

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

DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE WRITING, EDITING, PROOFREADING, DESIGN AND LAYING-OUT OF AEMFC ANNUAL INTEGRATED REPORT FOR A PERIOD OF THREE YEARS (FY2023/24, FY2024/25 AND FY2025/26)
DOC NUMBER:	6000008066
ISSUE DATE	24 July 2024
BRIEFING SESSION	Non-Compulsory Briefing Session
BRIEFING SESSION DATE	30 July 2024
BRIEFING SESSION TIME	10:00 am
CLARIFICATION ENQUIRY EMAIL	rfq.enquiry@aemfc.co.za
CLOSING DATE ON CLARIFICATION ENQUIRY	01 August 2024
CLOSING DATE	06 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:	6000008066	ISSUE DATE:	24 July 2024	CLOSING DATE:	06 August 2024	CLOSING TIME:	12:00PM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE WRITING, EDITING, PROOFREADING, DESIGN AND LAYING-OUT OF AEMFC ANNUAL INTEGRATED REPORT FOR A PERIOD OF THREE YEARS (FY2023/24, FY2024/25 AND FY2025/26)						
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]							

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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

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BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:.....

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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.

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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 1991);
- 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

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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)**13. INTRODUCTION**

African Exploration Mining and Finance Corporation (SOC) Limited (AEMFC) is a state-owned Mining Company established to advance South Africa's security of energy supply primarily through the mining and supply of coal and other critical and strategic minerals for the future. AEMFC is headquartered at Waterfall City, in Johannesburg, from where it oversees the operations of its open cast coal mine which is located near Ogies in Mpumalanga Province. AEMFC is also pursuing strategic mining projects development opportunities and high potential acquisitions to diversify its revenue and enhance its financials that can be brought into production expeditiously. The core strategic objective of the company in the medium to long term is to achieve sustainable growth through a diversified minerals portfolio, which is inclusive of green energy transition and critical minerals.

14. Integrated Reporting

Traditional forms of corporate performance reporting, with the annual financial report as its essential common factor, have outlived their usefulness and ability to fully narrate the manifold and integrated organisational performance story, and its societal, economic and environmental impact. There is also growing acknowledgement of the scope limitations inherent in traditional accounting and corporate reporting systems and their failure to account adequately under the duty of care. In the last few decades, there has been a discernible global shift from purely accounting biased annual corporate reporting to a form of reporting that integrates non-financial and traditional financial issues into a single integrated and standardised report. King IV Codes of Corporate Governance has been at the forefront of this global shift.

Integrated Reporting, together with other international reporting frameworks, standards and indices, namely IIRC, GRI, CDP, AA1000, SA8000, ISO14001, KLD, EIRIS, SJSI, FTSE Good, and JSE are now gaining wide adoption and acceptance as industry-standard global reporting frameworks that signal a move towards assisting companies to produce reports in a format and content that facilitate meaningful engagement with stakeholders in telling the whole story about an organisation, and its societal and shareholder value creation posture and outcomes. Organisational reporting is now expected to reflect interconnectedness, as opposed to silo-ed reporting, to account fully about activities that seek to leverage the "the capitals" at the disposal of corporations.

Integrated reporting represents a shift away from an accounting-biased narrative of how an organization creates value over time. It facilitates organizational story-telling that aims to build trust and understanding with stakeholders. Stakeholders are now demanding meaningful and clear corporate communication which is defined by transparency and honesty. Stakeholders want a better

understanding of the corporate strategies that are being implemented, their impact and outcomes, and the location of accountability in the organization.

An Integrated Report therefore communicates how an organisation creates value in time, through its corporate strategy, governance, performance and market prospects within a given set of dynamic external forces. It is the outcome of the active consideration by an organisation of the relationships between its various operating and functional units and the capitals that are used or affected in the process; all considered in an integrated manner. The Integrated Report is necessarily concise, direct and integrative, with a forward-looking perspective.

15. SCOPE OF WORK (SOW) / SPECIFICATION

AEMFC needs to appoint a service provider to manage the collection of information, writing, editing, proofreading, design, laying up and coordination of the complete Annual Integrated Report for AEMFC, for a period of three years, starting FY2023/24. The report should be written in MS Word. The Annual Financial Statements and the Independent Auditors Report for each of the three fiscal years will be ready for incorporation into the Integrated Annual Report.

