

REQUEST FOR PROPOSAL (RFP) SERVICES

DESCRIPTION	APPOINTMENT OF A PANEL FOR HUMAN RESOURCES CONSULTING SERVICES FOR AFRICAN EXPLORATION MINING AND FINANCE CORPORATION (SOC) LTD ("AEMFC") FOR A PERIOD OF THREE (3) YEARS ON AN AS-AND-WHEN-REQUIRED BASIS.
BID NUMBER:	AE/C001/2023
BID ISSUE DATE	31 May 2023
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 DATE AND TIME	<p>A compulsory pre-proposal RFP briefing will be conducted via Microsoft Teams on 12 June 2023 at 11h00 am. 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 the "Registration of Prospective Bidders Form" that will be attached to the advertisement under section 10 Page 37 Of 37 and return it to tender@aemfc.co.za.</p> <p><i>"Registration of Prospective Bidders Form" for the briefing session attendance to be submitted by 08 June 2023 to allow AEMFC to plan for the virtual briefing session.</i></p>
CLOSING DATE	27 June 2023
CLOSING TIME	12:00 PM 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 ten (10) working days before the deadline for tender submission. tender@aemfc.co.za .
BID VALIDITY PERIOD:	120 Days from closing. 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 17:00 Late Tenders/Bids will not be accepted.</p> <p>Bidders must ensure that bids are delivered on time to the correct address. Bids received late and to incorrect address will not be accepted for consideration. All Tenders/Bids must be submitted on the official forms provided by AEMFC – (not to be modified)</p>
DELIVERY INSTRUCTIONS BY COURIER	<p>If dispatched by courier, the envelope must be addressed as follows: The Compliance Secretariat, and a signature obtained from that Office. African Exploration Mining and Finance Corporation (SOC) Ltd Building 1, 1st Floor 74 Waterfall Drive Waterfall City, Gauteng, 2090</p>

Description: Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as-and-when-required basis.

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SECTION 1: SBD 1 FORM

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF AFRICAN EXPLORATION MINING AND FINANCE CORPORATION (SOC) LTD							
BID NUMBER:	AE/CE001/2023	ISSUE DATE:	31 May 2023	CLOSING DATE:	27 June 2023	CLOSING TIME:	12:00 PM
DESCRIPTION	APPOINTMENT OF A PANEL FOR HUMAN RESOURCES CONSULTING SERVICES FOR AFRICAN EXPLORATION MINING AND FINANCE CORPORATION (SOC) LTD ("AEMFC") FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS.						
BID RESPONSE DOCUMENTS SUBMISSION							
BID RESPONDENTS DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT African Exploration Mining and Finance Corporation (SOC) Ltd Building 1, 1 st Floor 74 Waterfall Drive Waterfall City Gauteng 2090							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Bulelwa Sogwazile			CONTACT PERSON	Bulelwa Sogwazile		
TELEPHONE NUMBER	010 010 6100			TELEPHONE NUMBER	010 010 6100		
FACSIMILE NUMBER	N/A			FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	bulelwas@aemfc.co.za			E-MAIL ADDRESS	Tender@aemfc.co.za		
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							
SUPPLIER COMPLIANCE STATUS							
TAX COMPLIANCE SYSTEM PIN:							
CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA						
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No						
B-BBEE STATUS LEVEL SWORN AFFIDAVIT [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No						
[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 ACT]							

Respondent's Signature

Date & Company Stamp

Description: Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as-and-when-required basis.

1. 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]	2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <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 REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.</p>			

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-FILEING. 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</p>

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PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER

2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

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SECTION 2: NOTICE TO BIDDERS

1. RFP INSTRUCTIONS

- 1.1. Respondents are to sign documents [sign and date the bottom of each page] before submitting the proposal document. The person or persons signing the submission must be legally authorised by the respondent to do so.
- 1.2. Respondents are to note that AEMFC is utilising a two-envelope system for the purpose of receiving this bid. Bidders are required to submit technical/functionality and Commercial and Financial proposals in two separate envelopes.
- 1.3. Proposals must be submitted in duplicate hard copies [1 original and 1 copy] and the second set must be a copy of the original proposal.
- 1.4. Proposal documents are to be submitted to the address specified in **page 1 above**, and Bidders must ensure that the original and copies (where applicable) are identical in all respects as AEMFC will not accept any liability for having disqualified a bidder for failing to provide a mandatory returnable document in either the original or the copy of the RFP albeit that it was included in the other.
- 1.5. Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- 1.6. Any additional conditions must be embodied in an accompanying letter. Subject only to paragraph 9 below (Legal Review) and, alterations additions or deletions must not be made by the Respondent to the actual RFP documents.

