



**Returnable Document**

**Foskor Head Office** an Operating Division of **FOSKOR (PTY) LTD**

[hereinafter referred to as **FOSKOR**]

Registration Number 1951/000900/30

**REQUEST FOR QUOTATION [RFQ] No 128447**

**FOR THE PROVISION OF STOCK MANAGEMENT FOR A PERIOD OF TWELVE (12) MONTHS**

|                           |               |
|---------------------------|---------------|
| <b>ISSUE DATE:</b>        | 03 June 2024  |
| <b>CLOSING DATE:</b>      | 12 June 2024  |
| <b>CLOSING TIME:</b>      | 12:00 PM      |
| <b>BID VALIDITY DATE:</b> | 31 March 2025 |

---

Respondent's Signature

---

Date & Company Stamp



Returnable Document

**SECTION 1: SBD1 FORM****PART A****INVITATION TO BID****YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF FOSKOR HEAD OFFICE, A DIVISION FOSKOR (PTY) LTD**

|             |            |             |              |               |         |              |               |          |
|-------------|------------|-------------|--------------|---------------|---------|--------------|---------------|----------|
| BID NUMBER: | RFQ 127447 | ISSUE DATE: | 03 June 2024 | CLOSING DATE: | 16:30PM | 12 June 2024 | CLOSING TIME: | 12:00 PM |
|-------------|------------|-------------|--------------|---------------|---------|--------------|---------------|----------|

DESCRIPTION PROVISION OF STOCK MANAGEMENT FOR A PERIOD OF TWELVE (12) MONTHS

**BID RESPONSE DOCUMENTS SUBMISSION****RESPONDENTS MAY SUBMIT THEIR BID RESPONSES AT THE FOLLOWING ADDRESS:**

Reception

21 John Ross Parkway

Richards Bay

3900

**OR VIA EMAIL AT [tenderrbay@foskor.co.za](mailto:tenderrbay@foskor.co.za)**

| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO |  |  |  | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: |  |  |  |
|--|--|--|--|---|--|--|--|
| CONTACT PERSON                                 | Nana Ndlovu  |  |  | CONTACT PERSON                          | Nana Ndlovu  |  |  |
| TELEPHONE NUMBER                               | 035 902 3235   |  |  | TELEPHONE NUMBER                        | 035 902 3235   |  |  |
| FACSIMILE NUMBER                               | N/A  |  |  | FACSIMILE NUMBER                        | N/A  |  |  |
| E-MAIL ADDRESS                                 | <a href="mailto:nanan@foskor.co.za">nanan@foskor.co.za</a> |  |  | E-MAIL ADDRESS                          | <a href="mailto:nanan@foskor.co.za">nanan@foskor.co.za</a> |  |  |

**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]                                     |  | B-BBEE STATUS LEVEL SWORN AFFIDAVIT |                           | [TICK APPLICABLE BOX]                                    |      |  |
|  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |                                     |                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |      |  |

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT MUST BE SUBMITTED FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]**

Respondent's Signature

Date &amp; Company Stamp



## Returnable Document

|  |  |   |   |
|--|--|---|---|
| <b>1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] | <b>2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER QUESTIONNAIRE BELOW ] |
|--|--|---|---|

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 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](http://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: \_\_\_\_\_

Respondent's Signature

Date & Company Stamp

## **SECTION 2: NOTICE TO BIDDERS**

---

### **1 Responses to RFQ**

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.

### **2 Formal Briefing**

A formal briefing session will not be held but should Respondents have specific queries they should email these to the FOSKOR employee(s) indicated in paragraph 3 [*Communication*] below:

### **3 Communication**

- 3.1 Specific queries relating to this RFQ before the closing date of the RFQ should be submitted to [Nana Ndlovu] before **12:00 pm on 10 June 2024**. In the interest of fairness and transparency FOSKOR's response to such a query will then be made available to other bidders.
- 3.2 It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of FOSKOR in respect of this RFQ between the closing date and the date of the award of the business.
- 3.3 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.
- 3.4 Respondents may also, at any time after the closing date of the RFQ, communicate with the Buyer [**Nana Ndlovu**], at telephone number 035 902 3235, email [nanan@foskor.co.za](mailto:nanan@foskor.co.za) on any matter relating to its RFQ response.
- 3.5 All unsuccessful bidders have a right to request FOSKOR 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.

### **4 Legal Compliance**

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

### **5 Employment Equity Act**

Respondents must comply with the requirements of the Employment Equity Act 55 of 1998 applicable to it including (but not limited to) Section 53 of the Employment Equity Act.

### **6 Changes to Quotations**

Changes by the Respondent to its submission will not be considered after the closing date and time.

### **7 Binding Offer**

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.

## **8 Disclaimers**

8.1 Respondents are hereby advised that FOSKOR is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that FOSKOR reserves the right to:

- modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify Quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced Quotation or an alternative bid;
- place an order in connection with this Quotation at any time after the RFQ's closing date;
- award only a portion of the proposed goods / services which are reflected in the scope of this RFQ;
- split the award of the order/s between more than one Supplier/Service Provider should it at FOSKOR's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
- cancel the quotation process;
- 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 FOSKOR to do so;
- request audited financial statements or other documentation for the purposes of a due diligence exercise;
- not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provides for it;
- to cancel the contract and/request that National Treasury place the Respondent 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 Respondent or on any other basis recognised in law;
- award the business to the next ranked bidder, provided that he/she 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 bidder(s) will be deemed to remain valid, irrespective of whether the next ranked bidder(s) were notified of their bid being unsuccessful. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods/Services at their quoted price.
- Should a bidder fail to respond to a request for extension of the validity period before it expires, that bidder will be excluded from tender process.

