

RFQ No: 36/2025-2026

Date: 28 January 2026

REQUEST FOR QUOTATION: SUITABLE SERVICE PROVIDER TO SUPPLY SKILLS AUDIT

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 05 February 2026 at 12H00 to the email below.

Email address: tenders@alexkor.co.za

3. Quotation(s) proposal should be sent by email to the address given above.
- 3.1. It is the exclusive responsibility of the service provider to ensure that the email containing the quotation reaches the above address before the time and date indicated in paragraph 2. Proposals/quotations received after the above-mentioned closing time or deadline will be rejected.
4. Quotations should remain valid for a period of 60 days after the deadline date specified for submission.
5. Quotation(s) should be sent by completing the price schedule below, but the terms and conditions specified in the RFQ will take precedence over any terms and conditions stated in your quotation.
6. Quotations shall give a comprehensive description of the proposed service and or items supplied.
7. The rates quoted should be fixed for the duration of the agreed period and should not be subject to adjustment on any account.
8. The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive to the stated RFQ requirements.

- 8.1 Notwithstanding the above, Alexkor RMC PSJV 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 RMC PSJV is 30 days upon satisfactory delivery of goods or services and acceptance thereof by Alexkor RMC PSJV.
10. The successful provider will be the one scoring the highest points.
11. No quotations will be considered from persons in the service of the state.

12. SCOPE WORKS

Scope of the Required Skills Audit

The service provider must deliver:

1. A full organisational Skills Audit covering all departments
2. Competency assessments aligned with the approved organisational structure and job profiles.
3. Identification of all skills gaps, scarce skills, and critical skill requirements.
4. A complete Training Needs Analysis (TNA).
5. A detailed report including:
 - o Workforce profile and demographics
 - o Competency levels
 - o Skills gaps and required interventions
 - o Succession planning recommendations
 - o Alignment to the Workplace Skills Plan (WSP)

Formal presentation of the final findings to HR Management

12.2 Financial Proposal

All prices must be VAT INCLUSIVE and quotation must include all costs.

13. Service provider will be evaluated using the following criteria:

13.1 EVALUATION STAGES WILL BE FOLLOWED (3 STAGES):

13.1.1 SUBMISSION OF MANDATORY DOCUMENTS (SEE BELOW) (STAGE 1)

The following mandatory/compulsory documents must be submitted for the first stage of evaluation:

- Submission of Proposal outlining the understanding the scope of works/services (cover letter, index link to the scope of works)
- Valid Tax Clearance Certificate/SARS pin.
- Valid BBBEE Certificate.
- Accreditation (where applicable)
- Copy of Central supplier database registration not older than 1 month
- Copy of the Company registration certificate.
- Company profile and experience
- Joint Venture/Consortium agreement signed (each TCC, CSD, CIPC and combined BBBEE certificate) if applicable.
- SBD4 form must be fully completed and signed
- References for similar projects

13.1.2 EVALUATION CRITERIA/ FUNCTIONALITY ASSESSMENT (MINIMUM SCORE OF 50 POINTS) (STAGE 3)

RFQ will be evaluated and adjudicated in terms of Alexkor's Supply Chain Management Policy and the Preferential Procurement Policy 2022.

ALEXKOR RMC JV

Orange Road
Private Bag X5
ALEXANDER BAY
8290

Tel. : +27 (027) 831 8300
Fax : +27 (027) 831 1910



(Reg. No. 2006/034807/07)

Technical Criteria	Maximum points per Criterion
<ul style="list-style-type: none"> Number of years of experience of similar project <ul style="list-style-type: none"> Submit the company profile indicating the number of years of experience working in similar projects (15 Points) 	5 years = 5 points 6-10 years=10 points 10 years and more=15 points
Methodology and project plan (20 points)	5 years = 10 points 6-10 years=15 points 10 years and more=20 points
<ul style="list-style-type: none"> Signed pledge committing to provide training (10 points) 	Signed pledge -10 points No signed pledge – 0 points Annexure B
Contactable references Note: References where similar services were provided indicating period of service, this should be presented in the form of a letter on an official letterhead, please indicate the type of training provided to the company providing reference. (10 points)	2 reference letters = 3 points 3 reference letters =7 points 4 and more reference letters 10 points
Locality:(copy of proof of business address) <ul style="list-style-type: none"> Copy of municipal statement not older than 2 months Lease agreement where business is operating Confirmation of business address (15 points) 	Richtersveld - 15 points Northern Cape – 7 points Namaqualand -10 points Other province – 5 points
Total = 70 points	

NB. Only services providers who score 50 out of 70 in respect of "Functionality" will be evaluated further and therefore eligible for award, and service providers score less than 70 points will be considered non-responsive.

13.1.3 THE PREFERENTIAL PROCUREMENT POLICY (PPR 2022) WILL BE APPLIED AND THE 80/20 PREFERENCE POINTS SYSTEM WILL BE APPLICABLE (STAGE 3)

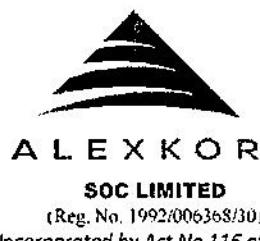
The 80/20 preferential procurement points system as outlined in the RFQ document will apply. The procedure for the evaluation of responsive service providers will be evaluated using an 80/20 preferential point system which awards on the basis set out in the table below:

POINTS FOR PRICE: 80 POINTS

SPECIFIC GOALS: 20 POINTS

TOTAL POINTS: 100 POINTS

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



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Incorporated by Act No 116 of 1992

14. Failure on the part of a tenderer to submit proof or documentation required in terms of this RFQ to claim points for specific goals with the request for quotation, will be interpreted to mean that preference points for specific goals are not claimed.
15. We look forward to receiving your quotation and thank you for your interest in supplying/servicing Alexkor RMC PSJV.

All prices must be VAT INCLUSIVE and quotation must include all costs.

Yours Faithfully
.....
Acting HR Manager

Divan De Wet

28 January 2026