

**ISLAMIC RELIEF SOUTH AFRICA
TENDER: REQUEST FOR PROPOSALS FOR A QUALIFIED SERVICE PROVIDER
FOR THE INTEGRATED DEVELOPMENT PROGRAMME PHASE 2 - YOUTH
EMPOWERMENT AND CAPACITY BUILDING PROGRAMME – WESTERN CAPE
2026**



**Tender: Request For Proposals for a Qualified Service Provider
For the Integrated Development Programme Phase 2 - Youth
Empowerment And Capacity Building Programme – Western
Cape**

July 2026

[RFP NUMBER: IDP/July/2026]

Date Issued: [14 July 2026]

Closing date and time: [29 July 2026 at 16h00]

Bid Validity Period: [90 days]

E-MAIL ADDRESS: tenders@islamic-relief.org.za

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YOU ARE HEREBY INVITED TO BID AS PER THE REQUEST FOR PROPOSAL OF ISLAMIC RELIEF SOUTH AFRICA					
BID NUMBER:	IDP/July/2026	CLOSING DATE:	29/07/2026	CLOSING TIME:	16h00
DESCRIPTION	TO DELIVER TRAINING, MENTORSHIP, AND BUSINESS INCUBATION TO 100 YOUTH, AND TO ACCELERATE 12 BUSINESSES FROM PHASE 1 OF THE INTEGRATED DEVELOPMENT PROGRAMME.				
BID RESPONSE DOCUMENTS MAY BE SENT VIA EMAIL TO:					
tenders@islamic-relief.org.za					
BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO					
CONTACT PERSON	Bids Representative				
TELEPHONE NUMBER					
FACSIMILE NUMBER					
E-MAIL ADDRESS	IRSA.Procurement@islamic-relief.org.za				
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		AND	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No

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1. INTRODUCTION

Islamic Relief South Africa (IRSA) is a humanitarian and development non-profit company that was registered as a Section 21 non-profit company in 2004.

The youth in South Africa (the “**Youth**”) face a wide range of challenges, and this includes, amongst others, unemployment, poverty, education inequality, limited opportunities, and lack of access to mentorship programmes. The national unemployment rate stands at 42%, posing a major challenge, especially considering that Youth make up one-third of the total population. This necessitates for different entities to leverage the economy by means of creating employment and investing and establishing small enterprises. South Africa’s National Youth Policy (2020 – 2030) also emphasized the need for government, private sector, Non-Governmental Organization *etc.* to coordinate efforts to ensure greater impacts in supporting the development of Youth by involving them in meaningful activities, which will benefit communities at large. The policy promotes positive Youth development at all levels through empowerment programmes that equip them with the information, knowledge and skills that enable them to seize opportunities and effectively take responsibility in making positive contributions to the development of South Africa.

IRSA focuses on the implementation of the United Nations Sustainable Development Goals 1, 8 and 10, which require for the implementation of nationally appropriate social protection systems and measures for all, promote development-oriented policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation, and encourage the formalization and growth of micro-, small- and medium-sized enterprises, including through access to financial services; and empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status’.

This Request for Proposal (RFP) has therefore been developed specifically for the Integrated Development Programme (IDP) - youth empowerment project (the “**Project**”) that will contribute to skills development through training and workshops as preparation for the establishment of businesses in Western Cape (WC).

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2. OBJECTIVES OF THIS REQUEST FOR PROPOSAL (RFP)

The purpose of this RFP is to invite suitable, qualified and competent bidders to submit proposals to be considered as the Service Provider for capacitating Youth under the IDP.

This RFP document details and incorporates, as far as possible, the tasks and responsibilities of the potential Service Provider as required by IRSA for the IDP - Youth Empowerment in WC.

The outcome of this RFP is designed to:

- Build a more relevant, sustainable and effective enabling environment through access to efficient, high-quality education and training systems, mentorship programmes and entrepreneurship;
- Create ambassadors of change in communities by facilitating access to entrepreneurial opportunities/integration into job markets, and start-up ventures to increase economic growth;
- Increased engagement in civic building activities and enhanced multi-cultural bridge building through platforms that foster social cohesion;
- Involve young people at all levels in decision-making processes that will affect their lives – this includes emergency responses, advocacy, leadership, and businesses;
- Plan, coordinate, facilitate, and conduct training/workshops on the following courses: entrepreneurship and business plans, leadership and initiatives plans, disaster management and emergency responses, and any other courses or activities specified in the project model (refer to Figure 1 below); and
- Plan, coordinate and lead the incubation and acceleration phase for the Youth and provide advanced mentorship, ensuring linkages for Youth to developmental institutional brands, and development of the final prototypes.
- The qualified Service Provider will be responsible for executing these objectives, ensuring the successful implementation of the Project's training programs and support services. All these will be achieved through an integrated approach to ensure that the Participants reach their potential whilst building on their independence.

