

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

DESCRIPTION	Provision of an Employee Assistance Programme for African Exploration Mining and Finance Corporation (AEMFC) over a period of three (3) years on an as and when required basis
DOC NUMBER:	6000008163
ISSUE DATE	21 November 2024
BRIEFING SESSION	Not Applicable
BRIEFING SESSION DATE	Not Applicable
BRIEFING SESSION TIME	Not Applicable
CLARIFICATION ENQUIRY EMAIL	rfq.enquiry@aemfc.co.za
CLOSING DATE ON CLARIFICATION ENQUIRY	27 November 2024 at 12:00
CLOSING DATE	28 November 2024 at 12:00
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 AEMFC'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:	6000008163	ISSUE DATE:	21 November 2024	CLOSING DATE:	28 November 2024	CLOSING TIME:	12:00
DESCRIPTION	Provision of an Employee Assistance Programme for African Exploration Mining and Finance Corporation (AEMFC) over a period of three (3) years on an as and when required basis						
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]							
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							

Respondent's Signature

Date & Company Stamp

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

- 14.1.** The purpose of the Employee Wellness Programme is to support Wellness Office initiatives and improve the performance of AEMFC by assisting its employees to deal with their personal and work-related challenges earlier, and more effectively. It will also provide consultancy support and guidance for managers and supervisors to assist them with monitoring their employees' job performance, intervening early, and where necessary, to take appropriate action to correct the situation. The AEMFC appreciates the role and support family members play in employees' life, therefore extends the service to immediate family members. The programme provides extra support for employees in managing the circumstances of domestic life before these begin to impact on work.

14.2. SCOPE OF WORK (SOW) / SPECIFICATION**14.2.1. Counselling Services**

- 14.2.1.1.** Toll free telephonic supportive counselling.
- 14.2.1.2.** The counselling services is required twenty-four (24) hours a day seven (7) days a week three hundred sixty-five (365) days a year, for AEMFC employees and their families.
- 14.2.1.3.** The Service shall be available in eleven (11) official languages, with the national network matching AEMFC's geographic map. Professional Support Line Service through twenty-four (24) hours a day seven (7) days a week three hundred sixty-five (365) days a year Call Centre. A 24-hour multilingual psychological counselling service to be available to all eligible employees and immediate family members.

14.2.2. Personal Face to Face Counselling

- 14.2.2.1.** Personal Face to Face Counselling Model of 6-8 counselling sessions per employee per incident per year with additional two sessions at the discretion of the service provider.
- 14.2.2.2.** Face to face counselling for employees and family members.
- 14.2.2.3.** Model of 6-8 counselling sessions per employee per incident per year with additional two sessions at the discretion of the service provider. Face to face counselling for employees and family members
- 14.2.2.4.** Six (6) Personal Counselling (face to face) - sessions per person per year (per condition/incident)

close to employee/family member residence or place of work.

14.2.2.5. Support and counselling relating to sexual harassment incidents.

14.2.2.6. Rehabilitation and counselling relating to sexual harassment.

14.2.2.7. Support and counselling relating to unfair discrimination e.g. disabilities, homophobic, xenophobia etc.

14.2.2.8. **Critical Incident Services** (Trauma debriefing), a Critical Incident service - offering prompt and professional trauma debriefing and counselling services to employees and family members exposed to incidents of trauma.

14.2.2.9. **Electronic advisory services:** Access to a comprehensive Electronic Wellness Programme. The programme includes an integrated suite of email and web-based health management applications including interactive disease management tools; a selection of health and wellness information; a medical encyclopaedia; quizzes, and calculators; as well as personalised information on a range of employee wellbeing related topics such as stress management, substance abuse, and trauma management. Printable resources.

14.2.3. Management Consultancy, Referral and Support Program

14.2.3.1. A managerial consultancy programme.

14.2.3.2. Employee referral service to AEMFC management in support of their employee management responsibilities.

14.2.3.3. Debt management and advocacy.

14.2.3.4. Money management (Budgeting).

14.2.3.5. Legal advice and guidance.

14.2.3.6. Family Care.

14.2.4. Life Management Services

14.2.4.1. A legal wellbeing service that provides AEMFC employees with detailed practical information, education, counselling, resources and referrals on a broad range of legal matters, consumer affairs and social benefits. Assistance on labour law matters is excluded from the service.

