

Request for Quotations – Trust Administration and Governance Support Services

Contact Person: Sammy Vaughan, Harrisinah Theka

1. Background

The Klipheuwel Wind Farm Community Trust (“Trust”) is a Public Benefit Organization that effectively holds 5% shareholding in Klipheuwel Wind Farm, an Independent Power Producer (“IPP”) based in the Western Cape Province. The Trust is managed by a Board of Trustees that has the responsibility of ensuring that the funds are managed and disbursed as per the registered Trust Deed. The Board seeks to appoint a service provider to provide support in the administration and governance of the Trust.

2. Anticipated Scope of Work

The anticipated scope of work is as follows:

2.1. Administration

2.1.1. Contracts and Financial Management

- Compiling and compliance with the standard operating procedures, Bookkeeping,
- Management accounts, managing the banking profile, including loading of payments,
- Compilation of the annual financial statements, managing the audit process
- Manage contracts and agreements with service providers.
- Process payments and ensure disbursements align with approved budgets and programmes.
- Prepare and submit financial and implementation reports.

2.1.2. General Administration

- Finalise and facilitate the appointment/resignation of Trustees (incl. independent Trustees).
- Manage trustee reimbursements and stakeholder engagement.
- Oversee payments to beneficiaries and suppliers with detailed record-keeping.
- Arrange for Annual Financial Statements, Monthly Management Accounts, and
- Financial compliance.

2.2. Governance

2.2.1. Board And Trustee Management

- Schedule and manage Board meetings (minute-taking, scheduling, and travel arrangements).
- Ensure compliance with the Trust Deed and related legislation, such as the Trust Property Act.
- Obtaining and maintaining updated company records for the Trust SPV;
- Arrange training and capacity-building sessions for Trustees.

- Maintain records of all Board decisions and activities.
- Attending to trustee changes

2.2.2. Meetings And Engagements

- Facilitate Quarterly Trustee Meetings and Annual General Meetings (AGMs), including public announcements to beneficiary communities.
- Ensure that Board meetings are properly recorded and minutes kept and signed off by the Chairperson
- Drafting and issuing of Trustee resolutions;

3. Quotations Guidelines and Requirements

Quotations must be in electronic format, submitted to sammy.vaughan@globeleq.co.za or harrisinah.theke@globeleq.co.za The quotation must be signed by a duly authorised officer or agent of the company submitting the proposal.

4. Contact Details

Respondents may contact the following persons for information or clarification of the details of this RFQ.

- Sammy Vaughan, Mobile: 073 864 3301, sammy.vaughan@globeleq.co.za
- Harrisinah Theka, Mobile: 0833804020, harrisinah.theke@globeleq.co.za

5. Pricing Instruction

The RFQ requires a detailed cost breakdown of: Services; Rates for extra work; Consumables, and Other.

6. Timeline

This RFP is dated 22 September 2025

Complete proposals are due no later than 12h00 CAT, 30 September 2025

Successful and unsuccessful bidders will be notified on 31 October 2025

7. Evaluation Criteria

The Critical criteria for the evaluation of the Proposals will be the following: Value for Money proposition; Qualifications and experience; BEE Recognition level; Location.

The Trust reserves the right to add extra evaluation criteria and to change the weighting of each criterion without notice.

8. Approval Process

The purpose of this exercise is to award a single supplier the opportunity to do the work. The selected supplier will be awarded the contract, and a planning meeting will be arranged.