The programmes implementation will align and follow the flow of the model below in **Figure 1**. The successful bidder (the “**Service Provider**”) will therefore plan, manage, coordinate, facilitate, and conduct training/workshops accordingly, including the incubation and acceleration phases.

This model is intended to align the curriculum with the objectives of the Project. The Service Provider

may propose improvements and suggest additional topics that will lead to better outcomes or add greater value to the current scope.

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[Figure 1]: The Model of the Youth Empowerment Project



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3. SCOPE OF WORK

3.1. Project Period

The Project is scheduled to commence on **17 August 2026** and all activities and deliverables should be completed by **30 November 2026**. A structured implementation approach will be adopted to ensure timely execution, effective stakeholder engagement, quality assurance, and successful delivery of all Project objectives within the stipulated timeframe. It is expected that activities will take place weekly to ensure that the above deadline is met. Below is an outline of the expected activities for the Project.

3.2. Programme Structure

The tender comprises of two Youth cohorts:

3.2.1. IDP Phase 1 Youth Group

This cohort consists of 12 Youth-owned businesses that have successfully completed the capacity building programme and have received resource funding of up to R35,000 per business. These businesses will proceed to the **Acceleration Programme (IDP Phase 1)**.

3.2.2. IDP Phase 2 Youth Group

This cohort will consist of 100 Youth participants (the “**Participants**”) aged 18–35 years who will apply through an online application process. Applicants will undergo a selection process before admission to the programme.

The 100 selected Participants will complete the following programme components:

- Baseline Survey
- Bootcamp 1
- Bootcamp 2
- Bootcamp 3
- Pre-Incubation

At the end of the Pre-Incubation phase, Participants will pitch their existing businesses or business ideas. These pitches will be evaluated, and the top 50 Participants will advance to the next stage of the programme.

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The 50 selected Participants will then complete:

- Incubation 1
- Bootcamp 4
- Bootcamp 5
- Pre-Incubation 2
- Incubation 2

Upon completion of Incubation 2, the selected Participants will deliver a final business pitch. These pitches will be assessed, and the top 12 Participants will receive resource funding and progress to the **Acceleration Programme (IDP Phase 2)**

3.2.3. Youth Engagements

All Participants from both cohorts are required to attend the four (4) Youth engagement sessions. Further details are provided on Page 11 of the tender document.

3.3. Material Costs

The Service Provider shall be required to provide a detailed costing for all relevant training materials and standard stationery necessary for the effective implementation of the Project. This shall include, but not be limited to, participant training manuals, business plan templates, entrepreneurship toolkits, and any other learning aids required to support skills development. In addition, the Service Provider must cost for standard stationery items such as notebooks, pens, files, and printing of training resources for all 113 participating youth. All materials should be of appropriate quality, sufficient quantity, and tailored to support practical, interactive learning throughout the duration of the programme. The costing should clearly itemise all costs, specify quantities, and ensure alignment with the proposed training approach and number of beneficiaries – 113.

3.4. Acceleration IDP (Phase 1 youth) (12-13 Youth)

The Acceleration of IDP Phase 1 Youth, (consisting of 12–13 Youth businesses from our previous programme), will transition into IDP Phase 2 of the Project where the focus shifts from foundational support to intensive growth acceleration. A critical first step in this phase will be the development of a comprehensive needs assessment for each business, aimed at identifying specific gaps, growth constraints, and opportunities across areas such as finance, operations, marketing, and compliance. This diagnostic process will inform the design of tailored acceleration plans, ensuring that interventions are responsive and impact-driven. Building on this, the enterprises, having demonstrated potential and operational stability, will receive targeted support including advanced business coaching, access to

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finance, market linkages, and operational optimisation. The programme will also prioritise digital integration and strategic partnerships, ultimately positioning these Youth-led businesses to scale sustainably, increase revenue, create employment, and contribute meaningfully to local economic development.