14.2.4.2. Financial wellbeing:

14.2.4.2.1. This component of the service offering will assist employees who have queries relating to finances and debt.

14.2.4.2.2. A debt mediation process will be available to all employees who present with a negative cash flow situation in those geographies where such mediation is legislatively available.

14.2.4.3. Family care support:

14.2.4.3.1. It will focus on the provision of information and guidance on a broad range of family related issues such as: parental guidance, disability benefits, educational and community resources, special needs placement, dependent care, child support, immigration, expatriate adjustment, alternative work arrangements, residential facilities, vocational guidance, community resources, preschool programmes and care giving guidance and loss of immediate family.

14.2.4.3.2. Wills and Estate planning.

14.2.4.3.3. Basic contract draft and advise.

14.2.4.3.4. The **successful Service Provider must have an established national footprint with physical addresses across the country to ensure comprehensive support for the immediate family members of AEMFC employees.**

14.2.5. Marketing and Communication

- 14.2.5.1. Custom-designed and continuing communication programmes to correctly position the EWP to ensure understanding and encourage all employees to use the service.
- 14.2.5.2. The service provider must adopt AEMFC Employee Wellness Programme branding and design.

14.2.6. Programme Management**14.2.6.1. Client services**

- 14.2.6.1.1. A dedicated Client Relationship Manager will manage the EWP.
- 14.2.6.1.2. The EWP to AEMFC includes service promotion and marketing, EWP related training, liaison with AEMFC's EWP custodians, reporting, organizational consultancy and complaints resolution.

14.2.6.2. Reporting Services – Quarterly Reporting

- 14.2.6.2.1. Statistics and calculations
- 14.2.6.2.2. Data Analysis.
- 14.2.6.2.3. Engagement Rate.
- 14.2.6.2.4. Themes and trends.
- 14.2.6.2.5. Value.
- 14.2.6.2.6. Benchmarking.
- 14.2.6.2.7. Conclusions & recommendations.

14.2.7. Unfair Discrimination and Sexual Harassment or Harassment Support Program

- 14.2.7.1. Sexual harassment and unfair discrimination (Gender, Race, Disability etc.)
- 14.2.7.1.1. Provide trauma counselling and victim empowerment
- 14.2.7.1.2. Mandatory counselling for perpetrators
- 14.2.7.1.3. Diversity training

14.3. SCOPE OF SERVICE – ANNUAL OFFERING

Service 1: Annual Employee Health Screening	
Wellness Screening	The service offering will include determining the following: Weight • Height • Body Mass Index • Blood Pressure & Pulse readings • Full Lipid Screening • Glucose levels • Provide appropriate health action recommendation based upon the results of each employee's screening results. A full report on the wellness results of employees must be provided to AEMFC Management to include results per region but not limited to the following: Demographics of the employees tested. Health overview of the employees tested. Breakdown of medical schemes employees belong to per region. Quantum of employees per for employees not covered by a medical scheme.

Annual Executive Medical Health Assessments and Executive Wellness Day – 7 Leadership Members	
Medical Risk Appraisal	Personal and family medical history Nutritional status Physical activity Health habits Mental Health Support Health coaching

14.4. DURATION

14.4.1. Employee Wellness Programme (EWP) will be for a period of three (3) years.

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

15.1. Respondents are to note that AEMFC will round final 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 DESCRIPTION	UNIT	QUANTITY	RATE PRICE (ZAR)	PRICE (EXCL VAT)	PRICE (INC.VAT)
1	A dedicated and exclusive 24 hours, 7 days a week toll free line, direct unlimited multi-lingual telephonic counselling, lifeline management services which offers employee wellness services by fully qualified personnel.			R	R	R
2	Face to face counselling to employees and their dependants.			R	R	R
3	Managerial support services in dealing with anger management services, trauma management, critical incident and stress management.			R	R	R
4	HIV/AIDS Counselling to employees and their dependants.			R	R	R
5	AEMFC branded e-Wellness services, accessible to all employees and to cover the full wellness services including "wellness emails" and internet link to all employees			R	R	R
6	Monthly, Quarterly and annual reports which should include detailed analysis of the use of the programme (to exclude employee personal information)			R	R	R
7	Dedicated client relationship manager			R	R	R
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]**

Respondent's Signature

Date & Company Stamp

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.

