



## REQUEST FOR PROPOSAL (RFP)

Bid Number	RFP 05/2024
Bid description:	Appointment of Service Providers for Fixed Asset Verification, Valuation and Immovable Asset Register Compilation in Accordance with International Financial Reporting Standards (IFRS) and the Public Finance Management Act (PFMA).
Period:	4 (Four) months from Purchase Order/Contract Award.
Submission Email Address:	<a href="mailto:tenders@alexkor.co.za">tenders@alexkor.co.za</a>
Telephone number:	(027) 831 8394/8379
Procurement enquiries: Technical enquiries	<a href="mailto:cambellp@alexkor.co.za">cambellp@alexkor.co.za</a> <a href="mailto:franklinc@alexkor.co.za">franklinc@alexkor.co.za</a>
Name of the responsible unit:	Finance
Issue Date:	09 February 2024
Closing Date & Time for submission:	04 March 2024 at 11h00 am
RFP Validity date	90 Business days
Evaluation Criteria	Price: 80 points B-BBEE: 20 points
Compulsory Briefing session:	Compulsory Microsoft Teams Online briefing will take place on Monday, 19 February 2024 at 11:00 am.  Meeting ID: 386 899 532 747 Passcode: 9SiXeg

## REQUEST FOR PROPOSALS (RFP)

### Background

Alexkor SOC Limited (Registration No.1992/006368/30), established under the Alexkor Limited Act No. 116 of 1992 and its subsequent amendment Act No. 29 of 2001, is a Schedule 2 public entity governed by the Minister of Public Enterprises. It encompasses the Rehabilitation Trust and The Pooling and Sharing Joint Venture (PSJV) with Richtersveld Mining Community (RMC) Pty Ltd. The PSJV, primarily engaged in diamond mining in Alexander Bay and Port Nolloth in the Northern Cape Province, symbolizes responsible and sustainable mining practices.

### Project Description:

Alexkor RMC JV aims to support BBBEE-compliant entities and adheres to procurement and empowerment legislation. This procurement initiative seeks to appoint Service Providers for Fixed Asset Verification, Valuation and Immovable Asset Register Compilation in accordance with IFRS.

### General Guidelines and Bid Compliance:

Bid Submission Protocol: Due to the remote location of the Alexkor RMC JV, digital submissions will be allowed and must be submitted directly to [tenders@alexkor.co.za](mailto:tenders@alexkor.co.za).

Complete Bid Requirement: Submissions should fully address the RFP scope. Incomplete or independently conditioned proposals will be disqualified.

Inquiry Point of Contact: For clarity and further information, direct written inquiries to Mr. Franklin Cloete at [franklinc@alexkor.co.za](mailto:franklinc@alexkor.co.za).

### Bid Submission Requirements:

Page initials and Completeness: Ensure each page of the bid is initialled by an authorised representative/s. Incomplete sections may lead to disqualification.

Mandatory Vendor Qualifications: Include certified copies of directors' ID documents, a valid Tax Compliance Status (TCS) Pin, and a Central Supplier Database (CSD) Registration Number, BBBEE certification or sworn affidavits, and Standard Bidding Documents (SBDs 1, 2, 3.1, 4, 6.1, 7.3, 8, 9.)

### Special Conditions and Rights Reserved by Alexkor RMC JV:

Negotiation and Award Rights: Alexkor RMC JV reserves rights, including not awarding or cancelling the bid, negotiating with shortlisted bidders, and conducting site inspections.

No Liability for Bidder Expenses: Bidders are responsible for their own costs incurred during the bid process.

Pricing and Contractual Terms: Quoted prices must be comprehensive, covering all costs and VAT.

Service Level Agreement (SLA): Effective from the bid award date, yet negotiations do not imply a guaranteed contract.

Query Response Cut-off: Queries received less than 24 hours before the bid closing will not be addressed.

## **Section A - Bid Submission Specifications**

Eligibility Criteria: Open to bidders who can deliver the required services, uphold professional standards, and meet all bid document requirements.

