

AEMFC - REQUEST FOR QUOTATION (RFQ)

RFQ DESCRIPTION	Appointment of a service provider for office 365 Microsoft project standard and Microsoft business standard licenses
RFQ DOC NUMBER:	6000007428
RFQ ISSUE DATE	23 May 2023
BRIEFING SESSION DATE AND TIME	
CLARIFICATION ENQUIRY EMAIL	rfq.enquiry@aemfc.co.za
CLOSING DATE ON CLARIFICATION ENQUIRY	29 May 2023 at 10:00am
RFQ CLOSING DATE AND TIME	31 May 2023 at 12:00am
DELIVERY INSTRUCTIONS BY EMAIL	Written Quotations are to be submitted to the email address – Email: quotations@aemfc.co.za . NOTE: LATE BIDS AND THOSE SUBMITTED TO OTHER EMAIL ADDRESSES WILL BE “DISQUALIFIED”.
BID ESTIMATED VALUE	The value of this bid is estimated to be below R50 000 000 (all applicable taxes included).
RFQ VALIDITY PERIOD:	[60] “Business Days” from the closing date of this RFQ
NOTE IMPORTANT	Suppliers of Goods and /or Services to AEMFC cannot be undertaken without receipt of a VALID Purchase Order Number. Verbal, telephonic instructions from an employee of AEMFC are 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.
BIDDER INFORMATION	
COMPANY NAME OF BIDDER	
TELEPHONE NUMBER: _____	EMAIL ADDRESS: _____
CSD SUPPLIER NUMBER: _____	UNIQUE REGISTRATION REF NUMBER: _____
TAX CLEARANCE CERTIFICATE & NUMBER: _____	PIN: _____
TAX REFERENCE NUMBER	
TOTAL BID PRICE (ALL INCLUSIVE)	

Respondents Signature

Date

CONTENTS

SECTION 1: NOTICE TO BIDDERS	3
1. RESPONSE TO (RFQ)	3
2. EVALUATION OF BIDS	3
3. AWARD TO BIDS	3
4. PRICING	3
5. NEGOTIATIONS	3
6. VALIDITY PERIOD	3
7. CHANGES TO QUOTATIONS	3
8. BINDING OFFER	3
9. BROAD-BASED BLACK ECONOMIC EMPOWERMENT [B-BBEE]	Error! Bookmark not defined.
10. ARITHMETIC ERRORS, OMISSIONS AND DISCREPANCIES THE FOLLOWING WILL APPLY.	3
11. COMMUNICATION	3-4
12. LEGAL COMPLIANCE	4
13. DISCLAIMERS	4
14. PROTECTION OF PERSONAL DATA	4
15. NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE (CSD)	4
16. TAX COMPLIANCE	4
17. NEW TAX COMPLIANCE STATUS (TCS) SYSTEM	5
SECTION 2	6
18. SBD4: DECLARATION OF INTEREST	6-8
SECTION 3	9
19. BACKGROUND OVERVIEW AND SCOPE OF WORK (SOW) /SPECIFICATION	9
SECTION 4	10
20. EVALUATION METHODOLOGY	9-11
SECTION 5	12
21. QUOTATION FORM /ACQUAINTANCE WITH RFQ DOCUMENT	11
22. PRICING SCHEDULE	11

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. EVALUATION OF BIDS

- 2.1.** All Acceptable bids which meet MANDATORY REQUIREMENTS will qualify for further evaluation as follows:

2.1.1. BID WITH NO FUNCTIONALITY/QUALITY REQUIREMENT will be subjected to:

- 2.1.2.** PRICING EVALUATION which applies the **financial tolerance range**, where a bidder will be DISQUALIFIED if the price quoted is less than 20% or over 20% of what is determined to be a market related price.

- 2.1.3.** Market related prices will be determined as follows:

- 2.1.3.1.** Historic prices paid for similar goods, service or works; or
2.1.3.2. Desktop research (where an item has an established market price); or
2.1.3.3. Use of Independent estimate from 3rd party; or
2.1.3.4. Price competition

2.2. BID WITH FUNCTIONALITY/QUALITY REQUIREMENT will be subjected to:

- 2.2.1.** Failure to meet the minimum threshold for Functionality/quality assessment will lead to DISQUALIFICATION.
2.2.2. Prices will be assessed based on paragraph 2.2.1.

3. AWARD TO BIDS

- 3.1.** QUALIFYING BIDS after PRICE will be subjected to OBJECTIVE CRITERIA:

- 3.1.1.1.** Name of Hosting Community – *Phola; Ogies; Wilge Venter Farms*

- 3.1.2. 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 your BEE level not be considered and a score of zero points will be allocated for B-BBEE Preference Points.

4. PRICING

- 4.1.** All prices quoted must be submitted on the company's letter head.

