

**PALABORA COPPER**  
**REQUEST FOR PROPOSAL**  
**SUPPLY OF LAUNDRY SERVICES FOR PALABORA COPPER MINE WIDE**  
**RFP.PC.2016/120**  
**PART 1 – PROPOSAL INFORMATION AND CONDITIONS**

**THIS TENDER IS FOR BA-PHALABORWA COMPANIES**  
**ONLY THAT 100% BLACK OWNED**

**THIS CONTRACT IS FOR THREE (3) YEARS**

**Supply of Laundry Services for Palabora Copper Mine Wide  
Request For Proposal – Tender No. [RFP.PC.2016/120]  
Part 1 – Proposal Information and Conditions**

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**Part 1 – Proposal Information and Conditions**

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Capitalised terms that are not otherwise defined have the meaning given to them in Section 24 – Definitions.

**1. Description of project**

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This Request for Proposal has been prepared by Palabora Copper.

**2. Request for Proposal**

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**2.1 Supply required**

This Request for Proposal is for Supply of Laundry Services for Palabora Copper Mine Wide more precisely described in the Scope of Work.

**2.2 Purpose of Request for Proposal**

The purpose of the Request for Proposal is to obtain capability, pricing and general information on the business of potential Contractors for the Company to determine the Contractors most capable of providing the service.

**3. Accuracy of information**

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**3.1 No liability of the Company for information provided**

Although the Company has attempted to provide reliable information in the Request for Proposal, it gives no warranty as to the accuracy, completeness and sufficiency of any information given to the Contractor whether verbally or in writing by the Company, its employees, agents, consultants, advisers or contractors. The Proposal submitted by the Contractor will be deemed for all purposes to have been based upon the Contractor's own investigations and determinations, and the Company (and its employees, agents, consultants, advisers or contractors) accepts no responsibility for the Contractor relying on the contents of the Request for Proposal or any other statements made, or information provided, on behalf of the Company.

**3.2 Contractor to fully inform itself**

The Contractor is required to fully inform itself of all conditions relating to the Supply at its own cost and expense, before submitting its Proposal.

**3.3 Statement of interpretation**

If the Contractor has any doubts as to the meaning of any portion of the Request for Proposal, it must when submitting its Proposal include a statement of the interpretation upon which it relies and upon which its Proposal has been prepared and submitted. In addition, the Contractor may also submit questions to the Company as specified in Section 9.

#### **4. Acknowledgement of Request for Proposal and correspondence**

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##### **4.1 Contractor notification**

Within 2 working days after the issuing of the RFP document, the Contractor is requested to notify the Company of its intention to submit, or not to submit, a Proposal by returning a signed copy of the "Request For Proposal - Intention to Respond/Not Respond Form" set out in Annexure 1.

##### **4.2 Contractor's Proposal Representative**

At the same time that the Contractor notifies the Company of its intention to submit a Proposal in accordance with Section 4.1, the Contractor must provide the Company with the following information:

- (a) a person to be a single point of contact within the Supplier's organisation for correspondence (**Supplier's Proposal Representative**); and
- (b) postal, fax and email addresses for the Supplier's Proposal Representative.

##### **4.3 Company Representative**

All correspondence between the Company and the Supplier's Proposal Representative must be in writing to the Company Representative:

Contact Person: Lubabalo Ndotshayisa

Tel: 015 780 2196

Email: [lubabalo.ndotshayisa@palabora.co.za](mailto:lubabalo.ndotshayisa@palabora.co.za)

##### **4.4 Correspondence to be in writing**

Verbal communications, including modifications to Proposals, will not be recognised unless reproduced in written form.

#### **5. Company information and obligations of confidentiality**

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##### **5.1 Request for Proposal confidential**

- (a) This Request for Proposal and any other information given to the Contractor may not be used for any purpose other than the preparation of the Proposal and may not be disclosed or released to any other party. The Contractor must ensure that any employee, agent, consultant, adviser or contractor to it, or any other person to whom it supplies the Information, will be bound by terms no less onerous than those contained in the Confidentiality Agreement/similarly bound.

##### **5.2 Return of Request for Proposal**

Each Contractor which does not submit a Proposal and each unsuccessful Contractor must return to the Company Representative all copies in whatever form (including electronic copies) of the Request for Proposal, or destroy such copies.

