African Exploration Mining and Finance Corporation SOC Ltd

REQUEST FOR QUOTATION (RFQ) [SERVICES]

REGISTRATION NUMBER: 1944/018018/30

DESCRIPTION	**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF BROAD BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) VERIFICATION AND CERTIFICATION SERVICES FOR AFRICAN EXPLORATION MINING AND FINANCE CORPORATION ("AEMFC") FOR A PERIOD OF THREE YEARS.**
DOC NUMBER:	**6000008307**
ISSUE DATE	**12 November 2026**
BRIEFING SESSION	**NON-COMPULSORY**
BRIEFING SESSION DATE	**Not Applicable (N/A)**
BRIEFING SESSION TIME	**Not Applicable (N/A)**
CLARIFICATION ENQUIRY EMAIL	rfq.enquiry@aemfc.co.za
CLOSING DATE ON CLARIFICATION ENQUIRY	20 November 2026 at **12:00 PM**
CLOSING DATE	**24 November 2026**
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 WILL 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:	***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.***
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**.

SCHEDULE OF BID DOCUMENTS

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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:	6000008307	ISSUE DATE:	12 November 2026	CLOSING DATE:	24 November 2026	CLOSING TIME:	12:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF BROAD BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) VERIFICATION AND CERTIFICATION SERVICES FOR AFRICAN EXPLORATION MINING AND FINANCE CORPORATION ("AEMFC") FOR A PERIOD OF THREE YEARS.						
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	Bulelwa Mabena	CONTACT PERSON	Bulelwa Mabena
TELEPHONE NUMBER	010 010 6100	TELEPHONE NUMBER	010 010 6100
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	bulelwas@aemfc.co.za	E-MAIL ADDRESS	bulelwas@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 QUESTIONAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ **YES** ☐ **NO**
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ **YES** ☐ **NO**
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ **YES** ☐ **NO**
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE

1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.

1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

2.1 **BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.**

2.2 **BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.**

2.3 **APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.**

2.4 **BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.**

2.5 **IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER**

2.6 **WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED**

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

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……
(Proof of authority must be submitted e.g. company resolution)

DATE:……

SECTION 2: NOTICE TO BIDDERS

1. REQUEST FOR QUOTATION (RFQ) INSTRUCTIONS

1.1. Respondents are to sign documents [sign and date the bottom of each page] before submitting the RFQ proposal document. The person or persons signing the submission must be legally authorised by the respondent to do so.

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

1.3. Bid proposal must be delivered by the stipulated date and time to the correct email address.

1.4. All Bids must be submitted on the official forms provided or in the manner prescribed in the Bid document.

1.5. The 80/20 Preferential Point System will be applied wherein 80 Points is for Price and 20 points is for Specific Goals.

1.6. Points scored for Specific Goals will be added to the points scored for Price and the total will be rounded off to the nearest two (2) decimal places.

1.7. Bidders are required to submit responsive Bids by completing all pricing and item information in line with the entire scope of work /goods/services.

1.8. AEMFC reserves the right to negotiate with the bidders prior or post-award.

1.9. AEMFC may allocate zero/nil points for specific goals where proof is not submitted with the RFQ.

1.10. **The Bid must be valid for a period of sixty (60) business days from the closing date and time**.

2. COMMUNICATION

2.1. Respondents are to note that changes to its submission will not be considered after the closing date

2.2. Specific queries relating to this RFQ before the closing date of the RFQ should be submitted to the email address **rfq.enquiry@aemfc.co.za**. In the interest of fairness and transparency, AEMFC's response to such a query will then be made available to other bidders**.**

2.3. It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of AEMFC in respect of this RFP between the closing date and the date of the award of the business.

2.4. Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

2.5. Bidders will be disqualified if the entity or any of its directors is listed on the register of Bid Defaulters in terms of the Prevention and Combating of Corruption Activities Act of 2004 as a person prohibited from doing business with the public sector.