- 4.2.** All prices must be quoted in South African Rand on a fixed price basis, including VAT.

- 4.3.** All prices quoted which are subject to confirmation will not be considered

- 4.4.** AEMFC uses a Financial Tolerance Range in order to assess how reasonable the market response prices are. These ranges will assist with eliminating bid prices that are deemed to be excessively high or low to complete the works. The higher limit ensures AEMFC does not pay more than it believes the value of goods, services and works is worth, and the lower limit ensures that AEMFC is not exposed to risk of work not being completed or prices increasing subsequent to the award because the award price was too low to complete said scope. The financial tolerance range for this bid is -20% to 20%.

5. NEGOTIATIONS

- 5.1.** All prices proposal may be subjected to price negotiations.

6. VALIDITY PERIOD

- 6.1.** 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.

7. CHANGES TO QUOTATIONS

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

8. BINDING OFFER

- 8.1.** 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.

- 8.2.** **In support of Mining Charter and Transformation goals. AEMFC will award to the bidder with highest BEE level after Price.**

9. ARITHMETIC ERRORS, OMISSIONS, AND DISCREPANCIES THE FOLLOWING WILL APPLY.

- 9.1.** Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.

- 9.2.** 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.

- 9.3.** Where there is an error in the total of the prices either as a result of other corrections required by his 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.

10. COMMUNICATION

- 10.1.** 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.

- 10.2.** 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: rfq.enquiry@aemfc.co.za

Respondents Signature

Date

Description: Appointment of a service provider for office 365 Microsoft project standard and Microsoft business standard licenses

11. LEGAL COMPLIANCE

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

11.1.1. 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;

11.1.2. Request audited financial statements or other documentation for the purposes of a due diligence exercise; and/or;

12. DISCLAIMERS

12.1. 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:

12.1.1. Modify the RFQ's goods/services(s) and request Respondents to re-bid on any changes;

12.1.2. Reject any Quotation which does not conform to instructions and specifications which are detailed herein;

12.1.3. Disqualify Quotations submitted after the stated submission deadline;

12.1.4. Not necessarily accept the lowest priced Quotation or an alternative bid;

12.1.5. Reject all Quotations and Make no award at all, if it so decides;

12.1.6. Place an order in connection with this Quotation at any time after the RFQ's closing date;

12.1.7. Award only a portion of the proposed good / service/s which reflected in the scope of this RFQ;

12.1.8. 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;

12.1.9. 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.

12.1.10. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the AEMFC, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998

12.1.11. If a bidder(s) or contractor(s), has/have been found guilty by the Competition Commission of the restrictive practice referred to above, AEMFC may, in addition, and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and/or terminate the contract in whole or part, and/or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned

13. PROTECTION OF PERSONAL DATA

13.1. 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.

14. NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE (CSD)

14.1. Respondents are required to self-register on National Treasury's Central Supplier Database (CSD). 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.

14.2. Only foreign suppliers with no local registered entity need not register on the CSD.

14.3. The CSD can be accessed at <https://secured.csd.gov.za/>. Respondents are required to provide the following to with CSD: Supplier Number and Unique registration reference number on cover page of the RFQ.

15. TAX COMPLIANCE

15.1.1. 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 1991).

15.1.2. 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.

15.1.3. 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.

15.1.4. 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

15.1.5. 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.

15.1.6. 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.

15.1.7. 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.

 Respondents Signature

 Date

Description: **Appointment of a service provider for office 365 Microsoft project standard and Microsoft business standard licenses**

16. NEW TAX COMPLIANCE STATUS (TCS) SYSTEM

- 16.1.** 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.

- 16.2.** 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 on Cover Page.

Respondents Signature

Date

SECTION 2**ADMINISTRATIVE COMPLIANCE AND DECLARATIONS****17. DECLARATION OF INTEREST****(SBD4)**

17.1. 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.

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

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

17.2.2. Identity Number:.....

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

17.2.4. Company Registration Number.....

17.2.5. Tax Reference Number:

17.2.6. VAT Registration Number:

17.2.6.1. 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.

17.2.6.2. "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.

17.3. Are you or any person connected with the bidder presently employed by the state? YES/NO

17.3.1. 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:

Respondents Signature

Date

.....
17.3.1.1. 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

17.3.1.2. 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.

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

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

17.4. 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

17.4.1. If so, furnish particulars:

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

17.5. 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

17.5.1. If so, furnish particulars.

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

17.6. 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

17.6.1. If so, furnish particulars.

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

17.7. 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

17.7.1. If so, furnish particulars:

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

Respondents Signature

Date

Description: **Appointment of a service provider for office 365 Microsoft project standard and Microsoft business standard licenses**

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

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

17.9. DECLARATION

I, 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

Respondents Signature

Date

SECTION 3

18. BACKGROUND, OVERVIEW AND SCOPE OF WORK (SOW) /SPECIFICATION

18.1. BACKGROUND

AEMFC ICT department is using Microsoft environment. The organisation has increased and there is a need for more licenses to be procured.

