

REQUEST FOR QUOTATION (RFQ)

Registration Number 1944/018018/30

DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER(S) BROAD BASED BLACK EMPOWERMENT (BBBEE) ON BEHALF OF AEMFC
DOC NUMBER:	6000007456
ISSUE DATE	07 June 2023
BRIEFING SESSION	None
BRIEFING SESSION DATE	None
BRIEFING SESSION TIME	
CLARIFICATION ENQUIRY EMAIL	rfq.enquiry@aemfc.co.za .
CLOSING DATE ON CLARIFICATION ENQUIRY	09 June 2023 at 10:00am
CLOSING DATE	12 June 2023
CLOSING TIME	12:00 PM
RFQ VALIDITY PERIOD:	Sixty [60] "Business Days" from the closing date of this RFQ.
DELIVERY INSTRUCTIONS BY EMAIL	Written Quotations (inclusive VAT) are to be submitted to the email address: Email: quotations@aemfc.co.za Note: Late proposal Bids and those submitted to other email addresses <u>WILL</u> be "DISQUALIFIED". Bidders must ensure that bids are submitted to the above email address on time to the correct email address.
BID ESTIMATED VALUE	The value of this bid is estimated to be below R50 000 000 (all applicable taxes included).
NOTE TO BIDDERS:	<i>Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues that they may encounter due to their internet speed, bandwidth, or the size of the number of uploads they are submitting. AEMFC will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit.</i>
NOTE IMPORTANT	Suppliers of Goods and /or Services to AEMFC cannot be undertaken without receipt of a VALID Purchase Order Number. Verbal, telephonic instructions from an employee of AEMFC is a violation of AEMC's Procurement Policy and Procedures. Commencement of such an act will result in an unlawful transaction with the repercussion of non-payment to the supplier.

SECTION 1: SBD1 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:	600007456	ISSUE DATE:	07 June 2023	CLOSING DATE:	12 June 2023	CLOSING TIME:	12:pm
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER(S) BROAD BASED BLACK EMPOWERMENT (BBEE) ON BEHALF OF AEMFC						
BID RESPONSE DOCUMENTS SUBMISSION MUST BE SUBMITTED ELECTRONICALLY TO THE FOLLOWING							
EMAIL	quotations@aemfc.co.za						
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Malingane Knowledge			CONTACT PERSON	Malingane Knowledge		
TELEPHONE NUMBER	010 010 6100			TELEPHONE NUMBER	010 010 6100		
FACSIMILE NUMBER	N/A			FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	knowledge@aemfc.co.za			E-MAIL ADDRESS	rfq.enquiry@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:		OR	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT MUST BE SUBMITTED FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]							
1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER QUESTIONNAIRE BELOW]		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?							☐ YES ☐ NO

Respondent's Signature

Date & Company Stamp

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

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.

PART B TERMS AND CONDITIONS FOR BIDDING

1. TAX COMPLIANCE REQUIREMENTS

- 1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 1.5 IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 1.6 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:.....

SECTION2: NOTICE TO BIDDERS

1 RESPONSE TO RFQ

- 1.1 Responses to this RFQ **[Quotations]** must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.
- 1.2 Bid proposal must be delivered by the stipulated date and time to the correct **email address**.
- 1.3 All Bids must be submitted on the official forms provided or in the manner prescribed in the Bid document.
- 1.4 The **80/20** Preferential Point System will be applied wherein **80** Points is for Price and **20** points is for Specific Goals.
- 1.5 Points scored for Specific Goals will be added to the points scored for Price and the total will be rounded off to the nearest two (2) decimal places.
- 1.6 Bidders are required to submit responsive Bids by completing all pricing and item information in line with the entire scope of work /goods/services.
- 1.7 AEMFC reserves the right to negotiate with the bidders prior or post-award.
- 1.8 AEMFC may allocate zero/nil points for specific goals where proof is not submitted with the RFQ.
- 1.9 The Bid must be valid for a period of 60 business days from the closing date and time.

2 COMMUNICATION

- 2.1 Specific queries relating to this RFQ before the closing date of the RFQ should be submitted to the email address rfq.enquiry@aemfc.co.za. In the interest of fairness and transparency, AEMFC's response to such a query will then be made available to other bidders.
- 2.2 It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of AEMFC in respect of this RFQ between the closing date and the date of the award of the business.
- 2.3 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.
- 2.4 All unsuccessful bidders have a right to request AEMFC to furnish individual reasons for their bid not being successful. This request must be directed to the contact person stated in the **SBD 1 form**.

