





**Request For Quotation (RFQ): SMMEs, Early Childhood Development (ECD) centres, and Non-Profit Organisations (NPOs)**

**Closing Date: 31 December 2025**

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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 Economic Development obligations under the Department of Mineral Resources and Energy (DMRE), DWF prioritises initiatives that directly benefit the communities of Molteno and Sterkstroom. These initiatives are designed to promote local economic participation, enhance skills development, and support the growth of community-based organisations and enterprises.

Through targeted support for SMMEs, Early Childhood Development (ECD) centres, and Non-Profit Organisations (NPOs), DWF aims to build a resilient local economy, improve service delivery, and create meaningful employment opportunities.

## 2. SCOPE OF WORK

### 1. Compliance and Legal Support

- Assist entities in meeting registration and compliance requirements with relevant government departments (e.g., DSD, DBE, CIPC, SARS).
- Support the acquisition and formalisation of essential documents such as:
  - Valid lease agreements
  - Founding documents (Constitution, MOI, Trust Deed)
  - Tax clearance certificates
  - Annual reports and financial statements

### 2. Accredited Training and Capacity Building

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- **Deliver SETA-accredited training programmes tailored to each entity type:**
  - Governance and leadership
  - Financial management and budgeting
  - Proposal writing and fundraising
  - ECD curriculum delivery and compliance
  - Business development and procurement readiness
- Ensure all participants receive nationally recognised certificates upon completion.

### 3. Stakeholder Engagement and Institutional Strengthening

- Facilitate consultations with relevant stakeholders to align programme activities with sector-specific compliance standards.
- Build partnerships with accredited training providers, government departments, and funding institutions.
- Promote collaboration among local entities through networking platforms and joint initiatives.

### 4. NGOs (Non-Governmental Organisations)

- Project management and reporting
- Stakeholder engagement and advocacy
- Social impact measurement
- Volunteer management and community mobilisation

### 5. ECD Centres (Early Childhood Development)

- ECD curriculum implementation (aligned with DBE and ECD policy)
- Child development and inclusive education practices
- Nutrition and hygiene for young children
- Classroom management and learning through play
- Record-keeping and compliance with ECD norms and standards

### 6. SMMEs (Small, Medium and Micro Enterprises)

- Product development and quality assurance
- Marketing and branding (including digital marketing)
- Customer service excellence

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- Inventory and stock management
- Business registration and tender readiness
- Catering-Specific Training:
  - Modern cooking techniques and food presentation
  - Food safety, hygiene, and compliance with health regulations
  - Menu planning, costing, and budgeting
  - Event catering and customer service

## 7. Monitoring, Evaluation, and Reporting

- Establish a robust M&E framework to track progress, measure impact, and ensure accountability.
- Collect baseline and endline data to assess improvements in compliance, capacity, and access to opportunities.
- Produce regular progress reports for internal review and stakeholder feedback.

## 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. BBEEE 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](mailto:rfq@dorperwindfarm.co.za). Only submissions via email shall be accepted.
- **Point of Contact:** [rfq@dorperwindfarm.co.za](mailto:rfq@dorperwindfarm.co.za)
- **Clarification Requests Deadline:** all clarifications must be directed to [rfq@dorperwindfarm.co.za](mailto:rfq@dorperwindfarm.co.za) by the 31 December 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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