

FOR

## REQUIRED BASIS

Tender Number/RFP Number	<b>FA-PROC-SIGNAGE-2024</b>
Issue Date	28 June 2024
Closing date and time	12 July 2024 – 17:00
Clarification Meeting (Compulsory)	N/A
Tenders to be delivered at the following e-mail address on the stipulated closing date and Time	<a href="mailto:tenders@fraseralexander.com">tenders@fraseralexander.com</a>  12 July 2024 – 17:00

## Return this cover sheet with tender



**(INVITATION TO TENDER) No. FA-PROC-SIGNAGE-2024**

**FOR**

**THE SUPPLY OF SIGNAGE FOR A PERIOD OF THREE (3) YEARS ON AN AS AND REQUIRED BASIS**

***Deadline for tender submission: July 2024*** at **17h00** hours South African Time (GMT + 2 hours)

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**Tenderer's Name**

**Return this cover sheet with tender**



Date: 28 June 2024

Enquiries: Procurement Tenders

E-mail: [tenders@fraseralexander.com](mailto:tenders@fraseralexander.com)

### **Invitation to Tender**

Fraser Alexander (Pty) Ltd invites you to submit a tender for the Supply of Signage for a period of 3 (three) years on an as and when required basis.

Fraser Alexander (Pty) Ltd had delegated the responsibility of this tender to the Fraser Alexander (Pty) Ltd Representative whose name and contact details are set out in the Tender Data. We deem that a submission of a proposal by you in response to this Invitation to Tender **(ITT)** constitutes your acceptance of the Conditions of Tender.

Queries relating to these Invitation Documents may be addressed to the Fraser Alexander (Pty) Ltd.'s Representative.

Yours Faithfully

Bonolo Mlambo

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## 1. OVERVIEW

### 1.1. INTRODUCTION

Founded in 1912, Fraser Alexander (“FA”) has grown from humble beginnings to become a key player in the South African mining industry and in selected global locations including sub-Saharan Africa, Australia and South America.

We provide our mining and industrial clients with a range of services spanning the full mining value chain and beyond:

- Mine development and construction
- Operations across a mine’s life cycle including
- Opencast mining
- Mineral processing
- Hydraulic and mechanical re- mining
- Materials handling using mobile and fixed plant
  - Tailings management
  - Water treatment
  - Waste management
  - Rehabilitation
  - Post- mine closure management.

We are a "one- stop shop" where clients are able to access any of our specialised service offerings, either individually or in selected combinations to fit the client’s specific requirements. Fraser Alexander is, thus, a source of integrated, customised, multi- disciplinary solutions to complex challenges and specific circumstances. This value proposition is unrivalled in our competitive landscape.

We are industry leaders in our uncompromising commitment to the safety of our people, and that of our clients and partners. But we do more than just keep our people safe. We also ensure we leave sustainable communities and a sustainable environment behind when we move off site.

## 2. PROJECT BACKGROUND

FA requires the supply of Signage in the Rustenburg area for a period of three (3) years on an as and required basis.

## 3. SUBMISSION DETAILS

- 3.1. Suppliers are requested to provide FA with as complete a submission of their service offering and capabilities as practicable.
- 3.2. Demonstrated scalability and flexibility of solutions and services.
- 3.3. Suppliers are encouraged to define limitations and exclusions in its service offering – it will not necessarily disqualify Suppliers from consideration.
- 3.4. Suppliers are encouraged to provide trade references for similar services offered.

- 3.5. All relevant documentation in referral to this ITT will be submitted by the closing date.
- 3.6. Documents must be signed by an authorised representative.
- 3.7. Proposal documents must be submitted via email to: [tenders@fraseralexander.com](mailto:tenders@fraseralexander.com) with the email subject as **FA-PROC-SIGNAGE-2024-ATT Bonolo**
- 3.8. RFQ timelines are as follows:

Description	Date	Time (SA Time)
Issue RFP to suppliers	28 June 2024	12:00
Submission of questions deadline	02 July 2024	12:00
Response to all questions	05 July 2024	17:00
Final Submission Deadline	12 July 2024	17:00

*\*Questions or clarity requested must be submitted by the 02 July, 12:00 (midday) as indicated above. The list of all questions will be compiled and shared with all suppliers on 05 July, responses to questions will NOT be provided earlier or later than the indicated date.*

