

REQUEST FOR QUOTATION (RFQ) [SERVICES]
REGISTRATION NUMBER: 1944/018018/30

DESCRIPTION	REQUEST FOR QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF OCCUPANCY CERTIFICATE SERVICES FOR AFRICAN EXPLORATION MINING AND FINANCE CORPORATION AT WATERFALL OFFICE
DOC NUMBER:	6000008065
ISSUE DATE	22 July 2024
BRIEFING SESSION	Compulsory Site Visit African Exploration Mining and Finance Corporation (SOC) Ltd Building 1, 1 st Floor 74 Waterfall Drive Waterfall City, Gauteng, 2090
BRIEFING SESSION DATE	26 July 2024
BRIEFING SESSION TIME	10:00am
CLARIFICATION ENQUIRY EMAIL	rfq.enquiry@aemfc.co.za
CLOSING DATE ON CLARIFICATION ENQUIRY	30 July 2024
CLOSING DATE	02 August 2024
CLOSING TIME	12:00 PM
RFQ VALIDITY PERIOD:	Sixty [60] "Business Days" from the closing date of this RFQ.
DELIVERY INSTRUCTIONS BY EMAIL	Written Quotations (inclusive VAT) are to be submitted to the email address: Email: quotations@aemfc.co.za Note: Late proposal Bids and those submitted to other email addresses <u>WILL</u> be "DISQUALIFIED". Bidders must ensure that bids are submitted to the above email address on time to the correct email address.
BID ESTIMATED VALUE	The value of this bid is estimated to be below R50 000 000 (all applicable taxes included).
NOTE TO BIDDERS:	<i>Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues that they may encounter due to their internet speed, bandwidth, or the size of the number of uploads they are submitting. AEMFC will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit.</i>
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 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.

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SECTION 1: SBD 1 FORM

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF AFRICAN EXPLORATION MINING AND FINANCE CORPORATION (SOC) LTD							
BID NUMBER:	6000008065	ISSUE DATE:	22 July 2024	CLOSING DATE:	02 August 2024	CLOSING TIME:	12:00PM
DESCRIPTION	REQUEST FOR QUOTATION FOR APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF OCCUPANCY CERTIFICATE SERVICES FOR AFRICAN EXPLORATION MINING AND FINANCE CORPORATION AT WATERFALL OFFICE						
BID RESPONSE DOCUMENTS SUBMISSION MUST BE SUBMITTED ELECTRONICALLY TO THE FOLLOWING							
EMAIL	quotations@aemfc.co.za						
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Knowledge Malingane			CONTACT PERSON	Knowledge Malingane		
TELEPHONE NUMBER	010 010 6100			TELEPHONE NUMBER	010 010 6100		
FACSIMILE NUMBER	N/A			FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	knowledgem@aemfc.co.za			E-MAIL ADDRESS	knowledgem@aemfc.co.za		
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE		NUMBER				
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE		NUMBER				
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS							
TAX COMPLIANCE SYSTEM PIN:							
CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA						
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No						
B-BBEE STATUS LEVEL SWORN AFFIDAVIT [TICK APPLICABLE BOX]	☐ Yes ☐ No						
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE ACT]							

Respondent's Signature

Date & Company Stamp

1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.			

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE

BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:.....

SECTION 2: NOTICE TO BIDDERS

1. REQUEST FOR QUOTATION (RFQ) INSTRUCTIONS

- 1.1. Respondents are to sign documents [sign and date the bottom of each page] before submitting the RFQ proposal document. The person or persons signing the submission must be legally authorised by the respondent to do so.
- 1.2. Responses 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.
- 1.3. Bid proposal must be delivered by the stipulated date and time to the correct email address.
- 1.4. All Bids must be submitted on the official forms provided or in the manner prescribed in the Bid document.
- 1.5. The 80/20 Preferential Point System will be applied wherein 80 Points is for Price and 20 points is for Specific Goals.
- 1.6. Points scored for Specific Goals will be added to the points scored for Price and the total will be rounded off to the nearest two (2) decimal places.
- 1.7. Bidders are required to submit responsive Bids by completing all pricing and item information in line with the entire scope of work /goods/services.
- 1.8. AEMFC reserves the right to negotiate with the bidders prior or post-award.
- 1.9. AEMFC may allocate zero/nil points for specific goals where proof is not submitted with the RFQ.
- 1.10. **The Bid must be valid for a period of sixty (60) business days from the closing date and time.**

2. COMMUNICATION

- 2.1. Respondents are to note that changes to its submission will not be considered after the closing date
- 2.2. Specific queries relating to this RFQ before the closing date of the RFQ should be submitted to the email address rfq.enquiry@aemfc.co.za. In the interest of fairness and transparency, AEMFC's response to such a query will then be made available to other bidders.
- 2.3. It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of AEMFC in respect of this RFP between the closing date and the date of the award of the business.
- 2.4. Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.
- 2.5. Bidders will be disqualified if the entity or any of its directors is listed on the register of Bid Defaulters in terms of the Prevention and Combating of Corruption Activities Act of 2004 as a person prohibited from doing business with the public sector.
- 2.6. All unsuccessful bidders have a right to request AEMFC to furnish individual reasons for their bid not being successful. This request must be directed to the contact person stated in the **SBD 1 form**.

3. CHANGES TO QUOTATION

- 3.1. Changes by the tendered/bidder will not be considered after the closing date and time.

4. BINDING OFFER

- 4.1. 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.

5. VALIDITY PERIOD

- 5.1.** AEMFC requires a validity period of **sixty (60)** from closing date against this RFQ, excluding the first day and including the last day.
- 5.2.** Respondents are to note that they may be requested to extend the validity period of their proposal 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.

6. BROAD-BASED ECONOMIC EMPOWERMENT (B-BBEE) & SOCIO- ECONOMIC OBLIGATIONS

- 6.1.** AEMFC fully endorses and supports the Government's objective of Broad Based Black Economic Empowerment and is strongly of the opinion that all South African business enterprises have an equal obligation to redress the imbalances of the past.