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**6. Public announcements**

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Neither the Contractor nor the Company will make any public announcements or disclosures as to the Request for Proposal (except any advertising which the Company undertakes to advise Contractors of the Request for Proposal), any Proposal, the Request for Proposal/Proposal process or otherwise in relation to the subject matter of any potential contract, without the prior written consent of the other party (except as required by any applicable law or regulatory requirement).

**7. Lodgement of Proposals**

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**7.1 Proposal Period**

The **Proposal Period** begins on **20 October 2016** and Proposals must be submitted prior to **12.00 pm GMT on Friday 04 November 2016**.

**7.2 Lodgement of Proposals**

Proposals must be submitted via [e-mail to [pcprocurement@palabora.co.za](mailto:pcprocurement@palabora.co.za) on or before the submission date. If your email is too large to submit all documentation at once, please submit individual emails with each attachment.

*Any proposal submitted after the submission date or to an alternate address will not be considered due to non-compliance.*

**8. Modification or withdrawal of Request for Proposal**

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**8.1 Notice to Contractors**

If the Company decides to withdraw, modify, correct, clarify or otherwise vary the Request for Proposal prior to the Proposal Closing Date, it may do so by means of a written notice to the Contractors (**Notice to Contractors**).

**8.2 Notice to Contractors to form part of Proposal Documents**

Any Notice to Contractors issued by the Company will be sent to all Contractors prior to the Proposal Closing Date and will form part of the Request for Proposal.

**9. Questions**

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**9.1 Questions to the Company**

Contractors may direct any questions relating to the Request for Proposal to the Company until **14pm GMT on Thursday 03 November 2016**. Questions concerning this Request for Proposal must be provided in a "Request for Proposal - Questions Form" as set out in Annexure 2.

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##### **9.2 Acknowledgement and response to questions**

The Company will acknowledge the receipt of all questions submitted in accordance with Section 9.1 and will endeavour to provide written answers within a reasonable period of receipt.

##### **9.3 Responses to questions to be advised to all Contractors**

All Contractors will be advised of the Company's response to a particular question. However, to the extent possible, the Company will endeavour not to identify the Contractor which asked the question.

#### **10. Withdrawal of Proposals**

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##### **10.1 Withdrawal prior to end of Proposal Period**

A Contractor who has submitted a Proposal may withdraw its Proposal at any time prior to the end of the Proposal Period by giving written notice to that effect to the Company Representative.

##### **10.2 New Proposals**

Following withdrawal of a Proposal, a Supplier may submit a new Proposal (provided such new Proposal is submitted prior to the end of the Proposal Period).

##### **Withdrawal after Proposal Closing Date:**

After the Proposal Closing Date has passed, a Supplier may only withdraw its Proposal after the expiration of 90 days from the Proposal Closing Date.

#### **11. Proposed contracts**

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##### **11.1 General Conditions**

The Company intends to negotiate the terms and conditions of any contractual arrangements for the service as may be entered into with any Contractor on the basis of the General Conditions attached as Annexure 3.

##### **11.2 Contractors to review General Conditions**

Each Contractor must review and, as it considers appropriate, obtain independent advice (including legal advice) in relation to the General Conditions.

##### **11.3 Contractors to identify any unacceptable terms in Proposal**

If a Contractor identifies terms in the General Conditions which it considers to be unacceptable, the Contractor must complete the Register of Contractor Concerns attached in Annexure 4 and include the following information in that Register:

- (a) list the terms which it considers to be unacceptable;
- (b) provide a suggested amendment to the terms which it considers to be unacceptable; and

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- (c) provide clearly stated written reasons as to why the Contractor finds the relevant terms unacceptable.

#### **11.4 Agreement to General Conditions unless notified otherwise**

Unless a Contractor complies strictly with the requirements of Section 11.3, it will be taken to have agreed to the terms outlined in the General Conditions.

#### **12. Current Contractors**

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There may be service contracts between the Company and third party Contractors for the service in existence as at the date of the Request for Proposal.

