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# Request for Proposal:

## For The Provision of the Performance and attribution System

Administrative Briefing Session

25 October 2021

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# Agenda

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- Welcome and Opening: Khanyiso
- About the Fund: Prince
- Scope of work: Prince
- Timelines: Khanyiso
- RFP Response & Fee Structure : Khanyiso
- Disqualifying criteria: Khanyiso
- Questions:Team

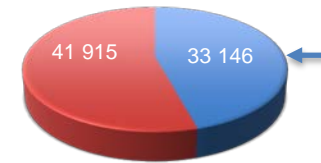
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# About the Fund

- Self Administered Defined Benefit Pension Fund
- Largest Financial Sector Conduct Authority (FSCA) regulated retirement fund in South Africa
- Active members (June 2020) →
- Pensioners membership (June 2020) →
- Head Office Bryanston, satellite offices Emalahleni, Durban, Bellville and East London with around 120 permanent employees;
- Core business activities are Pension Fund Administration (RFO) and Investment Management Unit (IMU) with support functions including Finance, HR, IT, Governance and Assurance department
- Current approximately R144 .5 Billion assets under management (June 2020)



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# Scope of Work

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The Fund requires a fully integrated Performance and attribution System that will seek to create efficiency in business with regards to performance measurement and performance attribution of the Fund's investments.

- Software Licensing (Unconditional) – 5 full licenses and viewing rights to other 20 employees,
  - o Performance Measurement and Performance Attribution

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# Scope of Work

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- Hosting, includes daily automated portfolio and benchmark data imports
- Index Data Provision
- Consulting, 10 consulting days per annum
- Resource Deployment (Onsite/Remote)
- Resource team for implementation and a senior resource for project oversight and escalation
- Build and execute test strategy
- Implementation (Once – Off)
- Maintenance and support

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# Scope of Work

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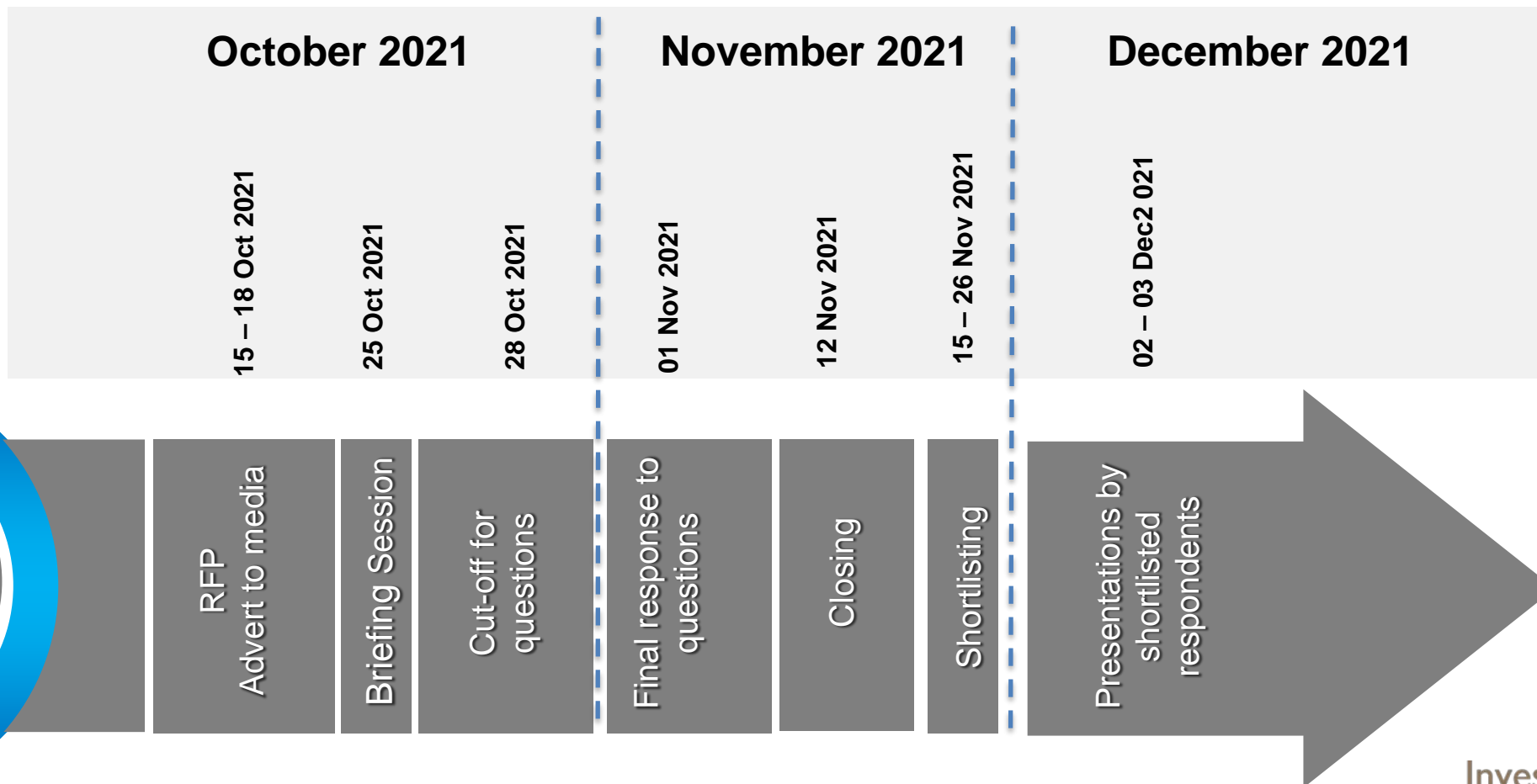
- Installation of software and licenses (and other, if applicable)
- Training
  - o 10 key stakeholders
- Current Performance system Information
  - o Data to be migrated from the current Performance system to the new system.
- Contract Period (Provisioning of license, maintenance, and support) – 5 years

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# RFP Timelines



## Estimated contract start date – Jan 2022

The Fund will only be able to provide formal communication to bidders, once the overall evaluation and approval process has been concluded, this includes actual approval by the Procurement Committee and/or any other relevant Board Committee/s.

