

IMPALA PLATINUM LIMITED

REQUEST FOR SUPPLIER INFORMATION (RFI)



RFI Number **A2223**

Date **19 March 2021**

1. INTRODUCTION

- 1.1 Impala Platinum Limited (Impala) intends to conduct a formal tender process for the supply and delivery of stationery products to Impala Rustenburg operations.
- 1.2 The key objective of this RFI is to request information from companies who have the capacity and capabilities to conduct the required services and/or supply the required products.
- 1.3 No pricing or proposal will be required at this stage. Only information reflected in this document is required.

2. SCOPE OF WORK

- 2.1 The supplier will be expected to supply and deliver the following products including but not limited to pens, lead pencils, highlighters, whiteboard markers, staples etc.

3. COMPULSORY DOCUMENTATION (Supplier Package)

- 3.1 In confirming your interest in potentially participating in the above process, you are required to submit the following documentation as your SUPPLIER PACKAGE.
 - 3.1.1 Company Profile
 - 3.1.2 Proof of account or relationship with a distributor/manufacturer/supplier
 - 3.1.3 Legal Compliance Documentation
 - 3.1.3.1 Company registration certificate (CIPC document)
 - 3.1.3.2 Share certificates and ID documents
 - 3.1.3.3 Valid tax clearance certificate
 - 3.1.3.4 Valid Workmen's Compensation Document (Letter of Good Standing)
 - 3.1.4 Valid SANAS BEE Certificate or Sworn Affidavit
 - 3.1.5 Completed Annexure A - Supplier's Details
 - 3.1.6 Completed Annexure B - Non-Disclosure Agreement

4. SUBMISSION AND PARTICIPATION DETAILS

- 4.1 Supplier Packages must be submitted electronically as further detailed below:

RFI Reference No.	A2223
Description of RFI	Supply and delivery of stationery products
Email address	<u>Zoleka.Mthembu@implats</u>
Closing date	06 April 2021

- 4.2 Omissions or late delivery of the above required compulsory documentation may lead to disqualification of your participation from the process.
- 4.3 To qualify for the next phase of the process, Impala will take the following into consideration:
 - 4.3.1 BEE and Tier Status (preference will be given to >51% Black / Women / Youth owned and controlled suppliers. The respective definitions are detailed below);
 - 4.3.2 Legal compliance of the Supplier

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4.4 Definition of Woman-Owned and Youth-Owned in terms of the Mining Charter 3:

4.4.1 **“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.

4.4.2 **“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.

4.5 Impala reserves the right to determine which companies will proceed to the next phase of this process without furnishing reasons for its decision.

4.6 This RFI does not constitute a commitment, implied or otherwise, that Impala will take procurement action in this matter.

4.7 Impala will not be responsible for, or pay for any expenses or losses which the Supplier may incur in the preparation of a response to this RFI.

5. **JOINT VENTURES, CONSORTIUMS AND INTERESTED PARTIES**

5.1 Should the interested parties reply to this RFI as a JV or a Consortium, Interested Parties must provide all the required company documentation for each member of the JV or Consortium as it would if it were showing its interest as a single company.

5.2 It shall also provide copies of the JV Agreement and Shareholding Agreement for Impala’s perusal, detailing the specifics of the Joint Venture arrangement relevant to any potential future tender.

5.3 Please note that failure to submit the requested documentation will result in your exclusion from any potential forthcoming tender resultant from this RFI.

6. **QUERIES / CLARIFICATIONS**

6.1 All queries relating to this RFI must be submitted to Zoleka.Mthembu@implats.co.za

6.2 Queries will not be responded to if delivered elsewhere.

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ANNEXURE A: SUPPLIER'S DETAILS

The following must be completed and the compulsory documents attached where required, and submitted as your SUPPLIER PACKAGE

1. Supplier's Details				
1.1	Supplier name			
1.2	Contact person			
1.3	Address			
1.4	Telephone number			
1.5	Cell number			
1.6	Email address			
2.	Company Documents	Detail if attached		Comments
		Yes	No	
2.1	Did you attach your Company Profile?			
2.2	Did you attach proof of an account or relationship with a distributor/manufacturer/supplier?			
2.3	Did you attach your CIPC document?			
2.4	Did you attach your valid SANAS BEE Certificate or Sworn Affidavit (Commissioned before a Commissioner of Oaths)			
2.5	Did you attach your valid Tax Clearance Certificate			
2.6	Did you attach your Workmen's Compensation Certificate (COIDA certificate) (Letter of good standing from Compensation Commissioner): Department of Labour OR Rand Mutual Assurance			
2.7	Did you attach your Shareholder's Certificates & Director's ID documents			
2.8	Please indicate if:			
2.8.1	<ul style="list-style-type: none">your company is >51% black-owned and controlled?			

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2.8.2	<ul style="list-style-type: none">• your company is >51% youth-owned and controlled?			
2.8.3	<ul style="list-style-type: none">• your company is >51% women-owned and controlled?			
2.9	Did you attach proof of residence (either a Kgosana Letter or letter from local municipality) Freedompark, Seraleng & Meriteng			

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ANNEXURE B: NON-DISCLOSURE AGREEMENT



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