

## SUMMARY OF REQUEST FOR PROPOSAL



1. Assignment:	Alexkor SOC Limited and Alexkor RMC JV require suitably qualified and experienced service providers to submit proposals for Chief Financial Officer (CFO) secondment, Financial Manager (FM) secondment and support for a period of 18 months, extendable for a further 6 months for a total of 24 months.
2. Name of the responsible unit:	FINANCE
3. Address for submitting proposals	financejhb@alexkor.co.za
4. Telephone number:	(011) 253 9567
5. Email:	financejhb@alexkor.co.za
6. Attention:	Finance Administrator
7. Closing Date & Time for submission:	<b>10 April 2024 at 16h00</b>
8. RFP description:	CFO support, through secondment of personnel as CFO, FM and finance department support
9. Service area:	Head Office situated in Alexander Bay in the Northern Cape, with the Corporate office in Sunninghill, Johannesburg. Expectation for the first 3 months to be spent in Alexander Bay.
10. Proposal number:	<b>ALEX RFP 03/2024</b>
11. Briefing session	No briefing session

12. Service Provider Specifications

- Medium to large Audit/ Accounting firm
- Must have at least 80 employees employed
- Entity must be SAICA registered in good standing
- Senior persons to be seconded to be Chartered Accountants with public sector experience
- Must have a National footprint in South Africa
- Must have completed CFO support projects at three (3) other entities in the public sector or “clean audit” projects
- Should have in-depth knowledge of audit processes
- Must have an external audit service unit/ offering within services provided
- Must have public sector knowledge of SCM regulations and processes

FINAL SPECIFICATION

## **1. BACKGROUND**

### **1.1 Alexkor**

Alexkor SOC Limited Company (“Alexkor”), with Registration Number 1992/006368/30, was established in terms of the Alexkor Limited Act, No. 116 of 1992, as amended by the Alexkor Amendment Act, No. 29 of 2001. The Company is listed as a Schedule 2 public entity, wholly owned by the Government through the Minister of Public Enterprises as the Shareholder representative. The group comprises Alexkor SOC Limited, Rehabilitation Trust and The Pooling and Sharing Joint Venture (“PSJV”), which is an unincorporated Joint Venture between Alexkor SOC Limited and Richtersveld Mining Community (“RMC”). The PSJV’s operations are based in Alexander Bay and Port Nolloth, both in the Northern Cape Province.

Alexkor’s core business is the mining of diamonds on the West Coast of South Africa at the mouth of the Orange River for almost a hundred years since 1926. The community within which Alexkor operates is known as the Richtersveld which incorporates five (5) towns, Alexander Bay, Koeboes, Sandrift, Lekkersing and Eksteenfontein. The history of the areas has been a history of dispossession with the Nama People being forced off their land in 1928. In 2007, the Richtersveld Community won a land claim against the state which awarded the land and the land mining concession to the community. An agreements called the Deed of Settlement (DoS) and a Unanimous Resolution were made an order of court which created the Pooling and Sharing Joint Venture (PSJV). The PSJV is an unincorporated jointly controlled arrangement where the assets of Alexkor Ltd (marine mining rights) and assets of the RMC (Pty) Ltd (land mining rights) were pooled together for mining purposes. The Richtersveld Mining Company was created to receive and administer mining concessions and the interests of the Sida! hub Community Property Association on behalf of the community. The governance of the PSJV is jointly shared according to a 51% and 49% interest holdings by Alexkor and the RMC respectively.

### **1.2 Background to the Request for Proposal**

Section 55 (1) (a), (b) and (c) of the Public Finance Management Act (PFMA) requires the accounting authority for a public entity to keep full and proper records of the financial affairs of the public entity, prepare financial statements for each financial year in accordance with recognised finance reporting standards and must submit those financial statements within two months after the end of the financial year for audit and to National Treasury. The annual financial statements referred to must fairly present the state of affairs of the public entity, its business, its financial results, its performance against predetermined objectives and its financial position as at the end of the financial year concerned. These must include particulars any material losses through criminal conduct and any irregular expenditure and fruitless and wasteful expenditure that occurred during the financial year.