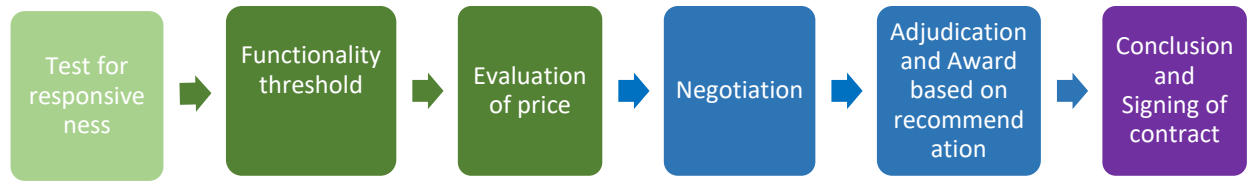
16.3. Prices must be quoted in South African Rand inclusive VAT.

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

SECTION 5: GENERAL [SERVICE PROVIDER] OBLIGATIONS**17. EVALUATION METHODOLOGY, CRITERIA**

17.1. The evaluation of Quotations is to determine whether respondent is capable of delivering the Services and will be evaluated accordingly.

17.2. AEMFC will utilise the following methodology and criteria in selecting [Service Provider] (s).

**17.2.1. 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.

17.2.2. 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.

17.2.3. STAGE 3:

Evaluation and Final Weighted Scoring

Price Criteria (Weighted Score) **80**

Evaluation Criteria	
•	Commercial Offer (Price)

17.2.3.1. 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

$Phin$ = Price of lowest acceptable Bid

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

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

17.2.4. STAGE4: Post Bid Negotiations (If Applicable)

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

17.2.5. SPECIFIC GOALS (Preference Point System)

- a) Weighted Score **20 points**

17.3. Weighted Score 20 points

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

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

17.5.1. Economic Reconstruction and Recovery Programmes

17.5.2. EMEs or QSEs that are 100% and 51% Black Owned

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

17.6.1. ID Copy of Owner / Director;

17.6.2. BBBEE Certificate / Sworn Affidavit;

17.6.3. Company Registration Documents

17.6.4. Proof of registered address of entity/ municipal account / Affidavit

17.6.5. CSD Report

18. EVALUATION CRITERIA**18.1.** The evaluation criteria applicable to this RFQ is stated in the table below:

FUNCTIONALITY (TECHNICAL) EVALUATION CRITERIA					
NO.	EVALUATION CRITERIA	SCORING PRINCIPLE	RETURNABLE SCHEDULE	RATING	WEIGHTING SCORE
1	Appropriate experience and Capacity to deliver with reference to the personnel to be allocated to this project: - The Reference Letter(s) must not be older than 5 years. - It must be in the letterhead of the previously serviced client. - It should reflect a name of the client, description of the project, year conducted, year completed, - Contactable reference name, contact details, signed by hand or electronically.	More than 5 valid letters attached =20 points	Signed Reference letters from a referring company / client letterhead indicating: - Description of work/ scope of work, - Year conducted and completed.	20	20
		5 valid reference letters attached = 15points		15	
		Less than 5 but above 2 valid reference letters attached = 10 points		10	
		2 valid reference letters attached = 5 points		5	
		1 reference letter / No valid reference letters attached = 0 points		0	
2	Bidders must provide a minimum of: Detailed Curriculum Vitaes of the Core Team for the Employee Assistance Programme that clearly indicates a minimum of 10 or more years' experience and qualifications e.g. - Psychologist - Psychiatrist - Client Relations Manager	10 or more years' experience relevant qualifications	CV and relevant Qualifications	20	20
		7 – 9 years' experience = 15 points		15	
		4 – 6 years' experience = 15 points		10	
		2 – 3 years' experience = 15 points		5	
		Less than 2 years' experience = 0 points		0	