2. COMMUNICATION

- 2.1. Respondents are to note that changes to its submission will not be considered after the closing date.
- 2.2. For specific queries relating to this RFP, Clarification Request should be submitted the name of delegated individual stated in the **SBD 1 form** before the closing time for clarification queries, which is 10 working days before the deadline for tender/bid submission. In the interest of fairness and transparency, AEMFC 's response to such a query will be published on the e-tender portal and AEMFC website.
- 2.3. After the closing date of the RFP, a Respondent may only communicate with the name of delegated individual in Compliance, at email lulamam@aemfc.co.za on any matter relating to its RFP Proposal.
- 2.4. It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of AEMFC in respect of this RFP between the closing date and the date of the award of the business.
- 2.5. Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.
- 2.6. 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.
- 2.7. AEMFC will publish the outcome of this RFP in the National Treasury e-tender portal and AEMFC website within 10 days after the award has been finalised. Respondents are required to check the National Treasury e-tender Portal and AEMFC website for the results of the tender/bid process. All unsuccessful bidders have a right to request AEMFC to furnish individual reasons for their bid not being successful. This requested must be directed to the contact person stated in the **SBD 1 form**.
- 2.8. 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.

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3. VALIDITY PERIOD

- 3.1. Respondents are to note that they may be requested to extend the validity period of their bid, on the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract.
- 3.2. AEMFC requires a validity period of **(120 days)** from the closing date against this RFP, excluding the first day and including the last day.

4. BROAD-BASED ECONOMIC EMPOWERMENT AND SOCIO (B-BBEE) ACT

- 4.1. AEMFC fully endorses and supports the Government's objective of Broad Based Black Economic Empowerment and is strongly of the opinion that all South African business enterprises have an equal obligation to redress the imbalances of the past.

5. JOINT VENTURES OR CONSORTIUMS

- 5.1. Respondents who would wish to respond to this RFP as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their RFP submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If at the time of the bid submission such a JV or consortium agreement has not been concluded, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by AEMFC through this RFP process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to AEMFC.
- 5.2. 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 members entitled.
- 5.3. Respondents are to note that for the purpose of Evaluation, a JV will be evaluated based on one consolidated B-BBEE score card (a consolidated B-BBEE Status Level verification certificate) as per the B-BBEE Preferential Procurement Regulations, 2022 preference point scoring.

6. CONFIDENTIALITY INFORMATION DISCLOSURE NOTICE

- 6.1. All information related to this RFP is to be treated with strict confidence. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information related to this RFP or the subsequent contract, written approval must be obtained from AEMFC.
- 6.2. This document may contain confidential information that is the property of African Exploration Mining and Finance Corporation (AEMFC) SOC Ltd.
- 6.3. 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 AEMFC.

7. COMPLIANCE

- 7.1. The successful Respondent [hereinafter referred to as the Service provider shall be in full and complete compliance with any and all applicable laws and regulations.

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8. DISCLAIMERS

- 8.1. Respondents are hereby advised that AEMFC is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of Proposals. In particular, please note that AEMFC reserves the right in its absolute discretion at any time to:
- 8.1.1. modify the RFP's Goods/Services and request Respondents to re- bid on any such changes;
 - 8.1.2. reject any Proposal which does not conform to instructions and specifications which are detailed herein;
 - 8.1.3. disqualify Proposals submitted after the stated submission deadline [closing date];
 - 8.1.4. award a contract in connection with this Proposal at any time after the RFP's closing date;
 - 8.1.5. award a contract for only a portion of the proposed Goods/ Services which are reflected in the scope of this RFP;
 - 8.1.6. split the award of the contract between more than one Supplier/Service Provider should it at AEMFC's discretion be more advantageous in terms of amongst others, cost or development considerations;
 - 8.1.7. cancel the bid;
 - 8.1.8. validate any information submitted by Respondents in response to this. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to AEMFC to do so;
 - 8.1.9. not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after award of the business, unless the contract specifically provided for;
 - 8.1.10. to award the business to the next ranked bidder, provided that he/she is prepared to provide the required Goods at the quoted price, should the preferred bidder fail to sign or commence with the contract within reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the outcome of the tender/bid has been published the outcome of the bid process on the National Treasury (NT) e-tender Portal and AEMFC website. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods/Services at their quoted price
 - 8.1.11. request audited financial statements or other documentation for the purposes of a due diligence exercise.

Note: that AEMFC will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract.