15.1. The service provider will be expected to render the following:

Drafting, Editing, Proofreading, and Design and Laying Up of the Integrated Annual Report, for a period of three years. The Integrated Report is expected to be about 150 pages in length.

The service provider will also be expected to:

15.2. Writing, Editing and Proofreading.

-  Using a qualified writer, editor, and proofreader with fluent English language and communication skills, the service provider will be expected to do the following:
-  Ensure that the Integrated Annual Report is drafted, rewritten where required, edited, and proofread.
-  Ensure that the layout, structure and content is in line with recognised integrated reporting standards, frameworks and best practices in the mining and broader industry.
-  Ensure that the integrated report aligns with the <IR> framework and its established guiding principles and content elements that govern content.

Ensure that the layout of the Integrated Report covers the following elements:

-  Layout and Structure of the value creation narrative
-  Boundary Conditions
-  Materiality Assessment
-  Disclosure of value that AEMFC is creating for itself and others

- ✚ Strategy to create value
 - ✚ Disclosure of opportunities that are available
 - ✚ Articulation of outputs and outcomes
 - ✚ Value creation story beyond financial metrics
 - ✚ Governance disclosures
 - ✚ Detailed trade-offs between various capitals
 - ✚ Balanced Reporting
 - ✚ Linkages and connectivity between various content and elements
-
- ✚ Edit the Integrated Annual Report to improve its effectiveness and legibility.
 - ✚ Ensure that the Integrated Annual Report is free of errors and conforms to the highest standards of grammar, punctuation, and spelling.
 - ✚ Ensure that the Integrated Annual Report is engaging and user-friendly.
 - ✚ Ensure that the language used is appropriate for the target audience and reflects the tone and style of the MINING Industry reporting.
 - ✚ Allow for three rounds of edits.

15.3. Design and Layout:

- ✚ The successful Bidder will be expected to:
- ✚ Present three concepts for the Integrated Annual Report covers from which one will be selected.
- ✚ Design and layout of the Integrated Annual Report for the final sign off by AEMFC
- ✚ Submit electronic version of the final Integrated Annual Report.
- ✚ Submit a final print ready Integrated Annual Report for the sign-off before printing.
- ✚ The service provider will not be required to quote for printing.

15.3.1.1. The service provider is expected to gather all information from the relevant internal stakeholder Executives and Board Members, and to provide guidance throughout the project. The internal stakeholders will provide all the requested information to the service provider via the AEMFC Project Manager, in a timely manner. All tables and graphics will be supplied by AEMFC. The service provider will be expected to assist with and provide guidance on the layout and design of the Integrated Annual Report, including proposing a report structure, that takes into account the requirements of King IV, GRI4 and IIRC Framework, and other relevant guidelines and benchmarked industry practice.

15.4. Photographic Services:

- ✚ The services provider will be expected to arrange for photography services for members of

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the executive committee and the Board of Directors, for inclusion in the Integrated Report.

- ✚ AEMFC Project Manager will ensure that arrangements are made with the Service Provider's photographic services provider, to avail the subjects to the content. The Service Provider will liaise with the Project Manager to align needs for an efficient and seamless process to unfold.

15.5. Timelines

- 15.5.1. Upon appointment, the recommended Service Provider is expected to confirm that they will provide services as prescribed in the scope of work above upon receiving a purchase order and adhere to the timelines as set out below. AEMF reserves the right to cancel the issued purchase order should the Service Provider fail to adhere to the commitment.

Milestone	Responsibility
Acceptance and Signing of Contract	Service Provider
Supply draft Report and Images to Service Provider	AEMFC
Supply three different conceptual renditions of the Integrated Report cover	Service Provider
Present 1 st Draft of the Integrated Report	Service Provider
Comments and Amendments	AEMFC
Present 2 nd Draft of Integrated Report, incorporating changes and additions	Service Provider
Sign-Off on Draft	AEMFC
Present Final Print-Ready Draft of Integrated Report	Service Provider
Photographic Services	Service Provider

15. PRICING SCHEDULE [SERVICES]

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

BIDDING COMPANY NAME								
ITEM NO.	ITEM	UNIT OF MEASURE	QTY OF RESOURCES	NUMBER OF HOURS	RATE PER RESOURCE (ZAR)	PRICE (EXCL VAT)	PRICE (INC. VAT)	
1	Concept design and layout	Hourly						
2	Information Collection & Collation	Hourly						
3	Writing and Content Production	Hourly						
4	Editing & Proofreading	Hourly						
5	Photoshoot of Board Members and Executives	Each						
6	Disbursements (Status meetings, calls etc)	Each						
7	Project Management	Hourly						
7	Close-out Report	Hourly						
	TOTAL PRICE (exclusive of VAT)							
	VAT 15% (If Applicable)							
	TOTAL Inclusive of VAT (where applicable)							
Total Price in words								

Delivery Lead-Time from date of purchase order: _____ [days/weeks]

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.