2.6. All unsuccessful bidders have a right to request AEMFC to furnish individual reasons for their bid not being successful. This request must be directed to the contact person stated in the **SBD 1 form**.

3. CHANGES TO QUOTATION

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

4. BINDING OFFER

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

5. VALIDITY PERIOD

5.1. AEMFC requires a validity period of **sixty (60)** from closing date against this RFQ, excluding the first day and including the last day.

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

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

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

7. SPECIFIC GOALS AND PREFERENCE POINTS

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

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

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

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

8. CONFIDENTIALITY INFORMATION DISCLOSURE NOTICE

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

9. COMPLIANCE

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

10. DISCLAIMERS

10.1. Respondents are hereby advised that AEMFC is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of Proposals. In particular, please note that AEMFC reserves the right in its absolute discretion at any time to:

10.1.1. modify the RFQ's Goods/Services and request Respondents to re- bid on any such changes;

10.1.2. reject any Quotation proposal which does not conform to instructions and specifications which are detailed herein;

10.1.3. disqualify Quotation proposals submitted after the stated submission deadline [closing date];

10.1.4. award a contract in connection with this Quotation proposal at any time after the RFQ's closing date;

10.1.5. award a contract for only a portion of the proposed Goods/ Services which are reflected in the scope

of this RFQ;

10.1.6. split the award of the contract between more than one Supplier/Service Provider should it at AEMFC's discretion be more advantageous in terms of amongst others, cost or development considerations;

10.1.7. cancel the quotation bid;

10.1.8. validate any information submitted by Respondents in response to this. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to AEMFC to do so;

10.1.9. not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after award of the business, unless the contract specifically provided for it;

10.1.10. award the business to the next ranked bidder, provided that he/she is prepared to provide the required Goods at the quoted price, should the preferred bidder fail to sign or commence with the contract within reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the outcome of the tender/bid has been published the outcome of the bid process on the National Treasury (NT) e-tender Portal and AEMFC website. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods/Services at their quoted price.

10.1.11. request audited financial statements or other documentation for the purposes of a due diligence exercise.

10.1.12. Should the Tenderer/s be awarded business on the strength of information furnished by the Tenderer/s, which after conclusion of the contract is proved to have been incorrect, AEMFC reserves the right to terminate the contract;

10.1.13. AEMFC reserves the right to conduct a risk assessment on the preferred tenderer/s to ascertain if any of the following might present an unacceptable commercial risk to AEMFC:

- unduly high or unduly low tendered rates / price in the tender offer;
- changes in the contract data of contract provided by the tenderer; and/or
- the contents of the tender returnable documents which are to be included in the contract.

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

14. 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.

14.1. BACKGROUND SCOPE OF WORK (SOW) SPECIFICATION

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.

14.2. SCOPE OF WORK (SOW) / SPECIFICATION

14.2.1. AEMFC is required to have a valid B-BBEE certificate to be able to do business with other organs of the state.

14.2.2. AEMFC is required to appoint a service provider for B-BBEE verification and certification services to review, verify and validate the audit process in accordance with the provisions of the Broad Based Black Economic Empowerment Act 53 of 20023 and related legislation.

14.2.3. The Service Provider is required to provide the following services to conclude the verification and certification process which will ensure:

14.2.3.1. **Independent Verification**
Conduct an impartial and objective assessment of the AEMFC's B-BBEE status.

14.2.3.2. **Data Collection**
Gather and verify all necessary documentation and information provided by the company.

14.2.3.3. **On-Site Verification**
Perform site visits if necessary to validate the information and observe operations.

14.2.4. The Service provider will also be required to verify the ownership and related documents that include the following:

14.2.4.1. **Management Control**: organizational charts, employee contracts and Board resolutions

14.2.4.2. **Employment Equity**: Employment Equity reports, staff demographic data

14.2.4.3. **Skills Development**: Training records, learnerships agreement, and skills development reports.

14.2.4.4. **Preferential Procurement**: Procurement Policies, Service Provider/Supplier Invoices and Service Provider/Supplier BEE Certificates.