9. LEGAL REVIEW

- 9.1. A Proposal submitted by a Respondent will be subjected to review and acceptance or rejection of its proposed contractual terms and conditions by AEMFC's Legal Counsel, prior to consideration for an award of business. A material deviation from the Standard terms or conditions could result in disqualification.

10. NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

- 10.1. Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Respondents must register on the CSD prior to submitting their bids. Business may not be awarded to a Respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD.
- 10.2. Registration can be completed online at www.csd.gov.za.
- 10.3. Bidders must submit proof of registration on the National Treasury's Central Supplier Database

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(CSD).

Note: For this purpose, the attached SBD 1 form must be completed and submitted as a mandatory returnable document by the closing date and time of the bid.

11. TAX COMPLIANCE

- 11.1.** Respondents must be compliant when submitting a proposal to AEMFC and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 199);
- 11.2.** It is a condition of this bid that the tax matters of the successful Respondents be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Respondents tax obligations;
- 11.3.** The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids;
- 11.4.** Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

12. PROTECTION OF PERSONAL INFORMATION ACT (POPIA)

- 12.1.** The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No.4 of 2013. ("POPIA"):
consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.
- 12.2.** AEMFC will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:
Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.
- 12.3.** The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this RFP, the Responsible party is "AEMFC" and the Data subject is the "Respondent". AEMFC will process personal information only with the knowledge and authorisation of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.
- 12.4.** AEMFC reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this RFP and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning AEMFC.
- 12.5.** In responding to this bid, AEMFC acknowledges that it will obtain and have access to personal information of the Respondent. AEMFC agrees that it shall only process the information disclosed by Respondent in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
- 12.6.** AEMFC further agrees that in submitting any information or documentation requested in this RFP, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by AEMFC and/or its authorised appointed third parties.
- 12.7.** Furthermore, AEMFC will not otherwise modify, amend or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, AEMFC requires the Respondent to process any personal information disclosed by AEMFC in the bidding process in the same manner.

Respondent's Signature

Date & Company Stamp

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

Toll Free Number: 0800 333 118

Email: aemfc@whistleblowing.co.za

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

SECTION 3: BACKGROUND OVERVIEW AND SCOPE OF WORK (SOW) SPECIFICATION

13. INTRODUCTION

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-

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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.

14. BACKGROUND SCOPE OF WORK (SOW) SPECIFICATION

- 14.1.** The purpose for the establishment of a panel is to enable the AEMFC to appoint human resources consulting service providers, with the necessary expertise and experience. This panel would be appointed for a period of three (3) years on an as-and-when-required basis, which would be regarded as the preferred supplier of human resources consultants.
- 14.2.** As such, AEMFC intends to Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as and when required basis.
- 14.3.** Thus, the Service Provider/s are requested to provide proposals based on the below Scope of work (SOW).

14.4. OVERVIEW

AEMFC is inviting you to submit a proposal for the appointment of a panel for human resources consulting services at African Exploration Mining and Finance Corporation "SOC" Ltd for a period of three (3) years, it also seeks to improve its current processes for providing these Services to its end-user community throughout its locations. AEMFC seeks to benefit from this service provider in the following ways:

- 14.4.1.** AEMFC must receive the reduced cost of acquisition and improved service benefits resulting from the Service Provider(s) economies of scale and streamered service process.
- 14.4.2.** AEMFC must achieve appropriate availability that meets user needs while reducing costs for both AEMFC and the chosen Service Provider(s).
- 14.4.3.** AMEFC must receive proactive improvements from the Service Provider(s) with respect to the supply/ provision of Services.
- 14.4.4.** AEMFC end-users must be able to rely on the chosen Service Provider(s). personnel for service enquiries, recommended, and substitutions.
- 14.4.5.** AEMFC must reduce costs by streamlining its acquisition of Services.

14.5. SCOPE OF WORK (SOW)

The panel of human resources consulting firms would be expected to provide Consulting services as and when required in the areas below:

14.6. HUMAN RESOURCES CONSULTING includes:

- 14.6.1.** Policy development and/or review and Processes (Leave, Performance Management, Talent

Description: Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as-and-when-required basis.

Management, Training and Development, Remuneration and Benefits, Employee (Disciplinary & Grievance), conditions of service).

14.6.2. Organisational Effectiveness (review current and propose potential opportunities, job Profiling and Grading, climate, and culture survey, change management etc.

14.6.3. Integrated Talent Management solution inclusive of Performance Management.

14.6.4. Training and Development (Developing and designing training material inclusive of compliance training.

14.6.5. Remuneration and Benefits Develop employee value proposition, Reward and recognition Wellness programmes and salary benchmarks.

