Request For Quotation:
Trust Admnistration Services

24 August 2026

Trustees: Simphiwe Dyanti, Sibusiso Xoxo, Dr. Moleki Moleki, Adv. Libongo Ndabula, Thokozile Zambane, Asante Phiri

Molteno & Sterkstroom Community Development Trust

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1. INTRODUCTION

The Molteno & Sterkstroom Community Development Trust ("the Trust" or "TMSCDT") was established under a Trust Deed to hold and apply funds for the benefit of the Molteno and Sterkstroom communities ("the Communities"), as part of the broader community development commitments associated with the Dorper Wind Farm project. The Trust is funded from Trust Income generated by the project and is required, under its Trust Deed, to apply that income toward Community Development Programmes that deliver a measurable, sustainable benefit to Beneficiaries, within a governance framework overseen by the Trust's Trustees and subject to reporting obligations to the Project Company and the IDC.

Running the Trust properly requires more than bookkeeping. The Trustees need a dedicated administrator to manage the Trust's governance — Trustee meetings, resolutions, and Master's Office compliance — to exercise financial control over Trust Income and Community Development Programme budgets, and to turn project ideas identified in the Communities into fundable, well-documented business cases the Trustees can actually approve. The Trust is seeking to appoint a Trust Administrator to fulfil this role. The Trust Administrator must be an Independent Person as defined in the Trust Deed — free of any employment, ownership, or community-membership ties to the Founder, or the Trust itself — and works alongside the Trust's Community Liaison Officers ("CLOs") (one in each of Sterkstroom and Molteno communities), which are separately responsible for on-the-ground community engagement and project delivery support. The two roles are designed to operate as a single, coordinated framework, with the Trust Administrator owning governance, financial control, and appraisal, and clear handoffs to and from the CLO's community-facing work.

Through this Request for Proposals, the Trust invites suitably qualified and experienced service providers to submit proposals to deliver the Scope of Work set out below. The Trust is looking for a partner with genuine trust administration, financial management, and fiduciary experience, who can bring discipline and measurable outputs to the roles, and who can work constructively alongside the CLOs and the Trustees within the governance and reporting requirements of the Trust Deed, including the statutory cap on administration costs as a percentage of Trust Income.

2. SCOPE OF WORK

2.1 Purpose and Reporting Line

The Trust Administrator is responsible for the Trust's governance administration, financial control, and the strategic appraisal layer of community development — turning ideas identified by the CLO and by direct beneficiary applications into fundable, Trustee-ready decisions, and administering approved budgets through to completion.

The Trust Administrator reports to the Trustees on a monthly, quarterly and annual basis as set out in clause B.8 below and liaises with the CLO on a weekly basis on operational matters.

2.2 Trust Governance and Compliance

- Provide administrative support to the Trustee nomination, induction and succession process. For the avoidance of doubt, and in accordance with clause 14.1.3 of the Trust Deed, the decision to appoint or remove any Trustee rests with the Founder (Dorper Wind Farm Pty Ltd, the Project Company), and the Trustees appoint their own Chairperson from among themselves under clause 14.2.1; the Trust Administrator's role is limited to logistics, documentation and onboarding support, and it has no authority to select or appoint Trustees itself.
- Provide training and onboarding materials for new Trustees.
- Manage general governance of the Trust, including the BEE certification process and all registrations and amendments required at the Master's Office, including the registration of new Trustees once appointed by the Trustees.

2.3 Trust Administration

- Day-to-day administration of the Trust, including arranging and attending Trustee meetings, preparing agendas, attendance registers and meeting packs, circulating resolutions, and drafting minutes within two weeks of each meeting.
- Maintain all Trust documents and records in good order and ensure they remain up to date.

2.4 Financial Administration and Control

- Sole responsibility for processing, reconciling and paying Trust invoices, including invoices relating to Approved Projects. The CLO may verify on-site delivery and request payment, but the Trust Administrator holds sole authority to process payment once verified.
- Operate within delegation-of-authority thresholds set annually by the Trustees: expenditure up to the delegated threshold may be actioned by the Trust Administrator together with the Chairperson (or another delegated Trustee); expenditure above that threshold requires a full

Board resolution. [Illustrative threshold for Trustee confirmation before the RFP is issued: R25,000 per transaction — to be set based on the Trust's risk appetite.]

