



The Supply and Delivery of Groceries to Impala Platinum Ltd

Request for Information (RFI)

Impala Platinum Limited (“Impala”)

The Supply and Delivery of Groceries to Impala Platinum Ltd

INTRODUCTION

Impala (PRINCIPAL) is planning a tender for the supply and delivery of Groceries

Complete all sections and attach all relevant information requested.

Engagement Process

Issue Date	➤ 9 July 2020
Preferred Interested Party	➤ Impala will have a preference for interested parties who: Have existing or have previous experience (technical capacity) of the said Scope of Work; namely The supply and delivery of Groceries.
Request for Information (“RFI”)	➤ Please refer to Appendix A for the required template for the “RFI” detail. ➤ Please also note that the “RFI” letter must be accompanied by a signed Non-Disclosure Agreement (NDA) Appendix C, which has been provided. Participants who have not signed the NDA will not proceed to the following evaluation phase. ➤ The “RFI” must also include all requested information as per Appendix A up to and including Appendix C to be considered for any activities.
Next Steps	➤ The “RFI” letter must be submitted electronically to the email address provided no later than 12h00 on 23 July 2020. ➤ Qualifying interested parties will be invited to participate in an (RFx) tender process that will enable the Parties to complete and submit all relevant information.
Tender process	➤ Only qualifying interested parties that obtained a minimum threshold on the RFI process will form part of this process

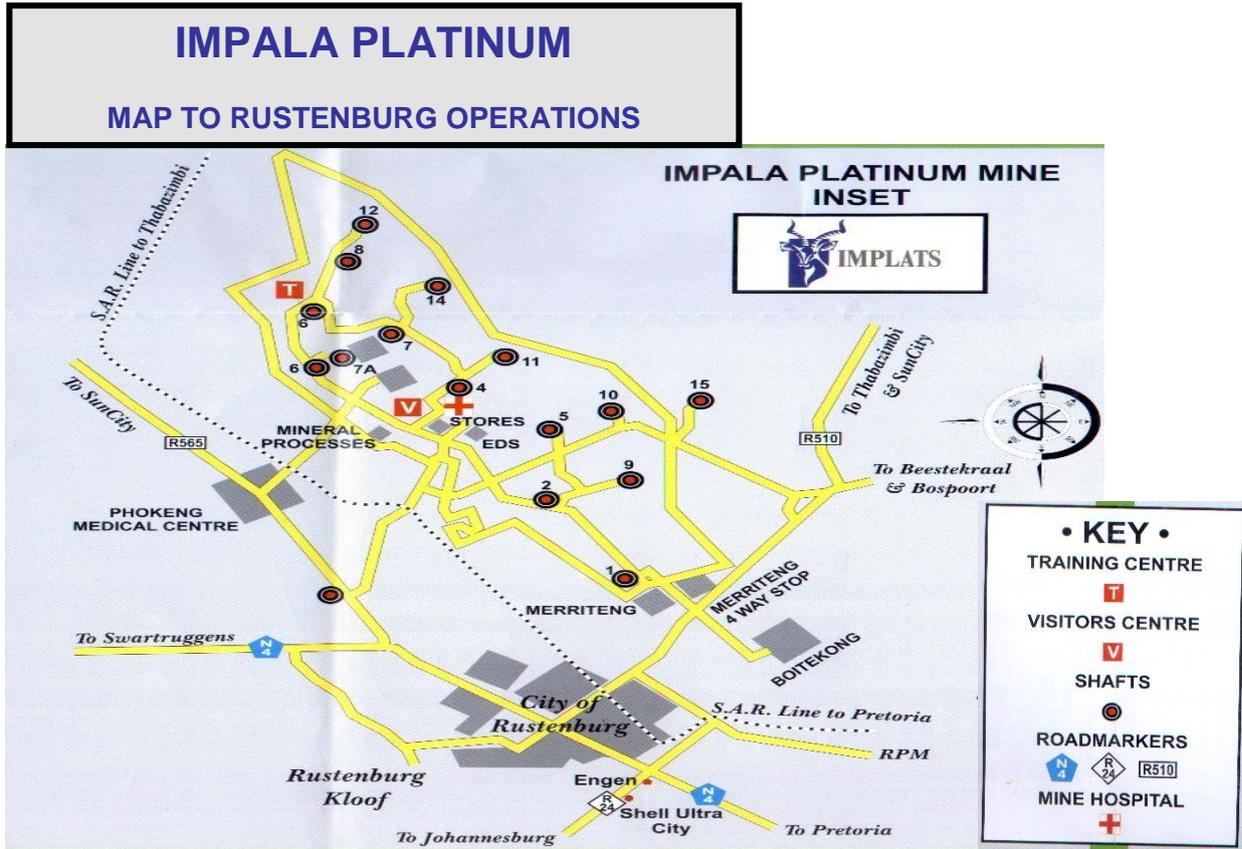
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SCOPE OF WORK

