



DESCRIPTION	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR PROVISION OF CO-SOURCE INTERNAL AUDIT SERVICES AT AFRICAN EXPLORATION MINING AND FINANCE CORPORATION (AEMFC) FOR A PERIOD OF THREE (3) YEARS.
Bid number:	AE/005/2021
Bid Issue Date	27 October 2021
Bid Available	This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za , and African Exploration Mining and Finance Corporation at www.aemfc.co.za . Free of charge.
Briefing Session	<p>An RFP briefing will be conducted via Microsoft Teams on the 04 November 2021, at 10:00am for a period of ± 2 hours. The briefing session will start punctually, and information will not be repeated for the benefit of Respondents arriving late.</p> <p>All interested bidders must register their interests by completing "REGISTRATION OF PROSPECTIVE BIDDERS FORM" that will be attached on the advertisement and return to tender@aemfc.co.za by 02 November 2021 to allow AEMFC to make arrangements for the virtual briefing session.</p>
Closing Date	11 November 2021
Closing Time	12:00 Bidders must ensure that bids are delivered timeously to the correct address. As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration.
Clarification on enquiry documents	Bidders will notify AEMFC of any clarifications required before the closing time for clarification queries, which is 02 working days before the deadline for tender submission.
Bid validity period:	120 days . Bidders are to note that they may be requested to extend the validity period of their bid, at 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.
Delivery Instructions By Hand	<p>Bid documents should be deposited in the Bid Box situated at: African Exploration Mining and Finance Corporation (SOC) Ltd Building 1, 1st Floor 74 Waterfall Drive Waterfall City Gauteng 2090</p> <p>Access to the Bid Box is limited to the following hours: Monday to Friday: 08:30 to 16:00 Late Tenders will not be accepted.</p> <p>Bidders must ensure that bids are delivered on time to the correct address. Bids received late shall not be accepted for consideration. All Bids must be submitted on the official forms provided by AEMFC – (not to be modified)</p>

TABLE OF CONTENT

Section No	Page
1	Part A Invitation to Bid.....3-5
2	Terms of Reference (Confidential Information Disclosure Notice6
3	Introduction6
4	Pre-Qualification.....6
5	Objective Criteria.....6
6	Multiple Bidding.....6
7	Background and Overview.....6
8	Scope Of Work (Requirements).....7-8
9	Services, Facilities and Information to be Supplied by AEMFC.....8
10	Services, Facilities and Information to be Supplied by Bidder.....8
11	Proposal Submission.....8-9
12	Functional Response.....10
13	Commercial Response10-11
14	Required Documents.....12
15	Evaluation Criteria12-15
16	Pricing.....15
17	Additional Information.....16
18	Rules on the Approved List16
19	Disclaimers16

ANNEXURES

ANNEXURE A	SCHEDULE A (MISCELLANEOUS INFORMATION)
ANNEXURE B	SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT
ANNEXURE C	SBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION
ANNEXURE D	REGISTRATION OF PROSPECTIVE BIDDERS FORM
ANNEXURE E	RESOLUTION TO SIGN OF BEHALF OF A COMPANY
ANNEXURE F	BILL OF QAUNTITY (BOQ)
ANNEXURE G	LIST OF PROJECTS COMPLETED

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	AE/005/2021	CLOSING DATE:	11 November 2021	CLOSING TIME:	12H00
DESCRIPTION	AP APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR PROVISION OF CO-SOURCE INTERNAL AUDIT SERVICES AT AFRICAN EXPLORATION MINING AND FINANCE CORPORATION (AEMFC) FOR A PERIOD OF THREE (3) YEARS.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
African Exploration Mining and Finance Corporation (SOC) Ltd					
Building 1, 1 st Floor					
74 Waterfall Drive					
Waterfall City					
Gauteng					
2090					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
		NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

Respondents Signature

Date

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	AEMFC SOC LTD	CONTACT PERSON	Procurement
CONTACT PERSON	Procurement	TELEPHONE NUMBER	067 411 0001
TELEPHONE NUMBER	067 411 0001	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	tender@aemfc.co.za
E-MAIL ADDRESS	tender@aemfc.co.za		

 Respondents Signature

 Date

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 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.</p> <p>2.3 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.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
<p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>

Respondents Signature _____

Date _____

1 TERMS OF REFERENCE (Confidential Information Disclosure Notice)

- 1.1 This document may contain confidential information that is the property of African Exploration Mining and Finance Corporation (AEMFC) SOC Ltd.
- 1.2 No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this bid, without prior written permission from African Exploration Mining and Finance Corporation SOC Ltd.
- 1.3 All copyright and intellectual property herein vests with African Exploration Mining and Finance Corporation SOC Ltd.