**9 Specification/Scope of Work**

For a detailed Scope of Work, refer to Annexure A

**10 Legal review**

A Proposal submitted by a Respondent will be subjected to review and acceptance or rejection of its proposed contractual terms and conditions by FOSKOR's Legal Counsel, prior to consideration for an award of business.

**11 Security clearance**

Acceptance of this bid could be subject to the condition that the Successful Respondent, its personnel providing the goods and its subcontractor(s) must obtain security clearance from the appropriate authorities to the level of CONFIDENTIAL/ SECRET/TOP SECRET. Obtaining the required clearance is the responsibility of the Successful Respondent. Acceptance of the bid is also subject to the condition that the Successful Respondent will implement all such security measures as the safe performance of the contract may require.

**12 National Treasury's Central Supplier Database**

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. FOSKOR is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. 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. The CSD can be accessed at <https://secure.csd.gov.za/>.

**13 Tax Compliance**

Respondents must be compliant when submitting a proposal to FOSKOR 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).

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.

The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids.

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.



Respondent's Signature

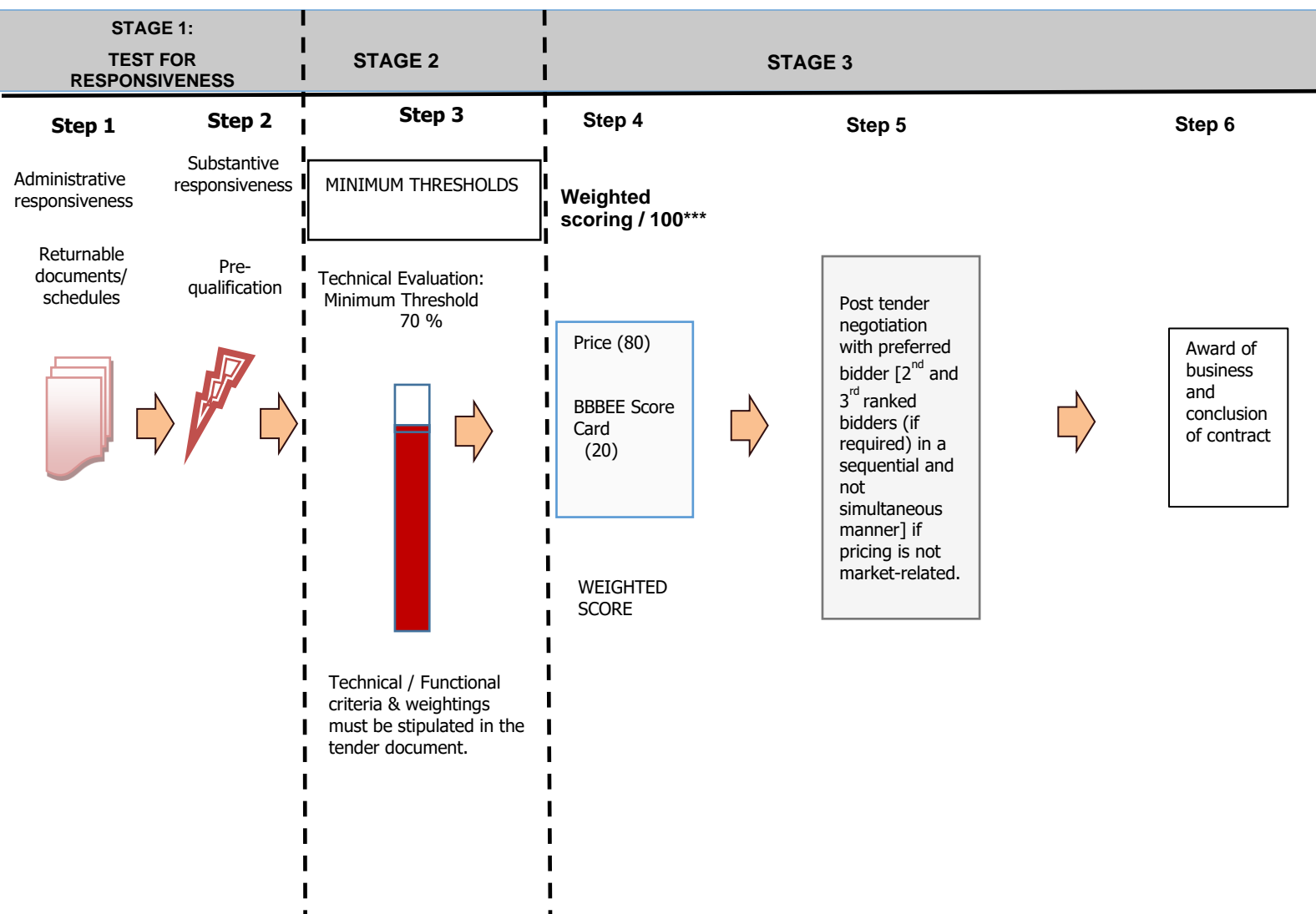
Date & Company Stamp

## SECTION 3

### EVALUATION METHODOLOGY, CRITERIA AND RETURNABLE DOCUMENTS

#### 1 Evaluation Criteria

FOSKOR will utilise the following methodology and criteria in selecting a preferred Supplier/Service provider:



#### 1.1 STEP ONE: Test for Administrative Responsiveness

The test for administrative responsiveness will include the following:

| Administrative responsiveness check   | RFQ Reference       |
|---|---------------------|
| • 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 | <i>Section 3</i>    |
| • Verify the validity of all returnable documents   | <i>Section 3</i>    |
| • Verify if the Bid document has been duly signed by the authorised respondent  | <i>All sections</i> |



***The test for administrative responsiveness [Step One] must be passed for a Respondent's Proposal to progress to Step Two for further evaluation.***

### 1.2 STEP TWO: Test for Substantive Responsiveness to RFQ

The test for substantive responsiveness to this RFQ will include the following:

| Check for substantive responsiveness  | RFQ Reference                     |
|---|-----------------------------------|
| <ul style="list-style-type: none"> <li>Whether any general and legislation qualification criteria set by FOSKOR, have been met</li> </ul> | <i>All sections</i>               |
| <ul style="list-style-type: none"> <li>Whether the Bid contains a priced offer</li> </ul>   | <i>Section 4 - Quotation Form</i> |

***The test for substantive responsiveness [Step Two] must be passed for a Respondent's proposal to progress to Step Three for further evaluation.***

### 1.3 STEP THREE: Technical Evaluation - Minimum Threshold 70%

The test for the Technical and Functional threshold will include the following:

| Criteria  | Description   | Weight     | Points        |
|---|---|------------|---------------|
| Company Experience and Qualifications<br><b>Poor = 0-1</b><br><b>Fair = 2-9</b><br><b>Good = 10-12</b><br><b>Excellent = 13-15</b>                  | Minimum <u>3 years</u> of experience in developing and implementing traffic management plans for mining projects, proven successes with references, relevant expertise in traffic engineering and environmental analysis, and qualified key personnel with professional certifications  | <b>15%</b> | <b>0 - 15</b> |
| Methodology and Approach Traffic Engineering Expertise<br><b>Poor = 0-1</b><br><b>Fair = 2-9</b><br><b>Good = 10-12</b><br><b>Excellent = 13-15</b> | Method statement for the execution of the entire project as per SOW by providing a comprehensive, detailed methodology for data collection, analysis, and plan development, experience with relevant traffic simulation and modeling software, clear and comprehensive stakeholder engagement plan, and demonstrably cost-effective traffic management plan | <b>15%</b> | <b>0 - 15</b> |
| Stakeholder Engagement<br><b>Poor = 0-4</b><br><b>Fair = 5-6</b><br><b>Good = 7-8</b><br><b>Excellent = 9-10</b>                                    | Proven track record of successful stakeholder engagement in similar projects  | <b>10%</b> | <b>0 - 10</b> |
| Project Management<br><b>Poor = 0-4</b><br><b>Fair = 5-6</b><br><b>Good = 7-8</b><br><b>Excellent = 9-10</b>  | Proven ability to manage complex projects on schedule and within budget, effective project management tools and processes, and adaptability to changing circumstances   | <b>10%</b> | <b>0 - 10</b> |
| Team leader Academic  | The project leader shall have the NQF 6 qualification in Civil Engineering or a related field   | <b>10%</b> | <b>0 - 10</b> |

|   |   |             |               |
|---|---|-------------|---------------|
| <b>Yes =10</b><br><b>NO =0</b>  |   |             |               |
| Team leader professional affiliations<br><b>Yes =10</b><br><b>NO = 0</b>  | Registration with the Engineering Council of South Africa (ECSA)  | <b>5%</b>   | <b>0 - 5</b>  |
| Team leader professional affiliations<br><b>Yes =5</b><br><b>NO = 0</b>   | Certified Traffic Engineer (CTE) certification from the Institute of Transportation Engineers (ITE).  | <b>5%</b>   | <b>0 - 5</b>  |
| Team Leader experience<br><b>Poor = 0-4</b><br><b>Fair = 5 – 6</b><br><b>Good = 7-8</b><br><b>Excellent = 9 -10</b>     | The team leader shall have more than 3 years' experience working in the mining industry.  | <b>10%</b>  | <b>0 - 10</b> |
| Innovation and Value Added<br><b>Poor = 0-4</b><br><b>Fair = 5 – 6</b><br><b>Good = 7-8</b><br><b>Excellent = 9 -10</b> | Ability to propose innovative solutions to improve traffic flow and safety, experience with using technology to enhance plan effectiveness, and willingness to provide additional services beyond the scope of the contract | <b>10%</b>  | <b>0 - 10</b> |
| Safety Management<br><b>Poor = 0-4</b><br><b>Fair = 5-6</b><br><b>Good = 7-8</b><br><b>Excellent = 9-10</b>             | Comprehensive safety plan, history of safe project execution  | <b>10%</b>  | <b>0 - 10</b> |
| <b>Total</b>  |   | <b>100%</b> |               |

Respondents are to note that FOSKOR will round off final technical scores to the nearest 2 (two) decimal places for the purposes of determining whether the technical threshold has been met.