3.9. Suppliers are required to submit the following documents as part of the proposal:

No.	RETURNABLES	REFERENCE DOCUMENTS	
<b>A</b>	<b>Commercial</b>	<b>Compulsory for Evaluations</b>	<b>Compulsory for Contracting</b>
1.	Cover Letter	√	√
2.	Confirmation of Receipt of Addenda to Tender Documents (if applicable)	√	√
3.	Authority to submit tender documents	√	√
4.	Completed Declaration of fair bidding practice	√	√
5.	Signed Non-Disclosure Agreement (NDA)	√	√
6.	Disclosure of Interest	√	√
7.	Valid B-BBEE Certificate from an Accredited Verification Agency or Letter from the Audit /Accounting Officer <b>(Service providers who do not submit a BBEE certificate of letter from an Auditor / Affidavit).</b>	√	√
8.	Valid Original Tax Clearance Certificate	√	√
9.	Valid Workmen's Compensation Certificate relating to the services to be provided	√	√
10.	Price schedule	√	√
11.	Schedule of Proposed Sub-Contractors	√	√
12.	Acceptance of FA's NEC3 Term Services Short Contract	√	√
<b>B</b>	<b>Technical</b>		

1.	SHEQ:	N/A	N/A
a.	SHEQ Sub-Contractors Agreement - T-JET-SHEQ_0603_CD	N/A	N/A
b.	Sub-contractors SHEQ Pack - T-JET-SHEQ_0604_CD	N/A	N/A
c.	Safety Contractor File	N/A	N/A
2.	Scope of Works Schedule	N/A	N/A
C	<b>Financial</b>		
1.	The latest two years annual financial statements	N/A	N/A
2.	a) companies and close corporations registered in terms of the company's act 71 OF 2008, as amended	√	√

*\*Please note that all the above need to be submitted with the tender to be responsive for evaluations.*

#### 4. SUPPLY REQUIREMENTS

##### 4.1. Payment Terms

- 4.1.1. Fraser Alexander policy is to effect payment of a VAT invoice issued by the successful bidder within 30 (thirty) and 60 (sixty) days of receipt of the statement days for Exempted Micro Enterprises (EME's) and all other suppliers from date of statement respectively.
- 4.1.2. Invoice will only be paid on submission of signed off hours by the FA Operational Team
- 4.1.3. Payments will only be made on order number supplied with quantities specified on order furnished by FA

##### 4.2. B-BBEE REQUIREMENT

- 4.2.1. Fraser Alexander fully endorses and supports the Government's Broad-Based Black Economic Empowerment Programme and it is strongly of the opinion that all South African business enterprises have an equal obligation to redress the imbalances of the past. FA would therefore prefer to do business with enterprises who share these same values and which are prepared to contribute to meaningful B-BBEE initiatives. Participants should provide their B-BBEE level of compliance status with their tender documents.
- 4.2.2. Participants with a Level 4 B-BBEE rating with Black Ownership (BO) more than 51% will be given preference when final adjudications are being made

##### 4.3. AWARD

- 4.3.1. Fraser Alexander reserves the right to negotiate and/or award by item, or part thereof, groups of items, or parts thereof, or all items of the tender; to reject any and all tenders in whole or in part; to waive any minor technical defects, irregularities or omissions if, in so doing the best interests of Fraser Alexander will be served. Fraser Alexander reserves the right not to accept any tender with the cheapest offer.

## 5. INSTRUCTION TO PARTICIPANTS

### 5.1. TENDER VALIDITY

- 5.1.1. All Tenders submitted by Participants in response to this ITT shall;
- a) Be open for period of 90 (ninety) days from Tender date.
  - b) Only be capable of acceptance by express written notice signed by a representative of Fraser Alexander. No tenders will be opened and considered by FA until after the due date.

### 5.2. COMMUNICATION

- 5.2.1. All communications by Participants relating to this process should be addressed with the procurement representative at Fraser Alexander using the contact details provided below:

Procurement Tenders

[tenders@fraseralexander.com](mailto:tenders@fraseralexander.com)

### 5.3. CLARIFICATION MEETING (COMPULSORY)

- 5.3.1. Not applicable

### 5.4. COSTS OF SUBMISSIONS

- 5.4.1. All costs of and associated with the preparation and submission of a Tender shall be borne by the Bidder.

### 5.5. CONFIDENTIALITY

- 5.5.1. Only Service Providers who have signed a Non-Disclosure Agreement (NDA) will receive the ITT documentation. It is the responsibility of the Service Provider to ensure that the NDA is signed by the authorized Bidding Company's representative and returned to the FA Representative.