3 CHANGES TO QUOTATIONS

- 3.1 Changes by the tendered/bidder will not be considered after the closing date and time.

4 BINDING OFFER

- 4.1 Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

5 DISCLAIMERS

5.1 AEMFC reserves the right to:

- a) modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- b) reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- c) disqualify Quotations submitted after the stated submission deadline;
- d) not necessarily accept the lowest priced Quotation or an alternative bid;
- e) place an order in connection with this Quotation at any time after the RFQ's closing date;
- f) award only a portion of the proposed goods / services which are reflected in the scope of this RFQ;
- g) split the award of the order/s between more than one Supplier/Service Provider should it at AEMFC's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
- h) cancel the quotation process;
- i) validate any information submitted by Respondents in response to this bid. 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;
- j) request audited financial statements or other documentation for the purposes of a due diligence exercise;
- k) not accept any changes or purported changes by the Tenderer/Bidder to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provides for it;
- l) to cancel the Purchase Order (PO)/ Contract and place the Tenderer/Bidder on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Tenderer/Bidder or on any other basis recognised in law;
- m) award the business to the next ranked bidder, provided that the tenderer/bidder is still prepared to provide the required Goods/Services at the quoted price, should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked tenderer(s)/bidder(s) will be deemed to remain valid, irrespective of whether the next ranked tenderer(s)/bidder(s) were issued with a letter of regret. Tenderers/Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods/Services at their quoted price, even after they have been issued with a letter of regret.

6 LEGAL COMPLIANCE

- 6.1 The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

7 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE (CSD)

- 7.1 Tenderers/Bidders 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. AEMFC is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Tenderers/Bidders must register on the CSD prior to submitting their Bids as Business may not be awarded to a Tenderer/ Bidder who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>

For this purpose, the attached SBD 1 Form (Section 1) must be completed and submitted as a mandatory returnable document by the closing date and time of the bid.

8 TAX COMPLIANCE

- 8.1 Tenderers/ Bidders 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 1991).
- 8.2 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 Tenderers/Bidders' tax obligations.
- 8.3 The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit tenders/bids.
- 8.4 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.
- 8.5 Tenderers/Bidders are required to submit their unique pin number issued by SARS to enable the organ of state to verify the taxpayer's profile and tax status.

9 VALIDITY

- 9.1 AEMFC requires a validity period of sixty (60) Business Days from the closing date of this RFQ, excluding the first day and including the last day.
- 9.2 Bidders 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 has been concluded.

SECTION3: NOTICE TO BIDDERS

10 SCOPE OF WORK/SPECIFICATION

10.1 BACKGROUND

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.

10.2 SCOPE OF WORK

The AEMFC hereby requests a proposal for a B-BBEE Compliance and Management Software Solution that makes B-BBEE to be easy to understand, plan and implement as well as paired with advisory offerings as a holistic solution. The system shall enable management and end-users to operate off the same technology platform for the seamless and consistent flow of data, information, scorecards and evidence through a company's B-BBEE compliance management software solution.

As a minimum, the AEMFC expects the solution to possess the following functionalities:

- A compliance management software solution that is coupled with access to Specialists B-BBEE Service Providers, on-demand advisory and Support Services from a team of B-BBEE Specialists that will work with end-users throughout the compliance of the Financial Year, as well as education and training for end-users and management
- Provision of a searchable database of verified B-BBEE scorecard certificates of all service providers
- Provision of a mechanism for uploading all verification evidence that at the end of the financial year will be compiled into a verification file
- Provision of a Gap and Cost per point analysis
- Scenario Planning
- Verification preparation tools that can be deployed across the organisation
- One place where data, scorecards and evidence are stored for accessibility to BEE verification agencies on demand
- B-BBEE Supplier and Procurement Management systems
- Month to month scorecard generation mechanism to monitor progress in terms of B-BBEE Compliance and Performance

- System implementation and software training interventions

Through the deployment of this system, the AEMFC wishes to achieve the following benefits:

- A comprehensive and online platform to help AEMFC manage BEE compliance
- A B-BBEE system that would not only allow AEMFC to track the B-BBEE score but do it in a way that is flexible and fluid to allow improved planning along with reporting
- Easy and secure access of the system from anywhere
- Access to all B-BBEE legislation in one place via a legislation repository.
- AEMFC kept abreast of the latest news and developments in the B-BBEE space
- All verification data as required by the verification agency will be well populated in advance on spreadsheets, saving the administration time and resources because there won't be a need to duplicate information capturing for the verification agency
- BEE concepts, terminology and formulae will be clearly explained to any user of the system
- System will calculate the scorecard elements for the user
- Practical and visual overview of BEE achievement.

