

## Request for Quotation Document(RFQ)

<b>RFQ Description:</b>	<b>BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) COMPLIANCE MANAGEMENT AND SOFTWARE SYSTEM SOLUTION</b>
<b>RFQ No:</b>	6000006534
<b>Closing Date:</b>	<b>08/12/2021</b>

### 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	18/11/2021
2.	Bidders briefing session	N/A
3.	Bidders to submit written questions relating to RFQ	18/11/2021
4.	Closing dates for questions	07/12/2021

### 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.

In terms of the Broad Based Black Economic Empowerment Act, 2003, Act No. 53 of 2003 and the DTI Codes of Good Practice issued under Section 9(1) of the same act that are applicable to all types of business entities in the Republic of South Africa, African Exploration Mining and Finance Corporation (AEMFC) is a Public Entity, referred to as a State-Owned Company (SOC) and in BEE terms also called a Specialised Generic Enterprise.

AEMFC requires the services of an accredited service provider that is competent to provide a B-BBEE Compliance and Management Software Solution System as well as compilation of the B-BBEE Verification File for a period of **three(3) years**.

### 3. SCOPE OF WORK (SOW)

The AEMFC hereby requests a proposal for a B-BBEE Compliance and Management Software Solution that makes B-BBEE to be easy to understand, plan and implement as well as paired with advisory offerings as a holistic solution.

The system shall enable management and end-users to operate off the same technology platform for the seamless and consistent flow of data, information, scorecards and evidence through a company's B-BBEE compliance management software solution.

As a minimum, the AEMFC expects the solution to possess the following functionalities:

- A compliance management software solution that is coupled with access to Specialists B-BBEE Service Providers, on-demand advisory and Support Services from a team of B-BBEE Specialists that will work with end-users throughout the compliance of the Financial Year, as well as education and training for end-users and management
- Provision of a searchable database of verified B-BBEE scorecard certificates of all service providers
- Provision of a mechanism for uploading all verification evidence that at the end of the financial year will be compiled into a verification file
- Provision of a Gap and Cost per point analysis
- Scenario Planning
- Verification preparation tools that can be deployed across the organisation
- One place where data, scorecards and evidence are stored for accessibility to BEE verification agencies on demand
- B-BBEE Supplier and Procurement Management systems
- Month to month scorecard generation mechanism to monitor progress in terms of B-BBEE Compliance and Performance
- System implementation and software training interventions

Through the deployment of this system, the AEMFC wishes to achieve the following benefits:

- A comprehensive and online platform to help AEMFC manage BEE compliance
- A B-BBEE system that would not only allow AEMFC to track the B-BBEE score but do it in a way that is flexible and fluid to allow improved planning along with reporting
- Easy and secure access of the system from anywhere
- Access to all B-BBEE legislation in one place via a legislation repository.
- AEMFC kept abreast of the latest news and developments in the B-BBEE space
- All verification data as required by the verification agency will be well populated in advance on spreadsheets, saving the administration time and resources because there won't be a need to duplicate information capturing for the verification agency
- BEE concepts, terminology and formulae will be clearly explained to any user of the system
- System will calculate the scorecard elements for the user
- Practical and visual overview of BEE achievement

## **4. REQUIREMENTS**

### **Deliverables**

#### **4.1. Scorecard Software**

The scorecard software should provide the following:

- 4.1.1. Scorecard Calculator
- 4.1.2. Scenario Planning Tool
- 4.1.3. Gap analysis and own target setting
- 4.1.4. Scorecard Comparison
- 4.1.5. Year End Rollover
- 4.1.6. Document Management

- 4.1.7. Verification Pack
- 4.1.8. Consolidation Tool
- 4.1.9. Information Security
- 4.1.10. Integration and Application Programming Interface
- 4.1.11. Cloud Based Solution
- 4.1.12. User Access System
- 4.1.13. Task Management
- 4.1.14. Information capture Sheets
- 4.1.15. Youth Employment Service(YES) Management Tool
- 4.1.16. Group Data Management Module
- 4.1.17. Resources and Templates
- 4.1.18. Knowledge centre
- 4.1.19. Latest BEE News and Legislation
- 4.1.20. BEE Scorecard Elements

#### **4.2. Supplier Management Module**

An automated system that helps you manage your suppliers on-line by tracking B-BBEE Certification validation and expiry.

#### **4.3. Consolidation Tool**

A tool that allows for the consolidation of multiple entities or division's scorecards, thereby ensuring that B-BBEE performance can be assessed at an individual or group level.

