

REQUEST FOR PROPOSAL (RFP) SERVICES

REGISTRATION NUMBER: 1944/018018/30

DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR CLEANING, LAUNDRY, AND/OR CHANGE HOUSE ACTIVITIES FOR AFRICAN EXPLORATION MINING AND FINANCE CORPORATION (SOC) LTD "AEMFC" AT VLAKFONTEIN MINE FOR A PERIOD OF THREE (3) YEARS.
BID NUMBER:	AE/VLAK005/2023
BID ISSUE DATE	10 August 2023
BID AVAILABLE	This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za , and African Exploration Mining and Finance Corporation at www.aemfc.co.za . Free of charge.
BRIEFING SESSION DATE AND TIME	<p>A compulsory pre-proposal RFP briefing will be conducted via Microsoft Teams on 23 August 2023 at 11:00 for a period of ± 2 hours. The briefing session will start punctually, and information will not be repeated for the benefit of Respondents arriving late.</p> <p>All interested bidders must register their interests by completing the "Registration of Prospective Bidders Form" attached to the advertisement under Section 11 page 45 of 46 and return it to tender@aemfc.co.za.</p> <p>"Registration of Prospective Bidders Form" for the briefing session attendance must be submitted by the 21st of August 2023. This is to ensure that AEMFC may make the necessary arrangements for the virtual briefing session. Failure to submit the form on or before the stipulated due date bidders will not be sent the link. Note: The onus is upon the bidders to ensure attendance.</p>
CLOSING DATE	07 September 2023
CLOSING TIME	12:00 PM Bidders must ensure that bids are delivered timeously to the correct address. As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration.
CLARIFICATION ON ENQUIRY DOCUMENTS	Bidders will notify of any clarifications required before the closing time for clarification queries, which is five (5) working days before the deadline for tender submission. tender@co.za .
BID VALIDITY PERIOD:	120 days from closing. Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.
DELIVERY INSTRUCTIONS BY HAND	<p>Bid documents should be deposited in the Bid Box situated at: African Exploration Mining and Finance Corporation (SOC) Ltd Building 1, 1st Floor 74 Waterfall Drive Waterfall City Gauteng 2090</p> <p>Access to the Bid Box is limited to the following hours: Monday to Friday: 08:00 to 17:00 Late Tenders/Bids will not be accepted.</p> <p>Bidders must ensure that bids are delivered on time to the correct address. Bids received late and to incorrect addresses shall not be accepted for consideration. All Tenders/Bids must be submitted on the official forms provided by – (not to be modified)</p>
DELIVERY INSTRUCTIONS BY COURIER	<p>If dispatched by courier, the envelope must be addressed as follows: The Compliance Secretariat, and a signature obtained from that Office. African Exploration Mining and Finance Corporation (SOC) Ltd Building 1, 1st Floor 74 Waterfall Drive Waterfall City, Gauteng, 2090</p>

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlaktefontein Mine for a period of three (3) years.

SECTION No		SCHEDULE OF BID DOCUMENTS	PAGE
SECTION 1: SBD 1 FORM			3
SECTION 2: NOTICE TO BIDDERS			6
1.	RFP INSTRUCTIONS		6
2.	COMMUNICATION		6
3.	VALIDITY PERIOD		7
4.	BROAD BASE BLACK ECONOMIC EMPOWERMENT (B-BBEE) ACT		7
5.	SPECIFIC GOALS AND PREFERENCE POINTS		7
6.	JOINT VENTURES OR CONSORTIUMS		7
7.	CONFIDENTIALITY INFORMATION DISCLOSURE NOTICE		8
8.	COMPLIANCE		7
9.	DISCLAIMERS		8
10.	LEGAL REVIEW		9
11.	NATIONAL TREASURY'S SUPPLIER DATABASE (CSD) REGISTRATION		9
12.	TAX COMPLIANCE		9
13.	PROTECTION OF PERSONAL INFORMATION ACT (POPIA)		9
SECTION 3: BACKGROUND OVERVIEW AND SCOPE OF WORK (SOW) SPECIFICATION			11
14.	INTRODUCTION		11
15.	BACKGROUND SCOPE OF WORK (SOW) SPECIFICATION		11
16.	OVERVIEW		11
17.	SCOPE OF WORK (SOW) / SPECIFICATION		11
18.	SERVICES, FACILITIES, AND INFORMATION TO BE SUPPLIED BY THE BIDDER		22
19.	SERVICES, FACILITIES, AND INFORMATION TO BE SUPPLIED BY		22
20.	SPECIFIC GOALS		22
SECTION 4: PRICING SCHEDULE AND DELIVERY SCHEDULE			23
21.	PRICING SCHEDULE SERVICES		23
22.	NOTES ON PRICING SCHEDULE		25
SECTION 5: GENERAL SERVICE PROVIDER OBLIGATIONS			26
23.	SERVICE PROVIDER		26
24.	EVALUATION METHODOLOGY, CRITERIA		26
SECTION 6: RETURNABLE DOCUMENTS			29
25.	RETURNABLE DOCUMENTS REQUIRED		29
26.	MANDATORY RETURNABLE DOCUMENTS		29
27.	RETURNABLE DOCUMENTS USED FOR SCORING		30
28.	ESSENTIAL RETURNABLE DOCUMENTS		30
29.	CONTINUED VALIDITY OF RETURNABLE DOCUMENTS		31
SECTION 7: SBD 4			32
30.	SBD4 DECLARATION OF INTEREST		32
SECTION 8: SBD 6.1			36
31.	SBD6.1 PREFERENTIAL PROCUREMENT REGULATIONS		36
SECTION 9: SBD 9			41
32.	SBD9 CERTIFICATE OF INDEPENDENT BID DETERMINATION		41
SECTION 10:			44
33.	RESOLUTION TO SIGN ON BEHALF OF COMPANY		44
SECTION 11:			45
34.	REGISTRATION OF PROSPECTIVE BIDDERS FORM		45
SECTION 12:			46
35.	CERTIFICATE OF BRIEFING SESSION ATTENDANCE		46