14.6.6. Employee Relations (incl. DC hearing, audio recording & Transcription, employee engagement frameworks etc.

14.6.7. The bidder will be required to do provisioned of the B-BBEE evaluation or review on an ongoing basis as and when required by the AEMFC.

15. Note: AEMFC reserves the right to appoint or reject firms or individuals in respect of any of the above-mentioned categories.

Description: Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as-and-when-required basis.

NO.	AREA OF WORK	SCOPE OF WORK	SKILLS REQUIRED
1.	Policy Development and/or Review	<ul style="list-style-type: none"> - Analysis and research. - Development of new policies, processes and frameworks required. - Presentation and reporting. - Any other related services 	<ul style="list-style-type: none"> - Methodology, processes, and approach - Proof of providing related service to clients. - Experience in line with the scope of work.
2.	Organisational Effectiveness	<ul style="list-style-type: none"> - Review and propose a new structure, confirm efficiencies and span of control, and align appropriate functions to the respective divisions. - Job Profiling and Grading - Design efficient processes and work methods. - Conduct climate and Employee satisfaction surveys and reporting. - Change management and facilitation. - Develop Talent Management Solutions (Retention and succession planning) - Any other related services 	<ul style="list-style-type: none"> - Methodology, processes, and approach - Proof of providing related services to clients. - Experience in line with the scope of work.
3.	Integrated Talent Management Solution	<ul style="list-style-type: none"> - Develop a Talent Management Framework - Develop a succession plan and retention strategy based on the business model. - Develop Performance management framework (Cascading Corporate BSC, Individual Scorecards, Review) - Performance Management Training 	<ul style="list-style-type: none"> - Methodology, processes, and approach - Proof of providing related services to clients. - Experience in line with the scope of work.
4.	Remuneration and Benefits	<ul style="list-style-type: none"> - Benchmark and develop competitive Employee Value propositions. - Develop recognition and reward programmes. - Salary Benchmark exercise 	<ul style="list-style-type: none"> - Methodology, processes, and approach - Proof of providing related services to clients. - Experience in line with the scope of work.
5.	Employee Relations	<ul style="list-style-type: none"> - Labour-related advice and/or intervention. - Presiding over / Employer representative in disciplinary hearings. - Employee/Employer engagements. - Represent AEMFC at CCMA. - Transcripts and audio recording. - Any other IR-related services. 	<ul style="list-style-type: none"> - Proof of providing related services to/for Organisations - Transcripts and audio recording capabilities. - In-depth understanding of Labour Laws and Case laws

Description: Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as-and-when-required basis.

16. The Human Resources Division of the AEMFC is responsible for Human Resources Value Chain functions which, inter alia include the following:
- 16.1. Attract, develop, and retain the best class of top talent in the mining sector and enhance productivity and return on investment to our stakeholders and beneficiaries
 - 16.2. Contribute to the skills and capacity development of the mining sector in the country;
 - 16.3. Provide an employee value proposition that is competitive and ensures that AEMFC through its people delivers on its mandate that creates value for all its stakeholders;
 - 16.4. Facilitate a workplace culture and climate that relishes high ethical governance standards, an inclusive, collaborative, safe, and healthy environment; and
 - 16.5. Due to the specialised skills required, it may become necessary to appoint external service providers to assist the Human Resources Division in recruiting suitable candidates for the below categories.

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NO.	AREA OF WORK	SCOPE OF WORK	SKILLS REQUIRED
1.	General Recruitment	<ul style="list-style-type: none"> - Source suitable candidates - Pre-screening; - Response handling; - Scheduling of Interviews, - Advertisement - Headhunting and placement. - Conduct Assessments 	<ul style="list-style-type: none"> - Methodology and sourcing approach - Proof of providing related service to Mining and/or similar industry clients. - Experience in line with the scope of work.
2.	Executive Search	<ul style="list-style-type: none"> - Market Search, - Candidate Search, - Candidate report presentation - Response handling. - Contracting Facilitation - Remuneration negotiations - Head Hunting and Placement. - Conduct Assessments 	<ul style="list-style-type: none"> - Methodology and sourcing approach - Proof of providing related service to Mining and/or similar industry clients. - Experience in line with the scope of work.
3.	Specialised Skills (Professional Bodies)	<ul style="list-style-type: none"> - Source suitable candidates - Pre-screening; - Response handling; - Scheduling of Interviews, - Advertisement - Headhunting and placement. - Conduct Assessments 	<ul style="list-style-type: none"> - Methodology and sourcing approach - Proof of providing related service to Mining and/or similar industry clients. - Experience in line with scope of work.