The Scope of Work shall be for the Supply and Delivery of Groceries requirements as detailed in the Form of Tender to the PRINCIPAL's PREMISES.

- Orders per individual shaft and or business unit shall be placed when the need arise.
- All deliveries to be made via Impala Platinum mine stores
- The Receiving Control Point (RCP) clerk will redirect the Supplier to the shaft / other offloading areas with the Goods receipt document for verification purposes during the offloading process at the shaft or other areas.
- The person receiving the material will verify that the quantity offloaded is the same as the quantity on goods receipt document. Any shortages will be recorded on the goods receipt document.
- The driver of the truck to countersign for shortages. Reasons for return of incorrect items will be recorded on the goods receipt document.
- The Supplier will have to return back to the RCP to hand in the SIGNED Goods Receipt document. It is compulsory to obtain a signature and PF number from the delivery location as well as the delivery vehicle registration number. Goods receipt documents not properly signed will be referred back to delivery point for correction.
- The RCP clerk in all the above cases will check the Goods receipt document info against the delivery note for quantity and description before he/she receives the goods on the system. Any shortages or returns will be transferred onto the Supplier's delivery note and driver to Countersign.
- The RCP clerk will authorise and hand the copy of the delivery note to the Supplier.

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OFFICIAL DISTANCE SCHEDULE BETWEEN SHAFTS (Single Distances)

	1#	HRDC	2#	4#	5#	6#	7#	7A#	8#	9#	10#	11#	11C#	12#	12 North#	14#	16#	20#	Minipro	Rth - Town	Stores & Services	Hospital	Visitors Centre	Canteen
1#		3	5	12	8	13	17	14	22	6	9	15	17	23	25	21	15	27	12	15	10	10	10	8
HRDC	3		2	9	5	15	11	12	19	3	6	12	14	21	23	18	12	25	7	18	5	5	5	5
2#	5	2		7	3	13	12	10	17	5	4	10	12	19	21	16	10	23	5	20	7	7	7	3
4#	12	9	7		10	10	4	1	15	11	12	3	5	17	19	8	21	18	4	23	4	2	4	4
5#	8	5	3	10		16	14	12	20	6	4	13	15	22	24	19	8	26	9	24	5	8	8	7
6#	18	15	13	10	16		5	6	3	17	17	13	15	6	8	9	23	10	9	28	8	10	8	10
7#	17	11	12	4	14	5		10	6	17	16	5	7	8	10	4	22	12	8	28	7	6	7	8
7A#	14	12	10	7	12	6	10		9	14	13	11	13	11	13	13	19	15	5	24	6	5	5	6
8#	22	19	17	15	20	3	6	9		22	23	12	14	3	5	6	29	7	12	32	12	13	12	13
9#	6	3	5	11	6	17	17	14	22		8	14	16	26	28	21	14	30	10	21	10	10	10	11
10#	9	6	4	12	4	17	16	13	23	8		15	17	24	26	20	6	28	9	24	10	7	8	9
11#	15	12	10	3	13	13	5	11	12	14	15		2	13	15	9	21	17	7	26	6	4	6	7
11C#	17	14	12	5	15	15	7	13	14	16	17	2		15	14	11	23	19	9	28	8	6	8	9
12#	23	21	19	17	22	6	8	11	3	26	24	13	15		4	10	30	4	14	34	14	15	14	15
12 North #	25	23	21	19	24	8	10	13	5	28	26	15	17	2	12	12	32	2	16	36	16	17	16	17
14#	21	18	16	8	19	9	4	13	6	21	20	9	11	10	32		26	14	11	32	12	13	12	13
16#	15	12	10	18	10	23	22	19	29	14	6	21	23	30	2	26		34	17	30	16	13	14	15
20#	27	25	23	21	26	10	13	15	6	30	28	17	19	4	16	14	34		18	38	18	19	18	19
Mineral Process	12	7	5	4	9	8	8	5	12	10	9	7	9	14	36	11	15	18		22	2	3	2	3
Rustenburg Town	15	18	20	23	24	28	28	24	32	21	24	26	28	34	16	32	30	38	22		21	22	21	20
Stores & Services	10	7	5	4	5	9	7	6	2	10	10	6	8	14	17	12	16	18	2	21		1	1	1
Hospital	10	7	5	2	4	10	6	5	13	10	7	4	6	15	17	13	13	19	3	22	1		1	2
Visitors Centre	10	7	5	4	4	8	7	5	12	10	8	6	8	14	16	12	14	16	2	21	1	1		3
Canteen	8	5	3	4	7	10	8	6	13	11	9	7	9	15	17	13	15	19	3	20	1	2	3	