***The minimum threshold for technical/functionality [Step Three] must be met or exceeded for a Respondent's Proposal to progress to Step Four for final evaluation.***

#### 1.4 STEP FOUR: Evaluation and Final Weighted Scoring

a) **Price Criteria** [Weighted score 80 points]:

| <b>Evaluation Criteria</b> | <b>RFP Reference</b> |
|----------------------------|----------------------|
| • Commercial offer         | <i>Section 4</i>     |

FOSKOR will utilise the following formula in its evaluation of Price:

$$PS = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

$Ps$  = Score for the Bid under consideration

$Pt$  = Price of Bid under consideration

$Pmin$  = Price of lowest acceptable Bid

**Returnable Document****b) Broad-Based Black Economic Empowerment criteria** [Weighted score 20 points]

- B-BBEE - current scorecard / B-BBEE Preference Points Claims Form
- Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated in Section 4.1 of the B-BBEE Preference Points Claim Form.

**1.5 STEP FIVE: Post Tender Negotiations (if applicable)**

- Respondents are to note that FOSKOR may not award a contract if the price offered is not market-related. In this regard, FOSKOR reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e.:
  - first negotiate with the highest ranked bidder or cancel the bid, should such negotiations fail,
  - negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential manner.
- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.
- Should FOSKOR conduct post tender negotiations, Respondents will be requested to provide their best and final offers to FOSKOR based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).

**1.6 STEP SEVEN: Award of business and conclusion of contract**

- Immediately after approval to award the contract has been received, the successful or preferred bidder(s) will be informed of the acceptance of his/their Quotation by way of a Letter of Award. Thereafter the final contract will be concluded with the successful Respondent(s).
- Otherwise, a final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent.

**2 Validity Period**

FOSKOR requires a validity period of 180 [thirty] Business Days, ending **31 March 2025** from the closing date of this RFQ, excluding the first day and including the last day.

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.

**3 Disclosure of contract information****Johannesburg Stock Exchange Debt Listing Requirements**

FOSKOR may also be required to disclose information relating to the subsequent contract i.e. the name of the company, goods/services provided by the company, the value and duration of the contract, etc. in compliance with the Johannesburg Stock Exchange (JSE) Debt Listing Requirements.

**Returnable Document****Domestic Prominent Influential Persons (DPIP) OR Foreign Prominent Public Officials (FPPO)**

FOSKOR is free to procure the services of any person within or outside the Republic of South Africa in accordance with applicable legislation. FOSKOR shall not conduct or conclude business transactions, with any Respondents without having:

- Considered relevant governance protocols;
- Determined the DPIP or FPPO status of that counterparty; and
- Conducted a risk assessment and due diligence to assess the potential risks that may be posed by the business relationship.

| The below form contains personal information as defined in the Protection of Personal Information Act, 2013 (the "Act"). By completing the form, the signatory consents to the processing of her/his personal information in accordance with the requirements of the Act. Consent cannot unreasonably be withheld. |                           |   |                |  |   |            |
|--|---------------------------|---|----------------|--|---|------------|
| <b>Is the Respondent</b><br>(Complete with a "Yes" or "No")  |                           |   |                |  |   |            |
| <b>A DPIP/FPPO</b>   |                           | <b>Closely Related to a DPIP/FPPO</b>                             |                | <b>Closely Associated to a DPIP/FPPO</b> |   |            |
| <b>List all known business interests, in which a DPIP/FPPO may have a direct/indirect interest or significant participation or involvement.</b>  |                           |   |                |  |   |            |
| No   | Name of Entity / Business | Role in the Entity / Business (Nature of interest/ Participation) | Shareholding % | Registration Number                      | Status (Mark the applicable option with an X) |            |
|  |                           |   |                |  | Active  | Non-Active |
| 1  |                           |   |                |  |   |            |
| 2  |                           |   |                |  |   |            |
| 3  |                           |   |                |  |   |            |

Respondents declaring a commercial relationship with a DPIP or FPPO are to note that FOSKOR is required to annually publish on its website a list of all business contracts entered into with DPIP or FPPO. This list will include successful Respondents, if applicable.

**4 Returnable Documents**

**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        | <b><i>Failure to provide all these Mandatory Returnable Documents at the Closing Date and time of this RFQ <u>will</u> result in a Respondent's disqualification.</i></b>  |
| Returnable Documents Used for Scoring | <b><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></b> |



## Returnable Document

|                                |  |
|--------------------------------|--|
| Essential Returnable Documents | <b><i>Failure to provide essential Returnable Documents <u>will</u> result in FOSKOR 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></b> |
|--------------------------------|--|

**All Returnable Sections, as indicated in the header and footer of the relevant pages, must be signed, stamped 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:

| <b>Mandatory Returnable Documents</b> | <b>Submitted<br/>[Yes or No]</b> |
|---------------------------------------|----------------------------------|
| SECTION 4: Quotation Form             |                                  |

**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:

| <b>RETURNABLE DOCUMENTS USED FOR SCORING</b>   | <b>SUBMITTED<br/>[Yes or No]</b> |
|--|----------------------------------|
| Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP  |                                  |
| Minimum 3 years of experience in developing and implementing traffic management plans for mining projects, proven successes with references, relevant expertise in traffic engineering and environmental analysis, and qualified key personnel with professional certifications  |                                  |
| Method statement for the execution of the entire project as per SOW by providing a comprehensive, detailed methodology for data collection, analysis, and plan development, experience with relevant traffic simulation and modelling software, clear and comprehensive stakeholder engagement plan, and demonstrably cost-effective traffic management plan |                                  |
| Proven track record of successful stakeholder engagement in similar projects   |                                  |
| Proven ability to manage complex projects on schedule and within budget, effective project management tools and processes, and adaptability to changing circumstances  |                                  |
| The project leader shall have the NQF 6 qualification in Civil Engineering or a related field  |                                  |
| Registration with the Engineering Council of South Africa (ECSA)   |                                  |
| Certified Traffic Engineer (CTE) certification from the Institute of Transportation Engineers (ITE).   |                                  |
| The team leader shall have more than 3 years' experience working in the mining industry.   |                                  |

