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**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.**

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**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. The subscriptions will assist the Department in carrying out in-depth research activities to optimally conduct their duties such as research analysis, quality economics reports writing, and compiling of publications.

**2. REQUIREMENTS**

- 2.1 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.
- 2.2 Replacements of shortages should be supplied within 24hrs at no additional cost to the Department.
- 2.3 Facilitate, provide, and manage access to a total of thirty-eight (38) subscriptions (local and international) per economic data center for usage by officials of the department, at a time.
- 2.4 Provision of training to DMRE's Mineral Economists on usage and navigation through the websites.

- 2.5 Allow for a consultative engagement throughout the duration of the project.
- 2.6 Conduct biannual presentations on the latest development in the mineral sector.

### **3. CONTRACT PERIOD**

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

### **4. OBJECTIVE**

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

### **5. SCOPE OF WORK**

**The successful service provider will be responsible for:**

- 5.1. Regular supply of journals and publications in hard copies and electronic format below-mentioned mentioned list of journals)
- 5.2. Filtering data and information into short and easily accessible and comprehensive formats.
- 5.3. The hard copies of journals and other publications will be delivered 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 annual a 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.	<a href="https://www.ber.ac.za/About-BER/Product-offering/">https://www.ber.ac.za/About-BER/Product-offering/</a>
2	Industrial Minerals – including access to archives and IM Data	Fastmarkets 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.	<a href="https://www.indmin.com">https://www.indmin.com</a>
3	Platinum Group Metals Survey	Refinitiv GFMS Platinum Group Survey Subscription to Refinitiv will enable access to PGM, Chrome and Gold Surveys.	<a href="https://solutions.refinitiv.com/metalsresearch">https://solutions.refinitiv.com/metalsresearch</a>
4	Metal Bulletin (full service)	Bulletin of the metal sector	<a href="https://www.metalbulletin.com/">https://www.metalbulletin.com/</a>
5	TZMI TiO2 Pigment Annual Review	Annual review of the titanium sector	<a href="https://www.tzmi.com">https://www.tzmi.com</a>
6	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 production, consumption, trade statistics and prices are provided.	<a href="https://www.researchandmarkets.com/reports/3154293/perlite-and-vermiculite-global-market-review-2022">https://www.researchandmarkets.com/reports/3154293/perlite-and-vermiculite-global-market-review-2022</a>
7	Fertilizer International BC Insight	The leading bi-monthly journal for the global fertilizer industry – analysing worldwide developments, as well as assessing the wider economic and	<a href="https://bcinsight.com/fertilizer_international.asp">https://bcinsight.com/fertilizer_international.asp</a>

		political impact on trade of affected commodities. The publication is aimed at providing analysis, comment and statistics on the world-wide production, trade, transportation, handling and consumption of fertilizers, fertilizer raw materials, sulphur and certain other minerals and chemicals.	
8	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 with regard to Sulphur and sulphuric acid.	<a href="https://bcinsight.com">https://bcinsight.com</a>
9	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.	<a href="https://world-bureau.co.uk/publications-services/publications/world-metal-statistics-yearbook/">https://world-bureau.co.uk/publications-services/publications/world-metal-statistics-yearbook/</a>
10	IEA coal Information	Coal information on market developments	
11	Bulk Ferroalloys Monitor	Ferroalloy global report	
12	Creamer Media's Research Channel Online	Research information on the mining sector	<a href="https://www.creamermedia.co.za/">https://www.creamermedia.co.za/</a>
13	Business Monitor International SA mining report	Mining sector development in RSA	
14	Mineral Price Watch (comprehensive)	Mineral commodities' prices and trends update	
15	Iron Ore (Iron Ore Market outlook, Executive Summary only.	Iron ore outlook of future developments in the sector.	
16	Manganese Ore & Alloy	Manganese ore outlook of future developments in the sector.	

	(Manganese Market Outlook. Full Services.		
17	Chrome (Ferrochrome Market Outlook, Executive Summary Only)	Chrome ore and ferrochrome outlook of future developments in the sector.	
18	Aluminium (Aluminium Market Outlook, Executive Summary only).	Outlook of the sector looking into the developments in the sector and their implication on the sector	
19	Copper (Copper Market Outlook, Executive Summary only).	Outlook of the sector looking into the developments in the sector and their implication on the sector.	
20	Lead (Lead Market Outlook, Executive Summary only).	Outlook of the sector looking into the developments in the sector and their implication on the sector.	
21	Zinc (Zinc Market Outlook, Executive Summary only).	Outlook of the sector looking into the developments in the sector and their implication on the sector.	
22	Nickel (Nickel Market Outlook, Executive only)	Outlook of the sector looking into the developments in the sector and their implication on the sector.	
23	Cobalt (Cobalt Market Outlook, Executive only)	Outlook of the sector looking into the developments in the sector and their implication on the sector.	
24	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.	<a href="https://www.marketresearchfuture.com/reports/phosphate-rocks-market-8040">https://www.marketresearchfuture.com/reports/phosphate-rocks-market-8040</a>
25	CRU The Independent Authority	CRU suite of economic reports of minerals	
26	Industry insight	Industry Insight was established out of an industry requirement for a holistic	<a href="https://industryinsight.co.za/wp/">https://industryinsight.co.za/wp/</a>