Description: Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as-and-when-required basis.

17. SERVICES, FACILITIES, AND INFORMATION TO BE SUPPLIED BY THE BIDDER

- 17.1. Resources and skillset to perform the required services;
- 17.2. Own Laptops, electronics and any information technology required to perform the work;
- 17.3. Own data, Wi-Fi or internet connectivity.

18. SERVICES, FACILITIES, AND INFORMATION TO BE SUPPLIED BY AEMFC

- 18.1. Access to the offices if needed;
- 18.2. Access to the applicable data rooms;
- 18.3. Parking .

19. SPECIFIC GOALS

- 19.1. AEMFC has identified in its Supply Chain Management Policy (SCM), Specific Goals will be used to promote transformation and empowerment. In this Request For Proposal (RFP) AEMFC will utilise the B-BBEE status level of the contributor as the specific goal.
- 19.2. The specific goal for this tender/ bid is B-BBEE status level.

Description: Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as-and-when-required basis.

SECTION 4: PRICING SCHEDULE AND DELIVERY SCHEDULE

20. PRICING SCHEDULE SERVICE

20.1. Respondents are to note that AEMFC will round final score pricing scores to the nearest 2 decimal places. Respondents are required to complete the table below:

Note: For fair comparison, all bidders must quote prices and indicate VAT portion. If the bidder is not registered for VAT, proof of application to register for VAT must be submitted.

BIDDING COMPANY NAME							
ITEM NO.	DELIVERABLE/DESCRIPTION OF SERVICES	RESOURCE DESIGNATION/TITLE OF RESOURCE	NO OF RESOURCES	ESTIMATED NO. OF HOURS	RESOURCE RATE PER HOUR	PRICE (EXCL VAT)	PRICE (INC.VAT)
1							
2							
3							
4							
5							
6							
7							
8							
	TOTAL PRICE (exclusive of VAT)						
	VAT 15% (If Applicable)						
	TOTAL Inclusive of VAT (where applicable)						
Total Price in words							

Respondent's Signature

Date & Company Stamp

Description: Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as-and-when-required basis.

21. NOTES ON PRICING SCHEDULE

21.1. Respondents are to note that if the price offered by the highest scoring bidder is not market related, AEMFC will not award the contract to that Respondent. AEMFC may:

- (i) negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
- (ii) if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFP;
- (iii) if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points or cancel the RFP.

Note: If a market-related price is not agreed with the Respondent scoring the third highest points, AEMFC must cancel the RFP.

21.2. To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this pricing schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.

21.3. Prices must be quoted in South African Rand inclusive VAT.

21.4. Any disbursement not specifically priced for will not be considered/accepted by AEMFC.

21.5. Respondents, if awarded the contract, are required to indicate that their prices quoted would be kept firm and fixed a period of 12 months, subject thereafter to adjustment (i.e. after the initial period of 12 months), utilising the following price index/indices/adjustment formula. [Not to be confused with bid validity period Section 2, clause 3]

YES	
-----	--

21.6. Rates proposed must be aligned with the Guide on Hourly Fee Rates for Consultants by the Department of Public Service and Administration (DPSA);

21.7. Note Utilisation: For Fairness and transparency, a Request for Quotation (RFQ) on price will be issued to the appointed panel on a rotational basis on an as-and-when-required basis.

Description: Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as-and-when-required basis.

SECTION 5: GENERAL SERVICE PROVIDER OBLIGATIONS

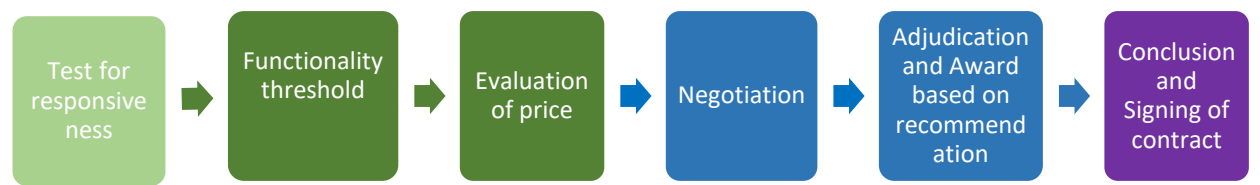
22. SERVICE PROVIDER(S)

22.1. The Service Provider (s) shall be responsible to AEMFC for the acts omissions of persons directly or indirectly employed by

22.2. The Service Provider (s) must comply with the requirements stated in this RFP.

23. EVALUATION METHODOLOGY, CRITERIA AND RETURNABLE DOCUMENTS

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



23.1.1. After the closing date of the Bid Quotation, an appointed evaluation committee of AEMFC officials and / or external parties/ consultants where necessary will evaluate the Bid/ Tender proposals received.