REQUIREMENTS

Deliverables Scorecard Software

- The scorecard software should provide the following:
- Scorecard Calculator
- Scenario Planning Tool
- Gap analysis and own target setting
- Scorecard Comparison
- Year End Rollover
- Document Management
- Verification Pack
- Consolidation Tool
- Information Security
- Integration and Application Programming Interface
- Cloud Based Solution
- User Access System
- Task Management
- Information capture Sheets
- Youth Employment Service (YES) Management Tool

- Group Data Management Module
- Resources and Templates
- Knowledge centre
- Latest BEE News and Legislation
- BEE Scorecard Elements

10.3 Supplier Management Module

An automated system that helps you manage your suppliers on-line by tracking B-BBEE Certification validation and expiry.

10.4 Consolidation Tool

A tool that allows for the consolidation of multiple entities or division's scorecards, thereby ensuring that B-BBEE performance can be assessed at an individual or group level.

10.5 Integration

An integration technology that allows the movement or migration of data from other systems in your organisation

10.6 Advisory, Training, Implementation and Support

- Implementation & Software Training
- Advisory and Strategy Sessions
- Review Sessions
- B-BBEE Online Advisory
- Technical Support
- Pre-Audit File Review
- Post-Audit Advisory

10.5 Number of Users/Licenses

The number of licences for users will be determined by the responsibilities of management and employees towards B-BBEE compliance and management.

10.6 Quality Control

The AEMFC will have the right to request demonstration of the system at their Head office premises at Waterfall City, Johannesburg.

The supplier has the primary responsibility to ensure that quantity and quality are in accordance with the specification.

EVALUATION CRITERIA					
NO	EVALUATION CRITERIA	SCORING PRINCIPLE	RATING	WEIGHTING SCORE	
1.	Detailed Project Plan and Methodology The bidder must provide a project plan which details how the software will be implemented. The project plan must have the following deliverables and time frames.	Detailed methodology with clear deliverables and timeframes less than a month.	25	25	
		Detailed methodology with clear deliverables and timeframes of more than a month but less than two months	20		
		Detailed methodology with clear deliverables and timeframes beyond two months	10		
		No Project Plan with estimate timeframes	0		
2.	Company Experience The bidder must provide the number of years that the bidder has implemented the BBBEE Software System.	More than 5 years in operation	25	25	
		5 years in operation	20		
		3 - 4 years in operation	15		
		1- 2 years in operation	10		
		Less than a year in operation	0		
3.	Number of Projects The bidder must provide verifiable proof of projects, experience and good reference letters of their system.	More than 5 reference letters	30	30	
		5 reference letters	25		
		4 reference letters	20		
		3 reference letters	15		
		2 reference letters	10		
		1 reference letters	5		
4	Locality The bidder must provide proof of address closest to the AEMFC and will be evaluated as follows	Johannesburg	20	20	
		Gauteng	15		
		Outside of Gauteng but in South Africa	10		
		No locality given	0		
TOTAL POINTS				100	
MINIMUM THRESHOLD				75	

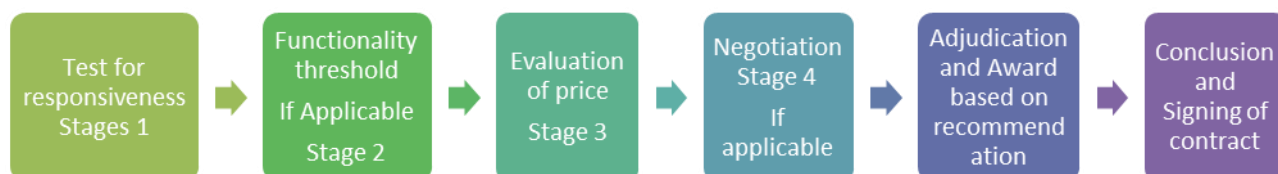
Respondent's Signature

Date & Company Stamp

SECTION 4**11 EVALUATION METHODOLOGY, CRITERIA AND RETURNABLE DOCUMENTS**

11.1 The evaluation of Quotations is to determine whether the Tender/ Bidder is capable of delivering the Goods/ Services and will be evaluated accordingly.

