

Request for Proposal: Appointment of service provider to produce the EPPF Integrated Report

Briefing Session

2 April 2020

Invested in our
members



- Introduction
- Project Overview
- Requirements
- Capabilities to meet requirements
- RFP Response
- Timelines
- Key Considerations
- Q & A



The Eskom Pension and Provident Fund (EPPF)

- Defined Benefit (DB) fund with defined employer and employee contributions. The Fund provides retirement, withdrawal, death, and ill-health benefits to members, pensioners and their dependants.
- The Fund's core business activities are pension fund administration (Retirement Fund Operations Department) and Investment Management (Investment Management Unit). The core functions are supported by the Finance, Legal and Corporate Secretariat, Risk and Compliance, Human Resources (HR), and Information Technology (IT) departments.
- EPPF's financial reporting period begins on 1 July of each year and ends on 30 June of the following year, that period constitutes the reporting period for each year's annual report.
- The integrated report needs to be aligned with applicable integrated reporting best practice guidelines, legislation that governs the communication and governance disclosures mandated by pension fund industry regulating bodies.

Invested in our
members



The Eskom Pension and Provident Fund (EPPF)

- The EPPF's vision is to become the most admired pension fund by its peers and members, and its mission is to be a member-centric pension fund that can enter new markets by 2024.
- The Fund's strategic objectives, which would enable it to fulfil its mission, are defined under five (5) pillars, representing critical strategic focus areas as noted below.



Invested in our
members



The EPPF moved from an annual to an integrated report in FY2017 and every year we have made strides towards the type of integrated reporting which is aligned to best practice integrated reporting, and reporting that wins awards. We are now looking for a partner on this journey who will walk the journey with us.

The envisaged project starts with:

- Reviewing previous integrated and annual reports
- Developing integrated reporting framework
- Proposing a theme which will determine content and design
- Developing a project plan for the production process to meet the deadline
- Proposing applications and mediums to distribute the report i.e. mini-site, video or presentation

The firm shall perform the integrated report development function in line with applicable integrated reporting best practice guidelines, legislation that governs the communication and governance disclosures mandated by pension fund industry regulating bodies. The report needs to be positioned at a level that is appropriate for the Fund's varied audience base.

The EPPF moved from an annual to an integrated report in FY2017 and every year we have made strides towards the type of integrated reporting which is aligned to best practice integrated reporting, and reporting that wins awards. We are now looking for a partner on this journey who will walk the journey with us.

The firm shall perform the integrated report development function in line with applicable integrated reporting best practice guidelines, legislation that governs the communication and governance disclosures mandated by pension fund industry regulating bodies. The report needs to be positioned at a level that is appropriate for the Fund's varied audience base.

We encourage respondents to make reference to the following:

1. Term of contract
2. Resources required
3. Gap analysis assessment

The following is a list of some of the deliverables expected from the firm:

- Full integrated report production management
- Full management of the production of an integrated annual report which should, amongst others, include as a minimum the following:
 - Copywriting and editing;
 - Creative concept development;
 - Project management;
 - Content development (based on industry best practice);
 - Proofreading and quality management services;
 - Photography services;
 - Packaging, printing and production.

CAPABILITIES TO MEET REQUIREMENTS

Photography
services

Production
management

Copywriting
and editing

INTEGRATED REPORT PRODUCTION SERVICES

Content
development

Creative
concept
development

Project
management

Invested in our
members



- **ONE** clearly marked and signed original copy of the RFP response, fee schedule and supporting documents
- **SIX** bound hard copies of the RFP response and supporting documents
- **ONE** digital/electronic copy of the RFP response on a memory stick. The pricing must be completed and saved as MS Excel documents on the memory stick
- 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
- Vendors to make sure that their response must be delivered by **12:00 on 24 April 2020 at Isivuno House. Do NOT wait until the last hour to submit as we will not accept any late submissions.**
- Compulsory to provide at least 3 references
- Each copy should be bound and packaged in such a way to ensure that the overall size of the submission/s does not exceed the **size of an A4 Lever Arch file** as this is the maximum size that can be accommodated by the tender box slots.

Respondents will be disqualified from the tender process if the abovementioned requirements are not met.



Supporting Documentation

- Signed EPPF Terms of Business contained in Appendix A of the RFP
- Minimum BBBEE Level 4, and for non-South African residents; A diversity and inclusion policy meeting the requisite standards, and statistics on the gender diversity and racial split.
- Proof of Companies and Intellectual Property Commission (CIPC) company registration documentation or in the case of non-South African residents an equivalent registration document.
- Audited financial statements for the most recent fiscal year (i.e. 2018 or 2019 depending on financial year-end), with one-year comparatives, accompanied by a signed audit report.
- Up to date Tax Clearance Certificate.

Respondents will be disqualified from the tender process if the abovementioned documents are not submitted.

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.

Invested in our
members





Invested in our
members



- **Evaluation Criteria:**
 - BEE: 10% (minimum Level 4)
 - Pricing: 20%
 - Functional ability: 70%
 - ✓ A minimum of three years demonstrated experience
 - ✓ The capacity and experience of the proposed team, with CVs of team members
 - ✓ The proposed methodology for conducting an Integrated Report, including a project plan linked to the deliverables and outputs
 - ✓ Indicative timelines for completing the project
 - ✓ This section will also include the **presentations** made by shortlisted respondents, scheduled for 5 – 7 May 2020. Shortlisted respondents will be contacted by 30 April 2020.

- **Impact of national lockdown and a possible extension**
 - Electronic copies, instead of hard copies, **WILL ONLY BE ACCEPTED** if the lockdown is extended beyond the closing date. These submissions can NOT be late and email time stamps will determine.





Q & A



THANK YOU

Invested in our
members

