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 KANGNAS WIND FARM	 PERDEKRAAL EAST WIND FARM	Request for Proposal: Grant Administration Service	<i>Date: 06.05.2022</i>
			<i>Rev: 00</i>
			<i>J. Brown / R. Daniels</i>
			<i>Number of pages: 20</i>
		Ref. No.: Grant Administration	

09 May 2022

REQUEST FOR PROPOSALS PERDEKRAAL EAST AND KANGNAS WIND FARMS: GRANT ADMINISTRATION SERVICE

Mainstream Asset Management South Africa (MAMSA) operates and maintains utility scale wind and solar projects to ensure long term asset integrity and ensures that all projects are managed in compliance with the applicable laws, regulations, permits and project agreements on behalf of the Project Companies.

MAMSA hereby invites interested and experienced service providers to participate in a Request for Proposal (RFP) process for a **Grants Administration Service**, for the project Company's Socio-Economic and Enterprise Development programmes (Community Driven Projects).

The service is required for two (2) of MAMSA's operational wind farms.

Tenderers may elect to submit proposals for all two (2) projects/wind farms, or any project they might be interest in.

Project Companies:

1. Perdekraal East Windfarm -Ceres, Bella vista, Nduli, Prince Alfred Hamlet and the Farming community in Ward 12 towards the wind farm, Western Cape
2. Kangnas Windfarm, Bergsig, Matjieskloof, Springbok, Carolusberg, Fontyntjie, Concordia, Okiep and Nababeep-Northern Cape

BIDDING DOCUMENTS

RFP documents can be requested by email from: Joshall Klasse / Shannon Lombard

Bidding documents will be issued from **09 May 2022 to 18 May 2022**

The Project Company requires a signed non-disclosure agreement to be signed before RFP documents can be released.

All additional information as well as bid submission instructions are provided in the bidding documents.

Clarifications may only be in writing. A clarification schedule will be submitted as part of the bidding documents.

Regards,



Mainstream Asset Management South Africa (Pty) Ltd

REQUEST FOR PROPOSALS: GRANT FUNDING ADMINISTRATOR



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FOREWORD

The Perdekraal East and Kangnas Wind Farms, seek the services of a suitably experienced and qualified Service Provider who can make provision of a comprehensive payment and administration service for a period of up to three (3) years, renewable annually to pay Enterprise Development and Socio-Economic Development funding Grantees engaged in funding programmes of the Project Company within the communities as stated above.

The successful tenderer will be required to complete and sign an agreement with the Project Company. The successful tenderer shall be tasked to complete the required duties as stated herein. The successful tenderer shall familiarise itself with all relevant legislation and ensure that all services required are achievable. Misrepresentation in any form shall lead to immediate disqualification of any potential tender submitted.

This document shall be known as the Scope of Work. This term, for the purposes of this document and the Contract awarded shall have the same meaning. This document shall form part of the Agreement between the successful tenderer and the Project Company. The Agreement shall govern the scope of work.

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1. INTRODUCTION

1.1 Background

The Perdekraal East and Kangnas Wind Farms (Project Company/ies) are part of the Department of Energy's Renewable Energy Independent Power Producer Programme (REIPPP).

Kangnas Windfarm projects are located approximately 45km of the town of Springbok in the Northern Cape, in the jurisdiction of the Nama-Khoi Local Municipality. The beneficiary community of the windfarm as outlined above has a population of approximately 48000 people.

The Perdekraal East Wind Farm project site is situated in a remote area approximately 90km of the town of Ceres, within the jurisdiction of Witzenberg Local Municipal Area (LMA). The beneficiary community of the windfarm as outlined above for both wind farms and the town has a population of approximately 40 000 people.

The Project Companies have undertaken various capacity building Socio-Economic Development and Enterprise Development initiatives within the beneficiary communities of the wind farms during the construction phase and has continued since the wind farms became operational.



