



REQUEST FOR PROPOSAL

Asset Based Community Development (ABCD):

Grant Funding Administrator

Date:

28 April 2026

Perdekraal East Wind Farm is committed to contributing to the development and empowerment of the local community. As part of our approved Social and Economic Development initiatives, we invite experienced and qualified service providers preferably from outside the Witzenberg Municipality area, but also considering businesses/organization within to submit cost proposals for the ABCD Grants Administration.

Scope of work

The service provider will be expected to:

1. Pre-Disbursement

The service provider shall:

- Receive grantee application forms directly or from the Project Company for review and screening against set criteria.
- Receipt of application form and their supporting documents.
- Conduct site visits to eligible Grantees with Project Company Project Officer or delegated staff.
- Ensure completeness, accuracy, and background due diligence of all information from applications prior to submission to the Service Provider.
- Compile and submit a report on all applications received including but not limited to recommended financeable application as well as reasons for rejections where applicable.
- Provide feedback to the respective applicant on the reason for their application not being successful and offering suggestions to make their application fundable for future funding rounds. Include Project Officer in all email communication regarding information communicated to applicants.
- Provide recommendations to the Project Company on possible capacity building interventions required to ensure an increase in fundable projects into the future.
- Indicate to the Project Company how the applicant is utilizing the ABCD methodology.

2. Information Management

The service provider shall:

Develop and maintain:

- A database of all applications received.



- An Information Management system that is electronic and is periodically accessible by the Project Company during the agreed contract period and 3 months after.
- Compile and submit reports, which may take place in segments on all applications received including but not limited to recommended financeable application as well as reason for rejection where applicable.
- Please ensure that the report includes a detailed summary of business/organization operations and the impact of funding application.
- Upon award contract, the above-mentioned scope of work will be translated into an Agreement and shall form the basis of periodic measurement. Failure to meet these KPI's may result in cancellation of the agreement.

3. Exclusions

The following activities shall be carried out by the Project Company:

- Advertising grant opportunities to local communities.
- Drafting of the Grant Agreement between the Grantee and Project Company.
- Payment of funds and/or procurement of items for Grantees.
- Provision of the monitoring and evaluation after support have been received.

The following mandatory documentation needs to be submitted to the Project Company:

- Company profile with proof of similar services rendered for last three years, in the following format:

Date/s	Client Name	Project Description	Project Value (VAT Exclusive)	Contact Person	Contact Details
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- Proof of Company registration (CIPC), indicating directors' details
- Valid BBBEE certificate/Affidavit (not older than twelve months)
- SARS Tax Compliance Status (TCS) (not older than twelve months)
- VAT Registration Certificate (if applicable)
- Proof of Bank Account (not older than three months)
- Certified ID Copy (Director/Member)
- Proposal including Pricing Schedule (on following page)
- NAVEX Application Form (Provided by Project Company)

The following will result in applications not being considered:

- Negative credit record.
- Criminal records of either the business or any of its directors/ members.
- Blacklisting by the Project Company and/or affiliated wind farms.
- Pending Criminal Cases

Closing Date: 22 May at 18h00



Terms and Conditions apply.

Interested parties must submit proposals which include the company profile with the attached Pricing Schedule.

Preference will be given to service providers from outside the Witzenberg Municipal area.

The approved entities will sign an agreement in respect of services required.

PLEASE NOTE: Perdekraal East Wind Farm reserves the right not to allocate and/or partially allocate any of the opportunities detailed below in the Pricing Schedule.

Interested parties can submit enquiries, and submit necessary documentation to the Project Office, 51 Voortrekker Street, Ceres (Physical) or to Lukho Mvumvu at Lukho.Mvumvu@weareinfinitypower.com (Electronic), 063 404 1190

PRICING SCHEDULE: ABCD Grant Funding Administrator

Bidder Name:

ITEM NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL EXCL VAT	SIGNATURE
Total (excluding VAT)					
15% VAT (Applicable only to VAT vendors)					
Total (including VAT)					