#### **13. Acceptance and rejection of Proposals**

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##### **13.1 Company to act at its discretion**

The Company reserves the unconditional right, at its sole discretion, to:

- (a) reject any or all Proposals or to waive irregularities in Proposals;
- (b) accept all or any part of a particular Proposal (including, for example, accepting different Proposals in relation to different aspects of the Service);
- (c) accept any particular Proposal submitted by any Contractor even though the pricing or some other aspect specified in that Proposal may not be as favourable as some other Proposal;
- (d) review, evaluate and dispose of any Proposal as it sees fit; and
- (e) suspend or discontinue, temporarily or permanently, the Request for Proposal process at any time and for any reason,

without being under any obligation to give reasons for undertaking any of the actions specified in paragraphs (a) – (e).

##### **13.2 Discussion of Proposals**

- (a) Contractors or their representatives may be requested to discuss the details of their Proposal during the evaluation process, and if so requested must cooperate promptly with the Company.
- (b) The Company reserves the right to discuss specific terms with Contractors prior to the finalisation of a contract (if any).
- (c) The Company reserves the right to:
  - (i) run parallel negotiations with multiple Contractors following the Proposal Closing Date with a view to finalising a contract with one or more of them; or
  - (ii) deal exclusively with a Contractor following the Proposal Closing Date with a view to finalising a contract with that Contractor.



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#### **13.3 Acceptance of Proposal**

A Proposal will not be deemed to have been accepted by the Company, unless and until either:

- (a) a non-conditional Notice of Award has been delivered or sent to the Contractor at the address appearing in the Contractor's Proposal (or such other address as is subsequently notified by the Contractor in writing to the Company); or
- (b) the parties have both executed a written contract,

Whichever is the earlier.

#### **14. Non-complying Proposal**

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Any Proposal which does not comply with this Part 1 - Proposal Information and Conditions and/or does not provide all of the information requested in Part 2 – Form of Proposal may be rejected at the option of the Company.

#### **15. Additional Contractor information**

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The Company may request additional information, data, discussions or presentations in support of a Proposal, which the Contractor must provide at its own cost and expense. Additionally, the Company may conduct a survey of any Contractor under consideration to confirm or clarify any information provided (including pricing and costs) or to collect more evidence of managerial, financial and technical abilities, including meetings and visits to current customers served by the Contractor.

#### **16. Joint proposals**

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Two or more persons, firms or corporations may lodge a joint Proposal in which event they and their respective heirs, executors, administrators, successors and permitted assigns will be jointly and severally bound by the Proposal and, if the Proposal is accepted, jointly and severally bound by any contractual arrangements entered into in respect of the service.

#### **17. Reasonable prices and rates**

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Prices provided by Contractors and transparency in the underlying costs are considered to be critical to the Company and its assessment of Proposals. Proposals which in the opinion of the Company are manifestly excessive may be rejected without further consideration.

#### **18. Transparency**

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The Company desires to achieve clarity on the costs of all aspects of the service. The details requested in the Request for Proposal are intended to deliver the required level of transparency. Any gaps in Contractor responses will be interpreted as an unwillingness to

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participate with the Company in the desired relationship and will seriously disadvantage the Contractor.

#### 19. Currency of Proposals

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Any Proposal rates and prices included in the Proposal schedules are to be expressed in South African Rands unless otherwise specified.

#### 20. Costs

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The Company is not and will not be responsible for any costs (whether direct or indirect) incurred by a Contractor in preparing or submitting a Proposal or otherwise responding to the Request for Proposal or in any subsequent discussions or negotiations.

#### 21. Site Inspection

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**NON-COMPULSORY SITE MEETING** will take place on **Tuesday 25 October 2016** at 10H00 at the Procurement Large Conference Room. Bidders must provide their own transport. Interested bidders to provide the following information by **Monday 24 October 2016**:

- **Full Names of the attendees**
- **ID Numbers**
- **Car Registration Number**
- **Business Physical Address**

**BIDDERS TO ARRIVE 1 HOUR EARLIER AT THE GATE TO AVOID ANY DELAYS.**

#### 22. Commercial Evaluation

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**The contractor/s must submit the following documents with the RFP document:**