7. SPECIFIC GOALS AND PREFERENCE POINTS

- 7.1.** As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and Preferential Procurement Regulations 2022, Bidders are to note that the following preference point systems:

- **the 80/20 system for requirements with a Rand value of up to R50,000,000 (all applicable taxes included)**

- 7.2.** When AEMFC association invites prospective Suppliers/Service Providers to submit Proposals for its Specific Goals, it requires bidders to complete (**Section 8**) [the B-BBEE Preference Point Claim Form] and submit it together with proof of their documents as stipulated in the Claim Form in order to obtain Specific Goal Points.

Note: Failure to submit a valid and certified copy B-BBEE certificate or Sworn Affidavit or any other documents specified (as evidence for Specific Goals) at the Closing Date of this RFP will result in a score of zero being allocated for Specific Goals.

8. CONFIDENTIALITY INFORMATION DISCLOSURE NOTICE

- 8.1.** All information related to this RFP is to be treated with strict confidence. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information related to this RFP or the subsequent contract, written approval must be obtained from AEMFC.

9. COMPLIANCE

- 9.1.** The successful Respondent [hereinafter referred to as the [Service provider] shall be in full and complete compliance with any and all applicable laws and regulations.

10. DISCLAIMERS

- 10.1.** Respondents are hereby advised that AEMFC is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of Proposals. In particular, please note that AEMFC reserves the right in its absolute discretion at any time to:
- 10.1.1.** modify the RFQ's Goods/Services and request Respondents to re- bid on any such changes;
 - 10.1.2.** reject any Quotation proposal which does not conform to instructions and specifications which are detailed herein;
 - 10.1.3.** disqualify Quotation proposals submitted after the stated submission deadline [closing date];
 - 10.1.4.** award a contract in connection with this Quotation proposal at any time after the RFQ's closing date;
 - 10.1.5.** award a contract for only a portion of the proposed Goods/ Services which are reflected in the scope

of this RFQ;

- 10.1.6. split the award of the contract between more than one Supplier/Service Provider should it at AEMFC's discretion be more advantageous in terms of amongst others, cost or development considerations;
- 10.1.7. cancel the quotation bid;
- 10.1.8. validate any information submitted by Respondents in response to this. This would 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;
- 10.1.9. not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after award of the business, unless the contract specifically provided for it;
- 10.1.10. award the business to the next ranked bidder, provided that he/she is prepared to provide the required Goods at the quoted price, should the preferred bidder fail to sign or commence with the contract within reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the outcome of the tender/bid has been published the outcome of the bid process on the National Treasury (NT) e-tender Portal and AEMFC website. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods/Services at their quoted price.
- 10.1.11. request audited financial statements or other documentation for the purposes of a due diligence exercise.

Note: that AEMFC will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract.

11. LEGAL REVIEW

- 11.1. A Proposal submitted by a Respondent will be subjected to review and acceptance or rejection of its proposed contractual terms and conditions by AEMFC's Legal Counsel, prior to consideration for an award of business. A material deviation from the Standard terms or conditions could result in disqualification.

12. NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

- 12.1. 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. Respondents must register on the CSD prior to submitting their bids. 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.
- 12.2. Registration can be completed online at www.csd.gov.za.
- 12.3. Bidders must submit proof of registration on the National Treasury's Central Supplier Database (CSD).

Note: For this purpose, the attached SBD 1 form must be completed and submitted as a mandatory returnable document by the closing date and time of the bid.

13. TAX COMPLIANCE

- 13.1. 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 199);
- 13.2. It is a condition of this bid that the tax matters of the successful Respondents be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Respondents tax obligations;
- 13.3. The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals

who wish to submit bids;

- 13.4.** 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.

AEMFC urges its clients, suppliers, and general public to report any fraud or corruption to Tip Offs Anonymous

Vuvuzela Fraud and Ethics Hotline

Toll Free Number: 0800 333 118

Email: aemfc@thehotline.co.za

Toll Free Fax: 0867 261 681

Postal: PO BOX 10512, CENTURION, 0046

SMS: 30916

Online: <https://www.thehotline.co.za/report>

Mobile application: Vuvuzela Hot app- use 0800 333 118 to report Corruption

SECTION 3: BACKGROUND OVERVIEW AND SCOPE OF WORK (SOW) SPECIFICATION

13. INTRODUCTION

African Exploration Mining and Finance Corporation (SOC) Ltd ("AEMFC") is a state-owned Mining Company 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. AEMFC is currently operating an opencast coal mine (Vlakfontein Mine- Coordinates: **Latitude 26° 0'42.15"S, Longitude 28°57'47.72"E**) established in 2011 which is located near Ogies in Mpumalanga Province with its Head Office at Waterfall City in Johannesburg.

14. BACKGROUND SCOPE OF WORK (SOW) SPECIFICATION

AEMFC currently has underutilised space in some office areas. The company requires space optimisation to accommodate its growing utilisation demands through appointment of a multi-disciplinary Service Provider for its office premises. The service provider will provide space designs, building specifications, furniture specification, rectifications, aluminium and partitions specifications for the new space plans and plans approval up to occupation certification achievement. They will further need to make submissions and obtain approvals from the municipal authority (City of Johannesburg, "COJ") for the building plans. The optimisation of the new space offices requires office allocation reorganisation, delineation of additional offices, storerooms, strongrooms, Heating, Ventilation, Air-Conditioning, Fire Systems, sound insulation, and furniture specification for the additional offices. During execution of the office space optimisation project, the Service Provider will be responsible for construction supervision, quality control, and SHEQ services.

The Service Provider is required to provide a multi-disciplinary team comprising of an Architect, a Mechanical Engineer, Electrical Engineer, Structural Engineer, Construction SHEQ Specialist and construction supervision.

The scope of work has been broken down into six distinct stages. AEMFC will require quotations from suitable service providers to conduct the work shown in Stage 1 to Stage 6 inclusive of the construction supervision and SHEQ services, see annexure A. It must be noted that the project execution will be done in a working office or live environment.

14.1. SITE VISIT

Interested bidders are required to attend a mandatory site visit to appreciate the building in its current form in relation to the required scope of work. See Mandatory Site Visit Date on the cover page of the tender.

