



RFQ NO: 27/2026-2027

REQUEST FOR QUOTATION: Alexkor Soc Ltd is seeking a qualified Service Provider to create a new version of the 2025/26 Integrated Report, improving its design, structure, content presentation while ensuring alignment with the company's strategic objectives and stakeholder needs.

Date: 16 July 2026.

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 **24 July 2026 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 service provider 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 service provider 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.
11. If you do not get a response from the company within a month you must consider your quotation as unsuccessful.

12. Scope of Work/Services:

- Create a comprehensive and engaging integrated report for the financial year 2025/2026.
- 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.
- To ensure compliance with latest National Treasury requirements for Integrated annual reporting for schedule 2 entity, Companies Act of 2008, Public Finance Management Act (PFMA), Companies Act of 2008, South Africa, International Financial Reporting Standards (IFRS), International Integrated Reporting Framework (IIRF) and King IV Report on Corporate Governance for South Africa, 2016
- The appointed service provider will be responsible for the end-to-end management, design, content development, editing, layout, and printing of the Annual Report and Annual Financial Statements, including.

ITEM	DESCRIPTION
Annual Report	The AR comprises two printed books, which are to be printed: Annual Report; and Annual Financial Statements.
Book Casing	The book must have a hardcover casing where the book will be placed once printed. Casing: The hardcover casing must have full-colour branding on both sides of the cover (Outside- Back and front), which is in line with the concept/theme created for the Intergrated Annual Report. Bookcase: 305mm x 211mm with a 22mm spine (estimate, worked the spine size on the number of text pages for both books. Both A4 books must fit into the casing). Cover: printed 4 process colours (i.e. full colour) x 2 sides on 150gsm Magno matt and matt laminated on one side. Creased and die-cut, assemble the flap with a Velcro dot to secure the books. Paper: 150gsm Matt Art White cosmetically mounted onto 1 200-micron board. Finishing: Velvet matt laminated on one side/matt lamination on the other side of the cover. Special Finishing: Foiling / Spot UV / Raised Spot UV.

Design	Propose three different Annual /Integrated Report designs or three samples of previous Annual/Integrated Reports developed. The reports must clearly demonstrate: Develop a creative theme. Create artwork based on the theme. Design layout and provide ideas on the look and feel. Include and retouch photographs if required. N.B. The three samples must be submitted with your proposal (attached to your submission where online submissions are required.) (Should ALEXKOR have a design theme this will be communicated at the briefing session once the service provider has been appointed)
No. of pages	The Annual Report will have a maximum of 180 full-colour pages, excluding the front and back covers.
Inside Pages Colour	Full colour throughout with machine varnishes throughout the reports - 135gsm Matt Art.
Graphs	Reconstruction of 60 graphs (ALEXKOR will provide the graphs).
Images	20 stock images (to be provided by the service provider)
Size	A4 (297mm x 210mm) on 135gsm paper on the inside for both books.
Orientation	Portrait or Landscape
Content	Unlimited changes and amendments to the content and design throughout the Annual Report production phase. 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.

Cover finishing	• 300gsm paper. • Matt lamination with machine varnish throughout, spot gloss UV varnish, raised UV varnished and silver foiling of logo and text (A4 area) on the front and back cover of both books.
Binding	Section sewn with a cover drawn on (thread sewn).
Digital Print Proofs	One digitally printed proof for each book for sign-off.
Photo shoots	Two (2) half-day photo shoots at the ALEXKOR office, facilitated by the service provider. Photoshoot of Board Members, Executive Committee, Management Committee and selected employees. (This will be determined by the design theme, a photoshoot may not be required, ALEXKOR to advice)
Presentation	After the production of the Annual Report, ALEXKOR is required to make a presentation in Parliament. A 20-page presentation will need to be produced, adopting the theme from the Annual Report. (Content will be provided).
Advisory, report writing, editorial, writer, editor and proofreader	The report must – • Reflect the Alexkor brand, successes, and stories from the previous year to reinforce the organization's mission of investing in sustainability and inclusivity. • Include a combination of accessible graphs, graphics, and a timeline of events to guide readers through the facts in a simple style. The service provider will be expected to – • Provide advisory on content development and editing of both the Chairman & CEO message. • Ensure the financials fit the template and content narrative. To ensure proper presentation financial information or data. • Conduct interviews with Board Chair, CEO & CFO for forward message development. • Assist in drafting, editing and copywriting all provided content. • Review reports with commentary and recommendations for further improvement. • Ensure consistent language, tone and style. • Assist with writing/content creation.
Preparation of the	Supply the final Integrated Annual Report and Annual Financial Statements as follows: • Conversion of the final AR and AFS from InDesign to MS Word and PDF.
Printed Copies	• 60 hard copies, Integrated Annual Report.