#### **4.4. Integration**

An integration technology that allows the movement or migration of data from other systems in your organisation

#### **4.5. Advisory, Training, Implementation and Support**

- 4.5.1. Implementation & Software Training
- 4.5.2. Advisory and Strategy Sessions
- 4.5.3. Review Sessions
- 4.5.4. B-BBEE Online Advisory
- 4.5.5. Technical Support
- 4.5.6. Pre-Audit File Review
- 4.5.7. Post-Audit Advisory

#### **Number of Users/Licenses**

The number of licences for users will be determined by the responsibilities of management and employees towards B-BBEE compliance and management.

#### **Quality Control**

The AEMFC will have the right to request demonstration of the system at their Head office premises at Waterfall City, Johannesburg.

The supplier has the primary responsibility to ensure that quantity and quality are in accordance with the specification.

### **5. THE PRICE QUOTATION**

- a. Quotation to be in Rands (rate per hour is required).
- b. Price quoted must include **VAT (If applicable)**.
- c. Bids will be valid for 30 days.
- d. Quotation to be submitted in the Company's letter head.

**Deadline for submission of quotation is 08 December 2021 . Suppliers are requested to submit the following documents:**

- A certified copy of B-BBEE certificate
- Company Profile

**6. EVALUATION CRITERIA:**

**PHASE 1: FUNCTIONALITY**

In the first phase (functionality), bidders must meet the minimum threshold of **75** in order to be considered for Price and B-BBEE. Bidders will be evaluated according to the evaluation criteria indicated below:

Evaluation Criteria	Score
<p><b>1. Presentation</b></p> <p>Bidders will be invited to do a presentation of the proposed B-BBEE Compliance and Management Software System and project plan to the Evaluation Committee members. The bidder must simulate the requirements of Annexure A.</p>	<b>30</b>
<p><b>2. Company Experience</b></p> <p>The bidder must demonstrate that they have the capacity to render the required service. Proof of experience of entity in similar system. The bidder must provide reference letters from a public institution and/or private sector confirming that the Bidder has the capacity to deliver at any given time.</p> <p>a. More than 5 reference letters = 25  b. 4 - 5 reference letters = 20  c. 3 reference letters = 15  d. 3-4 reference letters = 10  e. 1-2 reference letter =5  f. No reference letter = 0</p>	<b>25</b>
<p><b>3. Experience of the Project Team</b></p> <p>Considers the technical and professional skills of the project team. Person proposed for this position must be identified and supported by the respective CV of 1-2 page(s) to be included in an Appendix. Brief capability statements must be given for the designated member, emphasizing recent experience relevant to the task envisaged.</p> <p><b>3.1 Experience of the Project Manager in managing B-BBEE Compliance and Management Software Solution rollout (15 Points)</b></p> <p>a. More than 5 years = 15  b. More than 3 to 5 years =10  c. 2 to 3 years = 5  d. Less than 2 years = 0</p> <ul style="list-style-type: none"> <li>• <i>NB: Please submit the Project Manager's qualifications and a CV is required to attach copies of qualifications.</i></li> <li>• <i>NB: Failure to provide CV and copies of qualifications will lead to the bidder scoring zero points.</i></li> </ul> <p><b>3.2 Experience of the Accounts Manager in implementing the B-BBEE Solution (15 Points)</b></p>	<b>30</b>

Evaluation Criteria	Score
<ul style="list-style-type: none"> <li>a. More than 5 years = 15</li> <li>b. More than 3 to 5 years =10</li> <li>c. 2 to 3 years = 5</li> <li>d. Less than 2 years = 0</li> </ul> <ul style="list-style-type: none"> <li>• <i>NB: Please submit Accounts Manager's CV with copies of related qualifications</i></li> <li>• <i>NB: Failure to provide CV and copies of qualifications will lead to the bidder scoring zero points.</i></li> </ul>	
<p><b>4. Project Plan / Methodology</b></p> <p>The bidder must provide a project implementation plan which details how the service will be carried out. The project plan must have deliverables and time frames.</p> <ul style="list-style-type: none"> <li>a. Project Plan with clear deliverables and timeframes = 15</li> <li>b. No Project Plan = 0</li> </ul>	<b>15</b>
<b>Minimum threshold Value</b>	<b>75</b>
<b>Total Points</b>	<b>100</b>

#### PHASE 2: PRICE AND 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



African Exploration  
Mining and Finance  
Corporation SOC Ltd