



ZiJin

ROSEBEL GOLD MINES N.V.
罗斯贝尔金矿有限公司

ROSEBEL GOLD MINES N.V.

Request for Proposal (“RFP”)

Employee Assistance Program (EAP) Services

Issued:

Wednesday February 25, 2026

Due:

Wednesday March 25, 2026

TABLE OF CONTENTS

1.	<u>INTRODUCTION.....</u>	<u>3</u>
1.1	CONTRACT DESCRIPTION.....	3
1.2	NATURE OF THE PROJECT	3
1.3	PROJECT START	ERROR! BOOKMARK NOT DEFINED.
1.4	DEADLINE FOR PROPOSALS	3
1.5	QUESTIONS AND CLARIFICATIONS.....	3
1.6	<u>SUBMISSION OF BIDS</u>	<u>3</u>
1.7	EVALUATION CRITERIA.....	4
1.8	CHANGES TO PROPOSALS.....	4
1.9	PROPOSAL VALIDITY	4
1.10	LIABILITY FOR COSTS, EXPENSES AND INFORMATION	4
1.11	ALTERNATIVE PROPOSALS.....	5
1.12	RIGHT TO CLARIFY AND NEGOTIATE.....	5
1.13	AWARD OF CONTRACT	5
1.14	RFP SCHEDULE OF EVENTS.....	5
2	APPENDICES.....	5

1. INTRODUCTION

Employee Assistance Programs (EAP's) are employer-or group sponsored programs that are designed to alleviate workplace issues due to mental health, substance abuse, personal problems and workplace issues. These programs strive to improve employee productivity and organizational performance (EASNA, the Employee Assistance Trade Association)

Rosebel Gold Mines N.V. (hereinafter referred to as "Rosebel") requests proposals for an Employee Assistance Program in accordance with the requirements, terms and conditions of this Request for Proposal (RFP). This RFP sets forth the requirements for suppliers.

1.1 Contract description

This bidding process should result in a Contract commitment to the Employee Assistance Program for Rosebel employees.

1.2 Nature of the Contract

Fixed rates in accordance with the actual market prices, per consultation.

1.3 Contract Duration

One (1) Year (with possibility of renewal), tentatively starting Wednesday April 01, 2026

1.4 Deadline for Proposals

Proposals must be submitted on or before **Wednesday March 25, 2026**, via email to the address below with subject line: "**Employee Assistance Program (EAP) Services**"

Name: Patrina Jarvis

Title: Specialist Procurement and Contracts - Projects

E-mail: Rosebel_Procurement_Bids@rosebel.com

Any bids submitted after the deadline will be rejected.

1.5 Questions and Clarifications

This RFP is an opportunity for companies to provide a suitable and market competitive proposal for the EAP Services. For questions and/ or ambiguities, these should be submitted to the below, no later than **Wednesday March 11, 2026**.

Name: Patrina Jarvis

Title: Specialist Procurement and Contracts - Projects

E-mail: patrina_jarvis@rosebel.com

All answers will be provided via e-mail and all questions and answers will be shared with all bidders. The source of each question will be held in confidence.

1.6 Submission of Bids

The bidder shall submit two documents clearly showing heading:

1. "Employee Assistance Program (EAP)" - Commercial Offer"
2. "Employee Assistance Program (EAP)" - Technical Offer"

Documents submittal checklist

Technical Offer

The technical offer should meet all technical requirements.

- Introductory letter of the bidder.
- Relevant technical qualifications, approach & ability.
- Experience - List and evidence of similar types of services executed successfully over the past 5 years

Commercial Offer

Prices shall be in USD and fixed for the duration of the contract.

Please submit your Commercial proposal with the minimal layout as example below:

Consultation description	Rate USD	Total
1.		
2.		
3.		

1.7 Evaluation Criteria

Selection criteria are based on a 100 point evaluation.

Criteria	Points on 100 point basis	Weight
Service coverage, Services qualifications, Experience, Approach & Ability	30 points	30%
Experience - List and evidence of similar types of services executed successfully over the past 5 years	15 points	15%
Relevant certification to execute the services	20 points	20%
Cost proposal	30 points	30%
Responsiveness of the bidder	5 points	5%

1.8 Changes to Proposals

The proposal submitted is irrevocable by the bidder. Bidders will not be permitted to alter their proposals once they have been submitted unless specifically requested by RGM.

1.9 Proposal Validity

Proposals are required to be valid for (60) days.

1.10 Liability for Costs, Expenses and Information

Rosebel will not be liable for any costs or expenses incurred by any bidder including, without limitation, any expenses incurred in the preparation and submissions of the proposal.

Rosebel does not make any representation or give any warranty as to the accuracy, currency, or completeness of the information provided in this RFP. Rosebel accepts no liability for any error, omission, or misleading information contained herein.

1.11 Alternative Proposals

Bidders are encouraged to propose alternative proposals for consideration by Rosebel. Alternate proposals that the bidder feels may offer additional advantages to Rosebel must be submitted at the same time as the main proposal. They should be prioritised and the benefits of each alternative proposal must be clearly stated.

Rosebel reserves the right to accept or reject proposed alternatives as it sees fit, and to claim for itself the financial benefit of a substitution. Rejection by Rosebel of the proposed alternatives is final. Rosebel is not obligated to give any reason for its rejection of alternative proposals.

1.12 Right to Clarify and Negotiate

Rosebel without liability, cost, or penalty may in its sole discretion and at any time after proposal submission, seek clarification from the bidder or negotiate items relating to the proposal.

Rosebel may request bidder to confirm in writing any statement made by the bidder in relation to the clarification or negotiation.

Any written information received by Rosebel in response to a clarification or negotiation will be considered an integral part of the bidder's proposal

1.13 Award of Project

The project will be awarded to the lowest priced, highest technically qualified bidder. Rosebel reserves the right to accept or reject any or all bids at any time prior to awarding the project.

1.14 RFP Schedule of events

Date (YY/MM/DD)	Event
2026-02-25	RFP Issuance
2026-03-04	Deadline Expression of Interest Vendors
2026-03-11	Questions from bidders
2026-03-16	Clarification to bidders
2026-03-25	Deadline bid submission
April 2026	Contract Award

This timeline is subject to change. Any change will be communicated to all bidders.

2 ANNEXES

- Annex A : Proposal Letter**
- Annex B : Scope of Work -Employee Assistance Program (EAP) Services**

Annex A – PROPOSAL LETTER

**Rosebel Gold Mines N.V.
Request for Proposal (“RFP”)**

Employee Assistance Program (EAP) Services

To: Rosebel Gold Mines N.V.

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to execute the works in conformity with the said RFP “Employee Assistance Program (EAP) Services”, in accordance with our Technical and Financial Proposal attached herewith and made part of this Proposal.

We have read, understood and accept the RFP and its Appendices.

This proposal is subject to acceptance within the validity period as stipulated in the RFP.

Signed on behalf of the bidder:

Name:

Date:

Signature:

[in the capacity of]

Duly authorized to sign on behalf of

Company Name:

Telephone number:

E-mail Address: