



# **PRASA PROVIDENT FUND**

## **("the Fund")**

### **Request for Quotation: Trustee Election Services**

#### **1. Introduction**

The PRASA Provident Fund ('the Fund') invites suitably qualified and independent service providers to submit quotations to manage and administer the Fund's Member-Elected Trustee Election process for 2026. The Fund has approximately 12,500 active members located across multiple contributing employers nationally.

#### **2. Legislative and Governance Framework**

The election process must comply with the following regulatory and governance requirements:

- Pension Funds Act 24 of 1956
- Section 7A governance requirements
- The Fund Rules
- Protection of Personal Information Act (POPIA)
- FSCA governance expectations
- Principles of fairness, transparency and independence

#### **3. Objective of Appointment**

The appointed service provider will be responsible for designing, managing and independently certifying a fair, transparent and auditable trustee election process.

#### **4. Scope of Services Required**

##### **Phase 1 – Planning and Governance**

- Review Fund Rules and election requirements
- Develop detailed project plan and timeline
- Draft election communication strategy
- Develop election rules and procedures
- Establish dispute resolution procedures

##### **Phase 2 – Nomination Process**

- Design nomination forms and documentation
- Manage nomination process
- Verify eligibility of nominees
- Confirm seconders where required
- Provide final candidate list

### Phase 3 – Voting / Balloting

- Conduct election via physical voting
- Implement voter verification processes
- Provide electoral officers where required
- Ensure secure ballot management
- Maintain complete audit trail

The voting will be over a period of one day.

The service provider is required to be physically present at the Employer's offices of the Fund (voting centers) located as follows (FOR BOTH NOMINATION AND BALLOTING/ELECTION PROCESSES):

Client	Paypoints	Number of Members
Metrorail	Nationwide	10 537
Autopax	Nationwide	281
Shosholozza Meyl	Nationwide	579
PRASA Technical	Nationwide	166
PRASA Cres	Nationwide	565
PRASA Corporate	Johannesburg (HQ)	321

The clients will have the following voting stations; -

Eastern Cape

- PE – 1 station
- EL – 1 station

Western Cape

- 4 stations

Durban

- 4 stations

Gauteng (South)

- 4 stations

Gauteng (North)

- 4 stations

### Phase 4 – Vote Counting and Certification

- Secure counting procedures
- Independent oversight of counting
- Production of election certification report
- Documentation of full audit trail

### Phase 5 – Dispute Management

- Manage election objections
- Provide written determinations on disputes
- Support Trustees in resolving challenges

## 5. Mandatory Information Required from Bidders

Service providers must submit the following information:

- Company profile and organisational structure
- Experience conducting trustee or similar elections
- Minimum of three contactable references
- Declaration of independence and absence of conflicts
- Detailed election methodology
- Data protection and POPIA compliance measures
- Cybersecurity controls
- CVs of key personnel
- Risk management and mitigation plan
- Detailed project timeline
- Full pricing breakdown including VAT

## 6. Pricing Requirement

Cost Category	Amount (Incl VAT)
Planning and Project Management	
Nomination Phase	
Voting Phase – Personnel	
Travel and Accommodation	
Printing and Materials	
Electronic Voting Platform (if applicable)	
Security and Data Controls	
Contingency	
Total Cost	

## 7. Evaluation Criteria

Proposals will be evaluated according to the following weighted criteria:

- Technical methodology and approach – 30%
- Relevant experience – 30%
- Price – 20%
- Governance and risk controls – 10%
- BBBEE status – 10%

## 8. Submission Requirements

All proposals must be submitted electronically with the subject line: 'PRASA PROVIDENT FUND – TRUSTEE ELECTION SERVICES RFQ 2026'.

The closing date for submission will be specified by the Fund.

## 9. Enquiries

All enquiries relating to this RFQ must be submitted in writing to the Fund's designated contact person. Responses will be provided to ensure all bidders have access to the same information.

Enquiries can be sent in writing addressed for the attention of Mufaro and e-mailed directly to Ms Lungi Madini email [lungi@mufaro.co.za](mailto:lungi@mufaro.co.za).

## 10. Submission

Proposals must be submitted electronically, marked clearly with the RFQ details as follows:

FOR ATTENTION:  
Ms Lungi Madini  
Mufaro Employee Benefits  
PRASA PROVIDENT FUND

Email: [lungi@mufaro.co.za](mailto:lungi@mufaro.co.za)

SUBJECT LINE: PRASA PROVIDENT FUND: MEMBER TRUSTEE ELECTION SERVICES – 2026

**The closing date for submission of proposals is 03 April 2026 at 24h00. No late submissions will be considered.**