3	Capacity of the company, detailing years of experience and track record in providing Employee Assistant Programme services indicating: - A minimum of 10 years' experience in the provision of an Employee Assistance Programme. - National footprint with infrastructure to deliver Employee Assistance Programme. - Professionals to render the service. - Operational capability to deliver Employee Assistance Programme in the various areas required by AEMFC.	The company profile addresses the four (4) elements of the criteria, and the bidder has more than ten (10) years' experience and previous similar work is aligned to AEMFC scope of work.	Company Profile	40	40
		The company profile addresses the three (3) elements of the criteria and bidder has 7 – 9 years' experience and previous similar work is aligned to AEMFC scope of work.		30	
		The company profile addresses the two (2) elements of the criteria and bidder has 4 – 6 years' experience and previous similar work is aligned to AEMFC scope of work.		20	
		The company profile addresses the one (1) element of the criteria and bidder has 2 – 3 years' experience and previous similar work is aligned to AEMFC scope of work.		10	
		The company profile does not address any elements of the criteria, and the bidder has less than 2 years or no relevant company experience.		0	
4	Methodology and approach of the Employee Assistance Programme: - Proposal to include the methodology and approach to be taken; and - A detailed and executable project plan, which addresses the scope of the assignment	Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the bidder has outstanding knowledge of state-of-the-art approaches. The programme is well thought out and makes allowance for all the key activities of Employee Assistance Programme. The approach or methodology details ways to ensure a successful outcome and the quality of the outputs.	Approach or Methodology and Programme / Project Plan	20	20
		The approach is tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The project plan and approach to manage		15	

		Employee Assistance Programme etc is tailored to the critical characteristics of the project. The programme is good and has allowed for all critical aspects			
		The approach is tailored to address the specific Employee Assistance Programme objectives and methodology. The approach does adequately deal with the critical characteristics of the Employee Assistance Programme. The project plan and manner in which programme is to be managed etc is tailored to the key aspects of the programme. The programme is adequate.		10	
		The technical approach and / or methodology is poor / is unlikely to satisfy Employee Assistance Programme objectives or requirements. The bidder has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the programme. The programme is poor and has missed critical aspects		5	
		No response/ Poor quality methodology / no documents submitted.		0	
Minimum qualifying score required					70
Total weighting					100

Respondent's Signature

Date & Company Stamp

SECTION 6: LIST OF RETURNABLE DOCUMENTS**19. RETURNABLE DOCUMENTS REQUIRED**

- 19.1.** 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.

19.1.1. 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	

19.1.2. RETURNABLE DOCUMENTS USED FOR SCORING

In addition to the requirements of section (19.1.1) 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]
Detailed Methodology and Approach on how the required services will be provided to AEMFC together with project plan and National footprint and Official languages. (This should include a physical addresses to ensure that the bidder will be able to reach all AEMFC locations)	
Curriculum Vitae of the Core team demonstrating the relevant experience and relevant qualifications	

Reference letter(s) in a referring company letterhead signed by client(s) demonstrating relevant experience	
Company Profile	
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)	
- ID Copy of Owner / Director; - BBBEE Certificate / Sworn Affidavit; - Company Registration Documents; - Proof of registered address of entity/ municipal account / Affidavit; and - CSD Report	

19.1.3. ESSENTIAL RETURNABLE DOCUMENTS

Over and the above the requirements of section (19.1.1) and (19.1.2) 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**20. ADMINISTRATIVE RETURNABLE DOCUMENTS****DECLARATION OF INTEREST****(SBD4)**

20.1. 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.

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

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

20.2.2. Identity Number.....

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

20.2.4. Company Registration Number.....

20.2.5. Tax Reference Number:

20.2.6. VAT Registration Number:

20.2.6.1. 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.

20.2.6.2. "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.

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

20.3.1. 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:
.....

20.3.1.1. 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**20.3.1.2. 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.

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

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

20.4. 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**20.4.1. If so, furnish particulars:**

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

20.5. 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**20.5.1. If so, furnish particulars.**

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

20.6. 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

20.6.1. If so, furnish particulars.

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

20.7. 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

20.7.1. If so, furnish particulars:

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

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

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

20.9. 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****21. 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.

22. GENERAL CONDITIONS

22.1. 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).

22.2. 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;

22.3. Points for this bid shall be awarded for:

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

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

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

22.5. 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.

22.6. 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.

23. 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);

24. FORMULAE FOR PROCUREMENT GOODS AND SERVICES

24.1. POINTS AWARDED FOR PRICE

24.1.1. 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

25. POINTS AWARDED FOR SPECIFIC GOALS

25.1. 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:

25.2. 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

25.3. 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.)

25.4. 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 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		

Respondent's Signature

Date & Company Stamp

26. DECLARATION WITH REGARD TO COMPANY/FIRM**26.1.** Name of company/firm:.....**26.2.** VAT registration number:.....**26.3.** Company registration number:.....**26.4. TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]**26.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

26.6. COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]**26.7.** Total number of years the company/firm has been in business:.....

26.8. 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

.....

.....