




Scope of Work: Capacity Building & M&E Programme

Closing Date: 31 December 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), located just south of Molteno in the Eastern Cape, operates 40 x 2.5MW Nordex wind turbines and is committed to contributing meaningfully to the socio-economic development of surrounding communities. In alignment with its obligations to the Department of Mineral Resources and Energy (DMRE), DWF focuses its economic development initiatives within a 50 km radius of the wind farm, specifically targeting the communities of Molteno and Sterkstroom.

In alignment with its commitment, DWF actively collaborates with local stakeholders to implement programmes that address pressing community needs. These include support for agricultural development, education, skills training, and enterprise development. By investing in initiatives such as the SMAD (Molteno and Sterkstroom Agricultural Development) project, DWF aims to empower local farmers, promote sustainable practices, and enhance economic resilience. Through these efforts, the wind farm not only fulfills its regulatory obligations but also contributes to building stronger, more self-reliant communities in the Eastern Cape

2. SCOPE OF WORK

1. Baseline Assessment: Conduct surveys to assess current farming practices, productivity levels, and financial literacy.

2. Training & Capacity Building:

- a. Livestock management (nutrition, breeding, disease control)
- b. Sustainable farming practices (grazing rotation, water conservation)
- c. Financial literacy (budgeting, savings, loan management)
- d. Record-keeping (farm logs, expense tracking)

3. Monitoring & Evaluation:

- a. Develop M&E tools and indicators
- b. Track progress through quarterly and annual reports
- c. Conduct mid-term and endline evaluations

4. Funding Support:

- a. Identify potential funders (government, private sector, NGOs)

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- b. Facilitate proposal writing workshops
- c. Support farmers in submitting funding applications

5. Stakeholder Engagement:

- a. Collaborate with local agricultural offices, NGOs, and community leaders
- b. Host regular feedback and learning sessions with farmers

6. Farmer Documentation Support

The service provider must assist participating farmers in obtaining and organizing essential legal and operational documents, including:

- Lease Agreements for land used in farming operations.
- Registration with Relevant Bodies, such as the Department of Agriculture, local municipalities, or livestock associations.
- SARS Registration for tax compliance and access to formal funding channels.
- Business Profiles or Cooperative Registration Documents, where applicable.
- Record-Keeping Templates to support compliance and reporting.

3. RFQ RESPONSE REQUIREMENTS

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

1. Company (Name, Address, Contact Person, Website, Years of Experience, Past experience etc.)
2. Pricing Schedule (Annexure A) (Itemized cost structure, travel, materials, and communication)
3. At least two reference letters (At least two references for work conducted as a company, reference must be on the letterheads of clients)
4. Company Registration Documents
5. BBBEE Certificate or Sworn Affidavit

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4. 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%

5. SUBMISSION GUIDELINES

- **Deadline for Submission:** 31 December 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 31 October 2025

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6. 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 monthly report).

7. TERMS & CONDITIONS

- Dorper Wind Farm reserves the right to accept or reject any RFQ responses or to not appoint/award a Service Provider or Candidate
- Validity period of the quotations shall be 60 days
- Compliance with legal and contractual obligations shall be required throughout the contract period

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