Delivery Address	Alexkor SOC Ltd Office: Postal and Physical Address: 1 Maxwell Drive Sunning hill Megawatt park 2157
Contract Period and Costing	The contract will run for a period of 1 month at an all-inclusive fixed amount. Project timeline to be communicated.

1 * Cost should be based on the different production items including printing.

2 *Alexkor reserves the right to withdraw this request or amend the scope.

3 The service provider should have experience in providing similar services to state owned entities in order to deliver quality work based on understanding of corporate reporting frameworks. Alexkor is looking for a service provider who is able to work with appropriate resources while producing a cost-effective and high- quality product under tight deadlines.

13. The service providers will be evaluated in three (3) stages.

13.1 Stage 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) (must be completed)	
3. Valid BBBEE Certificate or sworn affidavit (copy)	
4. Copy of CSD registration from National Treasury. (the latest report not older than 1 month and CSD must be tax compliant)	
5. Copy of Company Registration	
6. Contactable references from previous clients (3 or more) on the letter head of that client within 5 years.	
7. Submit three (3) examples of similar work completed (actual reports)	
8. Company profile	

13.2. Stage 2 - Functionality assessment

The Service provider (**SP**) must score at least 70 points out of 100 points on functionality assessment to qualify for the next stage which is the final stage.

CRITERIA	REQUIREMENTS FROM SERVICE PROVIDERS	WEIGHTING
1. Company experience related to the Project	Service providers (SP) are requested to provide information on Company Experience, and this includes: 1. Number of years in the industry: A minimum of three (3) years' experience in the provision of Annual Report publication services is to be indicated. Submit company profile	20 points
	A minimum of three (3) Digital copies of the Annual Reports previously produced by the service provider, accompanied by reference letters supporting the three productions of reports.	15 points
2. Production Team	SP must provide detailed CVs of the following key personnel: Team members assigned to the project. a) Advisory /Strategist (content) minimum of 6 years' experience b) Design Manager or Director minimum of 2 years' experience c) Writer /Editor/ Proof reader minimum of 2 years' experience	15 points
Methodology and Production of Annual Report	- Approach and methodology SP to provide a project approach and methodology proposal; and - Submit a comprehensive proposal as indicated in the scope of work for production of the Integrated Annual Report (including proofreading, editing, writing and timelines)	30 points
Testimonial Letters	The SP must provide ALEXKOR with three (3) or more signed reference letters indicating that similar projects have been carried out successfully within the past 5 years. Each letter must be on a client letterhead and include, but not be limited to, a brief description of the service relating to Annual Reporting production.	20 points

13.3. Stage 3 (Final) – Pricing (PPR 2022)

This RFQ will be evaluated and adjudicated according to the 80/20 preference points system. The 80 points will be awarded for price, and 20 points will be awarded for the BBEE specific goals. Breakdown of points.

80/20 Preferential point component	Points
Pricing	80
BBBEE specific goals	20
Total	100

$$P_s = 80 * \left(1 - \frac{(P_t - P_{min})}{P_{min}} \right)$$

- * P_s = Points scored for the price of the tender under consideration.
- * P_t = Price of the tender under consideration; and
- * P_{min} = Price of the lowest acceptable tender.

13.1 Specific goals

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)	BBBEE certificate/Sworn affidavit	5
Black women(51% or more women ownership)	BBBEE certificate/Sworn affidavit	2
Black youth (30% or more youth ownership)	BBBEE certificate/Sworn affidavit	2
People with disability(10% 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. THABISO MABELEBELE
SPECIALIST: MONITORING AND EVALUATION

DATE:

16 July 2006

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.

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.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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Signature	Date
.....	
Position	Name of bidder