Western Cape Youth Business industries

1. Cleaning Services
2. Clothing Manufacturer
3. Beauty services
4. Courier services
5. Photography and Editing services
6. Building Contractors
7. Branding and Marketing
8. Barbershop
9. Jewellery Manufacturing and repairs
10. Urban Agriculture
11. Beauty products manufacturer

3.5. Beneficiary Selection Process of 100 Youth

IRSA will recruit 100 beneficiaries for the programme in the WC. All applicants will be required to complete an online application form. The application form will include a range of questions designed to assess the suitability of applicants for participation in the programme. IRSA staff will review and assess all applications to determine eligibility. Once eligibility has been established, shortlisted applicants will be invited to participate in a face-to-face interview. Successful applicants will be required to complete and sign a programme agreement before being enrolled in the programme.

3.6. Baseline Survey

The Service Provider will be responsible for the design and implementation of a comprehensive baseline survey ("**Baseline Survey**") for the Project, aimed at establishing benchmark data on the entrepreneurial capacity, income-generating activities, access to finance, business skills, and market readiness of targeted Youth beneficiaries. This will include developing a robust methodology with a clear sampling strategy, defining the sample size and target groups, and designing data collection tools such as structured questionnaires. The Service Provider will review all relevant Project documents to refine and operationalize baseline indicators, including business ownership status, level of entrepreneurial skills, access to start-up capital, financial literacy, digital skills, market linkages, and barriers to enterprise development, ensuring these indicators are specific, measurable, and suitable for future comparison.

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Once the Participants have completed the Baseline Survey, the programme moves into the capacity building phase through a series of bootcamps

3.7. Boot Camp 1 (2 days) (100 Youth)

Bootcamp 1 is conducted over two consecutive days with the 100 Youth that have been selected under the selection process. This initial bootcamp focuses on foundational personal and interpersonal development, covering topics such as personal life planning, communication and listening skills, public speaking, dispute resolution, and team building. The Service Provider is required to deliver this bootcamp using highly interactive and participatory methods, including group exercises, role-playing, and reflective activities, ensuring that Participants not only understand the concepts but are able to apply them in practical, real-life contexts.

3.8. Boot Camp 2 (4 days) (100 Youth)

Bootcamp 2, which runs over four days and shifts focus towards understanding community needs and introducing entrepreneurial thinking. During this phase, Participants are guided through community needs analysis, eco-innovation concepts, and the development of ideas using tools such as the business model canvas. The Service Provider must facilitate hands-on learning, encouraging Participants to identify real challenges within their communities and begin conceptualising viable, impact-driven solutions.

3.9. Youth Engagements (4 Youth Engagements)

As part of the Project, 4 Youth engagements must be implemented during the Project. The **Youth Engagement Activities** must be implemented, recognising that social cohesion remains one of the most fundamental policy challenges facing South Africa today. Despite various government interventions, the country continues to face challenges in achieving a socially cohesive society. Strengthening social cohesion through Youth development can significantly contribute to sustainable economic and social development. To ensure that the Project responds to these national priorities, participating Youth will be encouraged to engage in civic and community-based activities, including participation in national holidays and community service initiatives. These engagements will serve as practical learning platforms, enabling Youth to contribute meaningfully to their communities while developing a deeper understanding of their role within society.

Through these Youth engagement activities, Participants will be positioned as active contributors to civil society, democracy, and community development. This process will help build essential competencies such as critical thinking, the ability to analyse social issues, confidently express opinions, participate in discussions and debates, and develop negotiation and conflict resolution skills. Accordingly, the Service Provider will be required to develop and implement this component effectively. This includes developing a structured framework or programme for Youth engagement activities that incorporates elements of civic participation and social responsibility; collaborating with relevant stakeholders such as community-based organisations, local authorities, and government agencies to create meaningful

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opportunities for Youth involvement; and establishing and maintaining a quarterly schedule of civic and Youth engagement activities to ensure consistent, ongoing participation and learning opportunities throughout the Project lifecycle.

*** The above applies for all 4 Youth Engagements**

3.10. Boot Camp 3 (3 days) (100 Youth)

Bootcamp 3, conducted over three days, builds on these ideas by focusing on leadership, entrepreneurship (including social entrepreneurship), and business and market research planning. Participants are also introduced to institutional branding concepts. The Service Provider should support Participants in refining their ideas, strengthening their leadership capabilities, and developing a clearer understanding of how their ventures can operate within real market environments.

3.11. Pre-incubation (Foundation Stage) (1 day) (100 Youth)

By this stage of the programme, participating Youth will have developed a foundational understanding of business modelling and will have clearly identified the problem their business product or service aims to solve. During this phase, the number of Participants will be reduced from 100 to 50 Participants through a competitive business pitching process. Each participant will present their existing business or business idea to an evaluation panel. The panel will assess and score each pitch based on predefined criteria, including the viability of the business concept, understanding of the target market, potential for growth, and the entrepreneur's commitment and capability. The top 50 Youth-led businesses with the highest scores will be selected to progress to **Incubation Phase 1 (Early Business Development)** of the programme, where they will receive further support to develop and strengthen their businesses.