14.2. SCOPE OF WORK (SOW) / SPECIFICATION

The Service Provider is expected to provide the following services which are split over six stages as defined below:

14.2.1. Stage 1 – Inception – Completed

14.2.1.1. Definition

14.2.1.1.1. Agreeing to AEMFC requirements and preferences, assessing user needs and options, objectives, priorities, constraints, assumptions, and strategies in consultation with CEF. Finalise project structure, human resource allocation, and reporting lines. Define and finalise project deliverables and milestones. Provide the Project viability assessment sign-off.

14.2.1.2. Standard Services

14.2.1.2.1. Development of a Clear Project Brief.

14.2.1.2.2. Align on services and scope of work required.

14.2.1.2.3. Implement project weekly meeting with AEMFC and CEF.

14.2.1.2.4. Advise on the procurement strategy for the project.

14.2.1.2.5. Advise on the rights, constraints, consents, and approvals.

14.2.1.2.6. Inspect the site, advise on the necessary surveys, analysis, tests and/or site investigations where such information will be required for stage 2 (as defined below) including the availability and location of infrastructure and services.

14.2.1.2.7. Determine the availability of data, drawings, and plans relating to the Project.

14.2.1.2.8. Ensure that project team outputs address all AEMFC project requirements and is reported on the Project life cycle cost with cost option analysis.

14.2.1.2.9. Provide necessary information within the agreed scope of the Project within the other disciplines/specialists i.e., electrical engineering, mechanical and SHEQ.

14.2.1.2.10. Establish in conjunction with AEMFC, consultants, and all relevant authorities the site characteristics necessary for the proper design and approval of the intended Project.

14.2.1.2.11. Manage the integration of the preliminary design to form the basis for the initial viability assessment of the Project.

14.2.1.2.12. Prepare, co-ordinate and monitor a Project Initiation Programme.

14.2.1.2.13. Facilitate the preparation of the Preliminary Viability Assessment of the Project, where applicable.

14.2.1.2.14. Facilitate AEMFC approval of all Stage 1 to Stage 6 documentation. Summary of the

deliverables on stage 1:

- 14.2.1.2.14.1.** Project Brief: agreed services and scope of work.
- 14.2.1.2.14.2.** Project Initiation Programme.
- 14.2.1.2.14.3.** Report on project, site, and functional requirements.
- 14.2.1.2.14.4.** Schedule of required surveys, tests, analysis, site, and other investigations.
- 14.2.1.2.14.5.** Record of meetings with AEMFC and other approvals granted by AEMFC during this stage.
- 14.2.1.2.14.6.** Approval by AEMFC to proceed to Stage 2.

14.2.2. STAGE 2 - CONCEPT AND VIABILITY

14.2.2.1. Definition

Preparation and finalization of the project concept in line with the brief, inclusive of scope, scale, character, form and function, preliminary programme, and viability.

14.2.2.2. Standard Services

- 14.2.2.2.1.** Agree documentation programme with the Project Lead, after the Project Lead has consulted with the other project specialists/disciplines.
- 14.2.2.2.2.** Attend to design and specialists' inputs.
- 14.2.2.2.3.** Establish the concept design criteria.
- 14.2.2.2.4.** Prepare initial concept design and related documentation.
- 14.2.2.2.5.** Advise AEMFC regarding further surveys, analysis, tests, and investigations, which may be required.
- 14.2.2.2.6.** Establish regulatory authorities' requirements and incorporate into the design.
- 14.2.2.2.7.** Refine and assess the concept design to ensure conformance with all regulatory requirements and consents.
- 14.2.2.2.8.** Establish access, utilities, services, and connections required for the design.
- 14.2.2.2.9.** Coordinate design interfaces with other specialists involved.
- 14.2.2.2.10.** Prepare preliminary process designs, preliminary designs, and related documentation for approval by authorities and AEMFC and suitable for costing.
- 14.2.2.2.11.** Provide cost estimates and comment on life cycle costs as required.
- 14.2.2.2.12.** Liaise, co-operate, and provide necessary information to AEMFC, principal consultant and other consultants involved.
- 14.2.2.2.13.** Coordinate design interfaces.
- 14.2.2.2.14.** Facilitate AEMFC approval of all Stage 2 documentation.

14.2.2.3. Summary of the deliverables on stage 2

- 14.2.2.3.1.** Concept design.
- 14.2.2.3.2.** Schedule of required surveys, tests and other investigations and related reports.
- 14.2.2.3.3.** Process design.
- 14.2.2.3.4.** Preliminary design.
- 14.2.2.3.5.** Costs estimates.
- 14.2.2.3.6.** Record of meetings with AEMFC and other approvals granted by AEMFC during this stage.
- 14.2.2.3.7. AEMFC approval to proceed to Stage 3.**

14.2.3. STAGE 3 - DESIGN DEVELOPMENT

14.2.3.1. Definition

- 14.2.3.2.** Development of the approved concept to finalised design, outline specifications, cost plan, financial viability, and programme for the Project.

14.2.3.3. Standard Services

- 14.2.3.3.1.** Review documentation programme with principal consultant and other consultants involved.
- 14.2.3.3.2.** Attend to design and specialists' inputs.
- 14.2.3.3.3.** Incorporate AEMFC's and authorities' detailed requirements into the design.
- 14.2.3.3.4.** Incorporate other specialists' designs and requirements into the design.
- 14.2.3.3.5.** Prepare design development drawings including draft technical details and specifications.
- 14.2.3.3.6.** Review and evaluate design and outline specification and exercise cost control.
- 14.2.3.3.7.** Prepare detailed estimates of construction cost.
- 14.2.3.3.8.** The Project Lead to liaise, co-operate, and provide/receive necessary information to other specialists involved.
- 14.2.3.3.9.** Submit the necessary design documentation to local and other authorities for approval.

14.2.3.4. Summary of the deliverables on stage 3:

- 14.2.3.4.1.** Record of meetings with AEMFC and other approvals granted by AEMFC during this stage.
- 14.2.3.4.2.** Design development drawings.
- 14.2.3.4.3.** Outline specifications.
- 14.2.3.4.4.** Local and other authority submission drawings and reports.
- 14.2.3.4.5.** Detailed estimates of construction costs.
- 14.2.3.4.6.** Approval by AEMFC to proceed to Stage 4.