### 5.6. EVALUATION CRITERIA

- 5.6.1. Participants shall be evaluated in accordance with the following guiding principles. These guiding factors are not to be construed as being exhaustive and the evaluation committee has the right to consider, in addition to these guiding factors, all other information as supplied or available.
- 5.6.2. Ability and capacity to supply
- 5.6.3. Commercial competitiveness
- 5.6.4. BBBEE



Criteria	Criteria Description	Weight (%)
<sup>1</sup> B-BBEE	Minimum Level 4 (51% ownership)	10
Experience	Demonstrated experience (2 references)	15
Technical	Technical evaluation, but not limited to: <ul style="list-style-type: none"> <li>• Compliance to Signage specification per product.</li> <li>• SABS proof of Compliance</li> <li>• Delivery Lead Times</li> </ul>	30
Pricing	Cost of the service	25
Value-add	Value-add such as Stock keeping – warehousing and shorter lead times.  Supplier presents innovative and creative supply chain solutions to increase performance.	10
Completeness of Submission	All documents are submitted as indicated on the Returnable Checklist	10

<sup>1</sup> *Non-Compliant-Level 5 = 0, Level 4=4, Level 3=6, Level 2=8, Level 1=10*

## 5.7. CORRECTION OF ERRORS

5.7.1. The complete proposal should be submitted without alterations, erasures or omissions. If it is necessary to correct errors made by the Participant prior to submission, the person or persons signing the proposal shall initial such corrections in ink.

## 5.8. SIGNING REQUIREMENTS

5.8.1. Any participating entity shall comply with the following requirements;

- a) The proposal shall be signed so as to be legally binding on the participating entity and all participating entity shareholders;
- b) A representative shall be nominated as the authorised representative;
- c) If participating as a consortium, the membership of each consortium member in the participating entity shall be evidenced by a duly adopted resolution of the Board of Directors or similar governing body of that member authorising membership in the consortium and copies of all such authorisations shall be included as annexure to the proposal;
- d) No entity shall be a member of more than one consortium responding for the above project;
- e) The responding consortium shall not change during the process or once the Participant has been nominated a successful Participant;
- f) The authorised representative shall be the only authorised party to make legal

statements, communicate with Fraser Alexander and receive instructions for and on behalf of the participating entity;

- g) Each page of the proposal shall be initialled by the authorised representative; and
- h) All copies of correspondence from the Participant to Fraser Alexander must be signed by the authorised representative. The signature must be accompanied by the name of the person signing and the name of the Participant or the responding consortium.

## ANNEXURE 1 – SCOPE OF WORK

### 6.1. Background

**6.2.** The purpose of this ITT is to invite Suppliers to furnish proposals for the supply of Signage to Fraser Alexander Divisions in the Rustenburg area on an as-and-when required basis for a period of thirty-six (36) months in accordance with all applicable terms, conditions and requirements defined in this ITT.

**6.3.** The sites requiring Signage are in the Rustenburg Area but not limited to the sites mentioned below:








Site	Co-ordinates
Maseve	25.4635° S, 27.0944° E
Rasimone	25°26'50"S 27°7'27"E
Amandelbult Deposition	24° 46' 31" S, 27° 21' 2" E
Impala Deposition	25° 32' 28" S, 27° 11' 5" E
Eastern Plats Deposition	25° 42' 19" S, 27° 39' 6" E
Karee Deposition	25° 40' 17" S, 27° 28' 17" E
Paardekraal Deposition	25° 37' 23" S, 27° 16' 15" E
Union Deposition	24° 58' 44" S, 27° 8' 42" E
Western Plats Deposition	25.6799°S 27.5097°E







**6.4.** Depending on future demand, Suppliers may be required to supply to new sites in addition to the current sites and all delivery sites are subject to change at any point.

### 6.5. Scope of Work

#### 6.5.1. Supply of Signage Items

**6.5.2.** Suppliers are requested to provide the following but not limited to the Signage items below:

Signage	Size
	900mm
	600mm
	Standard
	900mm
	600mm X 450mm
	600mm X 450mm
	600mm X 100mm

	900mm
	900mm
	900mm
	900mm*900mm
	1000mm*1500mm
	1000mm*1500mm

	500mm*500mm
	400mm*600mm
	400mm*600mm
	600mm*400mm
	450mm*450mm
	150mm*300mm
	300mm*300mm

**6.5.3.** All Signage shall meet the following minimum requirements:

- a) All items must comply with the relevant SABS standards.
- b) Must be free from defect that affect their appearance or may affect their serviceability or both and free from stains and marks incurred during the manufacturing process.

**6.5.4.** Business units and sites may determine additional Signage requirements to suit their own need or working conditions, in an event where the size is different from the provided list, the successful supplier will be requested to provide a quote.

**6.5.5.** For customised Signage requests from sites, the successful supplier will be requested to provide a quote as and when needed.

## **7. Pricing Schedule**

**7.1.** Prices to be strictly completed on the Excel **Signage Specifications and Price List** provided and submitted in **Excel FORMAT**, if provided in another format the Supplier may be disqualified. All prices per item must be all inclusive (including delivery), no separate/additional costs will be considered.

**7.2.** Suppliers are welcome to only respond to items they are able to supply if all the items cannot be provided.

**7.3.** Suppliers are welcome to only provide rates for areas they are able to supply if not in a position to supply to the listed provinces therefore Suppliers are requested to indicate the provinces on their response.

**7.4.** Suppliers can provide rates or prices for Signage Installation per sign if they are able to install Signage.