## **Section B - Evaluation and Selection Process**

Administrative and Functional Evaluation: Bids not adhering to the required criteria will be disqualified. A minimum functional score of 70% is necessary, following the 80/20 preferential points system.

Mandatory Document Submission: Submissions must include company registration documents, BBBEE certification or sworn affidavits, and Standard Bidding Documents (SBDs 1, 2, 3.1, 4, 6.1, 7.3, 8, 9).

### **Project Scope and Deliverables:**

The RFP aims to select service providers for:

Asset Verification: Conduct thorough verification of fixed assets for completeness, accuracy, existence, valuation and presentation in the asset register, ensuring alignment with existing records and compliance with IFRS. This would include the tagging of assets.

Register Review and Compilation: Compile a comprehensive and accurate Asset Register, adhering to IFRS requirements.

Reporting and Documentation: Provide detailed reports and documentation of the verification process, findings, and recommendations.

### **Project Timeline:**

The project will commence upon contract awarding, with a detailed timeline to be finalised during the contracting phase, which is anticipated to be 4 months.

### **Evaluation Criteria:**

Experience and Expertise: Demonstrable experience in asset verification, valuation and asset register compilation, particularly in compliance with IFRS and PFMA.

Quality of Proposal: Clarity, comprehensiveness, and feasibility of the proposed approach.

Cost-Effectiveness: Competitive pricing, value for money, and high-quality service delivery.

Additional Information for Bidders

Confidentiality: All information during the bidding process must be treated as confidential.

### **Submission Instructions:**

Format and Packaging: All bid documents should be clearly labelled and packaged securely.

Deadline for Submission: Adhere to the submission deadline stated in the RFP. Late submissions will not be considered.

Submission Location: Deliver to the specified address, ensuring receipt by the Alexkor RMC JV Bid Box within the timeframe.

### **Contact and queries:**

For further questions, contact Mr. Franklin Cloete ([franklinc@alexkor.co.za](mailto:franklinc@alexkor.co.za))

### **Quality Assurance and Compliance:**

Quality Standards: Adherence to high-quality standards is required throughout the project.

Compliance with Laws and Regulations: All activities must comply with relevant laws and regulations.

**Health, Safety, and Environmental Considerations:**

Health and Safety Compliance: Demonstrable commitment to maintaining safe work environments and practices.

Environmental Impact: Operations must comply with environmental protection standards.

**Contract and Payment Terms:**

Contractual Agreement: The contract will detail terms and conditions, scope, deliverables, timelines, and payment schedules.

Payment Terms: Payment terms will be clearly outlined in the contract.

**Intellectual Property and Data Protection**

Intellectual Property Rights: To be addressed in the contract.

Data Protection and Confidentiality: Adherence to data protection laws and maintaining confidentiality.

**Post-Project Support and Maintenance**

Support Services: Outline of post-project support and maintenance services.

Warranty and Service Guarantees: Information on warranties or service guarantees.

**Bidding Process Transparency and Ethics**

Fair Competition: Commitment to promoting fair competition and ethical practices.

Conflict of Interest: Disclosure of any potential conflicts of interest.

**Final Remarks**

Alexkor RMC JV looks forward to receiving your proposals and establishing a partnership based on fair and transparent procurement practices. We value diversity, innovation, and excellence. Your participation in this RFP is essential to our mission of promoting sustainable mining practices. We eagerly await the opportunity to collaborate towards our common goals.

## EVALUATION AND SELECTION PROCESS

The bidders will be evaluated as follows:

### PHASE 1 - ADMINISTRATIVE CRITERIA:

Which will disqualify bidders not meeting the requirements (responsive / compliance / eligibility).

