

REQUEST FOR QUOTATION (RFQ) DOCUMENT

AFRICAN EXPLORATION MINING AND FINANCE CORPORATION (PTY) LTD Registration Number **1944/018018/30** [hereinafter referred to as ("**AEMFC**")].

RFQ DESCRIPTION	Annual Financial Statement Quality Review Services for the period of three years
RFQ Doc number:	6000006755
RFQ Issue Date	10 February 2022
COMPULSORY /NON-COMPULSORY BRIEFING SESSION	NO BRIEFING SESSION
CLARIFICATION ENQUIRY ON RFQ	Written Clarifications
CLOSING DATE ON CLARIFICATION ENQUIRY	21 February 2022
RFQ CLOSING DATE:	22 February 2022
RFQ CLOSING TIME:	10:00am <i>Written Quotations are to be submitted to email address as referenced below by the requested Closing Time, Bidders not complying will be disqualified.</i>
RFQ validity period:	Sixty [60] "Business Days" from the closing date of this RFQ
Delivery Instructions By Email	RFQ Written Quotations (inclusive Vat) to be submitted and Emailed to: quotations@aemfc.co.za. Bidders must ensure that bids are submitted to the above email address on time to the correct email address. NOTE: RFQ quotations received late shall not be accepted for consideration. "BIDDERS FAILING TO COMPLY WITH THE ABOVE INSTRUCTION WILL BE DISQUALIFIED".
THE VALUE OF THIS BID IS ETIMATED TO BE:	The value of this bid is estimated to be below R50 000 000 (all applicable taxes included); and therefore the 80/20 system shall be applicable.
NOTE IMPORTANT	<i>Suppliers of Goods and /or Services to AEMFC cannot be undertaken without receipt of a VALID Purchase Order Number. Verbal, telephonic instructions from employee of AEMFC is a violation of AEMC's Procurement Policy and Procedures. Commencement of such an act will result in an unlawful transaction with the repercussion of non -payment to the supplier.</i>

Respondents Signature

Date

Section 1

NOTICE TO BIDDERS

1 RESPONSE TO (RFQ)

- 1.1 Response to this RFQ [**Quotations**] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

2 BROAD-BASED BLACK ECONOMIC EMPOWERMENT [B-BBEE]

- 2.1 AEMFC fully endorses and supports the Government's Broad-Based Black Economic Empowerment Programme and it would therefore prefer to do business with local business enterprises who share these same values. As explained in more detail in the B-BBEE Claim Form (Section 6), Transnet will award preference points to companies who provide proof of their B-BBEE status using either the latest version of the generic Codes of Good Practice or Sector Specific Codes (if applicable).
- 2.2 The value of this bid is estimated to be below R50 000 000 (all applicable taxes included); and therefor the **80/20** system shall be applicable.
- 2.3 Respondents are required to complete Section 6 and submit it together with valid proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status.
- 2.4 Respondents are required at all times to comply with the latest B-BBEE legislation and/or instruction notes as issued from time to time by the Department of Trade and Industry in South Africa (DTI)

Note: Failure to submit valid and original (or certified copy of) proof of the Respondent's compliance with the B-BBEE requirements at the Closing Date of this RFQ, will result in a score of zero being allocated for B-BBEE Preference Points. (The bid will not be disqualified but no preference points will be awarded).

3 COMMUNICATION

- 3.1 Respondents are warned that a response will be liable for disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of AEMFC in respect of this RFQ between the closing date and the date of the award of the business.
- 3.2 A Respondent may, however, before the closing date and time, direct any written enquiries relating to the RFQ address them to the following address:
Email: quotations@aemfc.co.za

4 CHANGES TO QUOTATIONS

- 4.1 Changes by the Respondent to its submission will not be considered after the closing date and time.

5 PRICING

- 5.1 All prices quoted must be submitted on the bidding company's letter head.
- 5.2 All prices must be quoted in South African Rand on a fixed price basis, including VAT.
- 5.3 All prices quoted which are subject to confirmation will not be considered

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Date

5.4 Arithmetic errors, omissions and discrepancies the following will apply.

- a. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.
- b. If there is an error in the line-item total on the bill of quantities resulting from the product of the unit rate and the quantity, the rate shall govern, and the line-item total shall be corrected.
- c. Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the addition of prices, the rates shall govern, and the total tendered price shall be revised to achieve an arithmetically correct total tendered price.