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

**11.3 STAGE 1**

Test for Administrative Responsiveness. The test for administrative responsiveness will include the following:

Administrative responsiveness check	
• Whether the RFQ has been lodged on time	
• Whether all Returnable Documents were completed and returned by the closing date and time	
• Verify the validity of all Returnable Documents	

The test for Administrative Responsiveness (**Stage One**) must be passed for a Tender/Bid to progress further pre-qualification.

11.4 STAGE 2

Test for substantive responsiveness to this RFQ will include the following:

Check for substantive responsiveness	YES / NO
• Whether the Tender / Bid contains a fully completed Price Schedule	
• Whether the Tender/Bid materially complies with the scope and/or specification given	

Test for substantive responsiveness (**Stage Two**) must be passed for a Tender/Bid to Stage three for further evaluation.

11.5 STAGE 3

Evaluation and Final Weighted Scoring

a) Price Criteria (Weighted Score) **80**

Evaluation Criteria
• Commercial Offer (Price)

Price Evaluation: The evaluation of Price will be done based on the following formula below:

80/20

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

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

11.6 SPECIFIC GOALS (Preference Point System)

a) Weighted Score **20 points**

11.7 AEMFC has identified in its Supply Chain Management Policy, Specific Goals, which will be used to promote transformation and empowerment.

11.8 In this RFQ, AEMFC will utilise the B-BBEE status level of contributor as the specific goal. This selected preference point system will allocate 20 points to Tenderers/Bidders for attaining the B-BBEE status level of contribution in accordance with the table indicated in Section 7 : Preference Points Claim Form.

11.9 As evidence, Tenderers must submit with their Tender, their valid BBBEE certificate or sworn affidavit as points will be based on the level of the Tenderers BBBEE level as per their BBBEE Certificate issued by an agency approved by SANAS or IRBA registered Auditors.

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:

Table 1

No.	Specific Goals in terms of this RFQ	Number of points (80/20 system)
1.	Black Owned Business	18
	100% Black owned	10
	50% to 99% Black Owned Business	3
	100% Black Women Owned	5
	Less than 50% Black Owned	0
2.	Black Designated Groups	2
	Ownership any percentage owned by black youth	2
	Ownership by people who are from non- Black Designated groups	0

11.10 STAGE 4: Post Tender/Bid Negotiations (If Applicable)

AEMFC reserves the right to enter into post-negotiations should it deem necessary to do so.

11.11 The evaluation of Quotations is to determine whether the Tender/ Bidder is capable of delivering the Goods/ Services and will be evaluated accordingly.

12 RETURNABLE DOCUMENTS

12.1 **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, and dated by the Respondent

a) Mandatory Returnable Documents

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

Mandatory Returnable Documents	Submitted [Yes or No]
SECTION 1: SBD1 Form	
SECTION 4: Quotation Form and Pricing Schedule	

b) Returnable Documents Used for Scoring

In addition to the requirements of section (a) 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:

RETURNABLE DOCUMENTS USED FOR SCORING	SUBMITTED [Yes or No]
The Bidder's principal Valuer (s) must be registered with the South African Council for the Property Values Profession as a Professional Valuer (SACPVP) without any restrictions	
The bidder must submit as part of this proposal a copy of the Certificate for the principal valuer (s) as proof of registration from SACPVP	

c) Essential Returnable Documents:

Over and the above the requirements of section (a) and (b) 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 & SCHEDULES	SUBMITTED [Yes or 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 3: Evaluation Methodology, Criteria and Returnable Documents	
SECTION 5: Certificate of Acquaintance with RFQ Documents	
SECTION 6: RFQ Declaration and Breach of Law Form	
SECTION 7: B-BBEE Preference Claim Form	

 Respondent's Signature

 Date & Company Stamp

SECTION 5

QUOTATION FORM

I/We _____
hereby offer to supply the goods/services at the prices quoted in the Price Schedule below /
Company Letter Head.