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

SECTION 1: SBD 1 FORM

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF AFRICAN EXPLORATION MINING AND FINANCE CORPORATION (SOC) LTD							
BID NUMBER:	AE/VLAK005/2023	ISSUE DATE:	02 August 2023	CLOSING DATE:	22 August 2023	CLOSING TIME:	12:00PM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR CLEANING, LAUNDRY, AND/OR CHANGE HOUSE ACTIVITIES FOR AFRICAN EXPLORATION MINING AND FINANCE CORPORATION (SOC) LTD ("AEMFC") AT VLAKFONTEIN MINE FOR A PERIOD OF THREE (3) YEARS.						
BID RESPONSE DOCUMENTS SUBMISSION							
BID RESPONDENTS DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT African Exploration Mining and Finance Corporation (SOC) Ltd Building 1, 1 st Floor 74 Waterfall Drive Waterfall City Gauteng 2090							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Bulelwa Sogwazile			CONTACT PERSON	Bulelwa Sogwazile		
TELEPHONE NUMBER	010 010 6100			TELEPHONE NUMBER	010 010 6100		
FACSIMILE NUMBER	N/A			FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	bulelwas@aemfc.co.za			E-MAIL ADDRESS	tender@aemfc.co.za		
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE			NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS							
TAX COMPLIANCE SYSTEM PIN:							
CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA						
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No						
B-BBEE STATUS LEVEL SWORN AFFIDAVIT [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No						
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE ACT]							

Respondent's Signature

Date & Company Stamp

Returnable document

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlaktefontein Mine for a period of three (3) years.

1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> 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. BID SUBMISSION
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:.....

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

SECTION 2: NOTICE TO BIDDERS

1. RFP INSTRUCTIONS

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

2. COMMUNICATION

- 2.1. Respondents are to note that changes to its submission will not be considered after the closing date.
- 2.2. For specific queries relating to this RFP, an RFP Clarification Request should be submitted to the name of delegated individual stated in the **SBD 1 form** before the closing time for clarification queries, which is **five (5)** working days before the deadline for tender/bid submission. In the interest of fairness and transparency, AEMFC's response to such a query will be published on the e-tender portal and AEMFC website.
- 2.3. After the closing date of the RFP, a Respondent may only communicate with the name of delegated individual, at email lulamam@aemfc.co.za on any matter relating to its RFP Proposal.
- 2.4. It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of AEMFC in respect of this RFP between the closing date and the date of the award of the business.
- 2.5. Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.
- 2.6. Bidders will be disqualified if the entity or any of its directors is listed on the register of Bid Defaulters in terms of the Prevention and Combating of Corruption Activities Act of 2004 as a person prohibited from doing business with the public sector.
- 2.7. AEMFC will publish the outcome of this RFP in the National Treasury e-tender portal and AEMFC website within 10 days after the award has been finalised. Respondents are required to check the National Treasury e-tender Portal and AEMFC website for the results of the tender/bid process. All unsuccessful bidders have a right to request AEMFC to furnish individual reasons for their bid not being successful. This request must be directed to the contact person stated in the **SBD 1 form**.
- 2.8. There shall be no public opening of the Bid received, however, the list of Bids received may be published on the AEMFC website or National Treasury e-tender portal unless specifically provided

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

for in the RFP.

3. VALIDITY PERIOD

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

4. BROAD-BASED ECONOMIC EMPOWERMENT (B-BBEE) & SOCIO- ECONOMIC OBLIGATIONS

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

5. SPECIFIC GOALS AND PREFERENCE POINTS

- 5.1. As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and Preferential Procurement Regulations 2022, Bidders are to note that the following preference point systems:
- **the 80/20 system for requirements with a Rand value of up to R50,000,000 (all applicable taxes included) OR**
 - **the 90/10 system for requirements with a Rand value above R50,000,000 (all applicable taxes included)**
- 5.2. When AEMFC association invites prospective Suppliers/Service Providers to submit Proposals for its Specific Goals, it requires bidders to complete **(Section 7)** [the B-BBEE Preference Point Claim Form] and submit it together with proof of their documents as stipulated in the Claim Form in order to obtain Specific Goal Points.

Note: Failure to submit a valid and certified copy B-BBEE certificate or Sworn Affidavit or any other documents specified (as evidence for Specific Goals) at the Closing Date of this RFP will result in a score of zero being allocated for Specific Goals.

6. JOINT VENTURES OR CONSORTIUMS

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

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

the B-BBEE Preferential Procurement Regulations, 2022 preference point scoring.

7. CONFIDENTIALITY INFORMATION DISCLOSURE NOTICE

- 7.1.** All information related to this RFP is to be treated with strict confidence. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information related to this RFP or the subsequent contract, written approval must be obtained from AEMFC.
- 7.2.** This document may contain confidential information that is the property of African Exploration Mining and Finance Corporation (AEMFC) SOC Ltd.
- 7.3.** No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this bid, without prior written permission from AEMFC.

8. COMPLIANCE

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

9. DISCLAIMERS

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

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

exercise.

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

10. LEGAL REVIEW

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

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

- 11.1. Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Respondents must register on the CSD prior to submitting their bids. Business may not be awarded to a Respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD.

- 11.2. Registration can be completed online at www.csd.gov.za.

- 11.3. Bidders must submit proof of registration on the National Treasury's Central Supplier Database (CSD).

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

12. TAX COMPLIANCE

- 12.1. Respondents must be compliant when submitting a proposal to AEMFC and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1999);
- 12.2. It is a condition of this bid that the tax matters of the successful Respondents be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Respondents tax obligations;
- 12.3. The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids;
- 12.4. 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.

13. PROTECTION OF PERSONAL INFORMATION ACT (POPIA)

- 13.1. 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.

- 13.2. AEMFC will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:
Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.

- 13.3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this RFP, the Responsible party is "AEMFC" and the Data subject is the "Respondent".

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

AEMFC will process personal information only with the knowledge and authorisation of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.

- 13.4.** AEMFC reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this RFP and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning AEMFC.
- 13.5.** In responding to this bid, AEMFC acknowledges that it will obtain and have access to personal information of the Respondent. AEMFC agrees that it shall only process the information disclosed by Respondent in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
- 13.6.** AEMFC further agrees that in submitting any information or documentation requested in this RFP, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by AEMFC and/or its authorised appointed third parties.
- 13.7.** Furthermore, AEMFC will not otherwise modify, amend or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, AEMFC requires the Respondent to process any personal information disclosed by AEMFC in the bidding process in the same manner.

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**

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

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

14. INTRODUCTION

African Exploration Mining and Finance Corporation (SOC) Ltd ("AEMFC") is a state-owned Mining Company established to secure South Africa's energy supply primarily through the mining and supply of coal for the generation of electricity, as well as securing other resources that will provide energy for the future, including key minerals for beneficiation in the energy and steel value chain.

15. BACKGROUND SCOPE OF WORK (SOW) SPECIFICATION

AEMFC intends Appoint of a suitably Service Provider to Provide Cleaning, Laundry, and/or change house activities for African Exploration Mining and Finance Corporation (SOC) LTD ("AEMFC") Open Cast Mining Operations for a period of three (3) years.

15.1. OVERVIEW

AEMFC intends to Appoint a suitably Service Provider to provide Cleaning, Laundry, and/or change house activities. AEMFC seeks to benefit from this partnership in the following ways:

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

15.2. SCOPE OF WORK (SOW) / SPECIFICATION

15.2.1. Scope of Work Requirements

- a) Sweeping of all office floors.
- b) Wiping of office equipment, furniture, and surfaces (including but not limited to doors handles, windows).
- c) Clean and disinfect surface as per the established cleaning procedure.
- d) keeping of boardrooms, offices, bathrooms, and common areas.
- e) Ensure boardroom is always tidy and refreshments (tea and water) are available.
- f) Wash dishes and cloth.
- g) Refill liquid hand soap and seat sanitizer, air freshener, wiring blocks.
- h) Remove waste from offices to the main waste skip areas.
- i) The service provider will provide necessary cleaning chemicals together with their MSDS to execute the cleaning activities.
- j) The service provider will also provide the deep cleaning services informed by the mine Hygiene Specialist recommendations. This is as when is required.

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

15.2.2. Laundry and Change House Management

- a) Washing of all employees Personal Protective Equipment (PPE).
- b) Cleaning of laundry and all the change houses.
- c) Implementing system to manage laundry received and issued.
- d) Upkeeping laundry and change houses.
- e) Clean and disinfect surface as per the established cleaning procedure.
- f) The service provider will also provide the deep cleaning services informed by the mine Hygiene Specialist recommendations. This will be done weekly.

NB: A service provider may submit proposal for both services or either one of the scope of work

15.3. The following table outlines the minimum requirements in terms of cleaning service and the frequency and can be adapted to accommodate changes in circumstances. This information will be used in the development of the Service Level Agreement (SLA).

- a) Daily refers to a minimum of once per day.
- b) Weekly refers to a minimum of once per week (Monday – Friday)
- c) Monthly refers to a minimum of once or twice per month.

Table 1

No.		SERVICES	FREQUENCIES	
1.	Floor		Open & Single Office	Public Areas
a.)	Tiles	Sweep and damp mop floors	Alternate days	Daily
		Use a mop and clean water to remove marks	Alternate days	Daily
		Buff floors with a rotary machine with approved brushes. Under no circumstances may soap or acidic agents be used surfaces may be washed with water only. The AEMFC concerned must give permission before any other cleaning method is used.	Alternate days	Daily
b.)	Carpet and Rugs	Vacuum with an approved vacuum cleaner: Open Offices and other open areas.	Alternate days	Daily
		Single offices	Weekly	X 2 week
		Scrub with soap and water	Weekly	Weekly
2.	Building surroundings and covered areas	Remove refuse from refuse bins	-	Daily
		Separate waste according to the AEMFC waste separation standards and requirements	Daily	Daily
		Sweep connecting passages and stoep areas	Weekly	Weekly
		Wash connecting passages and stoep areas	Daily	Daily
		Cleaning of covered areas and surroundings includes the removal of paper, bottles, tins and other refuse.	2 x week	2 x week

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

No.		SERVICES	FREQUENCIES	
3.	Balconies, terraces and service passages	Sweep terraces, balconies, service passages, etc. outside the building.	-	Weekly
		Where applicable, floors should be treated according to their finish	-	Monthly
		Balcony railings must be regularly dusted and periodically washed	-	Monthly or when necessary
		Sweep catwalks	-	4 x year
4.	Waste removal	Clean ashtrays	Daily	Daily
		Empty waste paper baskets	Daily	Daily
		Wash wastepaper baskets	2 x month	2 x month
		Remove all refuse in plastic bags to a designated collection area	Daily	Daily
		Remove all wastepaper to designated collection area	Daily	Daily
		Empty and clean all waste receptacles from bathrooms, kitchen and all other common areas	Daily	
		Containers of the cleaning materials should be disposed of, refused or recycled according to their instructions and the hazardous waste laws of South Africa	Daily	
5.	Dusting	Use equipment that avoids or generate minimal dust emissions	Alternate days	Daily
		Dust all horizontal surfaces with damp cloth (desks, cupboards, etc)	Weekly	Weekly
		Dust high sills /ledges and fittings in entrances -offices	Alternate days	Daily
		Dust high sills/ledges and fittings in entrances	Weekly	Weekly
		Dust all vertical surfaces (walls, passages, cupboards, pictures, etc)	Monthly	Monthly
		Dust all windowsills	Weekly	Weekly
		Dust accessible light fittings	Weekly	Weekly
		Dust picture railings, doors, etc	Weekly	Weekly
		Dust blinds and windows	Weekly	Weekly

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

No.		SERVICES	FREQUENCIES	
6.	Walls and paintwork	Clean walls, wood panelling and other partitions with a soft damp cloth	Weekly	Weekly
		Remove all finger marks from walls, doors and electric switches	3 x Week	Daily
		High inside walls be cleaned with squeegee (with extension)	-	Monthly
		Remove all posters, notices, pamphlets, brochures, etc from any surface other than notice boards and report damages to paint wood	Daily	Daily
7.	Glass and Metal surfaces	Remove spots or dirty marks on glass doors, steel cabinets and glass partitions	3 x week	Daily
		Clean all shine metal, door handles, name boards, light switches and fittings	2 x week	2 x week
8.	Foyers, Entrances and Verandas (Stoeeps)	Sweep entrances stairs	-	Daily
		Clean all door mats and spaces into which mats are fitted	-	Weekly
		Clean main entrance doors	-	Daily
		Wash entrance stairs	-	2 x Week
		Wash foyer floors	-	2 x Week
		Clean and disinfect door handles and railings	-	Daily
9.	Roller blinds	Wash with solution and soap	Quarterly	Quarterly
10.	Other	Clean notice boards	-	Weekly
		Wipe telephones with damp cloth and disinfectant	Weekly	Weekly
		Clean drinking fountains (if installed)	-	Daily
11.	Hygiene and waste	Replace or replenish toilet paper and soap in all areas	Daily	Daily
		Exchange hand towels or replenish paper towels	Daily	Daily
12.	Windows and Panels	Clean both sides of all windows	Quarterly or on request	Quarterly or on request
		Clean window frames	Quarterly or on request	Quarterly or on request
		The external cleaning of windows at unreachable (high)	Bi - annually	Bi - annually

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

No.		SERVICES	FREQUENCIES	
13.	Vacuum cleaning	Vacuum cleaners and filters must be cleaned	Daily	Daily
		Filters must be replaced	On a regular basis	On a regular basis
		Always use vacuum cleaners that use minimal electricity/energy and avoid dust emissions		
14.	Kitchens	Wash floors with mop and soap		Daily
		Wash work top surfaces with disinfectant		Daily
		Use reusable microfiber cloths instead of disposable cloths		Daily
		Wah tiles where required with Disinfectant		Daily
		Empty and wash rubbish bins		Daily
		Other duties		As and when required
		Washing of dishes in all AEMFC kitchens (Wash crockery, cutlery, water-bottles and decanters		Daily
15.	Safes and Storerooms	Wash floors with mop and soap		When required or on request
		Wash walls and horizontal surfaces		When required or on request
		Dusting of all surfaces		When required or on request

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

15.4. SPECIFICATIONS AND CLEANING FREQUENCIES FOR SPECIFIC AREAS

15.4.1. The specifications as mentioned on the previous pages are also applicable in these areas and vice versa. The cleaning frequency must be adjusted during times of high traffic or exceptional use to maintain a high level of service and customer satisfaction. The Contractor must establish the location of those areas and make provision for frequent and additional service to ensure an always neat, tidy and hygienic facility.

15.5. EXCLUSIONS

15.5.1. The cleaning Service shall not include:

- a) Anything outside the scope of work

15.6. CLEANING STANDARDS & NORMS

15.6.1. The Service Provider needs to take into account the following cleaning standards and norms which needs to be applied during the course of the service.

Cleaning detergents Must be environmentally friendly	Ammoniated liquid detergent cleaners shall comply with SABS 1225. Acidic water bowl cleaner in powder or granule form shall comply with SABS 1256, and Liquid acidic cleaner for sanitary ware shall comply with SABS 1257. Cleaning product containers must be disposed of, reused and recycled appropriately.
Disinfectants	Disinfectant liquids of the coal tar type shall comply with SABS 47. Disinfectants containing stabilised chlorine shall comply with SABS 643 Detergent disinfectants based on stabilised inorganic chlorine compound shall comply with SABS 1032. Disinfectants used for automatic dispensers to toilets and urinals shall comply with CKS 459.
Polish	The Service Provider will be advised by the AEMFC representative which furniture, if any may be polished.
Finishes (Walls and floors)	Vinyl tiles, flooring shall be cleaned in accordance with SABS 1224. Floor sealer for vinyl flooring in accordance with SABS 1042 applied in accordance with the manufacturer's instructions. Said ceramic tile (flooring) is to be stripped and sealed initially and on request of the AEMFC of SA. Wipe and strip wooden wall finishes with approved detergent complying with SABS standards. Tile surfaces are to be cleaned with approved detergent complying with SABS 525. All cleaning and maintenance of the floor shall be carried out in accordance with SABS Code of Practice 0170. Sweep concrete floors with a heavy-duty broom. Floors to be scrubbed with an auto scrubber.
Carpets and carpet Tiles	Carpets must be vacuumed and cleaned with industrial standard equipment.
Dusting, Wiping, Clean, Etc	Wipe all surface areas with a clean damp cloth All windowsills needs to be dusted
Bin Bags	Ensure that clear bins bags are always used.
Cleaning detergents Must be environmentally friendly	Ammoniated liquid detergent cleaners shall comply with SABS 1225. Acidic water bowl cleaner in powder or granule form shall comply with SABS 1256, and Liquid acidic cleaner for sanitary ware shall comply with SABS 1257. Cleaning product containers must be disposed of, reused and recycled appropriately.

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

15.7. NOTES TO SERVICE PROVIDER

- a) The provision of the cleaning services at the offices specified shall implement all the applicable "green cleaning" methodologies and cleaning products as dictated by advances in technology. The Service Provider shall take cognizance of this requirement and make recommendations on their proposal to AEMFC.
- b) It shall be the Service Provider's responsibility to maintain clean, safe, healthy office facilities and eliminate contaminants that affect AEMFC employees' health, performance and attendance. AEMFC is committed to the implementation of cleaning processes and supplies that protect its employees' health without harming the environment.
- c) The Service Provider shall purchase and utilize environmentally sensitive cleaning products below (please note that this list is not exhaustive):
 - i. Bathroom Cleaners – products used to clean hard surfaces in a bathroom such as counters, walls, floors, fixtures, basins, tubs or tile.
 - ii. Carpet Cleaners – products used to eliminate dirt and stains on rugs and carpeting.
 - iii. General Purpose and Hard floor Surface Cleaners – products used for routine cleaning of hard surfaces, including impervious flooring such as concrete or tile. This category does not include products intended primarily to strip, polish or wax floors and it does not include cleaners intended primarily for cleaning toilet bowls, dishes, laundry or wood.
 - iv. Glass, Window, and Mirror Cleaners – are products used to clean glass, windows, mirrors or metallic or polished surfaces.
 - v. Hand Cleaners and Hands Soaps – are products used for routine, non-specialized hand cleaning?
 - vi. Paper Products – are paper towels or other paper used for cleaning and do not include toilet paper, facial tissue or paper towels used for drying hands.

15.8. PREMISES AND EQUIPMENT

15.8.1. The Service Provider shall have use of water and electricity, storage room, office and a rest room free of charge. The exact allocation of facilities will be agreed upon once the needs of both AEMFC and other Service Providers have been determined. The Service Provider's use of the facilities is subject to the following conditions:

- a) The premises are maintained in a clean and orderly manner, in keeping with good housekeeping principles.
- b) The premises are not used for any activities other than those relating to the rendering of the service as specified by this document.
- c) AEMFC retains the rights of inspection.
- d) The Service Provider(s) must supply all furniture and equipment required.

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

- e) The Service Provider(s) shall ensure that all their staff complies with the regulations in terms of use of the facilities.
- f) In conclusion, AEMFC will provide what it deems as adequate office and storage facilities for the Service Provider and the Service Provider shall have access to such facilities for the duration of the contract period only.
- g) Upon termination and / or conclusion of the contract the Service Provider(s) shall remove all its equipment and material from the premises and hand back keys to AEMFC.

15.9. SANITARY SERVICES

15.9.1. The offsite transportation of the contents of waste bins will not be performed by the Cleaning Contracted Supplier.