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LIST OF ITEMS REQUIRED:

PLEASE NOTE: DO NOT SUBMIT ANY PRICES NOW THIS IS PURELY TO MAKE YOU ATTEND ON WHAT ITEMS YOU WILL HAVE TO PRICE ON DURING THE TENDER PROCESS.

No.	Description	UOM
1	TEA: type: BAGS ROOIBOS FRESHPAK; capacity: 24 X 80 X 2.5 GRAM SACHETSPER PACK	EA
2	TEA: type: BAGS ROOIBOS FRESHPAK; capacity: 24 X 80 X 2.5 GRAM SACHETSPER PACK	PAC
3	COFFEE:INSTANT:TIN:1.5KG:RICOFFY	EA
4	CUP:EPS FOAM:DISP:VENDING:175ML:1000	BOX
5	SUGAR:REFINED:WHITE:10KG BAG	BAG
6	TEA BAGS:FIVE ROSES:250 GRAM SACHET	EA
7	TEASPOON:PLAIN:STAINLESS STEEL:136mm	EA
8	DETERGENT - DISINFECTANT: Application: HARD SURFACE: Type: HOMOGENOUS LIQUID- AMMONIATED CREAM: Fragrance: LEMON: To: SANS 639	EA
9	SANITISER:AEROSOL:AIR FRESHENER:AUTO	EA
10	SANITISER:AEROSOL:AIR FRESHENER:REFILL	EA
11	SANITISER: Type: AEROSOL: AIR FRESHENER MANUAL INSTANT SPRAY: SABS APPROVED	EA
12	SPONGE:CW SCRUBBER PAD:CELLULOSE:155mm	EA
13	CUP:TEA:WHITE:CERAMIC:250ML	EA
14	SAUCER:WHITE:CERAMIC:DIA	EA
15	MUG:COFFE:WHITE:CERAMIC:300ML	EA
16	TUMBLER:CLEAR GLASS:HIGHBALL:350ML	EA
17	TEA TOWEL:COTTON LINEN BLEND:45x75cm	EA
18	WASHING UP LIQUID:DISHES:UNDILUTED:1.13L	EA
19	DETERGENT: PINE GEL 1 LITRE	EA
20	SUGAR:SELATI BROWN SUGAR 10KG	BAG
21	DETERGENT:TOILET DUCK 500ML	EA
22	COFFEE:NESCAFE CLASSIC COFFEE 1KG	EA
23	DETERGENT: DOMESTOS 750ML	EA

COMPULSARY DOCUMENTATION

1. Company Profile
2. Legal compliance documentation
 - a. The company's registration certificate (CIPC document)
 - b. Valid Tax Clearance certificate
 - c. Valid Workmen's Compensation Document
 - d. Share Certificates
3. Valid SANAS BEE certificate or Affidavit
4. Completed Annexure A
5. Completed Annexure B
6. Completed Annexure C

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SUBMISSION DETAILS

Please submit documentation as required electronically as follows:

Reference: RFCA: A1574 SD/HW

Email address: hester.weber@implats.co.za

Closing date: **Before and by no later than 12h00 on 23 July 2020**

Omissions or late delivery of the above required compulsory documentation will lead to disqualification of your company profile from the process.

