

REQUEST FOR QUOTATION (RFQ)

Registration Number 1944/018018/30

DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE WRITING, EDITING, PROOFREADING, DESIGN AND LAYING-OUT OF AEMFC ANNUAL INTEGRATED REPORT FOR FY 2022/23
DOC NUMBER:	6000007516
ISSUE DATE	13 July 2023
BRIEFING SESSION	N/A
BRIEFING SESSION DATE	N/A
BRIEFING SESSION TIME	N/A
CLARIFICATION ENQUIRY EMAIL	rfq.enquiry@aemfc.co.za
CLOSING DATE ON CLARIFICATION ENQUIRY	18 July 2023
CLOSING DATE	20 July 2023
CLOSING TIME	12:00 PM
RFQ VALIDITY PERIOD:	Sixty [60] "Business Days" from the closing date of this RFQ.
DELIVERY INSTRUCTIONS BY EMAIL	<p>Written Quotations (inclusive VAT) are to be submitted to the email address:</p> <p>Email: quotations@aemfc.co.za</p> <p>Note: Late proposal Bids and those submitted to other email addresses <u>WILL</u> be "DISQUALIFIED".</p> <p>Bidders must ensure that bids are submitted to the above email address on time to the correct email address.</p>
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:	6000007516	ISSUE DATE:	13 July 2023	CLOSING DATE:	20 July 2023	CLOSING TIME:	12:00PM
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BID RESPONSE DOCUMENTS SUBMISSION MUST BE SUBMITTED ELECTRONICALLY TO THE FOLLOWING

EMAIL	quotations@aemfc.co.za
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BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Knowledge Malingane	CONTACT PERSON	Knowledge Malingane
TELEPHONE NUMBER	010 010 6100	TELEPHONE NUMBER	010 010 6100
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	knowledgem@aemfc.co.za	E-MAIL ADDRESS	knowledgem@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] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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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:.....

SECTION 2: 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 rfg.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 tenderer/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.

SECTION 3: NOTICE TO BIDDERS

10 SCOPE OF WORK/SPECIFICATION

10.1 Background

African Exploration Mining and Finance Corporation (SOC) Limited (AEMFC) is a state-owned Mining Company established to advance South Africa's security of energy supply primarily through the mining and supply of coal and other critical and strategic minerals for the future. AEMFC is headquartered at Waterfall City, in Johannesburg, from where it oversees the operations of its open cast coal mine which is located near Ogies in Mpumalanga Province. The core strategic objective of the company in the medium to long term is to achieve sustainable growth through a diversified minerals portfolio, which is inclusive of green energy transition and critical minerals. AEMFC is pursuing strategic mining projects development opportunities and acquisition of high potential assets that can be brought into production expeditiously.

10.2 Scope of Work

AEMFC requires the services of an editor service provider to manage the collection of information, writing, editing, proofreading, design and coordination of the complete Annual Report 2023 for AEMFC. The report will be written in MS Word. The Annual Financial Statements and the Independent Auditors Report will be ready for incorporation into the Integrated Annual Report.

The service provider will be expected to render the following:

Editing, Proofreading, and Design of the Integrated Annual Report (once-off contract), which is expected to be about 150 pages in length.

Editing and Proofreading.

Using a qualified writer, editor, and proofreader with fluent English language and communication skills, the service provider will be expected to do the following:

- Ensure that the Annual Report is rewritten where required, edited, and proofread.
- Edit the Annual Report to improve its effectiveness and readability.
- Ensure that the Annual Report is free of errors and conforms to the highest standards of grammar, punctuation, and spelling.
- Ensure that the Annual Report is engaging and user-friendly.
- Ensure that the language used is appropriate for the target audience and reflects the tone and style of the MINING Industry reporting.
- Allow for three rounds of edits.

Design and Layout:

The successful Bidder will be expected to:

- Present three concepts for the Annual Report covers from which one will be selected.
- Design and layout of the Annual Report for the final sign off by AEMFC
- Submit electronic version of the final Annual Report.
- Submit a final print ready Annual Report for the sign-off before printing.

The service provider is expected to gather all information from the relevant internal stakeholder Executives and Board Members, and to provide guidance throughout the project. The internal stakeholders will provide all the requested information to the service provider via the AEMFC Project Manager, in a timely manner. All tables and graphics will be supplied by AEMFC. The service provider will be expected to assist with and provide guidance on the layout and design of the Annual Report, including proposing a report structure, that takes into account the requirements of King IV and IIRC Framework, and other relevant guidelines and benchmarked industry practice.

10.3 Timelines

Upon appointment, the recommended Service Provider is expected to confirm that they will provide services as prescribed in the scope of work above upon receiving a purchase order and adhere to the timelines as set out below. AEMF reserves the right to cancel the issued purchase order should the Service Provider fail to adhere to the commitment.