2 INTRODUCTION

- 2.1 African Exploration Mining and Finance Corporation (SOC) Ltd (“AEMFC”) is a state-owned Mining Company established to secure South Africa’s energy supply primarily through the mining and supply of coal for the generation of electricity, as well as securing other resources that will provide energy for the future, including key minerals for beneficiation in the energy and steel value chain. As a growing company, AEMFC is currently operating an opencast coal mine (Vlakfontein Mine- Coordinates: **Latitude 26° 0'42.15"S, Longitude 28°57'47.72"E**) established in 2011 which is located near Ogies in Mpumalanga Province with its Head Office at Waterfall City in Johannesburg.
- 2.2 AEMFC Accordingly, AEMFC is seeking the services of qualified, experienced, and professional Internal Audit Service Provider to assist Internal Audit Unit on an as and when required basis over a period of three (3) years.
- 2.3 Thus, the Service Providers are requested to provide a proposal based on the Scope Of Work (SOW) **Section 7**.

3 PRE-QUALIFICATION

- 3.1 AEMFC will apply the following pre-qualification criteria as stipulated in PPPFA 2017 Regulation 4:

- a) Minimum B-BBEE status level four (4) of contributor
- b) Exempted Micro Enterprise (EME's) AND/OR Qualifying Small Enterprise QSE's which is at least 51% Owned by Black People

Note: “Proof of B-BBEE status level of contributor” means-

- a) the B-BBEE status level certificate issued by an authorized body or person; or
- b) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
- c) any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act; If “proof of B-BBEE status level of contributor” is required for prequalification purposes in terms of PPPFA regulations and is either not submitted by tender submission deadline or deemed invalid; the respective tenderer must be disqualified.

Minimum B-BBEE level

- a) AEMFC has set a minimum B-BBEE threshold for participation in this RFP process. The minimum B-BBEE threshold in this instance is a B-BBEE with a minimum level 4. A bid that fails to meet this pre-qualifying criteria will be regarded as an unacceptable bid.

4 OBJECTIVE CRITERIA

- 4.1 Not Applicable (N/A)

5 MULTIPLE BIDDING

- 5.1 AEMFC does not allow bidders to do multiple bidding.
*Note: Bidders submitted multiple bidding **will** be deemed to be non-responsive).*

6 BACKGROUND AND REVIEW

- 6.1 Accordingly, AEMFC is seeking the services of qualified, experienced, and professional Internal Audit Service Provider to assist Internal Audit Unit on an as and when required basis over a period of three (3) years.
- 6.2 The department is currently staffed by the Chief Audit Executive (CAE) and two (2) Internal Auditors.

7 SCOPE OF WORK (SOW) (REQUIREMENTS)

- 7.1 The Internal Audit service provider is required to assist in providing independent reasonable assurance on the effectiveness and efficiency of the internal control, IT systems, process and controls, risk management and governance processes of AEMFC.
- 7.2 The successful service providers will always be required to work in compliance with the requirements of the Institute of Internal Auditors (IIA) Standards, PFMA, King IV, Treasury Regulations and the internal audit methodology.
- 7.3 The appointed service provider will report through the Chief Audit Executive (CAE) the results of reviews and the progress against the plan to the Executive Committee (EXCO) meetings and the Board Audit and Risk Committee (BARC) meetings where progress reports from internal audit are presented.
- 7.4 The co-sourcing panel members must provide appropriate human resource capacity to perform internal audits based on the approved plan within the AEMFC divisions/departments:
- 7.4.1. Chief Executive Officer (CEO)'s office.
 - 7.4.2. Finance.
 - 7.4.3 Corporate Service.
 - 7.4.4 Projects.
 - 7.4.5 Corporate and Strategy and Planning.
 - 7.4.6 Mines Operation e.g., Vlakfontein, etc.
 - 7.4.7 Company Secretariate.
 - 7.4.8 Information Communication Technology / Government Risk and Compliance.
- 7.5 Reporting the detailed results of the audit to management and staff of the relevant departments.
- 7.6 Attendance of Board Audit & Risk Committee meetings and other management meetings as requested by the CAE.
- 7.7 Key deliverables
- 7.7.1. Execute audit projects in line with the project requirements, timeframes and budget as per the approved Internal Audit Plan.

