

	Ditholwana Ts`a Rena Trust IT 003925/2016(G) 124 Silverfern Office Park Suite 5 Thabo Mbeki drive Mokopane 0600
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DITHOLWANA TS`A RENA TRUST FRQ:006/2026

REQUEST FOR PROPOSALS (RFP): PROVISION OF TRUST ADMINISTRATION, GOVERNANCE SUPPORT AND CO-SECRETARIAT SERVICES. DUE DATE: 20 MARCH 2026

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE PROVISION OF TRUST ADMINISTRATION, GOVERNANCE SUPPORT & COMPANY SECRETARIAT SERVICE DITHOLWANA TS`A RENA TRUST (DTRT)

RFQ NUMBER	REF 0056/2026
DESCRIPTION OF GOODS/SERVICES	PROVISION OF TRUST ADMINISTRATION, GOVERNANCE SUPPORT AND CO-SECRETARIAT SERVICES
CLOSING DATE	17th of APRIL 2026
ENQUIRIES	All enquiries should be submitted via email to: Jane.bodiba@ditholwanatrust.co.za
SUBMISSION DATE	17 APRIL 2026
SUBMISSION	All completed documents should be submitted electronically to: procurement@ditholwanatrust.co.za (NO WALK -IN ALLOWED)
NOTE	Organisation/Companies who fail to submit all the compliance documents will NOT be legible to receive opportunities from Ditholwana Ts`a Rena Trust

The Ditholwana Ts`a Rena Community Development Trust has been setup as part of the implementation community empowerment transaction by Anglo American Platinum (Valterra Platinum). The purpose of this role in question is to execute the mandate from the Board of Trustees in meeting the objectives of the Board. The Ditholwana Ts`a Rena Community Development Trust seek experienced service provider/entity for the Trust Administration duties, Governance Support and Co-Secretariat Services. The **following criteria will be used in adjudication process:**

- ✓ Ability to perform Trust Administration duties, Governance Support and Co-Secretariat Services which may take into account previous experience in the same or similar roles, relevant industry, references, suitability of employees and sustainability of the resources to be used;
- ✓ Broad Based Black Economic Empowerment (BBBEE);

- ✓ Financial viability of the tenderer.

2.SCOPE OF WORK

The service to be provided to Ditholwana Tsà Rena **Trust** (DTRT) shall be as described in the DTRT Trust Deed, include but not limited to the following:

2.2 ADMINISTRATION OF THE DITHOLWANA TS`A RENA TRUST

- ✓ Prepare notices and the Trustee`s meeting Packs for the Trustee Meetings
- ✓ Prepare and submit to the DTR Trust all quarterly and Budget period reports to be submitted to the Board
- ✓ Maintain proper systems of the internal control to enable the property of the DTRT Trust to be adequately controlled

3.TRUST/COMPANY SECRETARIAT

- ✓ Coordinate all meetings of the Board and sub-committee of the Board, capture minutes
- ✓ Prepare and submit to the Board, for approval, the Quarterly and Budget Period Reports
- ✓ Procure that the Trustee`s decisions and instructions are clearly communicated to the relevant persons and implemented
- ✓ Within 30 days of a Trustee`s meetings, circulating to all Trustees the minutes of such meeting, once settled by chairperson
- ✓ Prepare, signing, filing, servicing, receiving and accepting service of any notices, affidavits, certificates, authorisation, reports, legal processor other documents concerning the DTR Trust and its activities as approved by the Trustees.
- ✓ Keep or cause to be kept comprehensive, true and accurate records of the activities of the DTR Trust and of the administrators' performance of his duties under the DTRT Trust Deed and of all property.

4. GOVERNANCE

- ✓ Providing the Trustees collectively, and each Trustee individually (including the Alternate Community Trustees), with guidance on their responsibilities and duties to which they are-subject, and how such responsibilities and duties should be properly discharged in the interests of the Trust;
- ✓ Advising the Trustees of all legislation and regulations relevant to the Trust, having due regard to the Trust Objects, including the maintenance of DTR Trust as a Public Benefit organisation

- ✓ Procure that all Trustees are provided with proper induction and orientation regarding their fiduciary duties & obligations in respect of the DTRT Trust Deed & other responsibilities
- ✓ Procure Letters of Authority for all newly appointed Trustees
- ✓ Draft governance framework, procedures, policies and or guidelines to the DTR Trust relating to procurement of goods & services, financial controls & ethics which, once adopted by the Trustees, shall be observed by the Trustees in the administration of the DTR Trust `s activities and affairs ("governance Policies & procedures").

5. SUBMISSION & SUPPORTING DOCUMENTS TO BE INCLUDED IN THE RFP:

- ✓ Technical Proposal: Detailed approach and Methodology to deliver the scope
- ✓ Financial Proposal: Detailed pricing structure, including professional fees
- ✓ Company Profile: Background and overview of the firm
CIPC Company Registration documents
- ✓ Valid Tax Clearance Certificate or PIN
- ✓ Valid B-BBEE Certificate
- ✓ Qualifications and Experience -Demonstrated track record of similar assignments with NPO`s, Trusts and related governance environment etc. CV/s of resources/to be allocated to the Trust
- ✓ 2 References: Current /previous clients confirming successful delivery of similar services
- ✓ Proof of Residence

CLOSING DATE :17 April 2026 :12pm

Please direct all enquiries to: jane.bodiba@ditholwanatrust.co.za

Submissions: Procurement@ditholwanatrust.co.za

DTRT RESERVE THE RIGHT TO APPOINT OR READVERTISE SHOULD THE CIRCUMSTANCES ALLOW!!!