**Bidders who do not meet the requirements below will be immediately disqualified from The Bidding process**

Item	Description	Yes	No
1.	Company registration documents		
2.	Certified copies of directors or owners; Identity documents		
3.	Proof of registration on the CSD		
4.	SARS Tax Pin		
5.	BBBEE Level Certificate from accredited agencies or registered Auditor or Sworn Affidavit		
6.	Company profile		
7.	Fully completed and signed		
	i. Invitation to bid -SBD 1		
	ii. Declaration of Interest – SBD 4		
	iii. Preference Points Claim - SBD 6.1 + B-BBEE Certificate		
	iv. Contract form – SBD 7.3		
	v. Declaration of bidder's past SCM Practices – SBD 8		
	vi. Certificate of Independent Bid Determination – SBD 9		
8.	Fully completed and signed pricing schedule		
9.	Completed Pricing Schedule in the prescribed format		
10.	BID proposal with project timelines		
11.	Provide references letters for Public Entity/Government Institution/Mining letter heads - not older than 2018		

## **PHASE 2 - FUNCTIONAL EVALUATION**

### **Pre-Qualification and Functional Evaluation**

**Eligibility for Evaluation:** Only bidders who satisfy the pre-qualification criteria will advance to the functional evaluation stage. During this phase, bidders will be assessed based on their responses to the specific requirements outlined in the bid specification.

**Minimum Functional Score:** Bidders must achieve at least 70% in the functional assessment to be considered for further evaluation. It is important to note that failing to score in any of the evaluation areas will result in disqualification, even if the overall minimum score of 70% is met.

**80/20 Preferential Points System:** The evaluation process will incorporate the 80/20 preferential points system, aligning with procurement regulations.

### **Mandatory Document Submission**

Failure to submit any of the following documents in their entirety will render the bid invalid:

**Entity Registration:** A copy of Entity Registration Documents and Certified ID Copies of Director(s) (issued or certified within the last 3 months), along with CSD Registration.

**Tax Compliance:** A valid SARS PIN Printout.

**Standard Bidding Documents (SBDs):** Complete SBD1, SBD3, SBD4, SBD6, SBD8, and SDB9 forms.

**BBBEE Certification:** A certified copy or original BBBEE Status Level Certificate (SANAS accredited) or an original affidavit.

**Joint Ventures:** For joint ventures, a valid Tax Compliance Document and a signed agreement from both partners are required, clearly indicating the lead partner.

### **Price and B-BBEE Status Level Contribution**

**Regulatory Framework:** Alexkor RMC JV adheres to the Preferential Procurement Policy Framework Act, No 5 of 2000, and its 2011 Regulations.

**Bid Value:** The bid value is expected not to exceed R50 000 000 (inclusive of all applicable taxes), and thus, the 80/20 preference point system is applicable.

**Preference Points Allocation:** Points will be awarded based on:

**Price:** 80 points.

**B-BBEE Status Level of Contributor:** 20 points.

### **Policy Compliance and Transparency**

To ensure a fair and transparent selection process, Alexkor RMC JV is committed to adhering strictly to its policy regarding the appointment of service providers, ensuring equal opportunities for all participants.

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

#### POINTS AWARDED FOR PRICE

#### THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20**

**or**

**90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

**TERMS OF REFERENCE (TOR) FOR REQUEST FOR PROPOSAL (RFP)**

**1. Project Scope**

**1.1 Detailed Goals and Milestones**

- Conduct rigorous verification of fixed assets across Alexkor RMC JV's operational spectrum, including Alexkor SOC Ltd assets.
- Enhance the existing Fixed Asset Registers to align with IFRS.
- Strategically compile a comprehensive Asset Register, adhering to IFRS protocols.
- Significantly improve internal control mechanisms and asset management protocols.

**1.2 Technical and Compliance Standards**

- Execute asset management tasks using specified software tools, adhering to data security protocols.
- Ensure all reporting formats comply with the latest IFRS requirements.

**2. Quality Assurance and Knowledge Transfer**

**2.1 Quality Assurance Protocols**

- Implement a robust quality assurance process, including periodic audits and independent validations.
- Establish clear benchmarks and performance indicators for project success.

**2.2 Scope of Training**

- Develop comprehensive training modules for Alexkor RMC JV's staff in asset management practices.
- Focus on practical skills transfer and post-training support.

**3. Risk Management Strategy**

- Identify potential project risks with outlined mitigation strategies.
- Develop contingency plans for unforeseen challenges.

**4. Proposal Evaluation Criteria**

- Proposals will be evaluated based on technical expertise, methodology, experience, and cost-effectiveness.
- Utilize detailed scoring rubrics for each evaluation criterion.

