

MEMORANDUM

AFRICAN EXPLORATION MINING AND FINANCE CORPORATION

FROM : HUMAN RESOURCES

TO : SUPPLY CHAIN MANAGEMENT

DATE : 10 OCTOBER 2023

SUBJECT : CANCELATION OF RFQ: 6000007631

1. Background

The purpose of this memo is to request Supply Chain Management department to withdraw the RFQ: 6000007631 as published from AE website on 05 October 2023.

2. Discussion

The cancellation is based on the existing human resource ("HR") panels appointed by AE for a period of three (3) years to assist in professional services.

The scope of work from the RFQ issued is requesting a service provider to assist the HR department in developing and reviewing HR policies, procedures, and templates.

In consideration with the inconsistency, from the current policies and procedures a successful service provider must have a Law or Labour Law background.

In the event the existing HR panels are unable to meet the requirement or standards mentioned from the RFQ.

Supply Chain Management will only proceed, and advertised externally to find a suitable service provider only if the current pool of panels does not meet the requirements.

3. Recommendations

It is therefore, recommended that Supply Chain Management cancels the advert and utilise the existing HR panels only if they meet the required criteria from the RFQ.

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Abner Makabanyane

Acting General Manager: Corporate Service

Date

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