

Issue Date of RFQ: 31 October 2025

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RFQ Reference No: CORP0031

**REFERENCE:**  
**RFQ: CORP0031**



## REQUEST FOR QUOTATIONS: RECRUITMENT OF CHIEF FINANCIAL OFFICER

**IMPORTANT: Late submissions will be disqualified. When submitting a quote, please include the reference number on your quote.**

Dear Supplier, I would like to request a quotation for the following services:

### 1. GENERAL REQUIREMENTS

**Casidra** requires the services of an experienced executive placement company with proven experience in state-owned entities and the agricultural sector to source, assess, and recommend a suitable candidate for the position of Chief Financial Officer (CFO).

The appointed service provider will be responsible for managing the end-to-end executive recruitment process for the position of Chief Financial Officer (CFO) at **Casidra** SOC Ltd. The process must ensure that the recommended candidate meets **Casidra's** strategic, financial, operational, and governance needs, while upholding the principles of transparency, fairness, and compliance with applicable legislation.

#### Objectives:

- Identify and attract top-tier candidates who meet all the minimum requirements and the necessary expertise.
- Leverage professional networks, databases and industry partnerships to ensure a diverse and competitive candidate pool.
- Conduct a rigorous screening and evaluation process to ensure alignment with **Casidra's** values, goals, and industry requirements including: verification of qualifications, registrations, professional memberships (SAICA); competency-based interviews and assessments, reference and background checks.
- Promote and consider Employment Equity (EE), diversity, and transformation in the executive search process in accordance with state-sector requirements.
- Provide a transparent, professional, and efficient recruitment process while ensuring compliance with all legislative and governance requirements.
- Provide regular progress at key stages of recruitment process, deliver a comprehensive final report and support Casidra with interview logistics, panel coordination and post interview documentation, where required.

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## 2. CONTRACT PERIOD

The successful bidder must have the capacity to commence work within 7 (seven) days of appointment and complete the full process within 90 (ninety) days of commencement.

## 3. COMPULSORY REQUIREMENTS

No.	Compulsory Requirement	Evidence Required
1	Minimum qualification of key consultant(s)	A Bachelor's degree in Human Resources Management, Industrial Psychology, Business Management, or an equivalent qualification (NQF Level 7 or higher). A qualified and registered Psychometrist or Psychologist (HPCSA) is preferred for competency assessments
2	Registration with Professional body	Proof of current Registration with a Professional Body
3	Physical presence in Western Cape	Proof of operational office or partner representation in the province
4	Knowledge of applicable legislation and governance frameworks	Demonstrated understanding of PFMA, Public Sector Regulations, Employment Equity Act, and relevant governance frameworks applicable to public entities.

## 4. FUNCTIONAL EVALUATION

This bid is subjected to functional evaluation. Bidders must achieve a minimum score of 80% to qualify for further evaluation on price and preference (80/20 system).

Criterion	Weight	Explanation of Criterion
Relevant experience in executive placements (SOEs and agricultural sector)	40%	Demonstrated experience in conducting executive or C-suite placements, preferably in the public entity or agricultural

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		sectors. Evidence may include project summaries, client lists, or outcomes of past placements.
Proven track record and client references	30%	Verifiable and positive references confirming successful executive placements, including client name, position placed, and year of appointment.
Recruitment methodology and implementation approach	30%	Clear methodology outlining candidate sourcing strategy, psychometric assessment process, verification approach, and proposed timelines aligned with Casidra's 90-day completion period.

### Scoring Guide (1 to 5 scale)

Score	Description
1	Poor – Non-compliant or no relevant evidence provided
2	Fair – Limited evidence with partial relevance or outdated experience
3	Satisfactory – Meets minimum requirements with relevant evidence
4	Good – Exceeds minimum requirements with strong supporting documentation
5	Excellent – Fully compliant, demonstrates extensive and relevant experience with exceptional evidence and outcomes

## 5. SCOPE OF WORKS

**Casidra** SOC Ltd requires the services of an experienced executive placement company with proven expertise in executive search within state-owned entities (SOEs), public entities, and the agricultural sector, to source, assess, and recommend a suitably qualified and competent candidate for the position of Chief Financial Officer (CFO).

The appointed service provider will be responsible for managing the full end-to-end recruitment process, including but not limited to the following key activities:

- Conducting a targeted executive search with demonstrated experience in placements within State-Owned Companies (Public Entities) and agriculture-related organisations.
- Preparing and presenting a comprehensive shortlist of qualified and suitable candidates.
- Facilitating psychometric assessments and providing a consultant briefing report outlining candidate profiles, strengths, and suitability.

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- Conducting verification and background checks, including academic, professional, reference, and credit/criminal checks (where applicable).
- Preparing a detailed recruitment proposal and project plan, outlining timelines, methodology, and key milestones.
- Assisting **Casidra** with interview preparation, including scheduling, logistics, and documentation.
- Being available to brief and advise the interview panel on shortlisted candidates and assessment outcomes.
- Demonstrating a proven track record of successful executive placements at senior or board level.
- Providing a placement guarantee of six (6) months for the appointed candidate, during which a replacement must be provided at no additional cost should the candidate not complete the period due to resignation or non-performance.