15.10. STAFF STRATEGY

- a) Service Providers are to allow for the provision of adequate Managerial and Supervisory staff.
- b) Service Providers are to allow for the provision of all general staff.
- c) Service Providers are also to provide for intensive training of all the staff appointed to ensure conformity with AEMFC requirements.

15.11. CLEANING SERVICE PERSONNEL

15.11.1. Identification

AEMFC will issue all the Service Provider's staff with personal identification tags at the Service Provider's cost. It will be the responsibility of the Service Provider to ensure that all cleaning personnel on site always display their identity tags in such a way as to be fully visible. Subject to satisfying the foregoing, staff failing to display their identification tags may be removed from the site. The Service Provider must take responsibility for the deactivation of such cards in cases where staff is no longer in the service of the Service Provider or at the expiry of the contract.

15.12. UNIFORMS

- a) All Service Provider staff is to wear protective uniforms, headgear (including goggles and masks) and fully covered shoes and/or boots and gloves (appropriate to their tasks and functions) whilst on duty. The Service Provider shall supply all uniforms.
- b) All uniforms must bear the name and logo of the Service Provider. Uniforms are to be always worn, without any exception.
- c) The Service Provider shall ensure that all its personnel employed in rendering of the Service are always whilst on duty are neatly dressed, presentable and hygienic.

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

15.13. CONTROL OF MATERIALS, EQUIPMENT AND CONSUMABLES

15.13.1. The Service Provider shall be responsible for the replenishing, safe storage, distribution and control of consumables, to agree inventory levels, of consumables and some non-consumables required by the staff in the provision of cleaning services/change house.

15.13.2. The Service Provider shall be responsible for safe storage of all consumables. Should any of its staff members found to be pilfering the cost shall be recoverable from the Service Provider.

15.14. THE SERVICE PROVIDER SHALL

15.14.1. Ensure any non-compliant cleaning equipment is not used by any person whatsoever in the 1 provision of the cleaning services

15.14.2. Ensure all cleaning materials are designed for specific use in specific areas of AEMFC Premises

15.14.3. Ensure all cleaning equipment to be used in a particular area only is clearly designated for such area and under no circumstances used elsewhere

15.14.4. Ensure that its staff is properly trained in the use of cleaning materials and equipment

15.14.5. Ensure that equipment used is safe and does not endanger the operator / s or member of the public in the surrounding areas where the equipment is being used

15.14.6. The service provider must provide an inventory or a register outlining the name of a cleaning product, the quantities used, and the chemicals used shall be provided as required

15.14.7. Ensure the standards of the equipment shall comply with the following: -

- a) All products shall be "fit for the purpose".
- b) The Service provider shall maintain a colour coding system for equipment and materials to minimize cross contamination from one type of area to the next:-
 - i. **Red** – toilets
 - ii. **Yellow** – kitchens
 - iii. **Blue** - all other areas

15.15. RESPONSIBILITIES IF ACCESS TIME CANNOT BE ADHERED TO

If any of the Areas are in use during the Access Times or the access times agreed, the Service Provider shall liaise with the AEMFC to agree on alternative Access Times so as to ensure the Service Provider is able to comply with the terms of this Specification.

15.15.1. HOURS OF WORK

The service provider is required to perform these cleaning and change-house activities at the Mine in line with the mine operational schedule.

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

15.15.2. AD-HOC WORKS

- a) Supply sanitary and cleaning equipment as and required.
- b) Working overtime when required.
- c) Deep cleaning for other areas, as and when required.

15.15.3. CONSUMABLES TO BE SUPPLIED BY THE SERVICE PROVIDER

16. FINANCIALS

- 16.1.** Site Establishment – The site establishment and costs thereof must include all costs, e.g., site office, medical examinations, Personal Protective Equipment (PPE) clothing, security clearance etc
- 16.2.** The Contractor will give a complete cost breakdown and will clearly indicate fixed costs variables
- 16.3.** The Contractor will be responsible for any omissions from the final cost and no increase in pricing will be accepted after adjudication for negligence by the Contractor
- 16.4.** The Contractor will provide the full service as per the tender document and failure to do so will result in the contract reviewed
- 16.5.** The contract will be reviewed annually on the anniversary date for escalation. The proposed escalation will be submitted to AEMFC 60 days prior to the anniversary date for consideration by AEMFC. The request must be fully justified and will use recognised rates such as PPI (Producer Price Index, Seifsa, CPI (Consumer Price Index) and will be attached to the request when submitted
- 16.6.** Contract Price – The contract price will be rated based on the schedule of rates; and
- 16.7.** Price Breakdown must be provided by the contractor on consumables.

17. PERSONEEL REQUIRED

- a) Site Manager
- b) Supervisor
- c) Cleaners/General Workers

18. CONTRACTOR MEDICAL

- a) All contractor employees deployed on site will be required to undergo a medical examination and need to be declared fit for work for the type of work that the contractor employee will execute on site.
- b) The medical examination shall be conducted at Clinic Plus in Witbank.
- c) Medical certificates issued from the recognise mine clinic will be valid on the mine for a period of one year.
- d) All employees with comorbidity need to be screened by the mine clinic monthly.
- e) Only certificates issued by the recognise mine clinic will be accepted.

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

- f) A valid medical certificate, issued by the recognise mine clinic, is a prerequisite for attending the induction training.
- g) The contractor will also ensure that all personnel undergo exit medicals when they leave the contractor employment or at the completion of the contract period.
- h) Contractor labour training requirements
- i) All contractor employees deployed on site will undergo safety induction training, as well as any on-the-job required inductions, aligned with the tasks to be performed on site. Mine SOP training will form part of the employee induction training.

19. CONTRACTOR SECURITY REQUIREMENTS

- a) The contractor will be required to comply with requirement of the mine security management procedures.
- b) All equipment, materials, supplies and tools leaving the mine shall be accompanied by a waybill.
- c) The contractor will be responsible for security infrastructure at the contractor site as per the mine standard.

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

20.1. Consumables

- a) Refill SHE packets per toilet.
- b) SHE Packet Dispenser (Once off).
- c) Hand Soap dispenser (once off).
- d) Hand Soap liquid refill for all the soap dispensers.
- e) Paper towel Holder.
- f) Industrial paper towel rolls.
- g) Air fresher.
- h) Sanitiser Dispenser (once off).
- i) Toilets seat cleaners.
- j) Urinal fresh screen.
- k) Paper towel dispenser slim roll white.
- l) Bin wall mounted small white.
- m) Seat sanitizer dispenser.
- n) Cleaning equipment's (mops, brooms, cloth, brushes, and buckets according to the cleaning procedure).