6 BINDING OFFER

6.1 Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

7 LEGAL COMPLIANCE

7.1 The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

8 SCOPE OF WORK (SOW) /SPECIFICATION

The company requests for quotations for a quality review of the annual financial statement (AFS) for the year ended 31 March 2021 by the qualified, experienced and professional accountant. The service provider will:

- Review that the company has adequately complied with the applicable financial reporting standards, and
- Review the accuracy and completeness of the disclosures in the AFS in terms of IFRS, PFMA, PPPFA and National Treasury pronouncements.

The service provider's team leader to be allocated for this assignment should be registered with the SAICA as qualified Chartered Accountant (CA).

The review of the AFS should be five days commencing from the day that will be agreed upon by both parties.

NB: The service provider will be required to submit the sample of their review report and the detail process of the AFS review with timelines.

9 DISCLAIMERS

AEMFC is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that AEMFC reserves the right to:

- 7.1 Modify the RFQ's goods/services(s) and request Respondents to re-bid on any changes;
- 7.2 Reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- 7.3 Disqualify Quotations submitted after the stated submission deadline;
- 7.4 Not necessarily accept the lowest priced Quotation or an alternative bid;
- 7.5 Reject all Quotations, if it so decides;
- 7.6 Place an order in connection with this Quotation at any time after the RFQ's closing date;
- 7.7 Award only a portion of the proposed good / service/s which reflected in the scope of this RFQ;

Respondents Signature

Date

- 7.8 Split the award of the order/s between more than one Supplier/Service Provider should it at AEMFC's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
- 7.9 Make no award at all;
- 7.10 Validate any information submitted by Respondents in response to this bid. This 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;
- 7.11 Request audited financial statements or other documentation for the purposes of a due diligence exercise; and/or;
- 7.12 Not accept any changes or purported changes by the Respondent to the bid rates after the closing date and or after the award of the business unless the contract specifically provides for it.

10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE (CSD)

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. AEMFC is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. 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. The CSD can be accessed at <https://secured.csd.gov.za/>. Respondents are required to provide the following to AEMFC in order to enable it to verify information on the CSD:

CSD Supplier Number: _____

Unique registration reference number: _____

11 TAX COMPLIANCE

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 1991).

It is a requirement that Respondents grant a written confirmation when submitting this bid that SARS may on an ongoing basis during the tenure of the contract disclose the Respondent's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.

It is a condition of this RFQ that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

No business will be awarded to a person whose tax matters have not been declared to be in order by SARS. If a recommended bidder is not tax compliant, the bidder must be notified in writing of their non-compliant status and the bidder requested to submit written proof from SARS of their tax compliant status or proof that they have made an arrangement to meet their outstanding tax obligations within seven (7) working days. Should they fail to do so AEMFC will reject their bid

Respondents are required to be registered on the Central Supplier Database as indicated in paragraph 9 and the National Treasury shall verify the Respondent's tax compliance status through the Central Supplier Database.

Prior to award, a CSD report on the successful bidder must be drawn by Procurement to confirm that the bidder is indeed registered on CSD and tax compliant.

Respondents Signature

Date

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

12 NEW TAX COMPLIANCE STATUS (TCS) SYSTEM

SARS has implemented a new Tax Compliance Status (TCS) system in terms of which a taxpayer is now able to authorise any 3rd party to verify its compliance status in one of two ways: either through the use of an electronic access PIN, or through the use of a Tax Clearance Certificate obtained from the new TCS system.

Respondents are required to provide the following to AEMFC in order to enable it to verify their tax compliance status:

Tax reference number: _____

Tax Clearance Certificate Number: _____ and PIN: _____

13 PROTECTION OF PERSONAL DATA

In responding to this bid, AEMFC acknowledges that it may obtain and have access to personal data of the Respondents. AEMFC agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. Furthermore, AEMFC will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, AEMFC requires Respondents to process any personal information disclosed by AEMFC in the bidding process in the same manner.

Respondents Signature

Date

SECTION 2

EVALUATION CRITERIA AND RETURNABLE DOCUMENTS

14 EVALUATION CRITERIA AND RETURNABLE DOCUMENTS

AEMFC will utilise the following criteria (not necessarily in this order) in choosing a Supplier/ Service Provider:

- 14.1 After the closing date of the bid Quotation, an appointed evaluation committee of AEMFC officials will evaluate the proposals received.
- 14.2 The committee will evaluate each of the bid proposals received against the approved criteria as stated below:
 - a) Compliance Check of required documents (Completeness of response and returnable documents)
 - b) Prequalification criteria (**Note: If Applicable**)
 - c) Functionality (Technical) (**Note: If Applicable**)
 - d) Final weighted evaluation based on 80/20 preference points. Price and B-BBEE status level 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 points will be for B-BBEE status level contribution.