Milestone	Responsibility	Date
Acceptance and Signing of Contract	Service Provider	07 Aug. 23
Supply draft Report and Images to Service Provider	AEMFC	Plus 3 days
Supply three different conceptual renditions of the Annual Report 2023 cover	Service Provider	Plus 7 days
Present 1 st Draft of Annual Report 2023	Service Provider	Plus 7 days
Comments and Amendments	AEMFC	Plus 1 day
Present 2 nd Draft of Annual Report 2023, incorporating changes and additions	Service Provider	Plus 7 days
Sign-Off on Draft	AEMFC	Plus 1 day
Present Final Print-Ready Draft of Annual Report 2023	Service Provider	Plus 7 days

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

11.1 The evaluation of Quotations is to determine whether the Tenderer/ 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

The evaluation during this level will be based on technical criteria (functionality). And only bidders achieving a minimum score of 70% points will be evaluated further in the next stage. The bidder's proposal should respond comprehensively to the technical evaluation criteria, as set out below:

12 FUNCTIONALITY (TECHNICAL) EVALUATION CRITERIA

NO	EVALUATION PRINCIPLE	SCORING PRINCIPLE	RETURNABLE SCHEDULE	RATI NG	WEIGHTING SCORE
1.	The bidder must demonstrate relevant experience in compiling, writing, layout- ing and providing editorial services for annual/integrated reports for clients.	(≥3) electronic examples of integrated/annual reports submitted	The bidder must submit at least 2 (not older than 5 years) electronic examples of integrated/annual reports for which the bidder provided editorial services on.	30	30
		Two (2) electronic examples of integrated reports submitted		20	
		One (1) electronic examples of integrated reports submitted		10	
	NOTE: Failure to provide examples/copies of integrated/annual reports will result in zero allocation of points.				
2.	references from clients for whom the bidder provided integrated/annual report editorial services	Four (4) written/relevant references letters submitted	The bidder must provide 3 relevant contactable references from clients for whom the bidder provided integrated/annual report editorial services in the past 5 years.	30	30
		Three (3) written/relevant references letters submitted		20	
		Two (2) written/relevant reference letter submitted		10	
	NOTE: Failure to provide reference letters will result in zero allocation of points.				
3.	The bidder's team leader of the proposed team must have relevant qualifications, skills, and experience in compiling/writing (providing editorial services) integrated reports for clients.	More than (≥8) years' integrated report writing experience	The bidders must submit, as part of its proposal, the following: Detailed CV of the team leader; and the CV must clearly highlight qualifications, areas of competence and years of experience relevant to the tasks and objectives of this project as outlined above.	30	30
		Four (04) to seven (07) years' integrated report writing experience		20	
		Less than (≤3) years' integrated report writing experience		10	
	4.	The bidder must provide a technical approach/methodology and project plan.	Approach/Methodology proposed	The bidder must provide a technical approach/methodology and project plan (timelines) in compiling/writing (providing editorial services) integrated reports for clients.	10
High-level project plan			05		
Minimum Threshold			75		

	The minimum threshold	100
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NOTE: BIDDERS MUST ACHIEVE A MINIMUM SCORE OF 70 POINTS FOR THE TECHNICAL CRITERIA IN ORDER TO BE CONSIDERED FOR THE NEXT LEVEL OF THE EVALATION PROCESS, i.e. PRICE AND BEE.

Respondent’s Signature

Date & Company Stamp

NOTE: BIDDERS MUST ACHIEVE A MINIMUM SCORE OF 70 POINTS FOR THE TECHNICAL CRITERIA IN ORDER TO BE CONSIDERED FOR THE NEXT LEVEL OF THE EVALATION PROCESS, i.e. PRICE AND BEE.

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.

12.1 STAGE 3

Evaluation and Final Weighted Scoring

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

The bidders are required to provide a detailed and comprehensive price proposal covering all the cost associated with the key milestones and activities for the service to be rendered.

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

$$Ps = 80 \left(1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for price of bid under consideration
Pt = Price of bid under consideration
Pmin = Price of lowest acceptable bid

12.2 SPECIFIC GOALS (Preference Point System)

a) Weighted Score **20 points**

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

12.4 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.

- 12.5 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

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

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

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

13 RETURNABLE DOCUMENTS

- 13.1 **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 also 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 5: 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]
Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 7 of this RFQ (Valid B-BBEE certificate or Sworn Affidavit)	

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 4: Evaluation Methodology, Criteria and Returnable Documents	
SECTION 6: RFQ Declaration and Breach of Law Form(SBD4)	
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.

14 PRICE SCHEDULE

All prices must be VAT exclusive and must be quoted in South African Rand.

Invoicing and payments will be linked to specified deliverable milestones after such deliverables have been approved by the AEMFC Project Manager.

The bidders must use the following pricing model/schedule:

Item	Activity/Deliverable	Resource (s)	Rate/Hour per resource	Number of Hours	Total Cost (Ex. VAT)
1	Information Collection & Collation				
2	Writing and Content Production				
3	Editing & Proofreading				
4	Design & Layout				
5	Close-out Report				
	Total Price (Excluding VAT)				
	VAT (15%) (If applicable)				
	TOTAL (Including VAT (if applicable) of 15%)				
Total Price in Words:					

14.1 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 Tax Reference Number	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 PREFERENCE POINT SYSTEMS

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

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

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

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

Table 1: Specific goals for the tender/bid and points claimed are indicated per the table below.

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: B-BBEE Status Level

specific goals allocated points in terms of this RFQ B-BBEE Status Level	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

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;

Respondent's Signature

Date & Company Stamp

- 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

.....