		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.	
27	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.	<a href="https://www.stoneworld.com/articles">https://www.stoneworld.com/articles</a>
28	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.	<a href="https://www.researchandmarkets.com">https://www.researchandmarkets.com</a>
29	S&P Global. Market Intelligence	Market Intelligence tracks the global exploration spending, it is the only source in the world that keeps update on global exploration expenditure and ranks each mining jurisdiction according to its share of spending. This subscription helps economists monitoring the performance of the country among the world's mining jurisdiction as well as SA's performance against the Africa's counterparts.	<a href="https://www.spglobal.com/marketintelligence/en/">https://www.spglobal.com/marketintelligence/en/</a>
30	WoodMackenzie	Mining and Energy Analytic	<a href="http://www.woodmac.com">www.woodmac.com</a>
31	Platinum Investment	PGMs markets	<a href="http://www.platinuminvestment.com/investment-">http://www.platinuminvestment.com/investment-</a>

	Council		<a href="#">research/mifid-ii</a>
32	Elsevier Energy Journal	Energy research	<a href="http://www.journals.elsevier.com/energy">www.journals.elsevier.com/energy</a>
33	Nikkei Asia	Asian Economic Data & Analysis	<a href="https://asia.nikkei.com">https://asia.nikkei.com</a>
34	Mining Journal	Development in the Mining and Energy Sector	<a href="http://www.mining-journal.com">www.mining-journal.com</a>
35	Iress	Market and Investment Data	<a href="http://www.iress.com">www.iress.com</a>
36	Quantec	Data bases	<a href="http://www.quantec.co.za">www.quantec.co.za</a>
37	Bloomberg News	Commodity news and Forecasts	<a href="http://www.bloomberg.com">www.bloomberg.com</a>
38	Global Petrol Prices	Global prices	<a href="https://www.globalpetrolprices.com/">https://www.globalpetrolprices.com/</a>

## 6. DELIVERABLES

- 6.1 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.
- 6.2 Shortages and or delays should be communicated to the representative of the department and, replacements of shortages and remedying of delays should be met within 24hrs at no additional cost to the Department.

## 7 COMPANY EXPERIENCE IN CONDUCTING SIMILAR PROJECTS

- 7.1 Service provider should have at least (10) years' relevant experience in performing similar projects.
- 7.2 Service provider is required to provide proof that they have successfully facilitated or performed similar project and that the project has been successfully executed. This must be in a form of a minimum of three (3) recent testimonial(s) or reference letter(s) on company letterheads, proving that such projects were executed successfully and efficiently. Testimonial/s or Reference Letter/s on company letterheads should include contact details of those companies for verification purposes.

- 7.3 Failure to submit or provide any of the above required information may negatively affect applicant's points.

## 8. QUALIFICATION AND EXPERIENCE OF THE TEAM LEADER AND TEAM MEMBER/S

**Table 1: Minimum required qualifications and experience of the team leader and the team member.**

<b>Expert Type</b>	<b>Number Required</b>	<b>Experience and Qualifications (CV's &amp; Certified Copies of Qualification must be attached)</b>
Team Leader	X 1	<p>(i) The team leader must possess have a minimum of bachelor's degree in Information Systems and Technology or Data administration and management or Information and Knowledge Management or Library and information Science.</p> <p>(ii) The team leader should have at least 3 (three) years relevant experience in similar projects.</p> <p>(iii) The team leader is required to attach a CV and certified copies of qualifications (certified copies not older than six (6) months).</p>
Team Member	X 2	<p>(iv) Team members must possess a minimum of a bachelor's degree in Information Systems and Technology or Data administration and management.</p> <p>(v) Members should have a minimum of 3</p>



		<p>(three) years relevant experience.</p> <p>(vi) At least two (2) of the team members are required to attach CVs and certified copies of qualifications (certified copies not older than six (6) months).</p>
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## 9. REPORTING REQUIREMENTS

### a. Management

The successful applicant will work closely with the Mining, Mineral and Energy Policy Development Branch led by the relevant Director within the Mining, Minerals and Energy Policy Development Branch depending on the nature of project.

