

Request for Supplier Information (RFI).

Service required: Grass cutting for Royal Bafokeng Administration.

Background:

Royal Bafokeng Administration is planning to appoint service providers for the Grass cutting maintenance to all selected areas within the RBN’s jurisdiction.

The Royal Bafokeng Administration thus intends to establish a panel of Contractors, who will be utilised as and when required (with no guarantee of quantum of work) to execute the required maintenance on a particular area/sites.

It is envisaged that the future Request for quote(RFQ) will be issued to short-listed Grass cutting Maintenance Contractors who will be selected and invited to submit RFQ through this Request for Supplier Information (RFI) process.

The following are the compulsory documents to be submitted:

1. **Company profile**
2. **Legal compliance documents:**

1.	Company registration certificate (include ID copies of directors)
2.	Company Profile
3.	Valid Tax Clearance Certificate
4.	Valid B-BBEE Certificate / Affidavit
5.	Workmen’s Compensation Certificate
6.	RBED registration letter
7.	Health and Safety declaration
8.	Previous experience on similar projects (attach relevant supporting documents i.e. appointment letters, completion certificates, contracts etc.)
9.	Technical capabilities (List of Equipment’s, Machines)
10.	Confirmation of banking details (bank letter)
11.	Bank rating status
12.	Public Liability

3. Table no.1 to be completed

4. Table no.2 to be completed

Important information:

- Please note that this Request for Information is not a tender.
- **Omission or late delivery of the above required compulsory documentation will lead to disqualification of your company from the process.**
- **Royal Bafokeng Administration reserves the right to appoint the most suitable service providers, with relevant experience on a project of a similar nature, to deliver a service. No reason for acceptance or rejection of a RFI will be given.**

Table no.1

Supplier details:

Supplier Name	
contact person	
Telephone number/cell number	
E-mail address	

Table no.2

Please ensure that the following documents are attached and make a tick

QUESTIONS	YES	NO
Did attach your Company registration certificate (include ID copies of directors)?		
Did you attach your Company Profile?		
Did you attach Valid Tax Clearance Certificate?		
Did you attach your Valid B-BBEE Certificate / Affidavit?		
Did you attach your Workmen's Compensation Certificate?		
Did you attach your RBED registration letter?		
Did you attach your CIDB Certificate –		
Did you attach your Health and Safety declaration?		
Did you attach your previous experience on similar projects (attach relevant supporting documents i.e., appointment letters, completion certificates, contracts		
Did you attach the technical capabilities (attach relevant qualifications, CV's of project manager and Site Agent, list of available Plant & equipment)		
Did you attach your confirmation of banking details (bank letter)?		
Did you attach your Bank rating status?		
Did you attach your 1 or 2 years audited / reviewed financial statements?		
Did you attach your Special risk insurance issued by SASRIA and Public liability insurance (R1 million) submission upon appointment?		

RFI QUERIES

All tender queries must be addressed to in writing:

Royal Bafokeng Administration

Ms Khumo Mokgatle

Tel: 014 – 566 1472

Khumo.mokgatle@bafokeng.com

Submission details

Please submit documentation as required electronically as follows:

- **Email address** : Khumo.Mokgatle@bafokeng.com
- **Contact number** :014 566 1472
- **Closing date** : 10 May 2021
- **Time** : By no later than 17:00pm

Supplier to complete

NB. Please sign the below and send the form along with the returnable documents:

I _____ agree that the information provided correct and truthful.

Signature by the supplier _____ ...

Date _____...