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

23.1.3. **Step One:** Test for Administrative Responsiveness (compliance check on required documents), must be passed for a Respondent's proposal to progress to **Step Two** for further pre-qualification.

- Whether the Bid has been lodged on time;
- Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time;
- Verify the validity of all returnable documents;
- Verify if the Bid document has been duly signed by the authorised respondent.

23.1.4. **Step Two:** Test for Responsiveness to RFP for technical/functionality criteria must be met or exceeded for a Respondent's proposal to progress to **Step Three** for further evaluation. The test for technical and functional threshold will include the following (**Refer functionality (technical) evaluation criteria table below**): Minimum threshold of 60 points.

- Whether any general and legislation qualification criteria set by AEMFC, have been met;
- Whether the Bid contains a priced offer as prescribed in the pricing and delivery schedule;
- Whether the Bid materially complies with the scope and/or specification given.

23.1.5. **Step Three:** Evaluation of Price to determine a preferred bidders' price will be ranked from the lowest to the highest acceptable price offered and AEMFC will award business to the lowest acceptable Bid (Highest ranked bid).

23.1.6. **Step Four:** Post tender negotiations (If Applicable).

23.1.7. **Step Five:** Award of business and contract conclusion.

Description: Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as-and-when-required basis.

24. EVALUATION CRITERIA

Applicable as part of the Human Resources Panel:

FUNCTIONALITY (TECHNICAL) EVALUATION CRITERIA					
NO	EVALUATION CRITERIA	SCORING PRINCIPLE	RETURNABLE SCHEDULE	RATING	WEIGHTING SCORE
1.	Company Experience-Organisation level The bidder must have successfully completed similar or related projects in various HR consulting services.	5 Projects completed in within various HR consulting services	Bidders should submit a signed contactable reference letter on a referring company letterhead	35	35
		4 projects completed in various HR consulting services		30	
		3 projects completed in various HR consulting services		20	
		2 projects completed in various HR consulting services		10	
		1 projects completed in various HR consulting services		5	
		No similar projects completed		0	
2.	Experience of core team members to be assigned to the site. Capacity to execute the Scope of Work relevant to each professional service- team structure. The team is composed of at least Engagement partner/director, manager and 2 other team members.	The team is composed of at least Engagement partner/director, manager and more than 3 other team members	Qualifications and summarized CVs of the proposed team members. Ensure that the listed members form part of the team that is deployed at AEMFC. Any amendments to the team should be done in writing and agreed to by AEMFC	35	35
		The team is composed of at least Engagement partner/director, manager and 3 other team Members.		25	
		The team is composed of at least Engagement partner/director, manager and 2 other team Member.		15	
		The team is composed of at least Engagement partner/director, manager and 1 other team member.		10	
		The team is composed of at least Engagement partner/director, manager and no other team member.		5	
3.	Planned methodology by demonstrating understanding of the requirements and expectations of the AEMFC as outlined in the scope of work.	Proof of planned methodology submitted	Planned Methodology demonstrating understanding of the requirements and expectations of the AEMFC as outlined in the scope of work	15	15
		No proof of planned methodology submitted		0	

FUNCTIONALITY (TECHNICAL) EVALUATION CRITERIA					
NO	EVALUATION CRITERIA	SCORING PRINCIPLE	RETURABLE SCHEDULE	RATING	WEIGHTING SCORE
4.	Detailed project plan, and how these will assist the AEMCF in achieving its objectives as per the scope of work.	Proof of Detailed project plan	Detailed project plan with timelines	15	15
		No Proof of a Detailed project plan		0	
Minimum qualifying score required:					60
Total Weighting:					100

Description: Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as-and-when-required basis.

24. RETURNABLE DOCUMENTS REQUIRED

- 24.1. Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with their bids based on the consequences of non-submission as indicated below:

Mandatory Returnable Documents	<i>Failure to provide all these Mandatory Returnable Documents at the Closing Date and time of this RFP <u>will</u> result in a Respondent's disqualification.</i>
Returnable Documents Used for Scoring	<i>Failure to provide all Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion.</i>
Essential Returnable Documents	<i>Failure to provide essential Returnable Documents <u>will</u> result in AEMFC affording Respondents a further opportunity to submit by a set deadline. Should a Respondent thereafter fail to submit the requested documents, this may result in a Respondent's disqualification.</i>

Note: All Returnable Sections, as indicated in the footer of the relevant pages, must be signed, stamped and dated by the Respondent.