### b. Reporting Arrangements

The successful service provider will report directly to the relevant Director within Mining, Minerals and Energy Policy Development Branch depending on the nature of the project.

## 10. WORK PLAN AND METHODOLOGY

10.1 An itemized, detailed and clear schedule on how the project will be executed in line with the scope of work must be included in the proposal.

## 11. ROLES AND RESPONSIBILITY

Role and responsibilities of the Department and the service provider.

### a. The role of the Department:

- i. The Department is expected to make payment within 30 days after the receipt of an invoice

- ii. The Department is expected to manage the publications that are supplied.
  - iii. Annually review the performance of the contract for a decision on continuation or termination of services by the service provider.
- b. The role of the Service Provider
  - i. The service provider is expected to ensure that the required publications and journals of hard and electronic copies are supplied to the Mineral Economics and Statistics Directorate in Department of Mineral Resources and Energy.
  - ii. Replacement of shortages and or delays should be supplied and or addressed within 24hours, at no additional cost to the Department.

## **12. CONFIDENTIALITY OF INFORMATION**

None, unless stipulated otherwise.

## **13. PAYMENT**

- a) The Department will not make an upfront payment to a successful service provider.
- b) Payments will only be made in accordance with the delivery of service that will be agreed upon by both parties and within 30 days of receipt of an original and valid invoice.

## **14. TAX CLEARANCE CERTIFICATE**

- 14.1. The potential service provider/s must ensure compliance with their tax obligations.
- 14.2. The potential service provider/s is/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.

- 14.3. 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](http://www.sars.gov.za).
- 14.4. The potential service provider may also submit a printed TCS together with the proposal.
- 14.5. In proposals where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / pin / CSD number.
- 14.6. Where no TCS is available, but the potential service provider/s is registered on the central supplier database (CSD), a CSD number must be provided

## **15. EVALUATION METHODOLOGY**

### **15.1. Phase 1: Compliance and Technical Review:**

- 15.1.1. Each submission is checked for compliance. If the submission complies, it will move to the next round in the evaluation process. The following documents are compulsory; failure to submit together with the proposal shall results in a company being disqualified.

A valid Tax Clearance Certificate	
A valid B-BBEE Certificate	
Signed SBD forms	
Proof of CSD registration	
<b>Disqualification criteria (if available, e.g. registration with professional body)</b>	

15.1.2. Service providers will be evaluated based on functionality. The minimum threshold for functionality is 70 out of 100 points. Service providers who fail to meet the minimum threshold will be disqualified and will not be evaluated further for price and preference points for B-BBEE.

NO	CRITERIA	SCORING	WEIGHTS
1	<p><b>Company Experience:</b></p> <p>(i) Service providers should at least have (10) years' experience in facilitating and providing access to the information and data centre services.</p> <p>(ii) Proof from 3 contactable referees indicating that similar projects were executed should be attached.</p>	<p>13 years or more = 5 points</p> <p>11 to 12 years = 4 points</p> <p>10 years = 3 points</p> <p>8 to 9 years = 2 points</p> <p>7 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><b>20</b></p> <p><b>10</b></p> <p><b>10</b></p>

		<p>points</p> <p>2 letters = 2 points</p> <p>1 letter = 1 point.</p>	
2	<p><b>Team leader and team members experience:</b></p> <p>(i) Team Leader must have at least three (3) years practical experience in Information Systems and Technology and or database administration and management.</p> <p>(ii) Individual team member must have at least three (3) years practical experience in Information Systems and Technology or Database administration and management.</p> <p>(CV's must be attached as proof).</p>	<p>5 years or more = 5 points</p> <p>4 years = 4 points</p> <p>3 years = 3 points</p> <p>2 years = 2 points</p> <p>1 years or less =1 point</p> <p>5 years or more = 5 points</p> <p>4years =4 points</p> <p>3 years =3 points</p> <p>2 years =2 points</p> <p>1 year or less =1 point</p>	<p><b>20</b></p> <p><b>10</b></p> <p><b>10</b></p>