- Financial management of the Trust, including engaging with auditors and finalising audited financial statements, quarterly transaction reconciliation, and provisional and annual tax calculations and submissions.
- Classify every cost charged to the Trust — including the Trust Administrator's own fee and the CLO's fee — as either an Administration Cost or a Community Development Programme cost, and monitor cumulative Administration Costs against the 15% of Trust Income cap in clauses 2.1.1, 7.2 and 14.8.3 of the Trust Deed for each Financial Year, flagging to the Trustees in writing if the Trust is projected to approach that cap.
- Prepare the Annual Budget required by clause 18.9 of the Trust Deed — anticipated income, proposed Community Development Programme expenditure and anticipated costs — for Trustee agreement at least three months before the start of each Financial Year and deliver the approved budget to the Project Company and IDC.

2.5 Community Development — Strategic Layer

- Receive candidate Projects logged by the CLO and by direct beneficiary applications, confirm each has passed the Annexure "1" Excluded Activities screen, and score each against the Community Development Plan's outcomes and impact areas and the Community Development Programme categories in Annexure "1" of the Trust Deed.
- Prepare a Community Development Programme Plan for each candidate Project in the form required by Annexure "3" of the Trust Deed — timing and milestones, a preference for local suppliers and contractors with quotations retained, an object / benefit / impact statement including beneficiary numbers and a self-sustainability timeline where relevant, and an itemised budget split between Programme costs and Administration costs — for the quarterly Trustee project-approval meeting, incorporating the CLO's community-fit input.
- For the avoidance of doubt, ground-level identification of new community project ideas and day-to-day beneficiary engagement is led by the CLO; the Trust Administrator's role under this clause is appraisal, alignment-scoring and preparation for Trustee decision-making, not duplicate ground-level identification.

- Coordinate with Approved Project beneficiaries and manage budget release and contracting of third-party service providers for Approved Projects, working jointly with the CLO's on-the-ground Project Lead role.

2.6 Legal and Fiduciary Support

- Carry out fiduciary duties at the Master's Office and manage ad hoc legal matters referred by the Trustees, within the Trust's approved legal budget and subject to prior written Trustee approval for any single matter expected to exceed the annual legal contingency.

2.7 Communications and Social Media

- Liaise with the Trust's appointed social media agency and website manager to keep the Trust's online presence current, drawing on content and photographs supplied by the CLO.

2.8 Reporting Requirements

- Submit a monthly consolidated report to the Trustees covering both Trust Administration and Community Development activity (incorporating the CLO's monthly report), a quarterly report ahead of the Trustee project-approval meeting, and an annual report including the finalised annual financial statements.
- Prepare the content required for the Annual General Meeting under clause 20.5 of the Trust Deed — changes in Trustee identity, the state of all projects and whether progress constitutes successful implementation, details of newly identified projects, and an overview of the Trust's financial position together with the Annual Financial Report — and coordinate with the CLO on inviting Beneficiary representatives, who may attend and speak but not vote (clause 20.3).
- Submit the audited financial statements to the Project Company and IDC within 120 days of each Financial Year end (clause 18.5 of the Trust Deed), and submit quarterly information and records to the Project Company as and when required to support its own reporting obligations under the Implementation Agreement (clause 15.2.11 of the Trust Deed).

2.9 Data Protection and Compliance

- The Trust Administrator must comply with data protection obligations under the Protection of Personal Information Act 4 of 2013 in respect of all personal information handled under this scope and must ensure the CLO's data-handling practices are consistent with the same standard.

2.10 Deliverables Summary

Deliverable	Frequency	Recipient
Trustee meeting packs, agendas, resolutions and minutes	Per meeting; minutes within 2 weeks	Trustees
Annual Budget (income, CDP expenditure, costs)	Annually, ≥ 3 months before Financial Year start	Trustees, Project Company, IDC
Community Development Programme Plans (per Annexure "3")	Per candidate Project, ahead of quarterly approval meeting	Trustees
Delegation-of-authority / invoice processing and payment records	Ongoing	Trustees
Administration Cost vs 15% cap tracking	Quarterly, with year-end reconciliation	Trustees
Monthly consolidated report (incl. CLO input)	Monthly	Trustees
Quarterly report	Quarterly, ahead of project-approval meeting	Trustees
Audited annual financial statements	Annually, within 120 days of Financial Year end	Trustees, Project Company, IDC
AGM content and Beneficiary representative coordination	Annually	Trustees, Beneficiaries

3. TECHNICAL REQUIREMENTS

Independence (threshold requirement)

- Must qualify as, and remain for the duration of the appointment, an "Independent Person" as defined in clause 2.1.35 of the Trust Deed: not employed by the Founder or the Trust; not a member of any Beneficiary community; and holding no shares or direct/indirect beneficial interest in the Founder, BBBEE HoldCo or the Trust
- Must disclose any actual or potential conflict of interest with the Founder (Dorper Wind Farm Pty Ltd), or any Trustee.