24.1.1. MANDATORY RETURNABLE DOCUMENTS

Respondents are required to submit with their bid submissions the following **Mandatory Returnable Documents**, and also to confirm submission of these documents by so indicating [Yes or No] in the tables below:

MANDATORY RETURNABLE DOCUMENTS	
	SUBMITTED [Yes/No]
Section 1: SBD1 Form	

24.1.2. RETURNABLE DOCUMENTS USED FOR SCORING

In addition to the requirements of section (24.1.1) above, Respondents are further required to submit with their Proposals the following **Returnable Documents Used for Scoring** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

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RETURNABLE DOCUMENTS USED FOR SCORING	
	SUBMITTED [Yes/No]
Company experience	
Experience of core team members to be assigned to the site	
Methodology	
Project Plan	
Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 7 of this RFP (Valid B-BBEE certificate or Sworn Affidavit)	

24.1.3. ESSENTIAL RETURNABLE DOCUMENTS

Over and the above the requirements of section (24.1.1) and (24.1.2) mentioned above, Respondents are further required to submit with their Proposals the following **Essential Returnable Documents** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

ESSENTIAL RETURNABLE DOCUMENTS	
	SUBMITTED [Yes/No]
National Treasury Registration on Central Data Base (CSD) (certificate). (a detailed report not older than one month).	
Tax Clearance Certificate or electronic access PIN obtained from SARS's new Tax Compliance Status (TCS) system [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate for each party]	
SECTION 2: SBD 4 Declaration of Interest	
SECTION 6: SBD 6.1 Preferential Procurement Regulations	
SECTION 7: SBD 9 Certificate of Independent Bid Determination	
SECTION 8: Registration of Prospective Bidders Form	
SECTION 9: Resolution to Sign on Behalf of Company	
Annual Financial Statements (AFS)–(latest annual financial statements)	

Description: Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as-and-when-required basis.

SECTION 6: SBD 4

25. ADMINISTRATIVE RETURNABLE DOCUMENTS

DECLARATION OF INTEREST

(SBD4)

25.1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

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

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

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

25.2.2. Identity Number.....

25.2.3. Position occupied in the Company (director, trustee, shareholder²):

25.2.4. Company Registration Number.....

25.2.5. Tax Reference Number:

25.2.6. VAT Registration Number:

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

25.2.6.2. "State" means –

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

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.

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

25.3.1. If so, furnish the following particulars:

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

.....

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

.....

(c) Position occupied in the state institution:

.....

(d) Any other particulars:

.....

25.3.2. 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

25.3.3. 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.

25.3.4. If no, furnish the reasons for non-submission of such proof

.....

.....

.....

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

25.4.1. If so, furnish particulars:

.....

.....

.....

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

25.5.1. If so, furnish particulars.

.....

.....

.....

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

If so, furnish particulars.

.....

.....

.....

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

YES/NO

25.7.1. If so, furnish particulars:

.....

25.8. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax Number	State Number	Employee / Persal Number

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25.9. DECLARATION

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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SECTION 7

SBD 6.1

Respondent's Signature

Date & Company Stamp

Description: Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as-and-when-required basis.

26. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Specific Goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

27. GENERAL CONDITIONS

27.1. 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).

27.2.

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

27.3. Points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

27.4. The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

27.5. Failure on the part of a bidder/tenderer to submit proof of documentation required in terms of this bid/tender to claim points for Specific Goals with the bid/tender, will be interpreted to mean that preference points for Specific Goals are not claimed.

27.6. The organ of state reserves the right to require of a bidder/tenderer, either before a bid/tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

28. DEFINITIONS

- (a) **"tender/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 or works, through price quotations, advertised competitive bidding processes or proposals or any other method envisaged in legislation;
- (b) **"prices"** means an amount of money tendered for goods/services/works, and includes all applicable taxes less all unconditional discounts;
- (c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement

Description: Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as-and-when-required basis.

between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) "the Act" means the preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);

29. FORMULAE FOR PROCUREMENT GOODS AND SERVICES

29.1. POINTS AWARDED FOR PRICE

29.1.1. THE 80/20 OR 90/10 PREFERENCE POINTS SYSTEM:

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

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

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

30. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATION PROCUREMENT

30.1. POINTS AWARDED FOR PRICE

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

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

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

31. POINTS AWARDED FOR SPECIFIC GOALS

31.1. In terms of Regulation 4 (2); 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded for Specific Goals stated in the tender/bid. For the purposes of this tender the tenderer/bidder will be allocated points based on the goals stated in table 1 below as may be

Description: Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as-and-when-required basis.

supported by proof/documentation stated in the conditions of this tender:

- 31.2.** In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system

- 31.3.** **Table 1: Specific goals for the tender/bid and points claimed are indicated per the table below. (Note to organs of the state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.**

Note to tenderers/bidders: The tenderer must indicate how they claim points for each preference point system.)