14.2.4. STAGE 4 - DOCUMENTATION AND PROCUREMENT

14.2.4.1. Definition

- 14.2.4.1.1.** Preparation of procurement and construction documentation, confirm and implement the

procurement strategies (having due regard to PFMA requirements) and procedures for effective and timeous procurement of necessary resources for execution of the Project. **The procurement strategy must consider that the Project will be implemented in a working office space or live site.**

14.2.4.2. Standard Services

- 14.2.4.2.1.** Prepare specifications and preambles for the works.
- 14.2.4.2.2.** Accommodate services design.
- 14.2.4.2.3.** Check cost estimates and adjust designs and documents if necessary to remain within budget.
- 14.2.4.2.4.** Formulate the procurement strategy for contractors or assist AEMFC where relevant.
- 14.2.4.2.5.** Prepare documentation for contractor procurement.
- 14.2.4.2.6.** Review designs, drawings, and schedules for compliance with approved budget.
- 14.2.4.2.7.** Call for tenders and/or negotiation of prices and/or assist AEMFC where relevant.
- 14.2.4.2.8.** The Project Lead to liaise, co-operate, and provide/receive necessary information to other specialists involved.
- 14.2.4.2.9.** The service provider may form part of the evaluation team with no voting rights during the evaluation of tenders.
- 14.2.4.2.10.** Provide project specific information and verification in the preparation of contracts for the implementation.
- 14.2.4.2.11.** Assist in construction cost estimates, tender documentation preparation and tender evaluation as required to support the construction implementation.
- 14.2.4.2.12.** Assess samples and products for compliance and design intent.

14.2.4.3. Summary of the deliverables on stage 4:

- 14.2.4.3.1.** Specifications.
- 14.2.4.3.2.** Services co-ordination.
- 14.2.4.3.3.** Working drawings.
- 14.2.4.3.4.** Budget construction cost.
- 14.2.4.3.5.** Tender documentation.
- 14.2.4.3.6.** Tender evaluation report.
- 14.2.4.3.7.** Tender recommendations.
- 14.2.4.3.8.** Priced contract documentation.
- 14.2.4.3.9.** Contractors, subcontractors, and suppliers Procurement Strategy.
- 14.2.4.3.10.** Project Procurement Programme.
- 14.2.4.3.11.** Project Tender/Contract Conditions.
- 14.2.4.3.12.** Approval by AEMFC of tender recommendation(s).
- 14.2.4.3.13.** Record of all meetings with AEMFC and other approvals granted by AEMFC during this stage.
- 14.2.4.3.14.** Approval by AEMFC to proceed to Stage 5.

14.2.5. STAGE 5 - CONSTRUCTION

14.2.5.1. Definition

- 14.2.5.1.1.** Manage, administer, and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the works. The construction management must consider that the Project will be implemented in a working office space or live site.

14.2.5.2. Standard Services

- 14.2.5.2.1.** Attend site handover considering that it is a live site.
- 14.2.5.2.2.** Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing and specifications of structural steel sections and connections.
- 14.2.5.2.3.** Carry out contract administration procedures in terms of the contract.
- 14.2.5.2.4.** Prepare schedules of predicted cash flow.
- 14.2.5.2.5.** Prepare pro-active estimates of proposed variations for AEMFC decision making.
- 14.2.5.2.6.** Attend regular site, technical and progress meetings.
- 14.2.5.2.7.** Review the Contractor's quality control programme and advise and agree a quality assurance plan.
- 14.2.5.2.8.** Inspect the works for quality and conformity to contract documentation, on average once every 2 weeks during the works Level 1: periodic construction monitoring.
- 14.2.5.2.9.** Review the outputs of quality assurance procedures and advise the contractor and AEMFC on

the adequacy and need for additional controls, inspections, and testing.

- 14.2.5.2.10.** Adjudicate and resolve financial claims by contractor(s).
- 14.2.5.2.11.** Assist in the resolution of contractual claims by the contractor.
- 14.2.5.2.12.** Establish and maintain a financial control system.
- 14.2.5.2.13.** Clarify details and descriptions during construction as required.
- 14.2.5.2.14.** Prepare valuations for payment certificates to be issued by the principal agent.
- 14.2.5.2.15.** Instruct, witness, and review all tests and mock ups carried out both on and off site.
- 14.2.5.2.16.** Check and approve contractor drawings for design intent.
- 14.2.5.2.17.** Update and issue drawings register.
- 14.2.5.2.18.** Issue contract instructions as and when required.
- 14.2.5.2.19.** Review and comment on operation and maintenance manuals, guarantee certificates and warranties.
- 14.2.5.2.20.** Inspect the works and issue practical completion and defects lists.
- 14.2.5.2.21.** Arrange for the delivery of all test certificates, statutory (regulatory) and other approvals, as built drawings, and operating manuals.

14.2.5.3. Summary of the deliverables on stage 5:

- 14.2.5.3.1.** Schedules of predicted cash flow.
- 14.2.5.3.2.** Construction documentation.
- 14.2.5.3.3.** Drawings register.
- 14.2.5.3.4.** Estimates for proposed variations.
- 14.2.5.3.5.** Contract instructions.
- 14.2.5.3.6.** Financial control reports.
- 14.2.5.3.7.** Valuations for payment certificates.
- 14.2.5.3.8.** Approval by AEMFC of tender recommendation(s).
- 14.2.5.3.9.** Record of all meetings with AEMFC and other approvals granted by AEMFC during this stage including contract variations if any.

14.2.6. STAGE 6 - CLOSE OUT

14.2.6.1. Definition

- 14.2.6.1.1.** Fulfil and complete the project close-out including necessary documentation to facilitate effective completion, handover, and operation of the Project.

14.2.6.2. Standard Services

- 14.2.6.2.1.** Inspect and verify the rectification of defects.
- 14.2.6.2.2.** Receive, comment, and approve relevant payment valuations and completion certificates.
- 14.2.6.2.3.** Facilitate and/or procure final operations and maintenance manuals, guarantees and warranties.
- 14.2.6.2.4.** Prepare and/or procure as-built drawings and documentation.
- 14.2.6.2.5.** Conclude the final accounts where relevant.

