



PRASA PROVIDENT FUND ("the Fund")

Request for Proposals: Trustee Election Services

1. Introduction

1.1 The PRASA Provident Fund (PPF) is a defined contribution Provident Fund with multiple contributing Employers which include amongst others Metrorail.

1.2 The Fund has a nationwide total membership of approximately 12 300 members.

1.3 You are invited to submit proposals and quotations to conduct trustee election services to the Fund.

2. Scope of Services Required

- Conduct physical nomination and balloting processes.
- There will be two separate election processes to be conducted for separate vacancies.
- The two elections will use the same or similar data due to the proximity of the two dates.
- The two dates will be September/October 2024 and January 2025.
- The fund is hopeful that this proximity will result in better planning and economies of scale.
- The proposed price should be intended to cover both election processes.
- Produce communication, nomination and election material, for approval by the Fund (sufficient copies of these must be made available).
- The service provider is required to be physically present at the Employer's offices of the Fund (voting centres) located as follows (FOR BOTH NOMINATION AND BALLOTING/ELECTION PROCESSES):

Client	Paypoints	Number of Members
Metrorail	Nationwide	10 429
Autopax	Nationwide	267
Shosholoza Meyl	Nationwide	541
PRASA Technical	Nationwide	159
PRASA Cres	Nationwide	578
PRASA Corporate	Johannesburg (HQ)	326

- The service provider is required to ensure that members from the above contributing Employers of the Fund (voting centres) located as follows (FOR BALLOTING/ELECTION PROCESS ONLY):

A breakdown of members per region for pricing negotiations will be provided in due course.

- Electoral officers are required at each voting centre during the course of this exercise (as per dates and times that will be communicated to the successful service provider).
- Counting of nominations and ballots.
- Possible mediation of potential disputes regarding the election process and results.
- A comprehensive report detailing all relevant facts throughout the project is required for the Fund's records.

The Fund has a total of approximately 12 300 active members, who are eligible to nominate and vote.

3. Evaluation Criteria

The Fund's Trustees reserve the right to request presentations from the candidates and the proposals will be evaluated according to the following criteria.

3.1 Technical Proposals

Proposals will first be considered based on the technical expertise and ability to perform the required service. Your experience in rendering this service should, therefore, be highlighted.

The service providers with the appropriate technical expertise and experience will then be evaluated according to price and BBBEE. The services will be awarded at the discretion of the Fund and once a decision has been taken no further correspondence will be entered into.

3.2 Price

Applicable fees should be quoted on a rand basis, including VAT.

You may provide a breakdown of your fees in order to assist the Trustees to understand the total cost for the Fund for physical elections. Please note that the Fund would like to finalise the 2024 elections by mid-October 2024.

The 2025 elections will commence mid-January 2025.

All prices quoted must be valid for at least 30 days from closing date of submission of this RFP.

3.3 BBBEE / Empowerment

The Fund is committed to BBBEE and being an agent for transformation and as such prospective service providers must provide their respective approved BBBEE rating.

4. Submission

Proposals must be submitted electronically, marked clearly with the RFP details as follows:

FOR ATTENTION:

Ms Lungi Madini

Mufaro Employee Benefits

PRASA PROVIDENT FUND

Email: lungi@mufaro.co.za

SUBJECT LINE: PRASA PROVIDENT FUND: MEMBER TRUSTEE ELECTION SERVICES – 2024 and 2025

The closing date for submission of proposals is 10 September 2024 at 24h00. No late submissions will be considered.

5. Enquiries

Enquiries can be sent in writing addressed for the attention of Mufaro and e-mailed directly to Ms Lungi Madini email lungi@mufaro.co.za.