- 7.7.2. Reports on progress, projects completed and feedback;
- 7.7.3. Completed audit/review working paper files;
- 7.7.4. Provide Internal Quality assurance on all work performed in this regard;

7.8 Quality Assurance Review. The Service provider must ensure that all work is performed in accordance with the Standards for the Professional Practice of Internal Auditing.

7.9 Independence and Objectivity of Audit Staff

In carrying out the work, the service providers shall ensure that staff maintains their objectivity by remaining independent of the activities they audit. This includes, but not limited to:

- a. Not be involved in the day-to-day operation of the AEMFC.
- b. To declare independence in writing for each audit to be performed.
- c. The Service providers must comply with relevant IIA standards.

7.10 Monitoring Progress of Audit Projects

7.10.1. Preparation of monthly activity progress report and scheduling of bi-weekly progress meetings with the CAE.

7.10.2. Submit written reports on completion of each audit engagement to the CAE.

7.10.3. Recording the minutes of such progress meetings and submit them to the CAE.

7.11 Fraud and Irregularities

7.11.1 In planning and conducting the work, service provider shall seek to identify serious defects in the internal controls, which might result in possible malpractices. Any such defects must be reported immediately to the CAE.

7.11.2 This also applies to instances where serious fraud and irregularity is uncovered.

7.12 Continuity and Profile of Staff on the Project. The Service provider must guarantee the availability of the same skill and level of experience should an audit team member have to leave the project.

7.13 Transfer of skills. The appointed Internal Audit Service Providers will work closely with the Internal Audit Unit to ensure the transfer of skills and continuity of Internal auditing skills until the expiring of contract.

7.14 All intellectual property including the investigation reports, working papers and other supporting documents will become the property of AEMFC.

7.15 All information obtained from the AEMFC will be regarded as classified information, and as such be handled properly.

7.16 Traveling costs. Travel rate per kilometre of R3.82/km should be used for travelling cost in line with SARS Rates. The travel must be communicated to AEMFC and agreed.

8 SERVICES, FACILITIES, AND INFORMATION TO BE SUPPLIED BY AEMFC (to the winning bidder)

7.1 Not Applicable N/A

9 SERVICES, FACILITIES, AND INFORMATION TO BE SUPPLIED BY THE BIDDER

8.1 Not Applicable N/A

Respondents Signature

Date

10 PROPOSAL SUBMISSION AND OPENING OF BIDS

Bids should be sealed and externally endorsed:

CLIENT NAME: African Exploration Mining and Finance Corporation (AEMFC)

BID DESCRIPTION: Appointment of a Panel of Service Providers for the Provision of Co-Source Internal Audit Services at African Exploration Mining and Finance Corporation (AEMFC) for a period of three (3) years.

BID NO: AE/005/2021


BIDDER NAME:

ENVELOPE TITLE: FUNCTIONAL RESPONSE/COMMERCIAL RESPONSE

- 10.1 There shall be no public opening of the Bid received, however the list of Bids received may be published on the AEMFC website or National Treasury e-tender portal unless specifically provided for in the RFP.
- 10.2 Bids submitted by means of email, telegram, telefax, facsimile or similar means shall not be considered.
- 10.3 Bidders will be disqualified in the event of there being scratching out, writing over or painting out rates or information, affecting the evaluation of the bid, without initialling next to the amended rates or information.
- 10.4 Bidders will be disqualified in the event of the use of correction fluid (e.g., tippex), any erasable ink, or any erasable writing instrument (e.g. pencil).
- 10.5 Bidders will be disqualified if the entity or any of its directors is listed on the register of Bid Defaulters in terms of the Prevention and Combating of Corruption Activities Act of 2004 as a person prohibited from doing business with the public sector.