14.2.6.3. Summary of the deliverables on stage 6:

- 14.2.6.3.1.** Valuations for payment certificates.
- 14.2.6.3.2.** Works and final completion lists.
- 14.2.6.3.3.** Operations and maintenance manuals, guarantees and warranties.
- 14.2.6.3.4.** As-built drawings and documentation.
- 14.2.6.3.5.** **An Electronic copy of all as built drawings** super imposed to exiting office drawings.
- 14.2.6.3.6.** Final accounts.
- 14.2.6.3.7.** Prepare and present the Project Close-out Report.

14.2.7. Construction supervision and SHEQ:

14.2.7.1. Construction Monitoring

- 14.2.7.1.1.** Quality assurance (QA) during construction refers to the engineering activities that are implemented to assure AEMFC that works are highly likely to meet the requirements. This is achieved through a combination of the quality control processes that are put in place by the contractor to control its outputs and the inspection and acceptance testing that is carried out by the consulting engineer to confirm conformance prior to certification. While the contractor takes the ultimate responsibility for quality and meeting the design requirements, the purpose of quality assurance plan and related construction monitoring is to inspect and satisfy AEMFC and the consulting engineer that the risk of these requirements not being met, is acceptable.
- 14.2.7.1.2.** This means that the AEMFC and the lead consultant should agree a satisfactory arrangement in respect of construction monitoring that suits the type of work, the project location, and the duration of the critical aspects of the works. Disagreement regarding the required level of construction monitoring should not be taken lightly and the parties should carefully consider the consequences of non-compliances and related responsibilities, bearing in mind that the consulting engineer has a duty of care while AEMFC should strive to ensure quality and

minimise life-cycle costs.

14.2.7.1.3. The level of construction monitoring and the frequency and duration of the site visits must be agreed with the AEMFC prior to commencement of the works and should be recorded in the agreement with AEMFC. The level of construction monitoring and activities related to the quality assurance plan may change during the works to reduce quality related risks and this will require an amendment of the agreement.

14.2.7.1.4. The stage 5 construction monitoring services described in above will normally suffice for simple projects where more regular inspections are not required other than during critical stages of the works with less frequent visits once the portion of the works in which the consulting engineer is involved has largely been completed. However, there are many other situations where more regular construction monitoring is required for quality assurance and certification.

14.2.7.2. Occupational Health and Safety Act, 1993 (Act 85 of 1993)

14.2.7.2.1. On behalf of AEMFC provide additional services inclusive of:

14.2.7.2.1.1. The lead consultant must arrange, formally and in writing, for the contractor to provide documentary evidence of compliance with all the requirements of the above Occupational Health and Safety Act.

14.2.7.2.1.2. The lead consultant must execute the duties of AEMFC, as his appointed agent, as contemplated in the Construction Regulations to the above Occupational Health and Safety Act.

14.2.7.3. Quality Assurance System

14.2.7.3.1. Consultation and agreement with AEMFC on a quality management system or quality assurance services, over and above construction monitoring services, to be applied to the project. This in addition to normal services provided by the lead consultant and to be specifically defined and separately agreed in writing prior to commencement of works.

14.2.8. AEMFC RESPONSIBILITIES

14.2.8.1. AEMFC will be responsible for the following activities:

14.2.8.1.1. Manage and monitor the project.

14.2.8.1.2. Appoint a Project Manager to whom the service provider will report.

14.2.8.1.3. Convene the Project Steering Committee for project oversight and monitoring.

14.2.8.1.4. Review the project design process for adherence to AEMFC compliance to scope

requirements. e.g., access control, fire suppression, etc.

14.2.8.1.5. Process payments in accordance with the signed agreement.

14.2.8.1.6. Provide the service provider with the necessary supporting documentation available at AEMFC, such as the existing building plans and specific design requirements.

14.2.8.1.7. Implement and direct all subsequent specification, evaluation, and approval.

14.2.9. TIME FRAME & LOCATION

14.2.9.1. The project stage 1 to stage 4 should be completed within four (4) weeks.

14.2.9.2. Stage 1 to 4 will be primarily carried out at the premises of the service provider except when necessary to engage with the AEMFC team as well as site visits to the AEMFC offices.

14.2.9.3. The supervision of Stage 5 (construction) will require on site presents including the SHEQ oversight by the service provider.

14.2.9.4. Draft work and the final outputs of the project that will be delivered to and discussed with the Project Manager and Project Team at AEMFC.

14.2.10. PROPOSAL REQUIREMENTS

14.2.10.1. The project proposal should include:

14.2.10.1.1. A comprehensive outline of how the service provider intends to deliver the scope of work and deliverables enumerated in this Terms of Reference.

14.2.10.1.2. Comprehensive Curriculum Vitae of all members of the bidding team. The CVs should indicate that the bidder has the requisite experience and expertise to undertake this project within the specified timeframe. For the minimum qualification requirements – see the evaluation criteria given in this RFQ.

14.2.10.1.3. Comprehensive costing that detail, from the perspective of the bidder, all budgetary considerations. Please ensure VAT inclusively.

14.2.10.1.4. In addition, proposals must be accompanied by Company profile.

14.2.10.1.5. The due date for proposals is as per cover page. Proposals should be submitted in line with the bid submission protocols as specified by the AEMFC Supply Chain Management.

14.2.11. REPORTING

14.2.11.1. The service provider will have regular feedback sessions with the AEMFC Project Team during which they will present a progress report on the redesign and development of each of the identified spaces related to the overall office space. The service provider will within one (1) week of assumption of duty provide AEMFC with a Project Matrix. Interim and final project reports as

required should be in hard copy and electronic format in a template provided by AEMFC. All documents submitted by service providers will include the service provider's name, project title, date of draft and draft number.

14.2.12. INTELLECTUAL PROPERTY

14.2.12.1. Copyright for all material produced because of this assignment is vested in AEMFC. The AEMFC logo should appear on all documentation in line with AEMFC branding.

14.2.13. PAYMENTS

14.2.13.1. Financial Proposal

14.2.13.1.1. The proposal and quotation for this Space Optimization Project should cover all the project activities and outputs enumerated in 11.3 below. Bidders should complete the Budget Breakdown according to project breakdown structure. It is required that prioritization of municipal approval within 4 weeks on appointment given that there are existing drawings.