To qualify for the next phase of the process, Impala will take the following into consideration:

- Minimum technical requirements as set out in Annexure B
- BEE and Tier Status (preference will be given to >51% Women / Youth owned and controlled suppliers);
- Legal compliance of the Supplier

Definitions

“Women-owned and controlled company”: refers to an entity in which South African women hold at least 51% of exercisable voting rights and economic interest.

“Youth owned and controlled company”: youth, for the purposes of the mining charter, refers to (a) young South African citizens between the ages of 18 to 35 years based on national or provincial demographics; or (b) a juristic person managed and controlled by a person/s contemplated in paragraph (a) where the persons, collectively or as a group, own and control majority of the issued share capital or members’ interest; and are able to control the majority of the members’ vote.

Joint Ventures, Consortiums and Interested Parties:

- a) Impala prefers incorporated Joint Ventures (“JV”) structures. Should the interested parties persist in replying to this RFI as a JV or a Consortium, Interested Parties must:
 - Clearly indicate the respective JV ownership percentages as well as the structure of the proposed joint venture and include the governing board of the Joint Venture.
 - Submit a BBBEE Certificate/Sworn Affidavit (where applicable) in respect of such JV partners as well as the above-mentioned

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ownership percentage split is to be included in the “RFI” to ensure a fair and equitable process.

- Provide copies of the JV Agreement and Shareholding Agreement for Impala’s perusal, detailing the specifics of the Joint Venture arrangement relevant to any future potential tender.
 - Be aware that Impala reserves the right to conduct a company assessment at any stage on each of the individual JV entities and quantitatively as well as qualitatively audit the same.
 - Provide all of the requirements indicated in point 4 above for each JV Company or Consortium.
 - Provide a combined SANAS certificate for the JV/Consortium.
- b) Please note that failure to submit the requested documentation will result in your exclusion from any potential forthcoming tender resultant from this RFI.

Impala reserves the right to determine which companies proceed to the next phase in the process and reserves its’ rights not to furnish reasons in support of its decision to permit/not permit a company to proceed to the next phase.

Annexure A:

SUPPLIERS CONTACT DETAIL:

Supplier Name:	
Contact Person:	
Designation	
Address:	
Telephone Number:	
Cell Number:	
Email Address:	

Please ensure that the following documentation is attached:

Question	Yes	No	N/A	Comment/Remarks
Did you attach your company profile?				
Did you attach your valid Affidavit/BEE certificate?				

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Is your company >51% women-owned and controlled? (If yes, please submit you share certificates and ID documentation of your shareholders)				
Is your company >51% youth-owned and controlled? (If yes, please submit you share certificates and ID documentation of your shareholders)				
Did you attach your CIPC document?				
Did you attach your Tax Clearance certificate?				
Did you attach your Workmen's Compensation document?				
Did you attach Proof of Unemployment Insurance Fund (UIF)?				
Did you attach Kgosana Letter (Certified by Commissioner of Oath)?				
Did you attach proof of physical address (FICA doc not older than 3 months)?				
Have you attached Organogram indicating Company Shareholding Structure?				
Have you attached Bank Letter (from a recognised South African Banking Institution)?				
Have you stipulated Impala Vendor Number (if applicable)?				

Annexure B:

TECHNICAL INFORMATION:

B1: Prequalification or gatekeeper

Women and Youth-owned company

Questions:	Yes	No
1. Are you a woman or youth-owned company?		
Tick (X) the appropriate box. Attach Proof of Company registration and Share Certificate. If you answered No above, you will not be evaluated further		

B2: Technical information that will be scored

1. Adequate experience for similar scope of work

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Please stipulate the following information in regards to company experience:

Question	Yes	No
1 Do you have adequate experience of supply and delivery of groceries?		
Tick(X) the appropriate box that is applicable.		
a) No evidence of experience		
b) Partial scope or less than 2 years		
c) full scope but less than 2 years		
d) Partial scope more than 2 years		
e) Full scope more than 2 years		
f) Full scope 5 years or more		

2. References of similar work (verified for similar work as SOW)

Please stipulate the following information in regards to company references:

Question	Yes	No
1 Do you have a track record in the supply and delivery of groceries		
Tick(X) the appropriate box that is applicable.		
a) No relevant references		
b) Only one relevant reference		
c) Two relevant references		
d) Three relevant references		
e) Four relevant references		
f) Five or more relevant references		

