

Request for Quotation Document (RFQ)

RFQ Description:	Request for quotations for the appointment of a service provider for the development of environmental management (EMS) ISO 14001 at Vlakfontein Mine
RFQ No:	AE/QUO56/2021
Closing Date:	22 October 2021

1. KEY DATES AND ACTIVITIES

The table below lists certain key dates and activities relevant from time of publishing of the RFQ up until the closing date for questions:

No	Description	Start Date/ Time
1.	RFQ is published	
3.	Bidders to submit written questions relating to RFQ by	
4.	Response to questions	

2. BACKGROUND

African Exploration Mining and Finance Corporation (SOC) Ltd ("**AEMFC**") is a South African State-Owned Entity, incorporated on the 26th of October 1944 as a private limited liability company in terms of the Companies Act 26 of 1926 (Reg No: UC/18018). AEMFC was 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.

Vlakfontein Mine is a 24/7 operation which has been operational since 2011. Vlakfontein mine consist of open pit mining operations and two concentrating plants. All onsite activities and employees are within the access-controlled areas of the Vlakfontein mine and are defined as follows:

- opencast pits
- overburden and topsoil dumps
- Crushing and screening plant
- Run off mine and product stockpile area
- Haul roads
- Pollution control dams
- Trenches

- Engineering workshop for machine maintenance and services
- Offices buildings
- Operators waiting areas
- Changehouses,
- Weighbridge
- Laboratories.

All these activities, products, services and facilities that the mine controls or influences, have a significant impact on the environment.

Contractors are also used for different services such as drill and blast, supply of machines, security services, off-site clinic, laboratory, etc. In total the mine has 320 permanent staff and 130 contractors.

The following areas are excluded from the

- Surrounding communities,
- Contractor and service provider off site activities;
- Transportation of goods and substances to and from the Vlakfontein mine
- Eskom Power Lines, Switching Stations and Transformers
- Public roadway, road reserve and bridges
- Employees travelling off site i.e. Protection services patrols, emergency team responding to offsite incidents;
- Waste disposal site practices not owned or operated by

3. SCOPE OF WORK (SOW)

3.1 Vlakfontein mine requires the services of a suitably service provider with expertise in Environmental Management System (EMS) implementation.

3.2 The service provider is requested to assess EMS implementation in accordance with EMS, ISO 14001:2015 Standard which entails the following.

3.2 Conduct a comparison audit on the existing policies and procedures at AEMFC with the requirements of the ISO 14001 standard. This is often referred to as " gap assessment" and should determine:

- What existing company processes and procedures already meet ISO 14001 requirements;
- What existing procedures and processes need to be modified to meet ISO 14001 requirements;

- What additional procedures and processes need to be created to meet ISO 14001 requirements

3.3 Develop a detailed implementation plan should then be developed that identifies and describes the tasks required to make your EMS fully compliant with the standard. This plan needs to be both thorough and specific, including the:

- environmental documentation to be developed
- person or team responsible
- training required
- resources required
- approvals required (if you are going for third party certification)
- estimated completion date

3.4 Conduct Awareness Training for all employees, contractors and sub-contractors

Training programs should be structured for different categories of staff - senior managers, middle-level managers, supervisors and operatives. This training should cover:

- the basic concepts of EMSs and the standard,
- the overall impact on the company's strategic goals
- the changed work processes, and the likely work culture implications of the EMS

In addition, initial training may also be necessary on such issues as process mapping.

3.5 Documentation Design and finalisation

- A top level Manual including a statement of scope and the environmental policy and objectives.
- Procedures detailing how your EMS processes are designed and controlled and the checks that are carried out.
- Forms & Records to capture the data/information required to support or confirm processes. Forms can be separately controlled documents and/or included within the appropriate procedure.
- Work instructions (sometimes also called "operating procedures" or "management instructions") which describe in detail how particular tasks must be performed and are typically written by the people who perform the actual work.

Develop the following procedures:

- Environmental Policy
- Environmental Management System Scope
- Environmental Objectives and Targets
- Environmental Risk Register
- Roles and Responsibility and Authority
- External Interested Parties

- Legal Register
- Operations procedures
- Monitoring and Measurement of key operations
 - Objectives
 - Training
 - Non-Conformances
 - Incidents and Accidents
 - Audits

3.6 The newly documented EMS is now ready to be implemented throughout AEMFC and management and staff should be trained in the new or revised work processes, procedures and record keeping as set out in the EMS.

4. SUBMISSION

Quotations must be emailed to quotations@aemfc.co.za. Suppliers are requested to submit the following documents:

- **Central Supplier Database (CSD) report**

5. EVALUATION CRITERIA: FUNCTIONALITY AND BEE & PRICE

5.1 FUNCTIONALITY

Minimum threshold value of **85** should be obtained by the service providers to qualify for the second phase.

EVALUATION CRITERIA	WEIGHT
a. Attach Proof that the bidder is trained in implementing ISO 14001 • Attach certificate of competence=50 • Certificate of competence not attached=0	50
b. Provide Proof that the service provider is currently, or recently, successfully implemented an ISO 4001 EMS (attach contactable reference letters) • More than 10 years' experience in ISO 4001 Implementation=25 • More than 8-10 years' experience in of ISO 4001 Implementation=15 • 5-8 years' experience in ISO 4001 Implementation=10 • Less than 5 years' experience in ISO 4001 Implementation=5	25

c. The descriptions of the personnel and expertise to be used to train and facilitate implementation. Demonstrate capacity and experience to fulfill the requirements of the scope including accreditation by recognised bodies • Adequate capacity and experience to fulfill the requirements of the scope. Personnel are qualified and have more than 10 years' experience in implementation of ISO 4001=25 • Adequate capacity and experience to fulfill the requirements of the scope. Personnel are qualified and 6-10 years' experience in implementation of ISO 4001=15 • Adequate capacity and experience to fulfill the requirements of the scope. Personnel are qualified and have 3-5 years' experience in implementation of ISO 4001=10 • Inadequate capacity and experience to fulfill the requirements of the scope. Personnel are qualified and have less than 3 years' experience in implementation of ISO 4001=5	25
Total score for functionality	100
Threshold	85

5.2 THE PRICE QUOTATION

5.1 Quotation to be in Rands.

5.2 Price quoted must include **VAT (If applicable)**.

5.3 The price must be in accordance with the BOQ below

5.4 Bids will be valid for 60 days.

5.5 Quotation to be submitted in the Company's letter head.

6. B-BBEE

Price Quotations will be evaluated in accordance with the Preferential Procurement Policy Framework Act (PPPFA), using the 80/20 preference point system, where 80 points will be for price and the remaining 20 will be for B-BBEE Status of Level of contribution.

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