Alexkor received unfavorable audit findings and audit opinions regarding the compiled financial statements for the past three (3) financial years. Due to the limited capacity within Alexkor and the PSJV, it has become critical that Alexkor acquires the services of experienced firm of accountants and/or auditors to support the Finance departments in discharging their responsibilities.

## 1.3 Project Description

The project is the provision of support, CFO and FM secondments to both Alexkor SOC Ltd and PSJV to enable the entities to carry out their responsibilities.

## 2. GENERAL GUIDELINES

### 2.1 Terms of Reference (ToR)

The purpose of this proposal request is to appoint suitably qualified and experienced service providers to provide personnel in the capacity of CFO and FM, including personnel to support both roles by providing accounting, financial management and audit support.

Alexkor seeks to appoint service providers that have solid experience in both private and the public sector, in order to support the entities to carry out their responsibilities, in as far as it relates to the financial management, information required to compile the annual financial statements in terms of approved standards, laws and regulations and any other requirements by State departments.

Persons to be seconded would be responsible for the following non-exhaustive list of tasks and duties:

1. Liaison with the CEO as seconded CFO and FM by the lead managers or persons;
2. Advice to the CEO and/or Mine Manager regarding projects and personnel;
3. Review documentation to ensure they are adequate for audit;
4. Facilitate and review audit requests and comments;
5. Compilation and/or review of balance sheet accounts reconciliations;
6. Consolidation of financial information for monthly and quarterly reports, including the annual financial statements;
7. Review of the monthly and quarterly reports, including annual financial statements;
8. Gathering of documents for audit files and audit readiness assessments;
9. Assistance with SCM processes and documents; and
10. Financial modelling for projects for decision making purposes.

### 2.2 Submission of Proposals

- 2.2.1. The proposal should be e-mailed:  
[financejhb@alexkor.co.za](mailto:financejhb@alexkor.co.za) with subject line **“CFO Secondment and Support”**
- 2.2.2. The closing date for Submission of proposal is **10 April 2024 at 16h00**.
- 2.2.3. Where a proposal response is not in the e-mailbox at the time of the proposal closing, such a proposal document will be regarded as a late bid. **It is Alexkor’s policy not to consider late proposal for proposal evaluation.**
- 2.2.4. No costs have been prescribed for the bidding documents.
- 2.2.5. All proposal must be priced in ZAR, inclusive of VAT.
- 2.2.6. If the proposal does not include all the required information, the proposal will be considered invalid.
- 2.2.7. The price quoted must remain valid for hundred and eighty (180) days from the date of submission.

## 2.3 Infrastructure

It is expected that bidders will be able to provide basic facilities, systems, and software and capital equipment needed for effective and efficient delivery of the services/projects without any upfront payment by Alexkor / PSJV.

## 2.4 Costs to be borne by Service Provider

All expenses incurred by the bidders in any way associated with the development, preparation and submission of responses and providing any additional information required by Alexkor/PSJV, will be borne entirely and exclusively by the potential service provider.

## 2.5 No Legal Relationship

No binding legal relationship will exist between any of the bidders and Alexkor until the execution of a signed Service Level Agreement (SLA). The Terms of Reference (ToR) document will form part of any such contract or arrangement.

## 3. INSTRUCTIONS FOR PROPOSALS

### 3.1 Format of your Proposal

The proposal should be presented in three sections:

1. Administrative documents
2. Technical proposal
3. Charge-out rates

#### 3.1.1 Administrative documents

The following administrative documents must be submitted together with the proposal. Failure to submit any one of these will render the proposal invalid.