11 FUNCTIONAL RESPONSE

The following information must be included in the functional response envelope:

	
Proposal documents comprising of a response to the functional evaluation criteria inclusive of the following (Refer to Section 12).	Comply [Yes/No]
Completed Functional Response.	
Signed client reference letters in providing Internal Audit services.	
Signed Mine client reference letters in providing Internal Audit service to Mine, Mineral and Energy sector.	
CV of Engagement Director or Partner and Certified copies of certification (Certified Internal Auditor (CIA) or Chartered Accountant South Africa (CA(SA))).	
CV of Audit Manager and Certified copies of certification (Certified Internal Auditor (CIA) or Chartered Accountant South Africa (CA(SA))).	
CV of Informational Technology (IT) Manager and Certified copies of certification (Certified Information System Auditor (CISA))	
CV of the Internal Auditor and Certified copies of qualification (Bachelor's degree in Accounting, Auditing, or equivalent qualification)	
Abridged audit methodology, signed by the authorised company representative	

Respondents Signature

Date

Functional response envelope shall consist of the following

- a) **Two (2)** hard copies of which **one (1)** shall be an **original** and the remaining **one (1) copy** of the original.
- b) The original copy must be marked clearly as an original version.

12 COMMERCIAL RESPONSE

The following information must be included in the commercial response envelope:

12.1 ADMINISTRATIVE DOCUMENTS

The following information must be included in the commercial response envelope:

- a) Company Registration Documents Certified copies of identity documents of all directors/main shareholders of the company, which copies must not be older than three months.

12.2 JOINT VENTURE /CONSORTIUM AGREEMENT

- a) If the bidder is a Joint Venture or Consortium, a Joint Venture / Consortium agreement signed by all member entities of the Joint Venture or Consortium must be attached together with the registration document of all member entities.

12.3 BROAD BASE BLACK ECONOMIC EMPOWERMENT (B-BBEE) Act

- a) Valid Original or Certified Copy of B-BBEE Certificate/ Sworn Affidavit for EMEs and QSEs.
- b) If the bidder is a Joint Venture or Consortium, a consolidated B-BBEE certificate (of the Joint Venture or Consortium (inclusive of all member entities) must be submitted.
- c) *AEMFC reserves the right to verify the B-BBEE certification against the actual turnover as per Annual Financial Statements submitted by the bidder. Any discrepancy between the certification and the actual turnover as verified by AEMFC arising out of any misrepresentation in this regard shall lead to a disqualification.*
- d) Further, the original or certified copy of an individual or consolidated B-BBEE certificate or sworn affidavit will also be used for awarding preference points. The B-BBEE certificate must be submitted on the day of bid closure.
- e) B-BBEE status will be scored out of 20 points in accordance with PPPFA. If a tenderer fails to submit proof of B-BBEE status level, the tenderer will not be disqualified (except if B-BBEE level is a pre-qualification criterion). The tenderer will, however, be awarded 80 points for price and will score 0 points for B-BBEE level /status (out of 20).

12.4 NATIONAL TREASURY'S SUPPLIER DATABASE (CSD) REGISTRATION

- a) Bidders must submit proof of registration on the National Treasury's Central Supplier Database (CSD).
- b) Bidders are requested to register on the National Treasury CSD and include the copy of supplier number in order to enable the institution to verify the supplier's tax status on CSD.
- c) Registration can be completed online at www.csd.gov.za.

12.5 FINANCIAL STATEMENTS

Bidders to proof of financial Soundness - Annual Financial Statements:

- a) If a bidder is a registered company required by law to have its annual financial statements audited or independently reviewed in compliance with the requirements of the Companies Act, Act No. 71 of 2008, or any other law, audited or independently reviewed annual financial statements, as the case may be, prepared within six(6) months of the end of the bidders most recent financial year together with the audited or independently reviewed annual financial statements for two immediately preceding financial years, unless the bidder was only established within the past three (3) years in which case all of

its annual financial statements must be submitted.

- b) If a bidder is a registered close corporation, annual financial statements in compliance with the provisions of the Close Corporation, annual financial statements in compliance with the provisions of the Close Corporations Act, Act No. 69 of 1984, prepared within nine (9) months of the end of the bidders most recent financial year together with the annual financial statements for the two immediately preceding financial years, unless the bidder was only established within the past three (3) years in which all of its annual financial statements must be submitted.
- c) Annual financial statements submitted must comply with the requirements of the Companies Act or the Close Corporations Act.
- d) If the bidder only commenced business within the past three years, the bidder is required to submit annual financial statements in compliance with the provisions of (5.1) and (5.2) above for each of its financial years since commencing business.
- e) If a bidder is not required by law to have its annual financial statements audited or independently reviewed, or is not a Close Corporation, then non-audited annual financial statements for the periods referred to above must be submitted.
- f) If a bidder is a new company, an affidavit must be provided where no annual financial statements have been prepared.

