



**SUPPLY AND DELIVERY OF DRILL
BITS & STEMS (DRIFTER RODS &
CONVENTIONAL DRILLING)**

Impala Platinum Limited (“Impala”)

Request for Information (RFI)

SUPPLY AND DELIVERY OF DRILL BITS & STEMS

INTRODUCTION

Impala (PRINCIPAL) is planning a tender for the supply and delivery of drill bits & stems

Complete all sections and attach all relevant information requested.

Engagement Process

Issue Date	➤ 18 December 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 SUPPLY AND DELIVERY OF DRILL BITS & STEMS (DRIFTER RODS & CONVENTIONAL DRILLING)
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 06 January 2021. ➤ Qualifying interested parties will be invited to participate in an (RFP) 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 include the supply and delivery of drilling consumables, management and issuing of consignment stock to various shafts

Supply Categories

Category	Description
1	Drill Bits
2	Taper Rods (Forged & Rubber Collar)
3	Drifter Rods
4	Extension Rods
5	Shank Adaptors
6	Accessories
7	Refurbishment - Rods

2. LABOUR

The CONTRACTOR shall be required to recruit suitably skilled candidates for the categories of labour required-:

- STORES SUPERVISOR :COORDINATE DRILLING STOCK INVENTORY FOR SURFACE AND UNDERGROUND CONSIGNMENT STOCK TO MEET OPERATIONAL DEMANDS
- STORES CLERK/ISSUER: MAINTAIN INVENTORY CONTROLS AND ISSUE NEW OR REFURBISHED DRILLING CONSUMABLES ON A ONE FOR ONE EXCHANGE BASIS

2.1 The CONTRACTOR shall submit an example of a standard contract entered into between the CONTRACTOR and recruits to the PRINCIPAL's Human Resources representative.

2.2 The PRINCIPAL shall expect the CONTRACTOR to act as Human Resources and Recruitment specialists, which shall include but not be limited to the manner in which they apply the applicable labour related legislation and criteria used in the selection of candidates.

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- 2.3 The CONTRACTOR shall be required to submit its ISO 9002 Quality Management Program regarding *inter alia* manpower planning, placements, selection, recruitment, individual contracts, pay administration etc.
- 2.4 The CONTRACTOR shall submit proof of all relevant legislative compliance and registrations, which would include inter alia the following, WCA, UIA, and PAYE.
- 2.5 The CONTRACTOR shall be required render a timesheet solution that is compatible with our requirements and systems.
- 2.6 The CONTRACTOR shall submit proof of the validity of its licenses, permits stated accreditation and all insurance required in terms of this enquiry and the South African laws.
- 2.7 The CONTRACTOR shall submit with its stated Training and Development policies.
- 2.8 The CONTRACTOR shall submit with its Black Economic Empowerment Strategy and Policy including shareholding details.
- 2.9 The CONTRACTOR shall submit its details regarding its Conditions of Employment.
- 2.10 The CONTRACTOR shall submit details regarding its process flow and requisitioning documentation and records.

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: A2069 TM/GC

Email address: thando.mcapukana@implats.co.za

Closing date: **Before and by no later than 12h00 on 06 January 2021**

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

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- 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?				
Is your company >51% women-owned and controlled? (If yes, please submit you share certificates and ID documentation of your shareholders)				

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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

Please stipulate the following information in regards to company experience:

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Question	Yes	No
1 Do you have adequate experience for supply and delivery of drill bits and stems?		
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 for supply and delivery of drill bits and stems?		
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. 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 ito 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		

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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. 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: _____