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## Please note



All queries must be submitted **in writing only** and responses to queries or points of clarity will be on the Fund's website. Electronic email address for queries is **[ProcurementOffice@eppf.co.za](mailto:ProcurementOffice@eppf.co.za)**

Proposals received by any other means other than communicated will not be considered and will be rendered invalid;

Respondents are to make sure that their RFP response are electronically submitted to the above-mentioned email address **by 16h00 South African time on the 12 November 2021.**



The Fund reserves the right to withdraw, at any stage of this process, amend or cancel this RFP, reject or not accept any or all proposals

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# RFP Response

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- Proposals must be electronically generated and signed by the individual(s) legally authorised to bind the respondent (**Signed RFP document, acceptance of terms and conditions**), Contract terms and conditions to be negotiated with a successful Bidder;
- Respondents must, on the official letterhead of the company submitting the response, declare that:
  - the information provided in all documentation is true and correct; and
  - the signatory of the tender document is duly authorised to do so.
- The electronic copies of the RFP proposal and/or examples of work must be provided in Adobe Reader Portable Document Format (PDF), free of any viruses or malicious ware;

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# RFP Response (Conti.)

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The structure of the RFP response to include;

- Executive Summary of the Proposal
- Company Background and Track Record
- Proposed team members for the project and their credentials
- Proposed Services
- Key Deliverables
- Pricing Schedule
- References (three references relating to services required to be included)
- Diversity and Inclusivity documentation and/or B-BBEE certificate (Diversity and Inclusivity documentation is only applicable to international bidders and B-BBEE certificate to South African bidders )
- Supporting Documents

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# Supporting Documents

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## **Mandatory/Compulsory Supporting documents;**

- A detailed statement of the company's Diversity and Inclusivity documentation and/or B-BBEE credentials as required in the above, supported by a rating certificate from a SANAS accredited rating institution or a B-BBEE affidavit.
- Respondents must complete the EPPF POPIA Self Compliance Forms (EPPF Operator Privacy Due Diligence Form and Operator Privacy Compliance Self-Assessment Form)
- Recent audited Financial Statement of the specific entity that will be submitting the proposal, and if successful, contracting with the Fund. Group or any other entity's Annual Financial Statements will not be accepted. Respondents who are not required by law to have audited financial statements must include a letter signed by an authorised official confirming that the respondent is not required by law to have audited financial statements and accordingly, is unable to provide same. Failure to submit a complete set of financial statements i.e. all pages or redaction/blanking out or omission of any portion of the financial statements will render the submission incomplete and will lead to disqualification at the evaluation stage.

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## Supporting Documents (Cont.)

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In the case of a Joint Venture the above-mentioned documentation, with the exception of the Diversity and Inclusivity documentation and/or B-BBEE credentials, need only be supplied for the primary entity

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# Supporting Documents (Cont.)

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## Administrative Supporting Documents;

- Declaration (Formal letter) as per (6.1) under Further required submissions
- Certified copies of CIPC company registration documentation. In the case of respondents who are not companies as envisaged in the Companies Act of 2008, equivalent founding documents must be submitted;
- A valid Tax Clearance Certificate and/or PIN indicating good standing with the South African Revenue Services (SARS) or applicable revenue authority;

**NB! Please make use of the RFP checklist to ensure that all required documents are submitted.**

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# Fee Structure

The fee and costs schedule must be complete and must indicate the following scenarios/options;

No.	Item description	Price (ZAR) Incl VAT
1	Fund Performance and attribution System Fees per annum	
2	Licensing (Unconditional)	
3	Consultation fees where applicable	
4	Development costs	
5	Project management fees	
6	Implementation (Once-Off)	
7	Training (10 Key Stakeholders – Once Off)	
8	Support and Maintenance Costs	
9	Data Migration and Archiving	
10	Other Costs if applicable	
<b>Total</b>		

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Note: All pricing must be inclusive of Value Added Tax (VAT)



# Evaluation Criteria

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Emphasis will be on;

- Functional Ability (55%)
- Diversity and Inclusivity documentation and/or B-BBEE certificate (20%)
- Price (20%)
- POPIA Compliance (5%)

Shortlisted respondents will be provided with detailed information for the second stage of the evaluation process.

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# Disqualifying criteria

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Failure to meet the below;

- Failure to submit before the specified date and time
- A minimum of five (5) years demonstrated experience in Performance and attribution System
- Failure to submit requested mandatory supporting documentation in 6.6.
- Acceptance of the RFP terms and conditions – contract terms and condition shall be discussed and negotiated with the successful Bidder.

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# Questions?

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Electronic mail address for queries is [ProcurementOffice@eppf.co.za](mailto:ProcurementOffice@eppf.co.za)  
Deadline for submission of queries is on **28 October 2021** at 16h00 SA Time.

Responses to queries or points of clarity will be updated on the EPPF Website by **01 November 2021** at 16h00 SA Time.

**Closing date for RFP submissions will be on 12 November 2021 at 16h00 SA Time.**

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# Thank You

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