Numerous community initiatives, community organisations, educational institutions, etc. and aspirant entrepreneurs as well as existing entrepreneurs within the beneficiary communities were and are current beneficiaries of these interventions.

The Project Companies have, over the past year, embarked on the Asset Based Community Development (ABCD) approach and methodology for funding community-based organisations. The ABCD model supports, and funds community-led initiatives based on the community's local assets (human, social, physical, and economic) with the aim for the community to use what they have and build on it.



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1.2 Purpose

The Perdekraal East and Kangnas wind farms seek the services of a suitably experienced and qualified payment Service Provider to:

2. DEFINITIONS



- 2.1. Kangnas Wind Farm (RF) (Pty) Ltd and Perdekraal East Wind Farm (RF) (Pty) Ltd (Herein referred to as the “The Project Company” and/or “Employer”)
- 2.2. Economic Development Manager (Refers to ‘Economic Development Manager of the Project Company’)
- 2.3. Payment and Administration Service Provider (Herein referred to as the “Service Provider”)
- 2.4. Project Officer (Refers to the Project Officer of the Project Company)

3. SCOPE

- 3.1. The duties and obligations of the Service Provider are broken down into four (4) stages as follows:
 - a) Pre-disbursement
 - b) Information management
 - c) Service Providers experienced in Asset Based Community Development (ABCD) are preferred.

3.2. Pre-disbursement

- 3.2.1 The Service Provider shall:
 - a) Receive grantee application forms directly or from the Project Company for review and screening against set criteria.
 - b) Receipt of application form and their supporting documents
 - c) Conduct site visits to eligible Grantees with Project Company Project Officer or delegated staff
 - d) Ensure completeness, accuracy, and background due diligence of all information from applications prior to submission to the Service Provider

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- e) Compile and submit a report on all applications received including but not limited to recommended financeable applications as well as reasons for rejections where applicable.
- f) Provide feedback to the respective applicant on the reasons for their application not being successful – and offering suggestions to make their applications fundable. Copy project officer in with information communicated to applicant.
- g) Provide recommendations to the project company on possible capacity building interventions required to ensure an increase in fundable projects into the future
- h) Indicate to the project company how the applicant is utilising the ABCD methodology

3.3. Information Management



3.3.1. The Service Provider shall:

- a) Develop and maintain:
 - I. A database of all applications received
 - II. An information management system that:
 - 1. Is electronic
 - 2. Enable prompt verification of beneficiaries and payment related matters,
 - 3. Is always accessible by the Project Company
- b) Compile and submit a report on all applications received including but not limited to recommended financeable applications as well as reasons for rejections where applicable.
- c)

3.3.2. Upon award contract, the above-mentioned scope of work will be translated into an Agreement and shall form the basis of annual measurement. Failure to meet these KPI's may result in cancellation of the agreement.

3.4. Exclusions:

- 3.4.1. The following activities shall be executed by the Project Company:
 - a) Advertising grant opportunities to local communities

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- b) Drafting of the Grant Agreement between the Grantee and Project Company
- c) Payment of funds to Grantees.
- d) Provision of the monitoring and evaluation

3.4.2. Anything else not mentioned in this clause, shall be for the Service Provider's account.

3.5. The Tenderer must submit a binding proposal (For each Project company), including the following:

- 3.5.1. A detailed technical proposal detailing grant administration process, decision-making model utilised;
- 3.5.2. Reporting Template
- 3.5.3. Detailed Risk Matrix outlining material risks foreseen as well as a mitigation proposal
- 3.5.4. Timeframes
- 3.5.5. A commercial proposal detailing cost implications, payment terms
- 3.5.6. A valid tax clearance certificate
- 3.5.7. A valid BBBEE certificate or sworn affidavit copy
- 3.5.8. Company registration documents
- 3.5.9. COIDA Letter of Good standing
- 3.5.10. A company profile that demonstrates the tenderer's existing infrastructure and ability to render this service
- 3.5.11. Three (3) traceable references to whom or where similar services were rendered
- 3.5.12. .
- 3.5.13. Detailed skills and capacity of the staff to be employed in the execution of the contract (outlining their skills sets/curricula vitae).