15 VALIDITY PERIOD

AEMFC requires a validity period of **Sixty [60] Business Days** from the closing date of this RFQ.

Bidders are to note that they may be requested to extend the validity period of their bid, on the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.

16 REQUIRED DOCUMENTS

Required documents means all the documents as listed in the tables below. The following bidding documents duly completed and signed:

COMMERCIAL RESPONSE	
MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
Pricing Schedule	
Accreditation/ registration: Membership with the South African Institute of Chartered Accountants (SAICA)	

COMMERCIAL RESPONSE	
ESSENTIAL RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
National Treasury Registration on Central Data Base (CSD) (certificate).	
Valid and original (or a Certified copy) B-BBEE certificate/Sworn affidavit.	
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]	
Completed Pricing Schedule (Table template attached under section 7 below)	
Membership with the South African Institute of Chartered Accountants (SAICA)	
Completed and Signed SBD 4 – Declaration of Interests	
Completed and Signed SBD 8 – Declaration of Bidder's Past Supply Chain Practices	
Completed and Signed SBD 9 – Certificate of Independent Bid Determination	

NB: Failure to submit any of the items listed above will lead to disqualification of the bidder.

Respondents Signature

Date

SECTION 3**QUOTATION FORM /ACQUAINTANCE WITH RFQ DOCUMENT**

I / We _____

hereby offer to supply the goods/services at the prices quoted in the Price Schedule below / (Company Letter Head), in accordance with the conditions related thereto.

I / We accept that unless AEMFC should otherwise decide and so inform me/us, this Quotation [and, if any, its covering letter and any subsequent exchange of correspondence], together with AEMFC's acceptance thereof shall constitute a binding contract between AEMFC and me/us.

I / We further agree that if, after I/we have been notified of the acceptance of my/our Quotation, I/we fail to deliver the said goods/service/s within the delivery lead-time quoted, AEMFC may, without prejudice to any other legal remedy which it may have, cancel the order. AEMFC may call for Quotations afresh.

Annexure B: PRICING SCHEDULE

Item No.	Description of Goods /Services	Unit Of Measure	Quantity	Unit Price (ZAR)	Price (Excl Vat)	Total value Price (Inc Vat)
1						
2						
3						
4						
TOTAL PRICE FOR YEAR 1 (EXCLUSIVE VAT)						
TOTAL PRICE FOR YEAR 2 (EXCLUSIVE VAT)						
TOTAL PRICE FOR YEAR 3 (EXCLUSIVE VAT)						
TOTAL PRICE FOR THREE YEARS (EXCLUSIVE OF VAT)						
VAT (If Applicable)						
TOTAL PRICE FOR THREE YEARS (INCLUSIVE OF VAT)						
TOTAL PRICE FOR THREE YEARS IN WORDS						

Minimum threshold value of **70** should be obtained by the service providers to qualify for the second phase.

Evaluation criteria	Weight (Points)
1. Company's experience in providing or reviewing of the state-owned schedule two entities Annual Financial Statement to clients a) Four (4) or more client reference letters = 40 b) Three (3) or more reference letters = 30 c) Two (2) or more client reference letters = 20 d) Less than two (2) client reference letters = 1	40
NB:	

Respondents Signature _____

Date _____

▪ Service providers must submit signed reference letters with valid contact details. The onus is on the service provider to ensure that the contact details and email addresses of references provided are valid. ▪ Failure to submit reference letters will lead to service provider scoring zero points. ▪ The right to verify the authenticity of information provided is reserved.	
2. Experience of the Proposed Team lead The service provider must submit detailed CV's of the team lead that they intend to allocate for this assignment, demonstrating relevant qualifications, skills, expertise and experience. <u>Team member experience</u> a) More than Five (5) years' experience = 30 b) Three (3) years' or more experience = 20 c) Two (2) years' or more experience = 10 d) Less than two (2) years' experience = 5 NB: ▪ Service providers must submit CV of the team lead and certified copies of qualification of the proposed team member to be allocated to AEMFC. ▪ Failure to provide CV and certified copies of qualification will lead to service provider scoring zero points. ▪ The right to verify the authenticity of information provided is reserved.	30
3. Proposed Team lead's valid registration with the South African Institute of Chartered Accountants, (SAICA) e) Valid proof for proposed team lead's membership with SAICA = 30 f) None of the proposed team lead submitted a valid proof of with SAICA = 0 NB: ▪ Service providers must submit certified copies of registration certificate with the valid membership numbers as proof of membership for the proposed team lead to be allocated to AEMFC.	30
Total	100
Minimum threshold	70