14.2.13.2. Submission

14.2.13.2.1. All documents submitted by Service Provider throughout the duration of the project must include the service provider's name, project title and date of draft. The service provider will submit final project deliverables electronically.

14.2.13.3. Approval of Payment

14.2.13.3.1. A payment schedule together with all delivery requirements associated with the release of payments will be agreed upon up-front with the successful provider. AEMFC does not pay any amount in advance. All reports and documents needed for the processing of payment should be forwarded to AEMFC. No invoice shall be paid if it is not accompanied by the necessary documentation and deliverables. The AEMFC Project Manager and relevant Senior Manager must approve the documents before payment can be recommended. Payment will be made electronically within 30 days after certification of documents by the Project Manager and relevant personnel at AEMFC. If revisions are required, they need to be requested within 30 days.

14.2.14. GENERAL

14.2.14.1.1. The service provider appointed for this project shall do so for and on behalf of AEMFC. They will act as a representative of AEMFC and will do everything reasonable to promote AEMFC's programmes, image, and best interest.

SECTION 4: PRICING SCHEDULE AND DELIVERY SCHEDULE**15. PRICING SCHEDULE [SERVICES]**

15.1. Respondents are to note that AEMFC will round finally score pricing scores to the nearest 2 decimal places. Respondents are required to complete the table below:

Note: For fair comparison, all bidders must quote prices and indicate VAT portion (If Applicable).

BIDDING COMPANY NAME						
ITEM NO.	ITEM	UNIT OF MEASURE	QUANTITY	RATE PRICE (ZAR)	PRICE (EXCL VAT)	PRICE (INC.VAT)
1	Architectural services including Bill of Quantities					
1.1	Inception					
1.2	Concept and Viability					
1.3	Design Development					
1.4	Documentation and Procurement					
1.5	Construction					
1.6	Close-out					
Payment Percentage Per Stage: 1.1 = 5%, 1.2 = 15%, 1.3 = 20%, 1.4 = 30%, 1.5 = 27%, 1.6 = 3%						
2	Structural Engineering					
2.1	Inception					
2.2	Concept and Viability					
2.3	Design Development					
2.4	Documentation and Procurement					
2.5	Contract Administration and Inspection					
2.6	Close-out					

Respondent's Signature

Date & Company Stamp

Payment Percentage Per Stage: **2.1** = 5%, **2.2** = 15%, **2.3** = 20%, **2.4** = 30%, **2.5** = 27%, **2.6** = 3%

ITEM NO.	ITEM	UNIT MEASURE	OF	QUANTITY	PRICE (ZAR)	PRICE (EXCL VAT)	PRICE (INC.VAT)
3	Mechanical Engineering						
3.1	Inception						
3.2	Concept and Viability						
3.3	Design Development Documentation and Procurement						
3.4	Contract Administration and Inspection						
3.5	Close-out						

Payment Percentage Per Stage: **3.1** = 5%, **3.2** = 15%, **3.3** = 40%, **3.4** = 35%, **3.5** = 5%

4	Electrical Engineering						
4.1	Inception						
4.2	Concept and Viability						
4.3	Design Development, Documentation and Procurement						
4.4	Contract Administration and Inspection						
4.5	Close Out						

Payment Percentage Per Stage: **4.1** = 5%, **4.2** = 15%, **4.3** = 40%, **4.4** = 35%, **4.5** = 5%

ITEM NO.	ITEM	UNIT MEASURE	OF	QUANTITY	PRICE (ZAR)	PRICE (EXCL VAT)	PRICE (INC.VAT)
5	Construction Monitoring and SHERQ Compliance						
5.1	Inception						
5.2	Concept and Viability						
5.3	Design Development, Documentation and Procurement						
5.4	Contract Administration and Inspection						
5.5	Close Out						
Payment Percentage Per Stage: 5.1 = 5%, 5.2 = 15%, 5.3 = 40%, 5.4 = 35%, 5.5 = 5%							
6	Disbursements	SUM					
6.1	Travelling						
6.2	Printing						
6.3	OHS						
6.4	Mechanical						
6.5	Electrical						
6.6	Costing						
TOTAL PRICE (exclusive of VAT)							
VAT 15% (If Applicable)							
TOTAL Inclusive of VAT (where applicable)							
Total Price in words							

QUOTATION FORM

I/We _____
hereby offer to supply the goods/services at the prices quoted in the Price Schedule below / Company Letter Head.

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.

16. NOTES ON PRICING SCHEDULE

16.1. Respondents are to note that if the price offered by the highest scoring bidder is not market related, AEMFC will not award the contract to that Respondent. AEMFC may:

- (i) negotiate a market-related price with the Respondent scoring the highest points or cancel the RFQ.
- (ii) if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFQ;
- (iii) if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points or cancel the RFQ.

Note: If a market-related price is not agreed with the Respondent scoring the third highest points, AEMFC must cancel the RFQ.

16.2. To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this pricing schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.

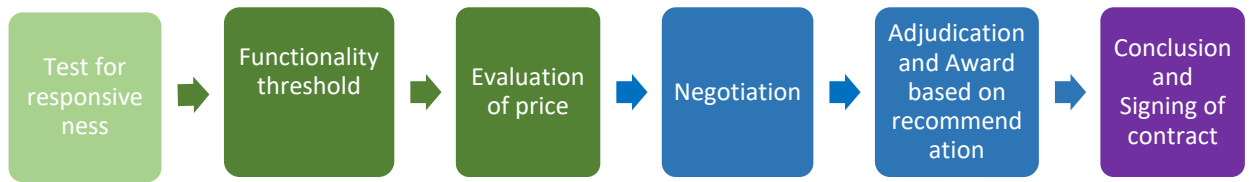
16.3. Prices must be quoted in South African Rand inclusive VAT.

16.4. Any disbursement not specifically priced for will not be considered/accepted by AEMFC.

SECTION 5: GENERAL [SERVICE PROVIDER] OBLIGATIONS

21. EVALUATION METHODOLOGY, CRITERIA

- 21.1. The evaluation of Quotations is to determine whether respondent is capable of delivering the Goods/Services and will be evaluated accordingly.
- 21.2. AEMFC will utilise the following methodology and criteria in selecting [Service Provider] (s).