Respondent's Signature

Date & Company Stamp

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)	

Respondent's Signature

Date & Company Stamp

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:

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

Where:

Ps = Score for the Bid under consideration

Pt = Price of Bid under consideration

$Pmin$ = 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:

22.4. AEMFC in this Request for Quotation (RFQ) will utilise: Economic Reconstruction and Recovery Programmes and RDP Goals (EMEs and QSEs) 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

- a. Promotion of business located closer to site in the province and town where goods, services and works are required
- b. Promotion of business located in the province where goods, services and works are required
- c. Promotion of business located in South Africa

b) RDP Goals

- a. (EMEs or QSEs)
- b. EMEs / QSEs (Entities that are 100% Black Owned)
- c. EMEs / QSEs (Entities that are 51% Black Owned)

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

- a) ID Copy of Owner / Director;
- b) BBBEE Certificate / Sworn Affidavit;
- c) Company Registration Documents
- d) Proof of registered address of entity/ municipal account / Affidavit

Respondent's Signature

Date & Company Stamp

Returnable document

23. EVALUATION CRITERIA

Applicable evaluation criteria

FUNCTIONALITY (TECHNICAL) EVALUATION CRITERIA					
NO.	EVALUATION CRITERIA	SCORING PRINCIPLE	RETURNABLE SCHEDULE	RATING	WEIGHTING SCORE
1.	The bidder must demonstrate relevant experience in compiling, writing, layout-ing and providing editorial services for integrated reports for clients.	Three or more (≥3) electronic examples of integrated/annual reports submitted	The bidder must submit electronic copies (examples) of integrated reports that they have produced for clients, in the last five years (Integrated Reports that are older than 5 years at the RFQ closing date will not be considered for scoring purposes.)	30	30
		Two (2) electronic examples of integrated reports submitted		20	
		One (1) electronic examples of integrated report submitted		10	
2.	References from clients for whom the bidder provided integrated report production services	NOTE: Failure to provide examples/copies of integrated reports will result in zero allocation of points.	The bidder must provide relevant contactable references letters from contactable clients for whom the bidder provided integrated report production services in the past 5 years.	30	30
		Four (4) written/relevant reference letters submitted		20	
		Three (3) written/relevant reference letters submitted			
		Two (2) written/relevant reference letter submitted			
3.	The bidder's team leader of the proposed team must have relevant qualifications, skills, and experience in compiling/writing (providing editorial services) integrated reports for clients.	NOTE: Failure to provide reference letters will result in zero allocation of points.	The bidders must submit, as part of its proposal, the following: - Detailed CV of the Team Leader; and - The CV must clearly highlight qualifications, areas of competence and years of experience relevant to the tasks and objectives of this project as outlined above.	30	30
		More than eight or more (≥8) years' integrated report production experience		20	
		Four (04) to seven (07) years' integrated report production experience			
		Three years or less (≤3) years' integrated report production experience			
4.	The bidder must provide a technical approach/methodology and project plan.	NOTE: Failure to provide reference CVs will result in zero allocation of points.	The bidder must provide a technical approach/methodology and project plan (timelines) in compiling/writing (providing editorial services) integrated reports for clients.	10	10
		Comprehensive Approach/Methodology and an Execution Plan have been proposed.		05	
		Acceptable Approach/Methodology and/or Execution Plan proposed			
NOTE: Failure to provide reference Approach / Methodology or Project plan will result in zero allocation of points.					
				Minimum Threshold	80
				The minimum threshold	100
NOTE: BIDDERS MUST ACHIEVE A MINIMUM SCORE OF 70 POINTS FOR THE TECHNICAL CRITERIA IN ORDER TO BE CONSIDERED FOR THE NEXT LEVEL OF THE EVALUATION PROCESS. i.e. PRICE AND BEE.					