3. List of suppliers provided?

Please stipulate the following information in regards to your suppliers

Question	Yes	No
1 Did you provide a list of suppliers that you will use to supply these products?		
Tick(X) the appropriate box that is applicable.		
a) No list submitted or not completed		
b) Incomplete details provided, or using only sub-contractors		
c) Complete details provided, using unknown sub-contractors or using sub-contractors extensively (>50% of SOW)		
d) Full disclosure - competent and experienced sub-contractors continuously (but <50% of SOW)		
e) Full disclosure but only using sub-competent and experienced contractors for exceptions		

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f)	Full disclosure but no sub-contractors used	
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4. Company Profile

Please stipulate the following information in regards to your suppliers

Question	Yes	No
1 Did you submit your detailed company profile?		
Tick(X) the appropriate box that is applicable.		
a) No profile submitted		
b) Outdated profile submitted		
c) Profile unclear its relevance to SOW		
d) Up to date profile submitted		
e) Profile not covering all aspects of SOW		
f) Comprehensive and up to date profile submitted – fully aligned to SOW of tender		

5. Financial Statement

Please stipulate the following information in regards to your financial statements.

Question	Yes	No
1 Do you have financial statements drafted by an Auditor or an Accountant?		
Tick(X) the appropriate box that is applicable. Attach proof		
a) No Financial statements or a letter from the accountant		
b) Copy of financial statements or letter from an accountant (for 1 year)		
c) Copy of financial statements or letter from an accountant (for 2 years)		

6. Shelf life Procedure

Please stipulate the following information in regards to your shelf life procedure.

Question	Yes	No
1 Do your company have a Shelf Life Procedure		
Tick(X) the appropriate box that is applicable. Attach proof		
a) No proof of the shelf life procedure attached signed by the Quality assurance department of the entity		
b) Proof attached of the shelf life attached signed by the quality assurance department of the entity		

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7. Proof of registered business account

Please stipulate the following information in regards your Business Bank Account.

Question		Yes	No
1	Did you provide us with proof of your Business Bank Account.		
Tick(X) the appropriate box that is applicable. Attach proof			
a)	No stamped confirmation letter from the bank		
b)	Stamped Confirmation letter from the bank		

8. Relation with suppliers

Please stipulate the following information in regards to your relationship with your suppliers.

Question		Yes	No
1	Did you inform us about the relationship you have with your suppliers regarding your payment agreements with them		
Tick(X) the appropriate box that is applicable. Please provide proof of credit facility			
a)	COD (cash on delivery)		
b)	Credit Facility		

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Commercial requirements:

All of the below documents must be valid and commissioned by a Commissioner of Oaths -

Company Registration: CIPC documents / Deed of Trust Agreement / Partnership Agreement / Joint Venture Agreement
Tax Clearance Certificate
Workmen's Compensation Certificate (COIDA certificate) (Letter of Good Standing from the Compensation Commissioner): Department of Labour OR Rand Mutual Assurance
Proof of Unemployment Insurance Fund (UIF)
Valid SANAS, BBBEE Certificate, Sworn Affidavit (Commissioned by a Commissioner of Oaths) (Certified by Commissioner of Oath) inclusive of annexures/details provided by your rating agency indicating the scores achieved per element
Kgosana Letter (Certified by Commissioner of Oath) Only applicable if shareholding by local community individuals within the Mine lease area
Proof of Physical Business Address (FICA doc not older than 3 months)
Company Letterhead fully detailing the Interested Party's address, contract numbers and the Directors
Organogram indicating Company Shareholding Structure and Trustee Structure where applicable with Share Certificates and copy Identity Documents of said Shareholders and Trustees
Organogram indicating Senior/Executive Management Structure with copy Identity Documents of said Senior/Executive Management
Bank Letter (from a recognised South African Banking Institution) as confirmation that the Interested Party holds a valid account with said Banking Institution
Impala Vendor Number (if applicable)

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Annexure C: Signed Confidentiality and Non-Disclosure Agreement

Please complete the Confidentiality and Non-Disclosure Agreement and submit said document with your submission of the requested documents.

Yours sincerely,

Full Name and Surname: _____

Duly Authorised signature: _____