I/We accept that unless AEMFC should otherwise decide and so inform me/us, this Quotation [and, if any, its covering letter and any subsequent exchange of correspondence], together with AEMFC's acceptance thereof shall constitute a binding contract between AEMFC and me/us.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Quotation, I/we fail to deliver the said goods/service/s within the delivery lead-time quoted, AEMFC may, without prejudice to any other legal remedy which it may have, cancel the order. AEMFC may call for Quotations afresh.

13 PRICE SCHEDULE

Item No	Description of Item	Unit	Quantity	Rate	TOTAL PRICE OF ITEM [ZAR]
1	BBBEE compliance management and Software System Solution				
Total Price, exclusive of VAT:					
VAT 15% (if applicable)					
Total Inclusive of VAT (where applicable)					
Total Price In Words					

Delivery Lead-Time from date of purchase order: _____ **[days/weeks]**

Respondents are to note that AEMFC will round off final pricing scores to the nearest 2 (two) decimal places.

13.1 NOTES ON PRICING

- a) All Prices must be quoted in South African Rand, inclusive of VAT.
- b) Prices quoted must be held valid for a period of Sixty (60) days from closing date of the RFQ
- c) To facilitate like-for-like comparison Tenderers/Bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule may result in a bid being disqualified.
- d) Tenderers/ Bidders are to note that if the price offered by the highest scoring bidder is not market related, AEMFC may not award the contract to that Respondent. AEMFC may-
 - (i) negotiate a market-related price with the Tenderer/Bidder scoring the highest points or cancel the RFQ;
 - (ii) if that Tenderer/Bidder does not agree to a market-related price, negotiate a market-related price with the Tenderer/Bidder scoring the second highest points or cancel the RFQ;
 - (iii) if the Tenderer/Bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Tenderer/Bidder scoring the third highest points or cancel the RFQ.

If a market-related price is not agreed with the Tenderer/Bidder scoring the third highest points, AEMFC must cancel the RFQ.
- e) Any disbursement not specifically priced for will not be considered/accepted by AEMFC.
- f) Please note that should you have offered a discounted price(s), AEMFC will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.

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 6: SBD 4**14. ADMINISTRATIVE RETURNABLE DOCUMENTS****DECLARATION OF INTEREST****(SBD4)**

14.1. 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.

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

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

14.2.2. Identity Number.....

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

14.2.4. Company Registration Number.....

14.2.5. Tax Reference Number:

14.2.6. VAT Registration Number:

14.2.6.1. 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.

14.2.6.2. “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.

**14.3. Are you or any person connected with the bidder presently employed by the state?
YES/NO****14.3.1. 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:

14.3.1.1.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**14.3.1.2.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.

14.3.1.3.If no, furnish reasons for non-submission of such proof:**14.4. 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****14.4.1. If so, furnish particulars:****14.5. 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****14.5.1. If so, furnish particulars.****14.6. 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.**

14.7. 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

14.7.1. If so, furnish particulars:

.....

.....

.....

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

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

Respondent's Signature

Date & Company Stamp

14.9. 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

B-BBEE PREFERENCE POINTS CLAIM FORM.

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

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, 2022.

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 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.
- 1.3 Points for this tender/bid shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.
- 1.4 The maximum points for this bid are allocated as follows:

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

- 1.5 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.
- 1.6 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.

2. DEFINITIONS

- (a) **"tender/bid"** means a written offer determined by an organ of state in response to an invitation to provide goods/services through price quotations, competitive bidding or any other method envisaged in legislation;
- (b) **"Price"** includes all applicable taxes less all unconditional discounts.
- (c) **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.
- (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

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);

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

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

3.3 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.4 POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right)
 \end{array}$$

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 SPECIFIC GOALS

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

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

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm.....

5.2 VAT registration number:.....

5.3 Company registration number:.....

5.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

5.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....

5.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

5.8 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 contribution indicated in paragraphs 4.1 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 paragraph 4.1 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) if the successful bidder subcontracted a portion of the bid to another person without disclosing it, AEMFC reserves the right to penalise the bidder up to 10 percent of the value of the contract;
 - (e) 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
 - (f) forward the matter for criminal prosecution.

WITNESSES

- 1.
- 2.

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

DATE:

ADDRESS

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