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

- 20.2. Own (Service Provider 's) resources relating to the project activities
- 20.3. Contractor's pack (Safety File)
- 20.4. Personal Protective Equipment (PPE)
- 20.5. Service Provider must comply with the Mine Safety Rules Regulations
- 20.6. Provide your own transport
- 20.7. Employees must have medical certificate (Clinic Plus)

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

- 21.1. Area to store the cleaning equipment's and products;
- 21.2. Washing machines;
- 21.3. Access and security inside the mine;
- 21.4. Provide parking for LDV;
- 21.5. Security Service for main Security check points;
- 21.6. Access to all relevant projects/historical information;
- 21.7. All available documentation pertaining to the concept and/or feasibility studies conducted;
- 21.8. Life of Mine (LOM) Plans;
- 21.9. General Manager;
- 21.10. Mine Manager;
- 21.11. Project Manager;
- 21.12. SHEQ Manager; and
- 21.13. Environmental, Occupational & Safety Officer.

22. SPECIFIC GOALS

AEMFC has identified in its Supply Chain Management Policy (SCM), Specific Goals will be used to promote transformation and empowerment. In this Request For Proposal (RFP) AEMFC will utilise Black Owned businesses and Black Designated Groups that are youth owned. AEMFC will promote and urge the bidder to appoint individuals from the local community.

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

SECTION 4: PRICING SCHEDULE AND DELIVERY SCHEDULE

23. PRICING SCHEDULE SERVICES

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

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

BIDDING COMPANY NAME						
ITEM NO.	DELIVERABLE/DESCRIPTION OF SERVICES	DELIVERY DATE	QUANTITY	UNIT OF MEASURE (UOM)	PRICE (EXCL VAT)	PRICE (INC.VAT)
1	Cleaning Services		36 Months			
2	Laundry/&Change house Services		36 Months			
3	CONSUMABLES:					
a.	Refill SHE packets per toilet		20/Monthly			
b.	SHE Packet Dispenser (Once off).		20			
c.	Hand Soap dispenser (once off).		40			
d.	Hand Soap liquid refill for all the soap dispensers.		40/Monthly			
e.	Paper towel Holder (Once off).		40			
f.	Industrial paper towel rolls.		40/Monthly			
g.	Air fresher		40/Monthly			
h.	Sanitiser Dispenser (once off).		40			
i.	Toilets seat cleaners.		40/Monthly			
j.	Urinal fresh screen.		40/Monthly			
k.	Paper towel dispenser slim roll white.		40/Monthly			
l.	Bin wall mounted small white. (Once off).		40			
m.	Seat sanitizer dispenser. (Once off).		40			

Respondent's Signature

Date & Company Stamp

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

BIDDING COMPANY NAME						
ITEM NO.	DELIVERABLE/DESCRIPTION OF SERVICES	DELIVERY DATE	QUANTITY	UNIT OF MEASURE (UOM)	PRICE (EXCL VAT)	PRICE (INC.VAT)
	CLEANING EQUIPMENT:					
a.	Mops		36 mops/year			
b.	Brooms		36 brooms/year			
c.	Cloth		36 cloths/year			
d.	Brushes		36 brushes/year			
e.	Buckets		18 buckets/year			
f.	Hoover		1			
4	Ad-hoc works:					
4.1	Working overtime when required.		1			
4.2	Deep cleaning for change houses and bathrooms, as and when required		40/quarter (3 monthly)			
TOTAL PRICE (exclusive of VAT)						
VAT 15% (If Applicable)						
TOTAL Inclusive of VAT (where applicable)						
Total Price in words						

Respondent's Signature

Date & Company Stamp

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

24. NOTES ON PRICING SCHEDULE

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

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

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

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

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

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

24.5. Respondents. If awarded the contract, are required to indicate that their prices quoted would be kept firm and fixed for a period of 12 months, subject thereafter to adjustment (i.e. after the initial period of 12 months), utilising the following Producer Price Index (PPI), Seifsa, Consumer Price Index (CPI)
. [Not to be confused with bid validity period Section 2 clause 3

YES	
-----	--

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

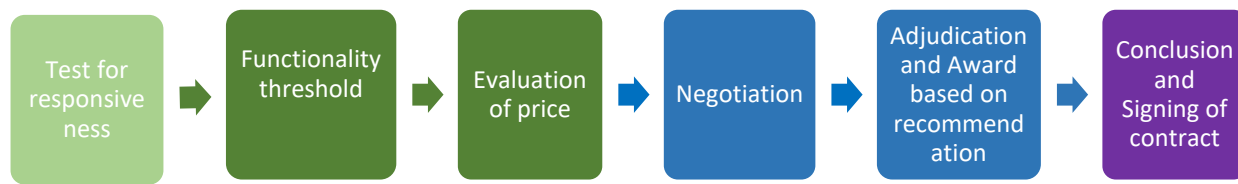
SECTION 5: GENERAL SERVICE PROVIDER OBLIGATIONS

25. SERVICE PROVIDER

- 25.1. The Service Provider shall be responsible to AEMFC for the acts omissions of persons directly or indirectly employed by
- 25.2. The Service Provider must comply with the requirements stated in this RFP.

26. EVALUATION METHODOLOGY, CRITERIA

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



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

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

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

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

26.1.4. Step Two: Test for Responsiveness to RFP for technical/functionality criteria must be met or exceeded for a Respondent's proposal to progress to **Step Three** for further evaluation. The test for technical and functional threshold will include the following (**Refer functionality (technical) evaluation criteria table below**): Minimum threshold of **65** points.

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

26.1.5. Step Three: Evaluation of Price to determine a preferred bidders' price will be ranked from the lowest to the highest acceptable price offered and AEMFC will award business to the lowest acceptable Bid (Highest ranked bid) unless objective criteria justify the award to another bidder.