13 REQUIRED DOCUMENTS

The following Standard Bidding Documents completed and signed:

COMMERCIAL RESPONSE	
MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
Valid Original or Certified Copy of B-BBEE Certificate/ Sworn Affidavit for EMEs and QSEs Note: (Bids submitted without the required B-BBEE certificate will be deemed to be non-responsive).	
Bill Of Quantities / Rates Structure (Annexure F) Note: (Bids submitted without the required completed BOQ will be deemed to be non-responsive).	

ESSENTIAL RETURNABLE DOCUMENTS	
ESSENTIAL RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
Schedule A: Miscellaneous Information	
SBD 9: Certificate of Independent Bid Documentation	
Resolution of Authority to Sign on behalf of the Bidding Entity / JV / Consortium	
National Treasury Registration on Central Data Base (CSD) (certificate).	
Valid original (or Certified) B-BBEE certificate/Sworn affidavit.	

Commercial response envelope shall consist of only **one** original hard copy

14 EVALUATION CRITERIA

The following evaluation method will be used:

Respondents Signature

Date

14.1 After the closing date of the bid invitation, an appointed evaluation committee of AEMFC officials and / or external parties/ consultants (where necessary) will evaluate the proposal of the service providers.

14.2 The committee will evaluate each of the bid proposals received against the approved criteria as stated below:

- a) Compliance Check of required documents
- b) Functionality (Technical)
- c) Price and B-BBEE status level of contribution in accordance with PPPFA and its Regulations.

14.3 PHASE1: Compliance Check of Required documents

All proposals submitted will be evaluated to establish compliance to the commercial requirements such as for completion and signing of Standard Bidding Documents (SBD) forms, and submission of Central Supplier Database (CSD) registration number.

14.4 PHASE 2: Functionality

Minimum threshold value of **60** should be obtained by the service providers to qualify for the fourth phase.

Appointment of a Panel of Service Providers for Provision of Co-Source Internal Audit Services at African Exploration Mining and Finance Corporation (AEMFC) for a period of Three (3) years.

EVALUATION CRITERIA					
NO	EVALUATION CRITERIA	SCORING PRINCIPLE	RETURNABLE SCHEDULE	RATING	WEIGHTING SCORE
1.	Company's experience (Clients) in providing Internal Audit services	4 or more clients reference letters related to the scope of work signed by the referee	Bidders are to provide client reference letters related to the scope of work signed by the referee on the referring company's letterhead with valid contact details of the client.	30	30
		3 clients reference letters related to the scope of work signed by the referee	<p>The letter must confirm the bidders experience in providing internal audit services.</p> <p>N.B</p> <ul style="list-style-type: none"> The onus is on the bidder to ensure that the contact details of client provided in the reference letter are valid. The right to verify the authenticity of information provided is reserved. 	25	
		2 clients reference letters related to the scope of work signed by the referee		20	
		1 client reference letter related to the scope of work signed by the referee		15	
		0 clients reference letter related to the scope of work		0	
2.	Company's experience (Clients) in providing Internal Audit service to Mine, Mineral and Energy sector.	3 or more Mine, Mineral and Energy sector clients reference letters	Bidders are to provide Mine, Mineral and Energy sector client reference letters signed by the referee on the referring company's letterhead with valid contact details of the client.	10	10
		2 Mine, Mineral and Energy sector clients reference letters	<p>The letter must confirm the bidders experience in providing internal audit services to Mine, Mineral and Energy sector.</p> <p>N.B</p> <ul style="list-style-type: none"> The onus is on the bidder to ensure that the contact details of client provided in the reference letter are valid. The right to verify the authenticity of information provided is reserved. 	8	
		1 Mine, Mineral and Energy sector client reference letter		5	
		0 Mine, Mineral and Energy sector clients reference letter		0	
3	Experience of the Director or Partner	More than 15 years' experience in auditing with CIA or (CA(SA) certification	<p>The following documents must be provided in order to score points:</p> <ul style="list-style-type: none"> Curriculum Vitae (CV) clearly indicating the director's or Partner's experience in auditing with contactable reference. Certified copies of certification (Certified Internal Auditor (CIA) or Chartered Accountant South Africa (CA(SA))) <p>N.B</p> <ul style="list-style-type: none"> The onus is on the bidder to ensure that the contact details provided in the CV are valid. The right to verify the authenticity of information provided is reserved. 	15	15
		More than 10 to 15 years' experience in auditing with CIA or CA(SA) certification		13	
		5 to 10 years' experience in auditing with CIA or /CA(SA) certification		10	
		Less 5 years' experience in auditing with CIA or CA(SA) certification.		0	
4	Manager's experience in auditing	More than 12 years' experience in auditing with CIA or (CA(SA) certification	The following documents must be provided in order to score points:	15	15