Note:

The successful placement agency will be invited to a formal briefing session upon appointment to clarify deliverables, expectations, and timelines.

- **Casidra** will conduct the final interviews with shortlisted candidates and make the final appointment decision, based on the recommendations of the appointed service provider.
- The decision-making authority on the appointment rests solely with **Casidra**, in order to maintain transparency, governance integrity, and accountability.

#### RFQ CONDITIONS

This RFQ is for a lump-sum quotation. Bidders must quote a fixed total price covering all materials, labour, equipment, and overheads required to complete the scope of work as defined in the RFQ document. Quotations must be valid for 90 days after the closing date.

If your product's specifications differ from the above, please indicate on your bid or suggest alternatives. Provide full specifications and a price breakdown with your bid. Deviation must be clearly stated, with technical justification and full specification.

<b>DEADLINE FOR SUBMISSION OF QUOTATION:</b>	
<b>DATE:</b>	<b>12 NOVEMBER 2025</b>
<b>TIME:</b>	<b>12:00</b>

#### COMPULSORY:

- Registration on [National Treasury Central Supplier Database \(CSD\)](#)
- CSD Supplier Registration number (MAAA number) must be indicated on your quote.
- Tax Compliance is compulsory and must be indicated as compliant on CSD.
- If you are a registered VAT vendor, your quoted price must be VAT inclusive. Casidra is a registered VAT Vendor with VAT number: 4580121129
- If you are not a Registered VAT vendor, your quoted price must be VAT exclusive.

For an order to be issued and you are indicated as the recommended supplier, please make sure that you are registered as a supplier on the **Casidra** portal, that your details are up to date and that you are tax compliant.

Portal Link: <https://supplier.admincasidra.co.za/>.

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

The value of this Quotation is estimated to not exceed **R50 million** (all applicable taxes included) and therefore the 80/20 points system shall be applicable, preference points for this bid shall be awarded. The responsibility to claim preference points lies with the supplier.

The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>20</b>
<b>Total points for Price and B-BBEE</b>	<b>100</b>

Please post, courier or deliver the original proof of B-BBEE level of contribution before the deadline provided to the following address:

- Attention: Supply Chain Unit
- Postal Address: Casidra PO Box 660, Southern-Paarl, 7624
- Physical Address: Casidra 22 Louw's Avenue, Southern-Paarl, 7646

**All quotes are subject to The Competition Act 89 of 1998, Section 4(1)(b)(iii) which states that an agreement between, or concerted practice by firms or a decision by an association of firms is prohibited if it is between parties in a horizontal relationship (between competitors).**

**ADDITIONAL EVALUATION CONSIDERATIONS: OBJECTIVE CRITERIA**

Please read [Explanatory note](#)

**Applicable Objective Criteria *(To be completed by End User and confirmed by the Procurement Administrator for this RFQ)***

In line with Section 2(1)(f) of the PPPFA, the following objective criteria are deemed applicable to this specific quotation and will be considered in the evaluation process:

- Proximity to project location (within 50km)
- Immediate availability of stock or resources
- Support for local economic development in the project area
- Risk of delivery delays (urgency of project)
- Value-added services / total cost of ownership
- Compliance with available budget
- Environmental or sustainability considerations
- Strategic alignment with Casidra's priorities
- Other (please specify): \_\_\_\_\_

**Note: Only selected criteria above will be applied and must be substantiated during evaluation.**

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**EXPLANATORY NOTE:**

**ADDITIONAL EVALUATION CONSIDERATIONS: OBJECTIVE CRITERIA**

In accordance with Section 2(1)(f) of the Preferential Procurement Policy Framework Act (PPPFA), objective criteria may be applied in addition to price and preference points, where bids are equally scored or where relevant for ensuring value-for-money and service delivery efficiency. The following objective criteria may be considered, provided they are disclosed upfront and applied fairly and consistently:

- **Proximity**: Preference may be given to service providers located within a specific radius (e.g., 50km) of the project site, where proximity enhances service delivery or reduces logistics costs.
- **Availability of Stock or Resources**: Bidders demonstrating immediate availability of goods or personnel may be favoured where time is critical.
- **Local Economic Development (LED)**: Preference may be shown for suppliers that support local employment or economic participation in the project's location.
- **Risk of Delivery Delays**: Quotes may be assessed based on the supplier's ability to meet timelines where urgency is a factor.
- **Cost-Effectiveness Beyond Price**: Consideration may be given to value-added services, warranty periods, after-sales support, and total cost of ownership.
- **Budget Availability**: Where quotations exceed the available approved budget, preference may be given to compliant quotes that fall within budget limits.
- **Environmental or Sustainability Considerations**: Preference may be given to bidders offering products or services with reduced environmental impact.
- **Strategic Fit**: Where proposals align with the strategic or operational priorities of the organisation, this may be considered as a differentiator in final recommendation.

**Note: These criteria will only be applied where relevant to the nature of the goods/services being procured and must be substantiated during evaluation. Casidra reserves the right to apply such criteria in line with its SCM policies, strategic objectives, and legislative compliance.**

All quotations will be evaluated in accordance with Casidra's SCM Policy, the PFMA, and the Preferential Procurement Regulations, 2022.

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