21.2.1. STAGE 1:

Test for Administrative Responsiveness (compliance check on required documents). The test for administrative responsiveness will include the following:

Administrative responsiveness check	
•	Whether the RFQ has been lodged on time
•	Whether all Returnable Documents were completed and returned by the closing date and time
•	Verify the validity of all Returnable Documents

The test for Administrative Responsiveness (**Stage One**) must be passed for a Tender/Bid to progress further pre-qualification.

21.2.2. STAGE 2:

Test for substantive responsiveness to the RFQ will include the following:

Check for substantive responsiveness	YES / NO
• Whether the Tender / Bid contains a fully completed Price Schedule	
• Whether the Tender/Bid materially complies with the scope and/or specification given	

Test for substantive responsiveness (**Stage Two**) must be passed for a Tender/Bid to Stage three for further evaluation.

21.2.3. STAGE 3:

Evaluation and Final Weighted Scoring

Price Criteria (Weighted Score) **80**

Evaluation Criteria	
•	Commercial Offer (Price)

21.2.4. Price Evaluation: The evaluation of price will be done based on the following formula below:

AEMFC will utilise the following formula in its evaluation on Price:

$$PS = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where:

P_s = Score for the Bid under consideration

P_t = Price of Bid under consideration

P_{min} = Price of lowest acceptable Bid

21.2.5. Points for this RFQ shall be awarded for the following:

- i. Price **(80)**
- ii. Specific Goals (weighted scores **20**):

21.2.6. STAGE4: Post Bid Negotiations (If Applicable)

AEMFC reserves the right to enter into post-negotiations should it deem necessary to do so.

22. SPECIFIC GOALS (Preference Point System)

a) Weighted Score 20 points

22.1. Weighted Score 20 points

22.2. AEMFC has identified in its Supply Chain Management (SCM) Policy, that Specific Goals, will be used to promote transformation and empowerment.

22.3. AEMFC in this Request for Quotation (RFQ) will utilise:
as the specific goals in accordance with the table indicated in **Section 8: Preference Points Claim Form**. These are:

a) Economic Reconstruction and Recovery Programmes

b) RDP Goals (EMEs or QSEs)

c)

22.3.1. As evidence, Respondents must submit with their Bid, the documents required that included:

a)

b)

23. EVALUATION CRITERIA

Applicable evaluation criteria

FUNCTIONALITY (TECHNICAL) EVALUATION CRITERIA					
NO.	EVALUATION CRITERIA	SCORING PRINCIPLE	RETURNABLE SCHEDULE	RATING	WEIGHTING SCORE
1	Company Experience	Bidder submitted five (5) or more relevant reference letters corresponding with the list of past projects	List of past projects and reference letters in a referring company letterhead signed, dated with contact details	30	30
	The bidder should submit a list of past projects accompanied by corresponding reference letters. The bidder must provide signed and dated relevant reference letters from clients in the past 5 years.	Bidder submitted four (4) relevant reference letters corresponding with the list of past projects		24	
		Bidder submitted three (3) relevant reference letters corresponding with the list of past projects		18	
		Bidder submitted two (2) relevant reference letters corresponding with the list of past projects		12	
		Bidder submitted one (1) relevant reference corresponding with to the list of past projects		6	
		Bidder did not provide any relevant reference letters or submitted only a list of projects with no corresponding reference letter		0	
2	Resource allocation that will address following elements: Architect, Electrical engineering services, structural engineering services, SHEQ, Construction Monitoring, and cost control resource.	Response that addresses all elements	The human resources that will implement the project submission with all the required elements. Architect, Electrical engineering, structural engineering, SHEQ, Construction Monitoring, and cost control resource.	35	35
		Response that does not address all elements		0	

3	Experience of the Project Lead The Project Lead assigned to the project must have experience in implementing similar projects as per the scope of work. Provide a C.V. of the Project Lead, detailing experience in similar projects.	7 or more years of experience in similar projects	Company Project Led CV	15	15
		6 years' experience in similar projects		12	
		5 years' experience in similar projects		9	
		4 years' experience in similar projects		6	
		3 years' experience in similar projects		3	
		Less than 2 years' experience in similar projects		0	
4	Methodology Bidder must submit a comprehensive Commencement Methodology which details the following: a) Work plan indicating work breakdown structure, schedule, major milestones. b) Costing per milestone, resource allocation, and logic to reach works completion. c) Work plan contains information on site works execution integration with other activities. d) Provision of safety appointments and risk mitigation. e) Work plan indicates access control resources and management process in a live site.	Bidder's methodology and approach addresses all the listed areas of focus	Methodology indicating the program, milestones, costing, safety and risk, access control and security.	20	20
		Bidder's methodology does not address all required listed areas of focus		0	
	Note that the following scoring matrix will be used to evaluate these criteria:				
Total Points					100
Minimum Threshold					70

SECTION 6: LIST OF RETURNABLE DOCUMENTS

24. RETURNABLE DOCUMENTS REQUIRED

25.1. Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with their bids based on the consequences of non-submission as indicated below:

Mandatory Returnable Documents	<i>Failure to provide all these Mandatory Returnable Documents at the Closing Date and time of this RFQ <u>will</u> result in a Respondent's disqualification.</i>
Returnable Documents Used for Scoring	<i>Failure to provide all Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion.</i>
Essential Returnable Documents	<i>Failure to provide essential Returnable Documents <u>will</u> result in AEMFC affording Respondents a further opportunity to submit by a set deadline. Should a Respondent thereafter fail to submit the requested documents, this may result in a Respondent's disqualification.</i>

Note: All Returnable Sections, as indicated in the footer of the relevant pages, must be signed, and dated by the Respondent.