**5. Proposal Submission Guidelines**

**5.1 Documentation Requirements**

- Include a technical approach, methodology, work plan, and detailed cost breakdown.
- Incorporate company profile, references, and CVs of key personnel.

**5.2 Submission Directives**

Proposals must be submitted electronically to [tenders@alexkor.co.za](mailto:tenders@alexkor.co.za) by Monday, 04 March 2024 at 11h00 am

Adhere to the structured format specified in Section 3.1.

**6. Evaluation and Selection Mechanism**

**6.1 Assessment Criteria**

- Depth of technical expertise and qualifications (40%)
- Robustness of proposed methodology and work plan (40%)
- Experience in similar projects (15%)
- Locality (Northern Cape Province) (5%)



## **6.2 Selection Procedure**

Conduct a thorough shortlisting process, potentially inviting detailed proposal presentations.

Make the final selection based on comprehensive appraisal against the stipulated criteria.

## **7. Contractual and Project Commencement Framework**

### **7.1 Contractual Agreement**

Formalise a contract specifying the work scope, deliverables, timeline, and remuneration structure.

### **7.2 Inception of Project**

Project commencement will be communicated.

## **8. Ancillary Terms and Conditions**

### **8.1 Confidentiality Assurance**

Maintain utmost confidentiality for all information exchanged during the proposal and execution phases.

### **8.2 RFP Amendment Clause**

Alexkor RMC JV reserves the right to modify the RFP as necessary.

## **9. Ancillary Terms and Conditions**

### **9.1 Confidentiality Assurance**

Utmost confidentiality will be maintained for all information exchanged during the proposal and execution phases.

### **9.2 RFP Amendment Clause**

Alexkor RMC JV reserves the right to modify the RFP as necessary.

### **9.3 Legal Binding Arrangement**

A formalised Service Level Agreement (SLA) will predicate any binding legal relationship.

### **9.4 Proposal Appraisal**

A comprehensive review of each proposal will be conducted, adhering strictly to the evaluation criteria.

## **10. General Compliance and Acknowledgment**

Proposals must unequivocally acknowledge and comply with the terms set forth in this RFP.

Price quotes must remain valid for 90 days' post submission.

## DETERMINATION OF SCORE FOR FUNCTIONALITY

The evaluation criteria and weights for functionality as indicated in the table below will apply.

EVALUATION CRITERIA APPLICABLE		WEIGHT
Detailed Asset Management methodology	Project methodology and approach with a detailed list of the project tasks and skills transfer (10)	40
	Project plan and timelines (30)	
Experience in Asset management	Specific experience demonstrated of the core team 8 and more years' experience Extensive knowledge in IFRS. Proof of capacity to perform the required service(s) (20)	40
	Registered Chartered Accountants (CA (SA)) or IRBA must lead the team lead the team with extensive knowledge (8 years or more) (proof to be provided). The team must be comprised of individuals appropriately qualified with B Com in Accounting/Auditing At least one member (Besides the Partner/Leader) must have 5 years or more experience in the accounting/audit profession.	
	1 x full time Engineers / Technologists / Technicians professionally registered with ECSA. Professional valuator registered with the South African Council of Property Valuers Profession (SACPVP) Asset Management, Financial Reporting & Fixed Asset Accounting (10)	
	Valuation of movable assets and Audit experience in depreciation calculations, review of useful life and residual values and drafting of financial statements. (10)	
Capacity, track record and expertise of the service provider.	Provide reference letters from Public Entities, Government Institutions, and Mining sector partners on their official letterheads, dated no earlier than 2018.	15
	1 Reference (5)	
	2 References (10)	
	3 References (15)	

Locality and resources	Bidders have a physical place of business within the province. Proof must be provided. (4) Supplier has access to suitable telecommunication equipment's: (6)	5
MAXIMUM FUNCTIONALITYPOINTS		100
MINIMUM FUNCTIONALITYPOINTS		70

Approved by:



Franklin Cloete

FINANCIAL MANAGEMENT AND REVENUE MANAGER

Date: 12 February 2024