

**Date: 28 August 2025**

**Submission Date: 21 September 2025**

## Assessment of the two flagship funds of the Motor Industry Retirement Funds Against the Financial Sector Transformation Code (FSTC)

### Introduction

The Motor Industry Retirement Funds (MIRF) are registered Retirement Funds in terms of the Pension Funds Act, 1956. The Funds have a combined asset portfolio of more than R56 billion. MIRF is seeking proposals from qualified service providers to submit proposals to conduct a formal assessment of its two flagship funds, namely the Auto Workers Provident Fund and the Motor Industry Provident Fund, against the Financial Sector Transformation Code (FSTC). MIRF is located at 275 Kent Avenue, Ferndale, Randburg.

### Objectives of the RFP

The primary objectives of this engagement are to:

- Generator monitoring to ensure Diesel level is adequate for backup power
- Provide detailed scoring per element of the Scorecard for each of the two Funds
- Identify gaps or areas of non-compliance and improvement
- Recommend actionable strategies to improve B-BBEE performance
- Provide benchmarking information against industry standards, where available
- The proposed assessment would provide more tangible measurement of the Funds' overall commitment to the FSTC.

### Scope of Work

- Conduct a comprehensive review of MIRF's two flagships Fund's structure, operations, and procurement practices relevant to the FSTC.
- Produce a detailed report per Fund, outlining:
  - B-BBEE scorecard results
  - Identified gaps or areas for improvement
  - Recommendations for achieving higher scores
- Present findings to the Funds trustees.

## Deliverables

- Inception report outlining methodology and timelines
- Data collection and stakeholder engagement plan
- Assessment reports for each Fund
- Consolidated improvement strategy and roadmap
- Presentation of findings and recommendations.

## Proposal Requirements

**Bidders must include the following in their proposal:**

- Company profile and track record in B-BBEE advisory or assessment, particularly in respect of the FSTC.
- Understanding of the FSTC Scorecard
- Methodology and approach for completing the assessment
- Team qualifications and bios
- Project plan with timelines and milestones
- Names and experience of team members assigned to the project
- Cost breakdown, including professional fees and disbursements
- At least two references for similar work conducted.

## Evaluation Criteria

**Proposals will be evaluated based on the following criteria:**

Item	Criteria For The Evaluation
1	BBBEE rating supplier
2	Relevant experience and expertise
3	Methodology and approach
4	Project plan and timeline
5	Cost-effectiveness
6	References and past performance

## Rejection of Proposals

- Proposals submitted after the deadline will be rejected
- No application will be considered unless it complies with the conditions set out in this RFP
- MIRF reserves the right to accept or reject any application received
- The decision of the adjudication committee will be absolute and apart from being notified no correspondence will be attended to with unsuccessful bidders.

## Timeline

- RFP Issue Date: 28 August 2025
- Proposal Submission Deadline: 21 September 2025
- Contract start Date: To be agreed upon with successful party.

## Response Instructions

- All proposals must be submitted by 21 September 2025
- All submissions must be made to: [Procurement@mirf.co.za](mailto:Procurement@mirf.co.za)

Applicants who have queries are welcome to contact the Deputy Fund Secretary Talukanyani Mabirimisa via email on [Talukanyani@mirf.co.za](mailto:Talukanyani@mirf.co.za) no later than 15 September 2025.

## Confidentiality

All information provided by MIRF to prospective service providers shall be treated as confidential and used solely for the purpose of preparing the proposal.

## Terms and Conditions

### MIRF reserves the right to:

- Amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFPs before closing date. All respondents, to whom the RFP documents have been issued, will be advised in writing of such amendments on time.
- Verify any information contained in the proposal.
- Request documentary proof regarding any tendering issue, vary, alter, and /or amend the terms of this RFP, at any time prior to the finalization of its adjudication hereof.
- Award the contract as a whole or in part.
- Cancel or withdraw this RFP as a whole or in part without furnish reasons and without attracting any liability.

## Disclaimer

MIRF has produced this RFP in good faith however we do not warrant its accuracy or completeness. To the extent that MIRF is permitted by law, MIRF will not be liable for any claim whatsoever and howsoever arising (including, without limitation, any claim in contract, negligence or otherwise) for any incorrect or misleading information contained in this RFP due to any misinterpretation of this RFP. This RFP is a request for proposals only and not an offer document nor a contract; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of a proposal, bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. MIRF makes no representation, warranty, assurance, guarantee or endorsements to a tenderer concerning the RFP, whether regarding its accuracy, completeness or otherwise, and MIRF shall have no liability towards the tenderer or any other party in connection therewith.

This RFP serves only as the instrument through which proposals are solicited and MIRF will pursue negotiations with the highest-scoring proposal. If, for some reason, MIRF and the initial Bidder fail to reach consensus on the issues relative to a contract, then MIRF may commence contract negotiations with other Bidders. MIRF may decide at any time to start the RFP process again. The selected Bidder will be required to sign a formal contract and service level agreement.

MIRF must approve any and all Service Providers utilised by the successful Bidder prior to any such provider commencing any work. Bidders acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of MIRF and that the MIRF Principal Officer or designee may communicate directly with any Service Provider as MIRF deems necessary or appropriate.