The Specific Goal applicable to the tender/bid is the B-BBEE Status level.

specific goals allocated points in terms of this tender/bid B-BBEE Status Level	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	0
6	
7	
8	
Non-compliant contributor	

- 31.4. Note:** Failure to submit valid and original (or a certified copy of) proof of the Respondent's compliance with the B-BBEE requirements stipulated in Section 7 of this RFP (the B-BBEE Preference Points Claim Form) at the Closing Date of this RFP, will result in a score of zero being allocated for B-BBEE.
- 31.5.** Respondents are required to complete Section 7 [the B-BBEE Preference Point Claim Form] and submit it together with valid proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status. Respondents are required at all times to comply with the latest B-BBEE legislation and/or instruction notes as issued from time to time by the DTI.
- 31.6.** Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by the regulatory bodies such as National Treasury or DTI. IT IS THE Bidder's responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

Description: Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as-and-when-required basis.

32. DECLARATION WITH REGARD TO COMPANY/FIRM

32.1. Name of company/firm:.....

32.2. VAT registration number:.....

32.3. Company registration number:.....

32.4. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

32.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

32.6. COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional Supplier / Service Provider
- ☐ Other Suppliers/Service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

32.8. 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-BBEE 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;
- 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

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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

.....

.....

SECTION 8: SBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

CERTIFICATE OF INDEPENDENT BID DETERMINATION

Respondent's Signature

Date & Company Stamp

Description: Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as-and-when-required basis.

- 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 *pe 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

I, the undersigned, in submitting the accompanying quote:

DESCRIPTION: APPOINTMENT OF A PANEL FOR HUMAN RESOURCES CONSULTING SERVICES FOR AFRICAN EXPLORATION MINING AND FINANCE CORPORATION (SOC) LTD ("AEMFC") FOR A PERIOD OF THREE (3) YEARS ON AN AS-AND-WHEN-REQUIRED BASIS. AE/CE001/2023.

Description: Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as-and-when-required basis.

(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.

Description: Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as-and-when-required basis.

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.**

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

.....

Date

Description: Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as and when required basis.

SECTION 9: RESOLUTION TO SIGN ON BEHALF OF COMPANY

33. 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 **AEMFC** in respect of the following:

Tender Reference Number: **AE/C001/2023:**

APPOINTMENT OF A PANEL FOR HUMAN RESOURCES CONSULTING SERVICES FOR AFRICAN EXPLORATION MINING AND FINANCE CORPORATION (SOC) LTD ("AEMFC") FOR A PERIOD OF THREE (3) YEARS ON AN AS-AND-WHEN-REQUIRED BASIS.

- 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

Description: Appointment of a panel for Human Resources Consulting Services for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") for a period of three (3) years on an as-and-when-required basis.

SECTION 10: REGISTRATION OF PROSPECTIVE BIDDERS FORM
CERTIFICATE OF ATTENDANCE OF [COMPULSORY] RFP BRIEFING

34. REGISTRATION OF PROSPECTIVE BIDDERS FORM

DESCRIPTION: APPOINTMENT OF A PANEL FOR HUMAN RESOURCES CONSULTING SERVICES FOR AFRICAN EXPLORATION MINING AND FINANCE CORPORATION (SOC) LTD ("AEMFC") FOR A PERIOD OF THREE (3) YEARS ON AN AS-AND-WHEN-REQUIRED BASIS.

BID NUMBER: AE/CE001/2023

DATE OF BRIEFING SESSION: 12 June 2023

TIME: 11:00 ± 2 hours

VENUE: MICROSOFT TEAMS

REGISTRATION OF PROSPECTIVE BIDDERS FORM

All interested bidders must register their interests to attend a compulsory briefing session by completing this form and return to tender@aemfc.co.za by **08 June 2023**.

Tel/ mobile no: Email address:

.....
BIDDER'S NAME DATE

Bidders to submit "REGISTRATION OF PROSPECTIVE BIDDERS FORM" for the briefing session attendance to be submitted by 08 June 2023 to be able to attend RFP briefing.

Respondent's Signature

Date & Company Stamp