- Original Valid Tax Clearance Certificate [Consortia / Joint Ventures / Sub-contractors must submit a separate Tax Clearance Certificate for each party]
- Certified copy of valid VAT Registration Certificate
- Valid B-BBEE certificate or Letter from auditor, accounting officer or SANAS accredited Verification Agency
- Letter of Good Standing with the Compensation Commissioner
- Company Registration documents
- Proof of address (Affidavit with the stamp from the tribal office)

**23. Technical Evaluation**

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**TECHNICAL QUESTIONNAIRE**

As part of addressing some technical requirements with regard to the Laundry Services RFP, Bidders are required to provide the below information:

**1. EQUIPMENT:**

Bidder's number of machines currently has:

<b><u>MACHINES</u></b>	<b><u>NUMBER OF MACHINE/S</u></b>
1. Industrial washing machine/s	
2. Dryer/s	
3. Sewing Machine/s	

**2. EMPLOYEES:**

<b><u>EMPLOYEES</u></b>	<b><u>NUMBER OF EMPLOYEES</u></b>
1. Current number of employees	
2. Proposed number of employees planning to employee	

**NOTE:** Bidders are required to provide payslip of current employees or/and detailed plan with regard to the number of employees planning to employee.

**3. TRANSPORTATION OF LAUNDRY:**

<b><u>Vehicles</u></b>	<b><u>Number of Vehicle/s</u></b>
1. Current number of reliable vehicle/s	

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2. Proposed number of reliable planning to acquire	
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**NOTE:** Bidders are required to provide proof of registration of vehicle/s.

**4. REFERENCE AND EXPIRENC:**

Bidders to furnish Palabora Copper with the following:

4.1 Minimum of three contactable references with regard to:

4.1.1 Large contract in the laundry services for the past three years

4.1.2 Small contract in the laundry services for the past three years

**NOTE:** Bidders to furnish PC with three (3) testimonial letters.

**5. CONTINGENCY PLAN**

5.1 Identification of risks and mitigation associated with the laundry services such:

**5.1.1 Equipment:**

The contingency plan should the equipment/s break (out of service)

**5.1.2 Transportation**

The contingency plan should the vehicle/s break (out of service)

**5.1.3 Employees**

The contingency plan should there be a strike or unforeseen event.

**5.1.4 Water and Electricity**

The contingency plan should there be a water or electricity crisis.

**5.1.5 Quality Control System and Hygiene**

How would the bidder make sure that the overall are delivered to the correct areas?

How would the bidder make sure that the hygiene of the Palabora Copper employees is not at risk?

Where does the water from washing these clothes end up?

**Washing powder** Bidder must be able to be changed for people with sensitive skin as there are personnel members who have dermatitis.

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***The Bidder hereby warrants that the information supplied is true and correct in every respect.***

***Failure to submit, or to submit incomplete information/documents, will potentially result in disqualification of your Proposal.***

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2016

SIGNATURE OF BIDDER'S AUTHORISED REPRESENTATIVE:

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

**NOTE:**

***Palabora Copper reserves a right to conduct site visit during the evaluation of the tendering process.***

## **24. Definitions**

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In the Request for Proposal, unless a contrary intention appears, the following terms have the following meanings:

***Company Representative*** means the individual identified in Section 4.3.

***Contractor*** means the person, firm or company invited to submit a Proposal.

***Contractor's Proposal Representative*** is defined in section 4.2(a).

***Form of Proposal*** means Part 2 - Form of Proposal.

***Goods*** means the goods, materials and/or equipment (if any) detailed in the Schedule (Scope of Work).

***Information*** is defined in Section 5.1.

***Notice of Award*** means written notification signed by an authorised representative of the Company to the Contractor that its Proposal has been accepted, subject to any modifications, amendments or conditions required by the Company.

***Notice to Contractors*** is defined in Section 8.1.

***Proposal*** means a completed Form of Proposal submitted by a Contractor.

***Proposal Closing Date*** is defined in Section 7.1.

***Proposal Opening Date*** is defined in Section 7.1.

***Proposal Period*** is defined in Section 7.1.

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**Part 1 – Proposal Information and Conditions**

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**Request for Proposal** consists of the following documents:

Part 1 - Proposal Information and Conditions; and

Part 2 – Form of Proposal,

and all Schedules or Annexures included with those documents.

