8.1.2 A preliminary project plan outlining key activities, milestones, timeframes, and resources to be committed to the project.

9. ROLES AND RESPONSIBILITIES

9.1 Service Level Agreement will be entered into with the successful service provider, which will include, *inter alia*, obligations of the DMRE and the successful service provider.

9.2 The DMRE reserves the right to appoint more than one service provider for the project.

9.3 The successful service provider must develop detailed project schedule/ plan and submit to the Department of Mineral Resources and Energy.

9.4 The successful service provider will be required to submit payment schedule providing projections for the period of 6 months on work performed.

9.5 The service provider shall disclose all information in its proposal regarding any interests that may result in an actual or perceived conflict of interest.

10. CONFIDENTIALITY OF INFORMATION

10.1 The names of all the members of the service provider team must be disclosed for the prior approval of DMRE. Any changes, replacements and additions should be submitted for prior approval of DMRE.

10.2 All members will have to sign a Non-Disclosure Agreement before project commencement and may be required to undergo security screening and tests as the DMRE deems necessary.

11. PAYMENT

11.1 The Department will not make an upfront payment to a successful service provider. Payment will only be made in accordance with the delivery of service that will be agreed upon by both parties and upon receipt of an original invoice.

11.2 The payment will be made once a year, for the duration of the contract undertaken, as per subsection 11.1.

12. TAX CLEARANCE CERTIFICATE

12.1 Bidders must ensure compliance with their tax obligations.

12.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.

12.3 Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.

12.4 A bidder may also submit a printed TCS together with the proposal.

12.5 In proposals where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / pin / CSD number.

12.6 Where no TCS is available, but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.

13. DOCUMENTATION

13.1 No applicable

14. COST / PRICING

14.1 The bidders are requested to provide a quoted proposal regarding the work to be undertaken, in two separate and sealed envelopes.

14.2 Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. The total cost must be VAT inclusive and should be quoted in South African Rands (i.e., ZAR).

14.3 Bidders should provide hourly rates as prescribed by Department of Public Service and Administration (DPSA), Auditor- General (AG) or the body regulating the profession of the consultant.

14.4 Bidders should provide (Subsistence &Travel (S&T)) rates that are in aligned to the National Treasury instruction note as follows:

- i) Hotel Accommodation – R1550 per night per person, including breakfast, dinner, and parking.
- ii) Air travel must be restricted to economy class.
- iii) Claims for kilometres may not exceed the rates approved by the Automobile Association of South Africa.

15. CONDITIONS OF THE CONTRACT

- 15.1 The General Conditions of Contract must be accepted as these are issued by National Treasury and are non-negotiable.
- 15.2 The successful service provider will sign a confidentiality agreement regarding the protection of DMRE information that is not in the public domain.
- 15.3 No state information may be furnished/ communicated to the public or news media by the security service provider or any of their employees.
- 15.4 The successful service provider shall ensure that the contract is executed in line with the scope of work as agreed to with Department of Mineral Resources.
- 15.5 The successful service provider may be subjected to security screening by the State Security Agency.
- 15.6 The DMRE reserves the right to verify the authenticity of the information submitted, and any falsified information may result in the disqualification or cancellation of the contract.

16. FORMAT OF SUBMISSION OF PROPOSAL

- 16.1 Bidders are requested to submit three (3) hard copies of technical proposals as well as the original.
- 16.2 Bidders are requested to index their proposals for easy reference.

17. PRE-BID MEETING / BRIEFING SESSION DETAILS

- 17.1 A non-compulsory briefing session will be held on **17 November 2023 @ 10:00** at the **Department of Mineral Resources and Energy, Building 2 C, Trevenna Campus, C/o Meintjies and Francis Baard Street, Sunnyside, 007**.
- 17.2 Bidders must ensure that they sign a register during the briefing session to confirm attendance.

18. CLOSING DATE

- 18.1 Proposals must be submitted on or before **01 December 2023 @ 11:00** at **Department of Minerals Resource and Energy, at 192 Matimba Building, Corner Visagie and Paul Kruger Streets, Pretoria** in the bid box marked in the bid box marked Department of Minerals Resource and Energy. **No late bids will be accepted.**

19. ENQUIRIES

- 19.1 **All general enquiries relating to bid documents should be directed to:**

Ms. Lucia Nkhethoa/ Mr Samuel Msiza

Tel No: (012) 406 7702 /406 7910

E-mail: Lucia.Nkhethoa@dmre.gov.za/Samuel.msiza@dmre.gov.za

19.2 **Technical enquiries can be directed to:**

Mr Ray Masetlana

Tel No: (012) 444 3731

Email: Ray.Masetlana@dmre.gov.za