



Request for Proposal:

For The Appointment Of The Offshore Asset Manager Selectors Panel (Re-Issue)

Administrative Briefing Session

17 September 2021

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Agenda

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

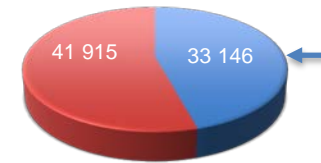
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About the Fund

- 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

- Respondents must demonstrate their capability and experience in Offshore manager selection (Listed, Unlisted and in all asset classes) on behalf of institutional investors and in particular, retirement funds.
- Respondents must demonstrate their ability to select managers that can meet the Fund's performance objectives.
- Respondents must clearly provide the relevant actual track record of selecting outperforming managers. Simulated returns should not be included.

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Scope of Work

- Respondents will be required to provide:
 - The advisor's technical and industry knowledge of the investment management industry.
 - The depth and breadth of the manager research resources.
 - The size of the funds advised upon in the past three years
 - Any potential conflicts of interest? If so, provide specific details.
- Relevant references from your clients. This will be required for feedback on skill, ability to capture the issues at hand, quality and interaction of the team with Fund management.
- Length of time you had these and other appropriate clients to the services indicated

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Scope of Work

- Respondents must be well-established entities and must be able to demonstrate their experience in assisting pension funds to select offshore managers including Africa ex South Africa that meet the needs of the Fund.
- Respondents must provide supporting documentation to indicate the period of time they have been in operation and services they have provided.
- Respondents are required to demonstrate their systems on internal control and oversight to ensure that administration is free from errors.
- Respondents are required to describe their risk management process (covering investment management, enterprise wide/operational), compliance management and governance safeguards.

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Evaluation Criteria

Emphasis will be on;

- Functional Ability (60%)
- Diversity and Inclusivity documentation and/or B-BBEE certificate (20%)
- Price (20%)

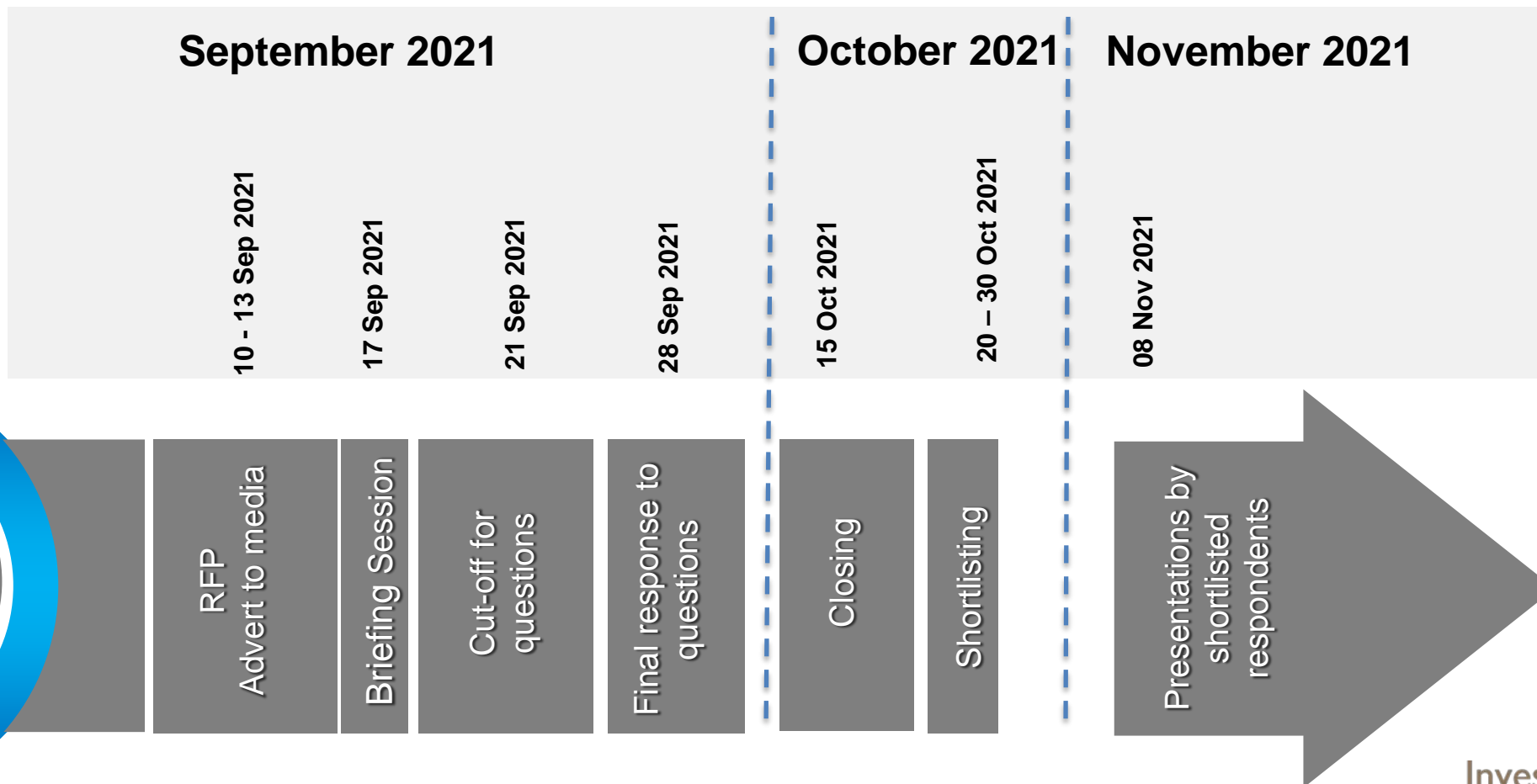
Shortlisted respondents will be provided with detailed information for the second stage of the selection process.

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Evaluation Criteria



RFP Timeline

Estimated contract start date – Dec 2021

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**

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 14h00 South African time on the 15 October 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

- 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.)

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
- Supporting Documents

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Supporting Documents

Mandatory documents;

- Originally certified copies regulatory documents and licenses to operate (including FSCA approvals).
- 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.
- Diversity and Inclusivity documentation and/or B-BBEE certificate

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Supporting Documents (Cont.)

Administrative documents/criteria;

- 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, for international, 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 International companies should submit the equivalent.

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;

- Project based fees
- Any other fees or costs to be borne by the Fund that may be applicable
- All pricing must be inclusive of Value Added Tax (VAT)

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Disqualifying criteria

Failure to meet the below;

- Failure to submit before the specified date and time
- A minimum of five (5) years demonstrated experience of successful the offshore manager selection
- 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?

Electronic mail address for queries is ProcurementOffice@eppf.co.za
Deadline for submission of queries is on 21 September 2021 at 16h00 SA Time.

Responses to queries or points of clarity will be updated on the EPPF Website by 28 September 2021 at 16h00 SA Time.

Closing date for RFP submissions will be on 15 October 2021 at 14h00 SA Time.

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Thank You

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