14.2.4.5. **Enterprise Development**: Agreements and reports on enterprise and Service Provider/ Supplier development initiatives.

14.2.4.6. **Socio-Economic Development**: Documentation of socio- economic development contributions and initiatives.

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).

Item No.	Description of Goods /Services	Quantity	Unit Of Measure (UOM)	Unit Price (ZAR) Year 1	Unit Price (ZAR) Year 2	Unit Price (ZAR) Year 3	Total value Price (ZAR)
1.	Independent Verification	36	Months				
2.	Data Collection	36	Months				
3.	On site verification	36	Months				
4.	BBBEE Certification	36	Months				
						TOTAL PRICE (EXC. VAT)	
						VAT (15%) (If Applicable)	
						TOTAL PRICE (INCL. VAT)	
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.

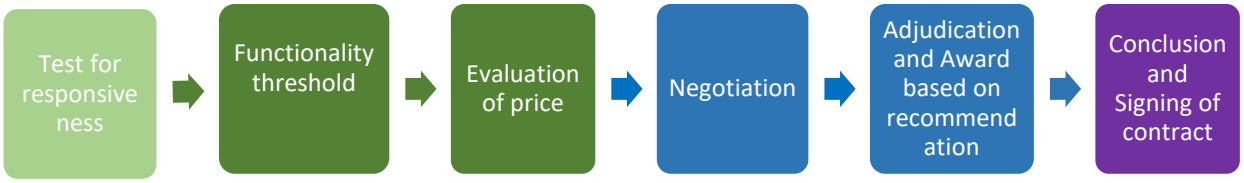
16.4. Any disbursement not specifically priced for will not be considered/accepted by AEMFC.

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 Goods/Services and will be evaluated accordingly.

17.2. AEMFC will utilise the following methodology and criteria in selecting Service Provider.



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)

17.2.4. 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

Phin = Price of lowest acceptable Bid

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

i. Price **(80)**

ii. Specific Goals (weighted scores **20**):

17.2.6. STAGE4: Post Bid Negotiations (If Applicable)

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

18. SPECIFIC GOALS (Preference Point System)

a) Weighted Score **20 points**

18.1. Weighted Score 20 points

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

18.3. In this Request for Quotation (RFQ) AEMFC will utilise Economic Reconstruction and recovery programmes as follows:

a) Promotion of business located in Gauteng Province where goods and services are require

b) Promotion of business located in South Africa

18.4. As evidence, Respondents must submit with their Bid, the documents required: valid BBBEE Certificate or Sworn Affidavit, CSD Report. Bidder's proof of address (Municipal Account/ Affidavit)

19. EVALUATION CRITERIA

FUNCTIONALITY (TECHNICAL) EVALUATION CRITERIA					
NO.	**EVALUATION CRITERIA**	**SCORING PRINCIPLE**	**RETURNABLE SCHEDULE**	**RATING**	**WEIGHTING SCORE**
1.	**Submission of at least five (5) signed reference letters with recommendation from previous employers, or clients attesting to experience and competence in :** - It must be in the letterhead of the previously serviced client and 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.	**Experience and qualifications which must include the following:**		**CV and attachment of Qualifications**	**40**	**40**

FUNCTIONALITY (TECHNICAL) EVALUATION CRITERIA					
NO.	**EVALUATION CRITERIA**	**SCORING PRINCIPLE**	**RETURNABLE SCHEDULE**	**RATING**	**WEIGHTING SCORE**
	- A relevant Degree or Diploma in fields such as Accounting, Tax, Auditing, Financial Accounting, Management Accounting. - BBBEE consulting services,				
3.	**Bidder to show knowledge and understanding of the following requirements** - Skills Development Programme Certificate in BBBEE		**Situational Analysis and rollout project plan**	**20**	**20**