Experience & qualifications

- Minimum stated years' experience administering trusts, NPOs, or similar community development or B-BBEE structures.
- Relevant professional qualification(s) in one or more of: trust administration, accounting, company secretarial practice, or law
- Track record of managing donor/grant-funded or community development budgets, with at least 2–3 verifiable references.

Governance & fiduciary capacity

- Demonstrated experience preparing Trustee meeting packs, resolutions, and minutes, and managing Master's Office filings and trust registrations.
- Familiarity with B-BBEE certification processes and requirements

Financial & compliance capacity

- In-house or outsourced capability to perform invoice processing, reconciliations, and provisional/annual tax submissions.
- Experience liaising with external auditors and finalising audited financial statements.
- Sound understanding of budgeting and cash-flow management for a fund with a capped administration-cost ratio (i.e. cost discipline against a percentage-of-income ceiling)

Systems & reporting

- Use of standard accounting/bookkeeping software with audit-trail capability
- Demonstrated ability to produce structured monthly, quarterly and annual reports to a template, including consolidated reporting that incorporates a third party's (the CLO's) input.

Legal & regulatory standing

- Valid company registration documents
- Tax clearance / SARS compliance status.
- Valid B-BBEE certificate or sworn affidavit.
- No history of removal from a position of trust, fiduciary office, or directorship for misconduct
- POPIA-compliant data handling capability for Beneficiary and Trustee personal information

Insurance

- Professional indemnity insurance, and fidelity/crime cover appropriate for services.

4. RFQ RESPONSE REQUIREMENTS

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

1. **Company/Individual Profile** (Name, Address, Contact Person, Years of Experience, Past experience etc.)
2. **Technical Proposal** (Approach to the scope of work, methodologies, compliance with requirement)
3. **Pricing Schedule** (Itemized cost structure, including labor, materials, and applicable taxes) as per **Annexure A**
4. **References** (At least two references for similar work conducted as a company/individual, reference must be on the letterheads of clients)
5. **Beneficial Ownership (if company)** ~~**and Proof of Shareholder's residence within Sterkstroom or Individual Proof of Residence within Sterkstroom**~~ **(**Beneficial Ownership Confirmation Certificate from CIPC, proof of residence of shareholders). Please note correction, the Trust Administrator does not have to be based in the local community and can be based anywhere in South Africa.
6. **Company Registration Documents** (from CIPC)
7. **BBBEEE Certificate/Sworn BBBEEE Affidavit (if company)**

5. EVALUATION CRITERIA

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

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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. Technical Proposal (30%)
    - None = 0%, Poor = 10%, Good = 20%, Very Good =30%
3. Experience and references (20%)
    - 5% for each credible reference letter, with a maximum of 20% total
    - TSMCDT reserves the right to verify references
4. Pricing (20%)
    - Sliding scale calculation, the lowest (cheapest/best) priced potential Service Provider scores 20% and highest priced potential Service Provider scores 0%. Only applicable to technically acceptable proposals

6. SUBMISSION GUIDELINES

- **Deadline for Submission:** 14 September 2026, 17:00
- **Submission Method:** Email response requirements (see Section 4) to admin@mscdtrust.co.za. Only submissions via email shall be accepted.
- **Point of Contact:** admin@mscdtrust.co.za , Sterkstroom and Molteno Community Liaison Offices
- **Clarification Requests Deadline:** all clarifications must be directed to admin@mscdtrust.co.za by the 7 September 2026. Emails must have the heading "Clarification: Trust Admin Services RFQ"

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7. CONTRACT TERMS

- Contract will be for a period of 3 years
- Compliance with legal and contractual obligations. The preferred Service Provider shall enter into a Service Level Agreement with TMSCDT.
- Payment terms, the Service provider will be paid 10 days after service completion i.e., 10 days after the end of each service month.

8. TERMS & CONDITIONS

- TMSCDT 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
- Payment terms (10 business days after invoice), invoice at the end of each month
- The Service Provider must provide a fixed and firm price that is inclusive of all costs for the 3-year term. **No price changes/increases will be allowed once the contract has been awarded.**

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9. ANNEXURE A: PRICING SCHEDULE

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