3.	<p><b>Qualifications of Team leader and Team members:</b></p> <p>(i) The team leader must possess have a minimum of bachelor's degree in Information Systems and Technology or Data administration and management or Information and Knowledge Management or Library and information Science</p> <p>(i) Copies of certified certificates must be attached to the proposal as proof</p> <p>(ii) Team members must possess a minimum of a bachelor's degree in Information Systems and Technology or Data administration and management.</p>	<p>Masters and above = 5 points</p> <p>Honours degree = 4 points</p> <p>Degree = 3 points</p> <p>Diploma = 2 points</p> <p>No Degree = 1 point</p> <p>Copies of certified certificates attached = 5 points</p> <p>Copies of certificates attached but not certified = 1 point.</p> <p>Masters and above = 5 points</p> <p>Honours Degree = 4 points</p> <p>Degree = 3 points</p>	<p><b>30</b></p> <p><b>10</b></p> <p><b>5</b></p> <p><b>10</b></p>
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	(iii) Copies of certified certificates must be attached to the proposal as proof	<p>Diploma = 2 points</p> <p>Matric = 1 points</p> <p>Copies of certified certificates attached = 5 points</p> <p>Copies of certificates attached but not certified = 1 point.</p>	5
4	<b>Project Plan:</b> Detailed Project/ Execution Plan and Management should be attached.	<p>Detailed project plan with project deliverables and detailed logistics plan, milestones, scope, schedule, cost, resources &amp; change management plan =5 points</p> <p>Detailed project plan with project deliverables logistical plan, milestones, scope, schedule, cost &amp; resources = 3 points</p> <p>Inadequate Project Plan and logistical plan and</p>	30 15

	<b>Proposed Methodology</b>	<p>with project deliverables, milestones, scope, schedule, cost &amp; resources = 2 points</p> <p>No Project and logistical plan=1 point</p> <p>Methodology outlining management of project = 5 points</p> <p>Methodology outlining adequate management of project = 3 points</p> <p>Methodology provided without the required services = 2 points</p> <p>Methodology not provided = 1 point</p>	<b>15</b>
<b>Total</b>			<b>100</b>



**For purpose of evaluating functionality, the following values will be applicable:**

<b>1=</b>	<b>Very poor</b>	Does not understand the requirements
<b>2=</b>	<b>Poor</b>	Will not be able to fulfil the requirements
<b>3=</b>	<b>Average</b>	Will partially fulfil the requirements
<b>4=</b>	<b>Good</b>	Will be able to fulfil the requirements
<b>5=</b>	<b>Excellent</b>	Will fully fulfil the requirements

## **15.2 PHASE 2: PRICING AND BBBEE**

15.2.1 Bids will be evaluated on the 80/20 preference point system as outlined in the Procurement Preferential Regulation of 2017. Bidder that scores the highest points in this phase will be awarded the tender.

CRITERIA	WEIGHT
Price	80
B-BBEE Status level contributor	20

## **15.3 COST / PRICING**

15.3.1 The service provider will be requested to provide a quoted proposal regarding the work to be undertaken.

15.3.2 The total cost must be VAT inclusive and should be quoted in South African Rands (ZAR).

## **15.4 BROAD-BASED BLACK ECONOMIC EMPOWERMENT**

15.4.1 Provisions of the Preferential Procurement Policy Framework Act (PPPFA) of 2000 and its regulation of 2017 will apply in terms of awarding points.

15.4.2 Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.

15.4.3 Bidders who do not submit their B-BBEE status level verification certificates or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.

15.4.4 Accounting Officers must ensure that the B-BBEE Status level Verification Certificates submitted are issued by the following agency:

- Verification agencies accredited by SANAS.

15.4.5 Bidders who qualify as EMEs and QSEs must submit:

- Sworn affidavit signed by the EME or QSE representative and attested by a Commissioner of oath.

15.4.6 The table below depicts the B-BBEE status level of contribution:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6

7	4
8	2
Non-compliant contributor	0

## **16. CONDITIONS OF THE CONTRACT:**

16.1 Service providers should be independent and not contracted by the Department to undertake any legislative drafting work.

## **17. FORMAT OF SUBMISSION OF PROPOSAL**

17.1 Service providers are requested to submit four (4) copies of technical proposals plus the original.

17.2 Service providers are requested to index their proposals for easy reference.

## **18. PRE-BID MEETING / BRIEFING SESSION DETAILS-**

**18.1** A non-compulsory briefing session will be held on **23 January 2023 at 10h00 AM**, Department of Minerals Resource and Energy, at 192 Matimba Building, Corner Visagie and Paul Kruger Streets, Pretoria.

## **19. CLOSING DATE**

19.1 Proposals must be submitted on or before 3 February 2023 at 11H00 am, 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.**

## **20. ENQUIRIES**

### **20.1 All general enquiries relating to bid documents should be directed to:**

Ms. Rachel Moerane/ Mr Samuel Msiza

Tel No: (012) 406 7747 /406 7910

E-mail: [Rachel.Moerane@dmre.gov.za/Samuel.msiza@dmre.gov.za](mailto:Rachel.Moerane@dmre.gov.za/Samuel.msiza@dmre.gov.za)

### **20.2 Technical enquiries can be directed to:**

Mr. Ray Masetlana

Tel No: 012 444 3931

Email: [Ray.Masetlana@dmre.gov.za](mailto:Ray.Masetlana@dmre.gov.za)