**Services** means the services (if any) detailed in the Schedule (Scope of Work).

**Site** is defined in Section 1.

**Supply** means the Goods, Services and / or Works the subject of the Request for Proposal that the Company wishes to obtain from a Contractor or Contractors.

**Works** means the construction, engineering, installation and/or other physical works (if any) detailed in the Schedule (Scope of Work).

**SCOPE OF WORK**

• **Normal Overalls:**

All laundry is to be washed according to the washing instructions on the label of the clothing.

The safety features of the safety clothing are to be maintained.

All laundry is to be collected and returned at various points across the mine daily (Collection Sheets to be signed off on collection & return of overalls by the supplier and End User)

Laundry collected on day one, must be returned on day two.

A price per item as well as full price breakdown is required.

Broken and damaged zips must be replaced with new zips. Torn seams must be stitched and repaired by the supplier.

- Washing temperature 60 Degrees Celsius

It is the responsibility of the contractor to provide:

- Labour
- Equipment
- Washing powder
- Transport and supervision to carry out his work.

**Sections Serviced:**

**UNDERGROUND MINING AND SURFACE MINING.**

Total amount of overalls per month is approximately 12,500 Units (Surface)

Total amount of overalls per month is approximately 16,000 Units (Underground)

• **Flash Suits:**

Electrical arc flash protective clothing protects from thermal effects arc flash only.

This garment protects resists ignition when exposed to flame or electrical arc.

It will not continue to burn when removed from the ignition source.

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Directions for wash cycle

- wash temperature 40 degrees Celsius
- tumble drying and tunnel fishing can be used
- do not use chlorine bleach or hydrogen peroxide either separately or in detergents
- detergent ph range : 7-9
- do not use optical brightness or fabric softener

**Section Serviced:**

**HOT METALS MAINTENANCE SMELTER**

The total amount of overalls per month is approximately 402 Units.

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Annexure 1 Request for Proposal - Intention to Respond/Not Respond Form

**EMAIL COVER PAGE**

**INTENTION TO RESPOND FORM – Request for Proposal – (*Request for Proposal*)**

**By 24 October 2016**

**To:** *Lubabalo Ndotshayisa*

*Palabora Copper (Pty) Ltd*

E-mail: *lubabalo.ndotshayisa@palabora.co.za*

**From:** Supplier name: \_\_\_\_\_

Supplier's Proposal Representative: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

We acknowledge receipt of the Request for Proposal and: (Tick appropriate Box)

(a) intend to respond to the Request for Proposal by 12.00 pm GMT on 04 November 2016 or

(b) we will not be responding to the Request for Proposal, and will return any hard copies of the Request for Proposal by express mail received to the Company Representative and/or will destroy all hard copy and electronic copies obtained electronically from the Company.

Please provide a reason for not responding below:



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\_\_\_\_\_  
Supplier Name

\_\_\_\_\_  
Signature of Supplier's Proposal Representative

\_\_\_\_\_  
Date

***[Note: where joint Proposal to be submitted, insert details and signature of each Supplier's representative]***

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**Annexure 2 Request for Proposal - Questions Form**

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**QUESTIONS FORM – Request for Proposal:** Supply of Laundry Services for Palabora Copper Mine Wide.

**EMAIL COVER PAGE**

**Closing Date: 04 November 2016**

**To:** *Lubabalo Ndotshayisa*

*Palabora Copper (Pty) Ltd*

E-mail: *lubabalo.ndotshayisa@palabora.co.za*

**From:** Supplier name: \_\_\_\_\_

Supplier's Proposal Representative: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Reference to Section \_\_\_\_\_ of the Request for Proposal

Question:

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Total Number of Pages (including cover): \_\_\_\_\_

**[Note: where joint Proposal to be submitted, insert details and signature of each Supplier's representative]**

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**Annexure 4 - Register of Contractor Concerns**

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**Name of Contract:**                      **Supply of Laundry Services for Palabora Copper Mine Wide**  
**Supplier:**  
**Current as at:**

<b>Relevant Clause (General Condition/Special Conditions) <i>(Insert clause ref. or whole clause)</i></b>	<b>Contractor Concerns</b>	<b>Palabora Copper's Response</b>