3.6. Additional notes

- 3.6.1. The Project Company intends to enter into a three (3) year Agreement, which will be renewed on a year-to-year basis – subject to Service Provider's performance on Key Performance Areas and Indicators assessed over the year in question.



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3.6.2. The successful tenderer is expected to commence with execution of the Agreement immediately after award.

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4. CLOSING DATE

4.1. RFP closing date for submission is 18 May 2022, at 16h00.

4.2. All proposals must be submitted via email to Joshall Klasse specifically for Kangnas and to Shannon Lombaard for Perdekraal East at the following email addresses: joshall.klasse@mainstreamrp.com / shannon.lombaard@mainstreamrp.com

5. EMPLOYERS REQUIREMENTS

5.1 General

The Economic Development Manager shall be the Employer's Representative in relation to the Agreement with the appointed Service Provider. The Representative of the Employer shall be based at the Cape Town Office or in the local community and will travel to the Grantee communities on a regular basis. The Service Provider shall liaise directly with the Employer Representative in all matters regarding the Agreement and the execution thereof.

The Service Provider shall report as reasonably required from the Employer's Representative on all matters regarding the consultative process in the local communities in a timely manner on a month-to-month basis.

The Service Provider shall supply a monthly consolidated written report or as otherwise agreed to the Economic Development Manager on agreed key performance indicators, specific challenges, suggestions, improved methods and implementation programme, complaints and remedial action and all other matters connected with this agreement.

5.2 Working Hours



The Service Provider shall adhere to the industry Regulations as legislated in the Labour Relations Act of South Africa; appropriate staff shall be made available to ensure full time implementation of the Agreement.

The Service Provider shall at no time be allowed to Contract any personnel for periods longer than prescribed in the Labour Relation Act.



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6. STANDARD CONDITIONS OF TENDER

6.1. General

Actions



- 6.1.1. The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out herein, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices.
- 6.1.2. The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict.
- 6.1.3. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.
- 6.1.4. The tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

Tender Documents

- 6.1.5. The documents issued by the employer for the purpose of a tender offer are listed in the Tender Data.

Interpretation

- 6.1.6. The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.
- 6.1.7. These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.
- 6.1.8. For the purposes of these conditions of tender, the following definitions apply:

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6.1.8.1. **conflict of interest** means any situation in which:

- (a) someone in a position of trust has competing professional or personal interests which make it difficult to fulfil his or her duties impartially.
- (b) an individual or organisation is able to exploit a professional or official capacity in some way for their personal or corporate benefit; or
- (c) incompatibility or contradictory interests exist between an employee and the organisation which employs that employee.

6.1.8.2. **comparative offer** means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration;

6.1.8.3. **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process;

6.1.8.4. **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels;

6.1.8.5. **organization** means a company, firm, enterprise, association or other legal entity, whether incorporated or not, or a public body;

6.1.8.6. **functionality** means the measurement according to the predetermined norms of a service or commodity designed to be practical and useful, working or operating, considering quality, reliability, viability and durability of a service and technical capacity and ability of a tenderer.

Communication and employer's agent

6.1.9. Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the invitation to tender letter.

Competitive negotiation procedure



6.1.10. The Employer will follow a competitive negotiation procedure.

6.2. Tenderer's obligations



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Eligibility

- 6.2.1. Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.
- 6.2.2. Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

Cost of tendering

- 6.2.3. Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer comply with requirements.

Check documents

- 6.2.4. Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

Confidentiality and copyright of documents

- 6.2.5. Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

Reference documents

- 6.2.6. Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

Acknowledge addenda

- 6.2.7. Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary, apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.



Seek clarification

- 6.2.8. Request clarification of the tender documents, if necessary, by notifying the employer at least three working days before the closing time stated in the tender data.



