





**Request For Quotation (RFQ): Sterkstroom and Molteno
Community Needs Assessment
Closing Date: 13 June 2025**

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Dorper Wind Farm (RF) Proprietary Limited
Registration Number 2009/022085/07
VAT Registration Number 4010261818

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1. INTRODUCTION

Dorper Wind Farm RF Proprietary Limited (**DWF**) engages in the design, development, engineering, procurement, construction, financing, commissioning, operation and maintenance of an onshore wind energy generation facility. The project consists of 40 x 2.5MW Nordex wind turbines, situated just south of Molteno in the Eastern Cape.

As part of our agreement with the DMRE, Dorper has economic development obligations within a 50 km radius of the wind farm, specifically targeting the communities of Molteno and Sterkstroom. To fulfill these obligations, we are seeking a qualified service provider to conduct a comprehensive needs assessment in these areas.

The purpose of this RFQ is to identify a service provider who can deliver a detailed and actionable needs assessment report. This report will guide our economic development initiatives and ensure they are aligned with the needs and priorities of the local communities.


2. SCOPE OF WORK

Objective: The objective of this needs assessment is to evaluate the current conditions and identify the specific needs of the communities in Molteno and Sterkstroom. This assessment aims to gather comprehensive data to inform future interventions and support the development of targeted programs that address the identified gaps and challenges

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Specific Services/Deliverables Required:

1. Data Collection

- Surveys and Interviews: Conduct comprehensive surveys and interviews with community members, local leaders, and key stakeholders to gather qualitative and quantitative data on community needs.
- Focus Groups: Organize focus group discussions to gain deeper insights into specific issues and community priorities.
- Site Visits: Perform site visits to assess the current infrastructure, facilities, and services available in the communities.

2. Data Analysis

- Needs Analysis: Analyze the collected data to identify gaps and areas requiring intervention.
- SWOT Analysis: Conduct a SWOT analysis to understand the internal and external factors affecting the communities.

3. Reporting

- Comprehensive Report: Prepare a detailed report summarizing the findings of the needs assessment, including:
 - Current conditions and identified gaps.
 - Community needs and priorities.
 - Recommendations for addressing the identified needs.
- Data Sets and Tools: Provide all data sets and analysis tools used during the assessment.

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- Presentation: Develop a presentation to share the findings and recommendations with stakeholders.

4. Legacy Project Identification

- Project Proposal: Identify and propose a long-term legacy project that aligns with the community's needs and aspirations.
- Feasibility Study: Conduct a feasibility study for the proposed legacy project, including potential impacts, sustainability, and resource requirements.

5. Stakeholder Engagement

- Workshops and Meetings: Facilitate workshops and meetings with stakeholders to discuss the findings and gather feedback.
- Community Involvement: Ensure active involvement of community members throughout the assessment process to ensure their voices are heard and considered.

6. Compliance and Standards

- Methodology: Use recognized methodologies and best practices for needs assessments.
- Ethical Standards: Ensure compliance with ethical standards in data collection and analysis, including confidentiality and informed consent.

4. RFQ RESPONSE REQUIREMENTS

Potential Service Provider must provide the following details in their response:

1. **Company Profile** (Name, Address, Contact Person, Website, Years of Experience, Past experience etc.)

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2. **Pricing Schedule** (Itemized cost structure, including labor, materials, and applicable taxes) as per **Annexure A**
3. **References** (At least two references for work conducted as a company, reference must be on the letterheads of clients)
4. **Company Registration Documents** (from CIPC)
5. **BBBEEE Certificate/Sworn BBBEEE Affidavit**

5. EVALUATION CRITERIA

Only bids that have submitted the required documentation in Section 4: RFQ Response Requirements, will be evaluated based on the below criteria.

1. BBBEEE Scoring (30%)
 - Level 1 = 30%, Level 2 = 25%, Level 3 = 20%, Level 4 = 15%, Level 5 = 10%, Level 6 = 5%, Level 7+ = 0%
2. Experience and references (20%)
 - 5% for each credible reference letter, with a maximum of 20% total
 - DWF reserves the right to verify references
3. Pricing (20%)
 - Sliding scale calculation, the lowest (cheapest/best) priced potential Service Provider scores 20% and highest priced potential Service Provider scores 0%
4. Proposal (30%)
 - None = 0%, Poor = 10%, Good = 20%, Very Good = 30%

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6. SUBMISSION GUIDELINES

- **Deadline for Submission:** 13 June 2025
- **Submission Method:** Email response requirements (see Section 4) to rfq@dorperwindfarm.co.za. Only submissions via email shall be accepted.
- **Point of Contact:** rfq@dorperwindfarm.co.za
- **Clarification Requests Deadline:** all clarifications must be directed to rfq@dorperwindfarm.co.za by the 13 June 2025

7. CONTRACT TERMS


- The duration of the contract should indeed be flexible based on the specific needs of the assessment.
- Compliance with legal and contractual obligations. The preferred Service Provider shall enter into a Service Level Agreement with DWF.
- Payment terms (To be made upon receipt and approval of the final report).


8. TERMS & CONDITIONS

- Dorper Wind Farm reserves the right to accept or reject any RFQ responses or to not appoint/award a Service Provider
- Validity period of the quotations shall be 60 days
- Compliance with legal and contractual obligations shall be required throughout the contract period
- The finale report should include:
 - Executive Summary: A brief overview of the main findings and recommendations.

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- Methodology: Detailed explanation of the methods used for data collection and analysis.
- Findings: In-depth presentation of the data and insights gathered.
- Recommendations: Suggested actions or strategies based on the findings.
- The Service Provider must provide a fixed and firm price that is inclusive of all. No price changes/increases will be allowed once the contract has been awarded.

9. ANNEXURE A: PRICING SCHEDULE

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