



RFQ No: 27/2025-2026

REQUEST FOR QUOTATION: Alexkor Soc Ltd is seeking a qualified service provider to draft/create anew version of the 2024/2025 Integrated Report, improving its design, structure, and content presentation while ensuring alignment with the company's strategic objectives and stakeholder needs.

Date: 9 October 2025.

Dear Sir/Madam,

1. Alexkor requests your price quotation proposal for the item(s) specified in this request for quotation (RFQ).
2. Your quotation proposal should be received on or before **15 October 2025 at 10h00 morning** to the email below.
Email address:
tenders@alexkor.co.za
3. Quotation(s) proposal should be sent by email to the email address given above.
- 3.1. It is the exclusive responsibility of the bidders to ensure that the email containing the quotation reaches the above email address before the time and date indicated in paragraph 2.
4. Quotations should remain valid for a period not less than 60 days after the deadline date specified for submission.
5. Quotations shall give a comprehensive description of the proposed service and or items supplied.
6. The rates quoted should be fixed for the duration of the contract period and should not be subject to adjustment on any account.
7. The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive to the stated RFQ requirements.
8. Notwithstanding the above, Alexkor RMC JV reserves the right to accept or reject any quotation(s) and to cancel the bidding process or reject all quotation at any time prior to the award of the contract.
9. The normal payment terms of Alexkor SOC Ltd is 30 days upon satisfactory delivery of goods or services and acceptance thereof by Alexkor SOC Ltd.
10. We look forward to receiving your quotation and thank you for your interest in supplying/servicing Alexkor SOC Ltd.

Scope of Work:

Objectives

- Create a comprehensive and engaging integrated report for the financial year 2024/2025.
- Ensure the report accurately reflects the company's financial performance, operational achievements, and strategic initiatives.
- Develop a visually appealing and user-friendly design.
- Comply with all relevant local and international reporting standards.

Content Development

- Conduct interviews with key company personnel to gather relevant information.
- Collect and synthesize data on the company's financial performance, operations, governance, and strategic initiatives.
- Draft detailed sections covering:
 - Chairperson's Foreword
 - Interim CEO's Overview
 - Organizational Overview
 - Performance Information
 - Human Resources
 - Legal and Compliance Issues
 - Audit Reports
 - Annual Financial Statements
 - Stakeholder Engagement
 - Environmental, Social, and Governance (ESG) Considerations
 - Risk Management and Opportunities

Design and Layout

- Develop a modern, professional design template consistent with the company's branding.
- Create infographics, charts, and other visual elements to illustrate key data and insights.
- Ensure the layout is clean, engaging, and easy to navigate.

Regulatory Compliance

- Ensure the report complies with:
 - Public Finance Management Act (PFMA)
 - Companies Act of 2008, South Africa
 - International Financial Reporting Standards (IFRS)
 - International Integrated Reporting Framework (IIRF)
 - King IV Report on Corporate Governance for South Africa, 2016
- Stakeholder Engagement
- Present draft versions to the board and key stakeholders for review and approval.
- Review and Finalization
- Submit a draft version of the report for internal review.
- Make revisions based on feedback received.

- Produce the final report in both print and digital formats.
- Ensure the digital version is accessible and optimized for online viewing.

Timeline

- The project completion timeline will be communicated.
- The first draft of the report is expected on or before 31 October 2025
- Quantity of the reports to be printed is 30

End of scope

1. Mandatory Required Documents

Document description	Attached Yes or No
1. Quotation (ON SUPPLIER LETTER HEAD)	
1. Recent, Valid Tax Clearance Certificate/SARS pin (copy)	
2. Declaration Form (SBD 4)	
3. Valid BBBEE Certificate or sworn affidavit (copy)	
4. Copy of CSD registration from National Treasury. (the latest report not older than 1 month)	
5. Copy of Company Registration	
6. Contactable references from previous clients (1 or more)	
7. Submit one (1) examples of similar work completed.	

2. Specific goals

The specific goals allocated points in terms of this tender	Source document required as evidence	Number of points allocated (20)
Black owned (51% or more black ownership)	BBBEE certificate/Sworn affidavit	5
Black women(51% or more women ownership)	BBBEE certificate/Sworn affidavit	2
Black youth (51% or more youth ownership)	BBBEE certificate/Sworn affidavit	2
People with disability(20% or more disabled people ownership)	BBBEE certificate/Sworn affidavit	1
Locality	Proof of business address	10
	Namaqualand Area (10 points)	
	Northern Cape (6 points)	
	Other province (4 points)	
TOTAL		20

Approved by:



Mr. F. Cloete

HOD-Finance

Date: 09102025

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.