26.1.6. Step Four: Post-tender negotiations (If Applicable).

26.1.7. Step Five: Award of business and contract conclusion.

Returnable document

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

27. EVALUATION CRITERIA

Applicable evaluation criteria

FUNCTIONALITY (TECHNICAL) EVALUATION CRITERIA					
NO.	EVALUATION CRITERIA	SCORING PRINCIPLE	RETURNABLE SCHEDULE	RATING	WEIGHTING SCORE
1.	Company experience in Cleaning, and/or Laundry, and/or change house.	Three (3) years and more of work experience	Provide signed reference letters from previous or current clients. The reference letter should be on the previous or current company letter head, and should reflect reachable contact details	40	40
		1 (one) to 2 (two) years' work experience		20	
		No experience		0	
	N.B The onus is on a bidder to ensure that the contact details and email addresses of the clients provided are valid. Failure to provide the required information on the reference letter will lead to the bidder scoring zero points.				
2.	Experience as the supervisor/project manager for Cleaning, Laundry, and/or change house projects.	More than 3 (three) to 4 (four) years of work experience	Attach Curriculum Vitae (CV) and/or certificate of the Supervisor with relevant experience to be assigned to the project.	20	20
		2(two) to 3(three) years' work experience		15	
		1 (one) year of work experience		5	
	N.B Failure to provide curriculum vitae (CV) and certificates of supervisor/project manager will lead to the bidder scoring zero points.				
3.	The bidder's services/profile providing the methodology to achieve the services required as per the scope of work.	Describe the bidders' procedures and processes for:	<ul style="list-style-type: none">• Service providers to provide a detail profile indicating services offered, methodology and procedure.• Services providers to provide Compensation for Occupational Injuries and Diseases Act (COIDA) certificate indicating relevant service or services relating to this scope of work.• Services providers to provide a registration with a relevant professional body i.e. National Contract Cleaner Association.	20	20
		Cleaning of different areas;			
		The products to be used;			
		Equipment to be used			
		Specialised cleaning services i.e. deep cleaning;			
		Managing quality of services offered			
		Work plan of work to be performed monthly and annually.			
		System for tracking complaints from client;			
		Laundry services.			
		Sample of monthly reports/cleaning schedule.			

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd (“AEMFC”) at Vlakfontein Mine for a period of three (3) years.

28. EVALUATION CRITERIA continued

Applicable evaluation criteria

FUNCTIONALITY (TECHNICAL) EVALUATION CRITERIA					
NO.	EVALUATION CRITERIA	SCORING PRINCIPLE	RETURNABLE SCHEDULE	RATING	WEIGHTING SCORE
4.	Registration with relevant regulatory bodies	Registration with the National Contract Cleaner Association (NCCA)		20	20
		Compensation for Occupational Injuries and Diseases Act (COIDA) indicating relevant service or services relating to this scope of work.		10	
	NB: Failure to submit the required registrations will lead to a bidder scoring zero points				
Minimum qualifying score required					65
Total Weighting					100

Returnable document

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

SECTION 6: RETURNABLE DOCUMENTS**29. RETURNABLE DOCUMENTS REQUIRED**

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

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

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

29.1.1. MANDATORY RETURNABLE DOCUMENTS

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

MANDATORY RETURNABLE DOCUMENTS	
	SUBMITTED [Yes/No]
Section 1: SBD1 Form	
Section 4: Pricing and Delivery Schedule. Note: (Bids submitted without the completed Pricing Schedule will be deemed to be non-responsive.	
Section 11: Certificate of Attendance of Compulsory RFP Briefing	

29.1.2. RETURNABLE DOCUMENTS USED FOR SCORING

In addition to the requirements of section (29.1.1) above, Respondents are further required to submit with their Proposals the following **Returnable Documents Used for Scoring** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

Returnable document

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

RETURNABLE DOCUMENTS USED FOR SCORING	
	SUBMITTED [Yes/No]
Company experience in Cleaning, and/or Laundry, and/or change house.	
Experience as the supervisor for Cleaning, Laundry, and/or change house projects.	
The bidders services/profile providing the methodology to achieve the services required as per scope of work.	
Bidder to submit CVs with contactable references, (to be attached).	
Bidder to submit Copy Proof of qualifications. The qualification will be verified to check authenticity.	
Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 8 of this RFP (Valid B-BBEE certificate or Sworn Affidavit). Valid and original (or a certified copy) B-BBEE certificate/Sworn affidavit. proof of Respondent's compliance to B-BBEE. Note: Failure to submit valid and original (or a certified copy of) proof of the Respondent's compliance with the B-BBEE or Sworn Affidavit, will result in a score of zero being allocated for Specific Goals	

29.1.3. ESSENTIAL RETURNABLE DOCUMENTS

Over and above the requirements of sections (29.1.1) and (29.1.2) mentioned above, Respondents are further required to submit with their Proposals the following **Essential Returnable Documents** and also to confirm the submission of these documents by so indicating [Yes or No] in the table below:

ESSENTIAL RETURNABLE DOCUMENTS	
	SUBMITTED [Yes/No]
National Treasury Registration on Central Data Base (CSD) (certificate). Detailed CSD 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 6: List of Returnable Documents (continued validity of returnable documents)	
SECTION 7: SBD 4 Declaration of Interest	
SECTION 8: SBD 6.1 Preferential Procurement Regulations	
SECTION 9: SBD 9 Certificate of Independent Bid Determination	
SECTION 10: Resolution to Sign on Behalf of Company	

Respondent's Signature

Date & Company Stamp

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

29.1.4. 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 RFP. Should the Respondent be awarded the contract [**the Agreement**] and fail to present AEMFC with such renewals as and when they become due, AEMFC 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 AEMFC may have for damages against the Respondent.

SIGNED at _____ on this _____ day of _____ 20_____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

SECTION 7: SBD 4

30. ADMINISTRATIVE RETURNABLE DOCUMENTS

DECLARATION OF INTEREST

(SBD4)

30.1. 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.

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

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

30.2.2. Identity Number.....

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

30.2.4. Company Registration Number.....

30.2.5. Tax Reference Number:

30.2.6. VAT Registration Number:

30.2.6.1. 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.

30.2.6.2. "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.

Returnable document

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

30.3. Are you or any person connected with the bidder presently employed by the state? YES/NO**30.3.1. 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:
.....

30.3.1.1.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**30.3.1.2.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.

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

.....
.....
.....

30.4. 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**30.4.1. If so, furnish particulars:**

.....
.....
.....

30.5. 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**30.5.1. If so, furnish particulars.**

.....
.....
.....

30.6. 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

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

30.6.1. If so, furnish particulars.

.....

.....

.....

30.7. 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

30.7.1. If so, furnish particulars:

.....

.....

.....

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

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

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

30.9. 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

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

SECTION 8: SBD 6.1

SBD 6.1

31. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT

REGULATIONS 2022

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

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

32. GENERAL CONDITIONS

32.1. 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).

32.2.

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

32.3. Points for this bid shall be awarded for:

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

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

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

32.5. 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.

32.6. 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.

33. DEFINITIONS

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

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

- (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);

34. FORMULAE FOR PROCUREMENT GOODS AND SERVICES

34.1. POINTS AWARDED FOR PRICE

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

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

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

35. POINTS AWARDED FOR SPECIFIC GOALS

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

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- (c) then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

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

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

35.4. AEMFC has identified in its Supply Chain Management Policy, Specific Goals, which will be used to promote transformation and empowerment. The Specific Goal/s applicable to the tender/bid is stated in the table below:

No.	Specific Goals in terms of this RFP	Number of points (80/20 system)
1.	Minimum Black-Owned Business	
	100% and more Black-owned Business	5
	Less than 100% Black Owned Business	0
2.	Minimum Women Ownership	
	30% or more Black-owned Business	5
	10% to 29.9% Black Owned Business	3
	Less than 10% Black Owned Business	0
3.	Black Designated Groups	
	Ownership by at least one of the following: <ul style="list-style-type: none"> Any percentage owned by black unemployed Any percentage owned by black youth Any percentage owned by black people with disabilities Any percentage owned by people living in rural areas 	10

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

36. DECLARATION WITH REGARD TO COMPANY/FIRM

36.1. Name of company/firm:.....

36.2. VAT registration number:.....

36.3. Company registration number:.....

36.4. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

36.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

36.6. COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)**DATE:****ADDRESS**

.....

.....

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

SECTION 9: SBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

SBD 9

CERTIFICATE OF INDEPENDENT QUOTATION/PROPOSAL DETERMINATION

I, the undersigned, in submitting the accompanying quote:

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR CLEANING, LAUNDRY, AND/OR CHANGE HOUSE ACTIVITIES FOR AFRICAN EXPLORATION MINING AND FINANCE CORPORATION (SOC) LTD "AEMFC" AT VLAKFONTEIN MINE FOR A PERIOD OF THREE (3) YEARS. AE/VLAK005/2023.

(Quote Number and Description)

in response to the invitation for the quote made by:

African Exploration Mining and Finance Corporation (SOC) Ltd

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

Respondent's Signature

Date & Company Stamp

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

SBD 9

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Date

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakkfontein Mine for a period of three (3) years.

SECTION 10: RESOLUTION TO SIGN ON BEHALF OF COMPANY

37. RESOLUTION TO SIGN ON BEHALF OF COMPANY

Resolution to sign on behalf of Company

RESOLUTION of a meeting of the Board of "Directors / Members / Partners of:

.....
(legally correct full name and registration number, if applicable, of the Enterprise)

held at (place).....

on (date).....

RESOLVED that:

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

Tender Reference Number: **AE/VLAK005/2023**

APPOINTMENT OF A SERVICE PROVIDER FOR CLEANING, LAUNDRY, AND/OR CHANGE HOUSE ACTIVITIES FOR AFRICAN EXPLORATION MINING AND FINANCE CORPORATION (SOC) LTD "AEMFC" AT VLAKFONTEIN MINE FOR A PERIOD OF THREE (3) YEARS.

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

.....(position)

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

	NAME	CAPACITY	SIGNATURE
1.			
2.			
3.			
4.			
Note: <ul style="list-style-type: none"> *Delete which is not applicable NB: This resolution must be signed by <u>all</u> the Directors / Members / Partners of the Tendering Enterprise or majority of directors of the Tendering Enterprise. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page. 			ENTERPRISE STAMP

Respondent's Signature

Date & Company Stamp

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlaktefontein Mine for a period of three (3) years.

SECTION 11: REGISTRATION OF PROSPECTIVE BIDDERS FORM
CERTIFICATE OF ATTENDANCE OF COMPULSORY RFP BRIEFING

38. REGISTRATION OF PROSPECTIVE BIDDERS FORM

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR CLEANING, LAUNDRY, AND/OR CHANGE HOUSE ACTIVITIES FOR AFRICAN EXPLORATION MINING AND FINANCE CORPORATION (SOC) LTD "AEMFC" AT VLAKFONTEIN MINE FOR A PERIOD OF THREE (3) YEARS.

BID NUMBER: AE/VLAK008/2023

DATE OF BRIEFING SESSION: 23 August 2023

TIME: 11:00 ± 2 hours

VENUE: MICROSOFT TEAMS

REGISTRATION OF PROSPECTIVE BIDDERS FORM

All interested bidders must register their interests to attend a **[compulsory]** briefing session by completing this form and return to tender@aemfc.co.za by **21 August 2023**.

It should be noted that this e-mail address is not to be used for the submission of tender proposals.

Tel/ mobile no: Email address:

.....
ENTITY'S NAME

.....
BIDDER'S NAME

.....
DATE

Bidders are to submit the "REGISTRATION OF PROSPECTIVE BIDDERS FORM" for the compulsory briefing session attendance by 21 August 2023 to be able to attend the RFP briefing.

This is to ensure that AEMFC may make the necessary arrangements for the briefing session.

Failure to submit the form on or before the stipulated due date bidders will not be sent the link.

Note: The onus is upon the bidders to ensure attendance.

A Certificate of Attendance in the form set out in **Section 12** hereto must be completed and submitted with your Proposal as proof of attendance is required for a **compulsory** RFP briefing.

Respondents failing to attend the compulsory RFP briefing **will** be disqualified.

Respondent's Signature

Date & Company Stamp

Description: Appointment of a Service Provider for Cleaning, Laundry, and/or Change House Activities for African Exploration Mining and Finance Corporation (Soc) Ltd ("AEMFC") at Vlakfontein Mine for a period of three (3) years.

SECTION 12: CERTIFICATE OF ATTENDANCE OF COMPULSORY RFP BRIEFING

CERTIFICATE OF BRIEFING SESSION ATTENDANCE

It is hereby certified that –

- 1.
- 2.

Representative(s) of [name of entity]
As the Bidder's Authorised Representative, have attended the Briefing Session in respect of the proposed **Services** to be rendered in terms of this RFP on20.....

I have satisfied myself with regards to all conditions and other factors which may affect the Bidder's bid. I have obtained all necessary information as to risks, contingencies and other circumstances which may influence or affect the Bidder's bid.

.....
AEMFC'S REPRESENTATIVE
NAME:

.....
RESPONDENT'S REPRESENTATIVE
NAME

.....
AEMFC'S REPRESENTATIVE
SIGNATURE:

.....
RESPONDENT'S REPRESENTATIVE
SIGNATURE:

DATE

DATE:

EMAIL:.....

NOTE:
This certificate of attendance must be filled in duplicate, one copy to be kept by AEMFC and the other copy to be kept by the bidder.