24.1.1. MANDATORY RETURNABLE DOCUMENTS

Respondents are required to submit with their bid submissions the following **Mandatory Returnable Documents**, and also to confirm submission of these documents by so indicating [Yes or No] in the tables below:

MANDATORY RETURNABLE DOCUMENTS	
	SUBMITTED [Yes/No]
SECTION 1: SBD1 Form	
SECTION 4: Pricing	
The Project Leader must be registered with the South African Council for Architectural Profession (SACAP) and must provide a valid Professional registration certificate or equivalent.	
The Project Team must include a Mechanical, Structural, and Electrical Engineer registered with Engineering Council of South Africa (ECSA) and must provide a valid Professional registration certificate for at least two (2) of the high utilization engineering resources	

24.1.2. RETURNABLE DOCUMENTS USED FOR SCORING

In addition to the requirements of section (24.1.1) above, Respondents are further required to submit with their Proposals the following **Returnable Documents Used for Scoring** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

RETURNABLE DOCUMENTS USED FOR SCORING: TECHNICAL	
	SUBMITTED [Yes/No]
List of past projects and reference letters in a referring company letterhead signed, dated with contact details	
The human resources that will implement the project submission with all the required elements. Architect, Electrical engineering, structural engineering, SHEQ, Construction Monitoring, and cost control resource.	
Company Project Led CV	
Methodology indicating the program, milestones, costing, safety and risk, access control and security.	
RETURNABLE DOCUMENTS USED FOR SCORING: SPECIFIC GOALS	
	SUBMITTED [Yes/No]
Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 8 of this RFP (Valid B-BBEE certificate or Sworn Affidavit) Note: Failure to submit valid and original (or a certified copy of) proof of the Respondent's compliance with the B-BBEE or Sworn Affidavit, will result in a score of zero being allocated for Specific Goals.	
- ID Copy of Owner / Director. - BBBEE Certificate / Sworn Affidavit; - Company Registration Documents Proof of registered address of entity/ municipal account / Affidavit	

24.1.3. ESSENTIAL RETURNABLE DOCUMENTS

Over and the above the requirements of section (24.1.1) and (24.1.2) mentioned above, Respondents are further required to submit with their Proposals the following **Essential Returnable Documents** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

ESSENTIAL RETURNABLE DOCUMENTS	
	SUBMITTED [Yes/No]
National Treasury Registration on Central Data Base (CSD) (certificate). (A detailed report not older than one (1) month).	
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 5: Evaluation Methodology, Criteria	
SECTION 6: Returnable Documents Required	
SECTION 7: SBD 4 Declaration of Interest Form	
SECTION 8: SBD 6.1 B-BBEE Preference Claim Form	

SECTION 7: SBD 4

25. ADMINISTRATIVE RETURNABLE DOCUMENTS

DECLARATION OF INTEREST

(SBD4)

26.1. Any legal person, including persons employed by the state, 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.

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

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

26.2.2. Identity Number.....

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

26.2.4. Company Registration Number.....

26.2.5. Tax Reference Number:

26.2.6. VAT Registration Number:

26.2.6.1. 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.

26.2.6.2. "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.

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

26.3.1. 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:

.....

26.3.1.1.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

26.3.1.2.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.

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

.....

.....

.....

26.4. 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

26.4.1. If so, furnish particulars:

.....

.....

.....

26.5. 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

26.5.1. If so, furnish particulars.

.....

.....

.....

26.6. 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

26.6.1. If so, furnish particulars.

.....

.....

.....

26.7. 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

26.7.1. If so, furnish particulars:

.....

.....

.....

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

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

26.9. DECLARATION

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

SECTION 8: SBD 6.1

SBD 6.1

27. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Specific Goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

28. GENERAL CONDITIONS

28.1. The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

28.2. To be completed by organ of state

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable;

28.3. Points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

28.4. The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

28.5. Failure on the part of a bidder/tenderer to submit proof of documentation required in terms of this bid/tender to claim points for Specific Goals with the bid/tender, will be interpreted to mean that preference points for Specific Goals are not claimed.

28.6. The organ of state reserves the right to require of a bidder/tenderer, either before a bid/tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

29. DEFINITIONS

- (a) **“tender/bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services or works, through price quotations, advertised competitive bidding processes or proposals or any other method envisaged in legislation;
- (b) **“prices”** means an amount of money tendered for goods/services/works, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts

through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) “the Act” means the preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);

30. FORMULAE FOR PROCUREMENT GOODS AND SERVICES

30.1. POINTS AWARDED FOR PRICE

30.1.1. THE 80/20 PREFERENCE POINTS SYSTEM:

A maximum of **80** points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

31. POINTS FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATION PROCUREMENT

31.1. POINTS AWARDED FOR PRICE

31.1.1. THE 80/20 PREFERENCE POINTS SYSTEM:

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

32. POINTS AWARDED FOR SPECIFIC GOALS

32.1. In terms of Regulation 4 (2); 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded for Specific Goals stated in the tender/bid. For the purposes of this tender the tenderer/bidder will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:

32.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10

Returnable document

preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- (c) then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system

32.3. Table 1: Specific goals for the RFQ and points claimed are indicated per the table below. (Note to organs of state: Where 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to Respondents: The Respondent must indicate how they claim points for each preference point system.)

32.4. The Specific Goal/s applicable to the RFQ is stated in the table below:

No	The specific goals points in terms of this bid	Number of points allocated (80/20 system) by AEMFC	Number of points claimed (80/20) by the bidder	Documents to be submitted for verification
1	Economic Reconstruction and Recovery Programmes	Points (10)	Bidder	• ID Copy of Owner / Director. • BBBEE Certificate / Sworn Affidavit. • Company Registration Documents • Proof of registered address of entity/ municipal account / Affidavit
	Promotion of business located closer to site in the province and town where goods, services and works are required	10		
	Promotion of business located in the province Gauteng / Mpumalanga where goods, services and works are required	7,5		
	Promotion of business located in South Africa	5		
2	RDP Goals (EMEs or QSEs)	Points (10)	Bidder	• ID Copy of Owner / Director. • BBBEE Certificate / Sworn Affidavit. • Company Registration Documents • Proof of registered address of entity/ municipal account / Affidavit
	EMEs / QSEs (Entities that are 100% Black Owned)	10		
3	EMEs / QSEs (Entities that are 51% Black Owned)	5		

33. DECLARATION WITH REGARD TO COMPANY/FIRM

33.1. Name of company/firm:.....

33.2. VAT registration number:.....

33.3. Company registration number:.....

Respondent's Signature

Date & Company Stamp

33.4. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

33.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

33.6. COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

33.7. Total number of years the company/firm has been in business:.....

33.8. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.
2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....
.....