Appointment of a Panel of Service Providers for Provision of Co-Source Internal Audit Services at African Exploration Mining and Finance Corporation (AEMFC) for a period of Three (3) years.

EVALUATION CRITERIA					
NO	EVALUATION CRITERIA	SCORING PRINCIPLE	RETURNABLE SCHEDULE	RATING	WEIGHTING SCORE
		More than 8 to 12 years' experience in auditing with CIA or (CA(SA) certification	<ul style="list-style-type: none"> Curriculum Vitae (CV) clearly indicating the Manager's experience in auditing with contactable reference. Certified copies of certification (Certified Internal Auditor (CIA) or Chartered Accountant South Africa (CA(SA))). 	13	
		4 to 8 years' experience in auditing with CIA or (CA(SA) certification		10	
		Less 4 years' experience in auditing with CIA or (CA(SA) certification		0	
			N.B <ul style="list-style-type: none"> The onus is on the bidder to ensure that the contact details provided in the CV are valid. The right to verify the authenticity of information provided is reserved. 		
5	Informational Technology (IT) Manager's experience in auditing	More than 12 years' experience in Informational Technology (IT) auditing with Certified Information System Auditor (CISA) certification	The following documents must be provided in order to score points: <ul style="list-style-type: none"> Curriculum Vitae (CV) clearly indicating the IT Manager's experience in IT auditing with contactable reference. Certified copies of certification (Certified Information System Auditor (CISA)) 	15	15
		More than 8 to 12 years' experience in Informational Technology (IT) auditing with Certified Information System Auditor (CISA) certification		13	
		4 to 8 years' experience Informational Technology (IT) auditing with Certified Information System Auditor (CISA) certification		10	
		Less 4 years' Informational Technology (IT) auditing with Certified Information System Auditor (CISA) certification		0	
			N.B <ul style="list-style-type: none"> The onus is on the bidder to ensure that the contact details provided in the CV are valid. The right to verify the authenticity of information provided is reserved 		
6	Internal Auditor's experience.	More than 6 years' experience in auditing with bachelor's degree in Accounting, Auditing, or equivalent qualification	The following documents must be provided in order to score points: <ul style="list-style-type: none"> Curriculum Vitae (CV) clearly indicating the Internal Auditor's experience in auditing with contactable reference. Certified copies of qualification (Bachelor's degree in Accounting, Auditing, or equivalent qualification) 	10	10
	Minimum requirement is bachelor's degree in Auditing, Accounting or equivalent qualification coupled with experience in auditing	More than 4 to 6 years' experience in auditing with bachelor's degree in Accounting, Auditing, or equivalent qualification		8	
		2 to 4 years' experience in auditing with bachelor's degree in Accounting, Auditing, or equivalent qualification		5	
		Less 2 years' experience in auditing with bachelor's degree in Accounting, Auditing, or equivalent qualification		0	
			NB: <ul style="list-style-type: none"> The onus is on the bidder to ensure that the contact details provided in the CV are valid. The right to verify the authenticity of information provided is reserved. 		

Respondents Signature

Date

Appointment of a Panel of Service Providers for Provision of Co-Source Internal Audit Services at African Exploration Mining and Finance Corporation (AEMFC) for a period of Three (3) years.