**Returnable Document**

| <b>RETURNABLE DOCUMENTS USED FOR SCORING</b>  | <b>SUBMITTED<br/>[Yes or No]</b> |
|---|----------------------------------|
| Ability to propose innovative solutions to improve traffic flow and safety, experience with using technology to enhance plan effectiveness, and willingness to provide additional services beyond the scope of the contract |                                  |
| The project leader shall have the NQF 6 qualification in Civil Engineering or a related field   |                                  |
| Registration with the Engineering Council of South Africa (ECSA)  |                                  |
| Certified Traffic Engineer (CTE) certification from the Institute of Transportation Engineers (ITE).  |                                  |
| The team leader shall have more than 3 years' experience working in the mining industry.  |                                  |
| Ability to propose innovative solutions to improve traffic flow and safety, experience with using technology to enhance plan effectiveness, and willingness to provide additional services beyond the scope of the contract |                                  |
| Comprehensive safety plan, history of safe project execution  |                                  |

**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:

**Returnable Document**

| <b>ESSENTIAL RETURNABLE DOCUMENTS &amp; SCHEDULES</b>  | <b>SUBMITTED<br/>[Yes or No]</b> |
|--|----------------------------------|
| Latest Financial Statements signed by your Accounting Officer or latest Audited Financial Statements plus 2 previous years |                                  |
| SECTION 1: SBD1 Form   |                                  |
| SECTION 5: Certificate of Acquaintance with RFQ Documents  |                                  |
| SECTION 6: RFQ Declaration and Breach of Law Form  |                                  |
| SECTION 7: B-BBEE Preference Claim Form  |                                  |
| SECTION 8: Protection of Personal Information  |                                  |
| CSD Registration report  |                                  |
| Certified copies of IDs of shareholder/directors/members [as applicable]   |                                  |
| Certified copy of Company Registration Certificate   |                                  |
| Certified copy of Certificate of Incorporation [CM29/CM9 name change]  |                                  |
| Certified copy of share certificates [CK1/CK2 if CC]   |                                  |
| Company / Close Corporation Structure / Organogram   |                                  |
| Company / Close Corporation Profile  |                                  |
| Valid COIDA Letter of Good Standing  |                                  |
| Certified ID copies for the directors  |                                  |

**5 CONTINUED VALIDITY OF RETURNABLE DOCUMENTS**

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its valid proof of B-BBEE status, for the duration of any contract emanating from this RFQ. Should the Respondent be awarded the contract [**the Agreement**] and fail to present FOSKOR with such renewals as and when they become due, FOSKOR shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement immediately without any liability and without prejudice to any claims which FOSKOR may have for damages against the Respondent.

---

 Respondent's Signature

---

 Date & Company Stamp

## SECTION 4

### QUOTATION FORM

I/We \_\_\_\_\_

hereby offer to supply the goods/services at the prices quoted in the Price Schedule below, in accordance with the conditions related thereto.

I/We agree to be bound by those terms and conditions in:

- the Standard RFQ Terms and Conditions for the Supply of Goods or Services to FOSKOR; and
- any other standard or special conditions embodied in this Request for Quotation.

I/We accept that unless FOSKOR should otherwise decide and so inform me/us, this Quotation [and, if any, its covering letter and any subsequent exchange of correspondence], together with FOSKOR's acceptance thereof shall constitute a binding contract between FOSKOR 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, FOSKOR may, without prejudice to any other legal remedy which it may have, cancel the order and recover from me/us any expenses incurred by FOSKOR in calling for Quotations afresh and/or having to accept any less favourable offer.

### Price Schedule

I/We quote as follows for the goods/services required, on a "delivered nominated destination" basis, including VAT:

| No. | Task / Job Function   | Unit | Quantity | Unit Price | Total Price |
|-----|---|------|----------|------------|-------------|
| A   | Preliminary and General - Safety, PPE, Work Permit, Licences, Safety File, Transport, Supervision, Quality, Training, Storage etc.  | Task | Sum      |            |             |
| 1   | Project Management including all communication and presentations to FOSKOR and Unions, Stakeholder and surveys. This function includes obtaining of all relevant documentation and information, provide expert guidance to the mine and all stakeholders on all matter relating to the Traffic management of the mine, including all content relating to the MOSH Adoption process for the entire mine  | Task | 4 months |            |             |
| 2   | Public/Employee education and awareness campaigns   | Task | Sum      |            |             |
| 3   | Ongoing monitoring of Collision Prevention System and reporting to FOSKOR   | Task | Sum      |            |             |
| 4   | Conduct the Risk Analysis based on the current (up to date) "as is" mining lease area layout traffic flow in guidance by the MOSH Leading Practice description. This risk analysis shall indicate areas of significant risk as per the MHSA. This includes reconciling the "as-is" layout with the site-specific inspections previously conducted. Report indicating risk assessment in related to above mentioned requirements be signed off by the ECSA registered team leader and accepted FOSKOR. | Task | Sum      |            |             |