18.2. OVERVIEW

AEMFC is seeking a suitable service provider to provide solutions for its software requirements, in the Microsoft environment. It also seeks to improve its current processes for providing these services to its end user community throughout its locations. AEMFC seeks to benefit from this partnership in the following ways:

- 18.2.1. AEMFC must receive the reduced cost of acquisition and improved service benefits resulting from the Supplier/ Service Provider(s) economies of scale and streamlined service process.
- 18.2.2. AEMFC must achieve appropriate availability that meets user needs while reducing costs for both AEMFC and the chosen Supplier/ Service Provider(s).
- 18.2.3. AEMFC must receive proactive improvements from the Supplier/ Service Provider with respect to the supply/ provision of Goods/Services/Works
- 18.2.4. AEMFC end-users must be able to rely on the chosen Supplier/Service Provider(s) personnel for service enquiries, recommended, and substitutions.
- 18.2.5. AEMFC must reduce costs by streamlining its acquisition of Goods/Services/Works.

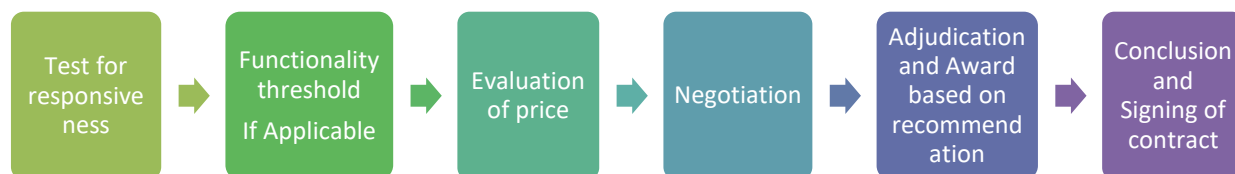
18.3. SCOPE OF WORK (SOW) / SPECIFICATION

- (X10) Microsoft O365 Business Standard -licenses
- Microsoft 365 is your powerful cloud-based productivity platform that include apps like Microsoft Teams, Word, Excel, PowerPoint, Outlook, and OneDrive, as well as intelligent cloud services and advanced security.
- (X10) Microsoft O365 Projects Standard -Licenses to do the gun charts and projects planning .That is some of the features the software can do .

SECTION 4

19. EVALUATION METHODOLOGY, CRITERIA AND RETURNABLE DOCUMENTS

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



- 19.1.1. After the closing date of the Bid Quotation, an appointed evaluation committee of AEMFC officials will evaluate the Bid Quote proposals received.

Respondents Signature

Date

Description: **Appointment of a service provider for office 365 Microsoft project standard and Microsoft business standard licenses**

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

- a) Compliance Check of required documents (Test for responsiveness, Completeness of response, and returnable documents)
- b) Prequalification criteria (**Note: If Applicable**)
- c) Functionality (Technical) threshold (**Note: If Applicable**)

20. NB: The required documents below are to be submitted together with the Quotation

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

20.2. MANDATORY REQUIREMENT

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
SECTION 5: Completed Pricing Schedule	
.....	
.....	

NB: Failure to submit the above-stated documents will result in your quotation being disqualified.

ESSENTIAL RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
Complete Cover Page: Name of Supplies; CSD; Tax and Total Offer	
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]	
SECTION 2: SBD 4 Declaration of Interest	
Evaluation; Mandatory Requirement	
Quotation Form/ Acquaintance with RFQ Document	
Quotation Using a company Letterhead	

20.2.1. Evaluation of Price and award will be done as described in **Section 1.**

NB: Failure to submit the above-stated documents may result in your quotation being disqualified

Respondents Signature

Date

SECTION 5**21. QUOTATION FORM /ACQUAINTANCE WITH RFQ DOCUMENT**

21.1. 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.

21.2. 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.

21.3. 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.

22. PRICING SCHEDULE

22.1. AEMFC invites you to supply a quote for.....as per the scope of work on **Section 3**.

NB: For a fair comparison, bidders must indicate whether they are VAT registered.

Item No.	Description of Goods /Services	Delivery Date	Quantity	Unit Of Measure (UOM)	Unit Price (ZAR)	Total value Price (ZAR)
1	O365 Microsoft Projects Standard		10			
2	O365 Microsoft Business Standard		10			
3						
TOTAL PRICE (EXC. VAT)						
VAT (15%) (If Applicable)						
TOTAL PRICE (INCL. VAT)						
Total Price In Words						

Respondents Signature

Date

AEMFC urges its clients, suppliers and the 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 Requestor:

Respondents Signature

Date