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	

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]
The bidder must submit electronic copies as examples of integrated/annual reports produced on behalf of clients previously. The examples must not be older than five years at the date of this RFQ's closing date. on.	
The bidder must provide relevant contactable references from clients for whom the bidder provided integrated/annual reporting production services in the past 5 years.	

Respondent's Signature

Date & Company Stamp

The bidders must submit, as part of its proposal, the following: Detailed CV of the team leader; and the CV must clearly highlight qualifications, areas of competence and years of experience relevant to the tasks and objectives of this project as outlined above.	
The bidder must provide a technical approach/methodology and project plan (timelines) in producing integrated reports for clients.	
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; and Proof of registered address of entity/ municipal account / 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.	

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	

Respondent's Signature

Date & Company Stamp

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.

Respondent's Signature

Date & Company Stamp

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

Respondent's Signature

Date & Company Stamp

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

Respondent's Signature

Date & Company Stamp

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

Respondent's Signature

Date & Company Stamp

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

Respondent's Signature

Date & Company Stamp

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

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

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

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.

Respondent's Signature

Date & Company Stamp

WITNESSES

1.
2.

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

DATE:

ADDRESS

.....

.....

Respondent's Signature

Date & Company Stamp

SECTION 9: REGISTRATION OF PROSPECTIVE BIDDERS FORM
CERTIFICATE OF ATTENDANCE OF NON-COMPULSORY RFP BRIEFING

32. REGISTRATION OF PROSPECTIVE BIDDERS FORM

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE WRITING, EDITING, PROOFREADING, DESIGN AND LAYING-OUT OF AEMFC ANNUAL INTEGRATED REPORT FOR A PERIOD OF THREE YEARS (FY2023/24, FY2024/25 AND FY2025/26)

BID NUMBER:

DATE OF BRIEFING SESSION: 30 July 2024

TIME: 10:00 ± 2 hours

VENUE: MICROSOFT TEAMS

REGISTRATION OF PROSPECTIVE BIDDERS FORM

All interested bidders must register their interests to attend a [non-compulsory] briefing session by completing this form and return to tender@aemfc.co.za by **29 July 2023**.

It should be noted that this e-mail address is not to be used for the submission of tender proposals.

Tel/ mobile no: Email address:

.....
ENTITY'S NAME

.....
BIDDER'S NAME

.....
DATE

Bidders are to submit the "REGISTRATION OF PROSPECTIVE BIDDERS FORM" for the non-compulsory briefing session attendance by 29 July 2024 to be able to attend the RFQ briefing.

This is to ensure that AEMFC may make the necessary arrangements for the briefing session.

Note: The submission of the Registration of Prospective Bidders Form is not disqualifying. The onus is upon the bidders to ensure attendance.

A Certificate of Attendance in the form set out in **Section 10** hereto must be completed and submitted with your Proposal as proof of attendance is required for the **non-compulsory** RFQ briefing.

Despite the briefing session being **non-compulsory**, AEMFC nevertheless encourages all Respondents to attend. AEMFC will not be held responsible if any Respondent who did not attend the **non-compulsory** session subsequently feels disadvantaged as a result thereof.

SECTION 10: CERTIFICATE OF ATTENDANCE OF NON-COMPULSORY RFQ BRIEFING

CERTIFICATE OF BRIEFING SESSION ATTENDANCE

It is hereby certified that –

1.

2.

Representative(s) of [name of entity]

As the Bidder's Authorised Representative, have attended the Briefing Session in respect of the proposed [Services] to be rendered in terms of this RFQ on20.....

I have satisfied myself with regard to all conditions and other factors which may affect the Bidder's bid. I have obtained all necessary information as to risks, contingencies, and other circumstances which may influence or affect the Bidder's bid.

.....
AEMFC'S REPRESENTATIVE
NAME:

.....
RESPONDENT'S REPRESENTATIVE
NAME

.....
AEMFC'S REPRESENTATIVE
SIGNATURE:

.....
RESPONDENT'S REPRESENTATIVE
SIGNATURE:

DATE

DATE:

EMAIL:.....

NOTE:

This certificate of attendance must be filled in duplicate, one copy to be kept by AEMFC and the other copy to be kept by the bidder.