**Returnable Document**

|    |   |      |            |  |  |
|----|---|------|------------|--|--|
| 5  | Develop and present the Risk Management Plan (RMP) as guided by the MOSH Leading Practice in alignment with the Traffic Flow and Risk Analysis of the mine.                         | Task | Sum        |  |  |
| 6  | Reviews and update of Foskop existing applicable SOPs, COPs and relevant Procedures relating to Traffic Management  | Task | Per review |  |  |
| 7  | Develop a Traffic Management Plan for Foskop that is inclusive of the Emergency Response Plan. This shall include the Complete the Traffic Management element applicability matrix. | Task | Sum        |  |  |
| 8  | Compile a plan for adoption of the Traffic Management Elements. Plan to be presented and approved by Foskop   | Task | Sum        |  |  |
| 9  | Present and facilitate the MOSH Adoption process for the entire mine, this shall be done to the satisfaction of the Foskop Engineer (details to be specified)                       | Task | Task       |  |  |
| 10 | Travel and Accommodation for the full duration of the project including the labor cost during travel and all sundries   | Task | Sum        |  |  |
|    | <b>Total (Excl, VAT)</b>  |      |            |  |  |
|    | <b>15% VAT</b>  |      |            |  |  |
|    | <b>TOTAL (Incl. VAT)</b>  |      |            |  |  |

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

**Notes to Pricing:**

- a) Respondents are to note that if the price offered by the highest scoring bidder is not market-related, FOSKOR may not award the contract to that Respondent. FOSKOR may-
  - (i) negotiate a market-related price with the Respondent scoring the highest points or cancel the RFQ;
  - (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 RFQ;
  - (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 RFQ.

If a market-related price is not agreed with the Respondent scoring the third highest points, FOSKOR must cancel the RFQ.
- b) All Prices must be quoted in South African Rand, inclusive of VAT
- c) Any disbursement not specifically priced for will not be considered/accepted by FOSKOR.
- d) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule will result in a bid being disqualified.
- e) Please note that should you have offered a discounted price(s), FOSKOR will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.
- f) Verification of time and work required to carry out task subject to measurement before acceptance.
- g) Quotation prices to be valid for at least the duration of the contract period.

**Returnable Document**

- h) Attached to the official quotation the service provider is to submit a detailed description of intended rate increases if any. (As an example, increases based CPI adjustments)
- i) If any minimum requirements may alter or added for whatever reason, they will be brought to the attention of the bidder before the closing date for the submission of tenders.
- j) Any other optional support or guarantee not mentioned in this scope may be noted on the official tender.
- k) ROPS to be included in transportation pricing
- l) A mandatory site meeting will be scheduled to take the Traffic specialist to the site to clarify the requirements of the scope
- m) The schedule above attempts to provide the comprehensive requirements of the scope, however, the responsibility lies with the Traffic specialist to ensure full compliance with the MOSH Traffic management Leading practice, MHSA 29 of 1996 and Regulations, and all applicable standards and guides
- n) Any additions to the scope (based on the Traffic Specialist's knowledge and experience) should be conspicuously indicated and quoted accordingly
- o) Contractor is fully liable for the compliance of the entire project (Traffic management)
- p) Amendments, corrections or alternatives necessary for legal and/or technical compliance should be clearly stipulated in a company cover letter



Returnable Document

## SECTION 5

### CERTIFICATE OF ACQUAINTANCE WITH RFQ DOCUMENTS

**By signing this certificate the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFQ. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, FOSKOR will recognise no claim for relief based on an allegation that the Respondent overlooked any such term or condition or failed properly to take it into account in calculating tendered prices or any other purpose:**

|    |   |
|----|---|
| 1. | General Bid Conditions  |
| 2. | Standard RFQ Terms and Conditions for the supply of Goods or Services to FOSKOR |
| 3. | Supplier Integrity Pact   |
| 4. | Non-disclosure Agreement  |

**Note:** Should a Respondent be successful and awarded the bid, they will be required to complete a Supplier Declaration Form for registration as a vendor onto the FOSKOR vendor master database.

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFQ unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by FOSKOR's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from the Standard terms or conditions could result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond, before submitting the bid. The Bidder agrees that he/she will have no claim or cause of action based on an allegation that any aspect of this RFQ was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if this Certificate of Acquaintance with RFQ documents included in the RFQ as a returnable document, is found not to be true and/ or complete in every respect.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

\_\_\_\_\_  
Respondent's Signature\_\_\_\_\_  
Date & Company Stamp



Returnable Document

## SECTION 6

### RFQ DECLARATION AND BREACH OF LAW FORM

NAME OF ENTITY: \_\_\_\_\_

We \_\_\_\_\_ do hereby certify that:

1. FOSKOR has supplied and we have received appropriate responses to any/all questions [as applicable] which were submitted by ourselves for RFQ Clarification purposes;
2. We have received all information we deemed necessary for the completion of this Request for Quotation [**RFQ**];
3. We have been provided with sufficient access to the existing FOSKOR facilities/sites and all relevant information relevant to the Supply of the Goods as well as FOSKOR information and Employees, and have had sufficient time in which to conduct and perform a thorough due diligence of FOSKOR's operations and business requirements and assets used by FOSKOR. FOSKOR will therefore not consider or permit any pre- or post-contract verification or any related adjustment to pricing, service levels or any other provisions/conditions based on any incorrect assumptions made by the Respondent in arriving at his Bid Price.
4. At no stage have we received additional information relating to the subject matter of this RFQ from FOSKOR sources, other than information formally received from the designated FOSKOR contact(s) as nominated in the RFQ documents;
5. We have complied with all obligations of the Bidder/Supplier as indicated in the FOSKOR Supplier Integrity Pact which includes but are not limited to ensuring that we take all measures necessary to prevent corrupt practices, unfairness and illegal activities in order to secure or in furtherance to secure a contract with FOSKOR;
6. We are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by FOSKOR in issuing this RFQ and the requirements requested from Bidders in responding to this RFQ have been conducted in a fair and transparent manner;
7. We declare that a family, business and/or social relationship **exists / does not exist** [delete as applicable] between an owner / member / director / partner / shareholder of our entity and an employee or board member of FOSKOR including any person who may be involved in the evaluation and/or adjudication of this Bid;
8. We declare that an owner / member / director / partner / shareholder of our entity **is / is not** [delete as applicable] an employee or board member of the FOSKOR;
9. In addition, we declare that an owner / member / director / partner / shareholder/employee of our entity **has / has not been** [delete as applicable] a former employee or board member of FOSKOR in the past 10 years. I further declare that if they were a former employee or board member of FOSKOR in the past 10 years that they **were/were not** involved in the bid preparation or had access to the information related to this RFQ; and
10. If such a relationship as indicated in paragraph 7, 8 and/or 9 exists, the Respondent is to complete the following section:

\_\_\_\_\_  
Respondent's Signature\_\_\_\_\_  
Date & Company Stamp



Returnable Document

FULL NAME OF OWNER/MEMBER/DIRECTOR/  
PARTNER/SHAREHOLDER/EMPLOYEE:

ADDRESS:

---



---

Indicate nature of relationship with FOSKOR:

---



---

***[Failure to furnish complete and accurate information in this regard will lead to the disqualification of a response and may preclude a Respondent from doing future business with FOSKOR]. Information provided in the declarations may be used by FOSKOR and/or its affiliates to verify the correctness of the information provided.***

11. We declare, to the extent that we are aware or become aware of any relationship between ourselves and FOSKOR [other than any existing and appropriate business relationship with FOSKOR] which could unfairly advantage our entity in the forthcoming adjudication process, we shall notify FOSKOR immediately in writing of such circumstances.

## **BIDDER'S DISCLOSURE (SBD4)**

### **12 PURPOSE OF THE FORM**

12.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

12.2 Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### **13 Bidder's declaration**

13.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

**YES/NO**

13.1.1. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

13.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

**YES/NO**

13.2.1. If so, furnish particulars:

.....  
 .....

13.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

13.3.1. If so, furnish particulars:

.....  
 .....

#### **14 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

14.1 I have read and I understand the contents of this disclosure;

14.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

14.3 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 consortium<sup>2</sup> will not be construed as collusive bidding.

<sup>2</sup> 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.

**Returnable Document**

- 14.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 14.5 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.
- 14.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 14.7 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 12, 13 and 14 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

**BREACH OF LAW**

12. We further hereby certify that *I/we **have/have not been*** [delete as applicable] found guilty during the preceding 5 [five] years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or other administrative body. The type of breach that the Respondent is required to disclose excludes relatively minor offences or misdemeanours, e.g. traffic offences. This includes the imposition of an administrative fine or penalty.

Where found guilty of such a serious breach, please disclose:

NATURE OF BREACH:

DATE OF BREACH: \_\_\_\_\_

Furthermore, I/we acknowledge that FOSKOR SOC Ltd reserves the right to exclude any Respondent from the bidding process, should that person or entity have been found guilty of a serious breach of law, tribunal or regulatory obligation.

**Returnable Document**

SIGNED at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

|   |  |
|---|--|
| For and on behalf of<br>_____<br>duly authorised hereto | AS WITNESS:                              |
| Name:   | Name:                                    |
| Position:   | Position:                                |
| Signature:  | Signature:                               |
| Date:   | Registration No of Company/CC<br>_____   |
| Place:  | Registration Name of Company/CC<br>_____ |

\_\_\_\_\_  
Respondent's Signature\_\_\_\_\_  
Date & Company Stamp



## 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 Broad-Based Black Economic Empowerment [**B-BBEE**] Status Level of Contribution.

1. Foskor will award preference points to companies who provide valid proof of their B-BBEE status using either the latest version of the generic Codes of Good Practice or Sector Specific Codes (if applicable).

**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.**

### 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 80/20 preference point system shall be applicable. Despite the stipulated preference point system, Foskor shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.

1.3 Preference points for this bid shall be awarded for:

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

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

|  | POINTS     |
|--|------------|
| <b>PRICE</b>   | <b>80</b>  |
| <b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>               | <b>20</b>  |
| <b>Total points for Price and B-BBEE must not exceed</b> | <b>100</b> |

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

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

### 2. DEFINITIONS

- (a) **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic

Empowerment Act;

- (d) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the supply/provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **"EME"** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (g) **"functionality"** means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents
- (h) **"Price"** includes all applicable taxes less all unconditional discounts.
- (i) **"Proof of B-BBEE Status Level of Contributor"**
  - i) the B-BBEE status level certificate issued by an authorised body or person;
  - ii) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
  - iii) any other requirement prescribed in terms of the B-BBEE Act.
- (j) **"QSE"** means a Qualifying Small EEnterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 ( Act No. 53 of 2003);
- (k) **"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.