FUNCTIONALITY (TECHNICAL) EVALUATION CRITERIA					
NO.	**EVALUATION CRITERIA**	**SCORING PRINCIPLE**	**RETURNABLE SCHEDULE**	**RATING**	**WEIGHTING SCORE**
4.	**Registration with The South African National Accreditation System (SANAS)**	**Registration with The South African National Accreditation System (SANAS)**		**10**	**10**
5.	**10 years experience in BBBEE consulting**	**10 years experience in BBBEE consulting**		**10**	**10**
Minimum qualifying score required					**70**
Total weighting					**100**

SECTION 6: LIST OF RETURNABLE DOCUMENTS

20. RETURNABLE DOCUMENTS REQUIRED

20.1. 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	*Failure to provide all these Mandatory Returnable Documents at the Closing Date and time of this RFQ will result in a Respondent's disqualification.*
Returnable Documents Used for Scoring	*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.*
Essential Returnable Documents	*Failure to provide essential Returnable Documents will 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.*

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

20.1.1. 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 Schedule	

20.1.2. 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]
Submission of at least five (5) signed reference letters with recommendation from previous employers, or clients attesting to experience and competence	

CV and attachment of Qualifications	
Bidder to show knowledge and understanding of the following requirements	
Registration with The South African National Accreditation System (SANAS)	
10 years' experience in BBBEE consulting	

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*****.**	
Bidder's proof of address (Municipal Account / Affidavit)	

20.1.3. ESSENTIAL RETURNABLE DOCUMENTS

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

ESSENTIAL RETURNABLE DOCUMENTS	
	SUBMITTED [Yes/No]
National Treasury Registration on **Central Data Base (CSD)** (certificate).(A detailed report not older than one (1) month).	
Tax Clearance Certificate or electronic access PIN obtained from SARS's new Tax Compliance Status (TCS) system [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate for each party]	
SECTION 5: Evaluation Methodology, Criteria	
SECTION 6: Returnable Documents Required	
SECTION 7: SBD 4 Declaration of Interest Form	
SECTION 8: SBD 6.1 B-BBEE Preference Claim Form	

SECTION 7: SBD 4

21. ADMNISTRATIVE RETURNABLE DOCUMENTS

DECLARATION OF INTEREST (SBD4)

21.1. 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.

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

21.2.1. Full Name of bidder or his or her representative: …….

21.2.2. Identity Number……

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

21.2.4. Company Registration Number……

21.2.5. Tax Reference Number: ……..

21.2.6. VAT Registration Number: ……..

21.2.6.1. 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.

21.2.6.2. **"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.

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

21.3.1. 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:

……

21.3.1.1. 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

21.3.1.2. 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.

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

……

……

……

21.4. 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

21.4.1. If so, furnish particulars:

……

……

……

21.5. 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

21.5.1. If so, furnish particulars.

……

……

……

21.6. 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

21.6.1. If so, furnish particulars.

……

……

……

21.7. 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

21.7.1. If so, furnish particulars:

……

……

……

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

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

21.9. 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

22. 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.

23. GENERAL CONDITIONS

23.1. 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).

23.2. 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;

23.3. Points for this bid shall be awarded for:

(a) Price; and

(b) Specific Goals.

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

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

23.5. 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.

23.6. 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.

24. 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);

25. FORMULAE FOR PROCUREMENT GOODS AND SERVICES

25.1. POINTS AWARDED FOR PRICE

25.1.1. THE 80/20 PREFERENCE POINTS SYSTEM:

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

80/20

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

26. POINTS AWARDED FOR SPECIFIC GOALS

26.1. 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:

26.2. 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

26.3. **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.*)**

26.4. **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 (20)**	**Bidder**	• BBBEE Certificate / Sworn Affidavit; • CSD • Bidder's proof of address (Municipal Account / Affidavit)
	Promotion of business located in the Gauteng Province where goods and services are required	**Points (10)**		
2	Promotion of business located in South Africa	**Points (10)**		

27. DECLARATION WITH REGARD TO COMPANY/FIRM

27.1. Name of company/firm:……

27.2. VAT registration number:……

27.3. Company registration number:……

27.4. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

27.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

……
……
……
……

27.6. COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

27.8. 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 …….. …….. ……..