EVALUATION CRITERIA					
NO	EVALUATION CRITERIA	SCORING PRINCIPLE	RETURNABLE SCHEDULE	RATING	WEIGHTING SCORE
7	Proposed Audit Methodology	Abridged audit methodology addressing all of the following requirements: ▪ Planning of audits ▪ Execution ▪ Quality assurance ▪ Audit Reporting ▪ Audit Follow ups	Methodology Abridged audit methodology, signed by the authorised company representative, must address the following items: ▪ Planning of audits ▪ Execution ▪ Quality assurance ▪ Audit Reporting ▪ Audit Follow ups	5	5
		Abridged methodology does not address all the requirements listed above or no submission of the abridged methodology		0	
	Total Points				100
	Minimum Threshold				60

Respondents Signature

Date

5.1 PHASE 4: Price and B-BBEE

Price Quotations 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 will be for B-BBEE Status of Level of contribution. Preference points shall be awarded as follows:

B-BBEE Status Level of Contribution	Points (80/20)
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 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

14 PRICING

Arithmetic Errors, omissions, and discrepancies

- 14.1 Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.
- 14.2 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.
- 14.3 Where there is an error in the total of the prices either as a result of other corrections required by this 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.
- 14.4 All prices and quotation rates shall comply with the following conditions.
 - a) Quotations to be in South African Rands;
 - b) Price quoted must include VAT;
 - c) Zero rated services or goods to be indicated as such;
 - d) Bids shall be valid for a period of 120 days from date of closing; and
 - e) Quotations to be submitted on the Company's letterhead.

AEMFC reserves the right to enter into mandated negotiations with any/more selected tenderers in accordance with AEMFC's approved procurement policies and procedures.

15 ADDITIONAL INFORMATION

- 15.1 During evaluation of the bids, additional information may be requested in writing from bidders only for the purpose of clarifying aspects mentioned in the bid. Replies to such request must be submitted, within One (1) working days or as otherwise indicated.

16 RULE ON THE APPROVED LIST

- 16.1 Assignments will be structured as work packages that clearly define the scope and objective of work, proposed timeframes, qualifying criteria, qualification requirements, expected duration

Respondents Signature

Date

(hours), and expected deliverables amongst others.

- 16.2 Service providers that have qualified and have been appointed to the List will be approached and be requested to provide a quotation at the time the service is required. Work packages will then be allocated to the successful bidder/s.
- 16.3 In instance where the bidder/s on the approved panel are unable to meet the contract obligation and requirement, AEMFC reserves the right to issue a request to the market for a similar service.

17 DISCLAIMERS

Notwithstanding anything else in this Request For Proposal (RFP) and without limiting its rights at law or otherwise, AEMFC reserves the right, in its absolute discretion at any time to:

- 17.1 Cancel and call for new tenders
- 17.2 Appoint more than one bidder or contractor
- 17.3 Reject any tender received after the closing time
- 17.4 Alter the structure and/ or the timing of this RFP or the tendering process
- 17.5 Consider and accept or reject any alternative tender
- 17.6 Reject any tender that does not comply with the requirements of this RFP
- 17.7 Terminate the participation of any Bidder or any other person in the Tendering process
- 17.8 Cease to proceed with or suspend the Tendering process prior to the execution of an official written contract.
- 17.9 Request additional information or clarification from any Service Provider or any other person or provide additional information or clarification.

AEMFC is not obliged to accept the lowest or any bid thereof and reserves the right to withdraw this bid.

ANNEXURE A: SCHEDULE A (MISCELLANEOUS INFORMATION)**Schedule A – DECLARATION OF INTEREST AND CONFIRMATION OF PREVIOUS PROCUREMENT ACTIVITIES**

1. Any legal person, including persons employed by the state, 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, 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/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.

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

2.1 Full Name of bidder or his/ her representative:

2.2 Identity Number:

2.3 Position occupied in the company (director/trustee/shareholder):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

¹"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.

²"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.

- 2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

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

.....

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

.....

(c) Position occupied in the state institution:

.....

(d) Any other particulars:

.....

.....

2.7.2 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**

2.7.2.1 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).

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

2.8 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**

2.8.1 If so, furnish particulars:

.....

.....

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

2.9.1 If so, furnish particulars.

.....

.....

Respondents Signature

Date

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

2.10.1 If so, furnish particulars.

.....

2.11 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**

2.11.1 If so, furnish particulars:

.....

3 Full details of directors/trustees/shareholders:

Full Name	Identity No	Personal Tax Reference No	State Employee No/Persal No

Respondents Signature

Date

4 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.

I give consent to AEMFC to use all the submitted information for the evaluation and adjudication. I further provide AEMFC with permission to confirm the validity and authenticity of the submitted information with a third party (where applicable).