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

- $P_s$  = Points scored for comparative price of bid under consideration
- $P_t$  = Comparative price of bid under consideration
- $P_{\min}$  = Comparative price of lowest acceptable bid

#### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

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

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

- 4.2 The table below indicates the required proof of B-BBEE status depending on the category of enterprises:

| Enterprise             | B-BBEE Certificate & Sworn Affidavit   |
|------------------------|--|
| <b>Large</b>           | Certificate issued by SANAS accredited verification agency   |
| <b>QSE</b>             | <p>Certificate issued by SANAS accredited verification agency</p> <p>Sworn Affidavit signed by the authorised QSE representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership (only black-owned QSEs - 51% to 100% Black owned)</p> <p>[Sworn affidavits must substantially comply with the format that can be obtained on the DTI's website at <a href="http://www.dti.gov.za/economic_empowerment/bee_codes.jsp">www.dti.gov.za/economic_empowerment/bee_codes.jsp</a>.]</p> |
| <b>EME<sup>3</sup></b> | <p>Sworn Affidavit signed by the authorised EME representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership</p> <p>Certificate issued by CIPC (formerly CIPRO) confirming annual turnover and black ownership</p> <p>Certificate issued by SANAS accredited verification agency only if the EME is being measured on the QSE scorecard</p>   |

- 4.3 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.
- 4.4 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 4.5 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

<sup>3</sup> In terms of the Implementation Guide: Preferential Procurement Regulations, 2017, Version 2, paragraph 11.11 provides that in the Transport Sector, EMEs can provide a letter from accounting officer or get verified and be issued with a B-BBEE certificate by SANAS accredited professional or agency as the Transport Sector Code has not been aligned to the generic Codes. EMEs in the Transport Sector are not allowed to provide a sworn affidavit as the generic codes are not applicable to them.

- 4.6 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 4.7 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 regulatory bodies such as National Treasury or the 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.

## 5. BID DECLARATION

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

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 6.1

- 6.1 B-BBEE Status Level of Contribution: . = .....(maximum of 20 points)

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## 7. SUB-CONTRACTING

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

(*Tick applicable box*)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

- 7.1.1 If yes, indicate:

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

(*Tick applicable box*)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

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

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

## 8. DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1 Name of company/firm:.....
- 8.2 VAT registration number:.....
- 8.3 Company registration number:.....

**Returnable Document****8.4 TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

**8.6 COMPANY CLASSIFICATION**

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

[ TICK APPLICABLE BOX]

**8.7 Total number of years the company/firm has been in business:.....****8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution 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 paragraph 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 a bidder submitted false information regarding its B-BBEE status level of contributor, local production and content, or any other matter required in terms of the Preferential Procurement Regulations, 2017 which will affect or has affected the evaluation of a bid, or where a bidder has failed to declare any subcontracting arrangements 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, Foskop 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.



**Returnable Document**

**WITNESSES**

1. ....
2. ....

.....

**SIGNATURE(S) OF BIDDERS(S)**

**DATE:** .....

**ADDRESS** .....

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date & Company Stamp

## **SECTION 8**

### **PROTECTION OF PERSONAL INFORMATION**

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.
2. FOSKOR 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.
3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this RFQ, the Responsible party is "FOSKOR" and the Data subject is the "Respondent". FOSKOR 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.
4. FOSKOR reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this RFQ and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning FOSKOR.
5. In responding to this bid, FOSKOR acknowledges that it will obtain and have access to personal information of the Respondent. FOSKOR 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.
6. FOSKOR further agrees that in submitting any information or documentation requested in this RFQ, 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 FOSKOR and/or its authorised appointed third parties.
7. Furthermore, FOSKOR 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, FOSKOR requires the Respondent to process any personal information disclosed by FOSKOR in the bidding process in the same manner.
8. FOSKOR shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to this RFQ (physically, through a computer or any other form of electronic communication).

**Returnable Document**

9. FOSKOR shall notify the Respondent in writing of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Respondent must take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.
10. The Respondent may, in writing, request FOSKOR to confirm and/or make available any personal information in its possession in relation to the Respondent and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA. The Respondent may further request that FOSKOR correct (excluding critical/mandatory or evaluation information), delete, destroy, withdraw consent or object to the processing of any personal information relating to the Respondent in FOSKOR's possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.
11. In submitting any information or documentation requested in this RFQ, the Respondent is hereby consenting to the processing of their personal information for the purpose of this RFQ and further confirming that they are aware of their rights in terms of Section 5 of POPIA

**Respondents are required to provide consent below:**

|            |  |           |  |
|------------|--|-----------|--|
| <b>YES</b> |  | <b>NO</b> |  |
|------------|--|-----------|--|

12. Further, the Respondent declares that they have obtained all consents pertaining to other data subject's personal information included in its submission and thereby indemnifying FOSKOR against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Respondent submitted.
13. The Respondent declares that the personal information submitted for the purpose of this RFQ is complete, accurate, not misleading, is up to date and may be updated where applicable.

Signature of Respondent's authorised representative: \_\_\_\_\_

Should a Respondent have any complaints or objections to processing of its personal information, by FOSKOR, the Respondent can submit a complaint to the Information Regulator on <https://www.justice.gov.za/inforeg/>, click on contact us, click on complaints.IR@justice.gov.za