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Insurance

6.2.9. Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

Pricing the tender offer

6.2.10. Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.

6.2.11. Show VAT payable by the employer separately as an addition to the tendered total of the prices.

6.2.12. Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment.

6.2.13. State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

Alterations to documents

6.2.14. Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

Submitting a tender offer

6.2.15. Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

6.2.16. Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format).



6.2.17. Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

6.2.18. Sign the original and all copies of the tender offer where required in terms of the tender data. The employer



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will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

Information and data to be completed in all respects

6.2.19. Accept that tender offers, which do not provide all the data or information requested completely and, in the form, required, may be regarded by the employer as non-responsive.

Closing time

6.2.20. Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data.

6.2.21. Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

Tender offer validity

6.2.22. Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

6.2.23. If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.

6.2.24. Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted.



Clarification of tender offer after submission

6.2.25. Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both).



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Provide other material

6.2.26. Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment.

6.2.27. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

6.2.28. Dispose of samples of materials provided for evaluation by the employer, where required.

Submit securities, bonds and policies

6.2.29. If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required

Check final draft

6.2.30. Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

Certificates



6.2.31. Include in the tender submission or provide the employer with any certificates as stated in the tender data.

6.3. The employer's undertakings

Issue Addenda

6.3.1. If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who drew documents.

6.3.2. Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

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Grounds for rejection and disqualification

6.3.3. Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

Test for responsiveness

6.3.4. Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- 6.3.4.1. complies with the requirements of these Conditions of Tender,
- 6.3.4.2. has been properly and fully completed and signed, and
- 6.3.4.3. is responsive to the other requirements of the tender documents.

6.3.5. A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- 6.3.5.1. detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- 6.3.5.2. significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
- 6.3.5.3. affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

6.3.6. Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.



Arithmetical errors, omissions and discrepancies

6.3.7. Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers for:

- 6.3.7.1. the gross misplacement of the decimal point in any unit rate;
- 6.3.7.2. omissions made in completing the pricing schedule or bills of quantities; or
- 6.3.7.3. arithmetic errors in:
 - (a) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
 - (b) the summation of the prices.

6.3.8. The employer must correct the arithmetical errors in the following manner:

- 6.3.8.1. Where there is a discrepancy between the amounts in words and amounts in figures, the

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amount in words shall govern.

6.3.8.2. If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.

6.3.8.3. Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

6.3.9. Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of the arithmetical error in the manner described above.

Insurance provided by the employer

6.3.10. If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

Acceptance of tender offer

6.3.11. Accept the tender offer, if in the opinion of the employer, it does not present any risk and only if the tenderer:

6.3.11.1. is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,

6.3.11.2. can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,

6.3.11.3. has the legal capacity to enter into a contract,

6.3.11.4. is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,



6.3.11.5. complies with the legal requirements, if any, stated in the tender data, and

6.3.11.6. is able, in the opinion of the employer, to perform the contract free of conflicts of interest.



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Prepare contract documents

6.3.12. If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- 6.3.12.1. addenda issued during the tender period,
- 6.3.12.2. inclusion of some of the returnable documents, and
- 6.3.12.3. other revisions agreed between the employer and the successful tenderer.

Complete adjudicator's contract

6.3.13. Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

Notice to unsuccessful tenderers

6.3.14. Notify the successful tenderer of the employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data or agreed additional period.

6.3.15. After the successful tenderer has been notified of the employer's acceptance of the tender, notify other tenderers that their tender offers have not been accepted.

Provide copies of the contracts

6.3.16. Provide to the successful tenderer the number of copies stated in the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.



Provide written reasons for actions taken

6.3.17. Provide upon request written reasons to tenderers for any action that is taken in applying these conditions of tender, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.



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Clarification of a tender offer

6.3.18. Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

Credit Profile Check

6.3.19. By submitting a tender, the tenderer gives consent to the employer to conduct credit checks, should it be required.

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