Document	<input checked="" type="checkbox"/>
1. Valid SARS Tax pin (Not older than 6 months)	
2. Valid BBB-EE certificate or affidavit where applicable (Not older than 12 months)	
3. Valid registration with SAICA (Company and individuals)	
4. SBD 1, 3.3, 4, 8, 9 documents	
5. Company profile of the service provider	
6. Three (3) contactable references where similar work was provided	
7. Central Supplier Database (CSD) registration documents (not older than 6 months)	

**3.1.2 Technical proposal**

Bidders are at liberty to structure their proposal according to any format, as long as it covers all areas specified in this RFP. However, the proposal must include, as a minimum, the following:

3.1.2.2 Financial Management Methodology;

3.1.2.3 Proposed project plan; and

3.1.2.4 Abridged Curriculum vitae of persons to be involved in the direct delivery of the service in the table illustrated below:

<b>Name and Surname</b>	<b>Position in the company</b>	<b>Qualifications</b>	<b>Duties/Activities to be undertaken under this project</b>

**3.1.3 Pricing**

To enable us to evaluate the proposals adequately, only the rates per level of persons are required.

The project is expected to start in April 2024.

<b>FINANCIAL</b>		<b>Name and Surname</b>	<b>Rate exclusive of VAT</b>	<b>Rate inclusive of VAT</b>
<b>Position/level</b>			<b>Rand</b>	<b>Rand</b>
<b>Required Personnel</b>	CFO			
	Financial Manager			
	Support 1			
	Support 2			
	Support 3			
	Support 4			
	SCM support			
	Additional space provided for any other			

## **4. STANDARD REQUIREMENTS OF THE PROPOSAL**

### **4.1 Disclosures**

4.1.1 The bidder must disclose:

- If they are or have been the subject of any proceedings relating to bankruptcy/insolvency.
- If they have been convicted of, or are the subject of any proceedings, relating to:
- A criminal offence or other offence, involving the activities of a criminal nature in its organisation or found by any regulator or professional body to have committed professional misconduct.
- Corruption, including the offer or receipt of any incentive of any kind in relation to obtaining any contract with any contracting authority.
- Failure to fulfill any obligation in any jurisdiction relating to the payment of taxes and other legal obligations.
- Any other information that is relevant.

4.1.2. If a bidder or related company or any individual discloses details of any previous misconduct or complaint, Alexkor will seek an explanation and background details. At the sole discretion of Alexkor, an assessment as to whether the bidder will be allowed to continue to the next phase of the evaluation phase will be made.

4.1.3 Disclosure extends to any company in the same group of the bidder, including but not limited to parent, subsidiary and related parties, companies with common shareholders (whether director or indirect) and parties with whom the bidder is associated in respect of this tender.

### **4.2 Disclaimer**

Alexkor reserves the right to:

- Award the contract or any part thereof to one or more service providers;
- Award the contract to a potential service provider whose pricing is not the least;
- Reject all the bids;
- Decline to consider any proposal that do not conform to any aspect of the bidding requirements;
- Request further information from any bidder after the closing date for clarity purposes;
- Cancel this proposal or any part thereof at any time; and
- Should any of the above occur, it will be communicated in writing to all the bidders.

### **4.3 Confidentiality**

- Proposal submitted will not be disclosed to any other bidders
- All information pertaining to Alexkor obtained by the bidder as a result of participation in this RFQ is confidential.

### **4.4 Disqualification**

Any form of canvassing/lobbying/influence regarding in the award of this proposal will result in disqualification.

## **5. VALIDITY**

A proposal shall remain valid for hundred and eighty (180) days after the closing date of the submission for proposals.

## **6. SIGNATORIES**

All responses to this RFP should be signed off by the authorized signatories.

## **13 SPECIAL TERMS AND CONDITIONS**

- Alexkor reserves the right to accept or reject any submission in full or in part, and to suspend this process and reject all proposals or part thereof, at any time prior to the awarding of a contract for the proposed services.
- Alexkor is the sole adjudicator of the proposal and the decisions in this regard will be final.
- The team must be a reflection of the demographics of South Africa.