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

ANNEXURE B**SBD 6.1****PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20.....** preference point system shall be applicable;

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic

Empowerment Act, 2003 (Act No. 53 of 2003);

- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(***Tick applicable box***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;

Respondents Signature

Date

- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

ANNEXURE C: SBD 9**SBD 9****CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids/quotes¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

SBD 9

CERTIFICATE OF INDEPENDENT QUOTATION/PROPOSAL DETERMINATION**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR PROVISION OF CO-SOURCE INTERNAL AUDIT SERVICES AT AFRICAN EXPLORATION MINING AND FINANCE CORPORATION (AEMFC) FOR A PERIOD OF THREE (3) YEARS.**

I, the undersigned, in submitting the accompanying quote:

(Quote Number and Description)

in response to the invitation for the quote made by:

African Exploration Mining and Finance Corporation (SOC) Ltd

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

Respondents Signature

Date

SBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

SBD 9

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature	Date
.....
Position	Name of Bidder

Appointment of a Panel of Service Providers for Provision of Co-Source Internal Audit Services at African Exploration Mining and Finance Corporation (AEMFC) for a period of Three (3) years.

ANNEXURE D: REGISTRATION OF PROSPECTIVE BIDDERS FORM

DESCRIPTION: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR PROVISION OF CO-SOURCE INTERNAL AUDIT SERVICES AT AFRICAN EXPLORATION MINING AND FINANCE CORPORATION (AEMFC) FOR A PERIOD OF THREE (3) YEARS.

BID NUMBER: AE/005/2021

DATE OF BRIEFING SESSION: 04 November 2021

TIME: 10:00 ± 2 hours

VENUE: Microsoft Teams

REGISTRATION OF PROSPECTIVE BIDDERS FORM

All interested bidders must register their interests to attend a briefing session by completing this form and return to tender@aemfc.co.za by **02 November 2021**.

Tel/ mobile no: Email address:

.....
BIDDER'S NAME DATE

Failure to submit "REGISTRATION OF PROSPECTIVE BIDDERS FORM" for the briefing session attendance by 02 November 2021 will lead to bidder not being able to attend RFP briefing.

- ☐ Will select time slot of attending, if late AEMFC reserves the right not to attend to them
- ☐ Will agree to screen testing
- ☐ Will wear the required COVID-19 PPE
- ☐ Will not be allowed into the premises if they screen test results indicates the symptoms of COVID- 19 illness

Respondents Signature

Date

ANNEXURE E: RESOLUTION TO SIGN ON BEHALF OF COMPANY**Resolution to sign on behalf of Company****RESOLUTION** of a meeting of the Board of "Directors / Members / Partners of:.....
(legally correct full name and registration number, if applicable, of the Enterprise)

held at (place).....

on (date).....

RESOLVED that:

1 The Enterprise submits a Tender to in respect of the following:

..... Tender Reference Number:

.....
(project description as per Tender Document)

2 *Mr/Mrs/Ms in *his/her capacity as:

.....(position)

And who will sign as follows: _____ (Signature)

and is hereby, authorised to sign the Tender and all other documents and/or correspondence in connection with and relating to the EOI, as well as to sign any Contract, and any and all documentation, resulting from the award of any project to the Enterprise mentioned above.

	NAME	CAPACITY	SIGNATURE
1.			
2.			
3.			
4.			

Note: <ul style="list-style-type: none"> *Delete which is not applicable NB: This resolution must be signed by <u>all</u> the Directors / Members / Partners of the Tendering Enterprise or majority of directors of the Tendering Enterprise. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page. 	ENTERPRISE STAMP	

Annexure F: Bill of Quantities (BOQ)/ Rates

BILL OF QUANTITIES (BOQ)						
Bidding Company Name						
PROFESSIONAL FEES						
No.	Resources			Rate / Item	Price (Excl vat)	Price (incl. vat)
1	Director or Partner					
2	Audit Manager					
3	Informational Technology (IT) Manager					
4	Internal Auditor					
5	IT internal Auditors					
DISBURSMENTS						
	Travel Rates as per current SARS Rates currently prescribed at 3.82/km					

 Company representative name (who confirms that they are duly authorized)

 Company representative signature (who confirms that they are duly authorized)

 Respondents Signature

 Date