3.12. Incubation Phase 1 (Early Business Development) (4 days) (50 Youth)

From the pre-incubation cohort, 50 Youth with the most viable and promising business ideas will be selected to enter the incubation phase, where the focus shifts to enterprise development and sustainability. During this stage, Participants will receive intensive, hands-on support including business model refinement, market validation, product or service development, and financial planning. The programme will provide access to mentorship, technical expertise, and networking opportunities, as well as support in formalizing businesses through registration and compliance processes. Participants will also be guided in accessing markets and funding opportunities. The incubation phase aims to transform early-stage ideas into operational and scalable enterprises, contributing to job creation and long-term economic participation.

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3.13. Boot Camp 4 (4 days) (50 Youth)

The programme then progresses to Bootcamp 4, a four-day session focused on business development, modelling, and establishing linkages to local and mainstream markets. Here, the Service Provider is expected to assist Participants in strengthening their business models, understanding market dynamics, and identifying opportunities for enterprise development.

3.14. Boot Camp 5 (5 days) (50 Youth)

Bootcamp 5, which runs over five days and introduces critical life and resilience skills such as social intelligence, disaster management, and emergency and first aid. The Service Provider must ensure that Participants are equipped not only as entrepreneurs but also as responsible and resilient community members.

3.15. Pre-incubation 2 (1 day) (50 Youth)

For pre-incubation 2, the Service Provider would need to implement a more targeted and diagnostic approach. This involves reassessing Participants (either returning or new entrants) to identify gaps in their previous learning or business concepts. Based on this, the Service Provider would deliver tailored interventions focused on refining ideas, addressing weaknesses, and strengthening business readiness. They would facilitate advanced ideation sessions, provide feedback loops, and ensure that Participants meet clearly defined criteria before progressing. This phase requires closer monitoring, more individualized support, and stricter evaluation to ensure only well-prepared Participants move forward.

3.16. Incubation 2 (8 days) (50 Youth)

The Service Provider would focus on business growth, sustainability, and scalability. They would provide advanced training in areas such as financial management, operational efficiency, marketing strategies, and access to formal and mainstream markets. The Service Provider would support businesses in utilising any seed funding effectively, including budgeting, procurement planning, and resource management. They would also facilitate linkages to buyers, suppliers, and potential investors, while offering high-level mentorship and coaching. Performance tracking becomes more rigorous in this phase, with the Service Provider required to monitor key business indicators, support problem-solving, and ensure that businesses are moving toward long-term sustainability and potential expansion.

During Incubation Phase 2, participating Youth entrepreneurs will further refine and strengthen their business models, operational plans, and growth strategies through targeted mentorship and business development support. At the conclusion of this phase, Participants will pitch their refined business models to an evaluation panel. The panel will assess each business based on criteria such as business viability, market potential, operational readiness, sustainability, and the entrepreneur's capacity to successfully implement the business plan.

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Based on the panel's evaluation, approximately 12–13 Youth-led businesses will be selected to receive business support in the form of equipment and resources valued at up to **R35,000.00** per business and will move to Acceleration IDP phase 2. The resources provided will be tailored to the specific needs of each business and are intended to support business start-up, growth, and sustainability. All equipment and resources will be procured directly by the programme in accordance with approved procurement procedures and the individual business support plans developed during the incubation process.

3.17. Acceleration IDP (Phase 2 Youth) (13 Youth)

Within Phase 2 of the Project, a targeted group of 12–13 high-potential businesses will be selected from the broader cohort for acceleration once they have received their funding and achieved a level of operational establishment. At this stage, the programme will shift from basic enterprise support to a more intensive, growth-oriented approach aimed at scaling these businesses sustainably. The acceleration process will begin with a comprehensive needs assessment to identify specific gaps, constraints, and expansion opportunities within each enterprise. Based on these findings, tailored acceleration plans will be developed, incorporating advanced mentorship, strategic business advisory, strengthened financial management, and support for market access and business expansion. Additional focus will be placed on improving operational efficiencies, integrating digital solutions, and fostering strategic partnerships. By accelerating a select group within the same phase, the programme ensures a more focused and high-impact intervention, enabling these Youth-led businesses to increase revenue, create employment opportunities, and contribute meaningfully to local economic development.

4. SERVICE PROVIDER'S INSTRUCTIONS

1. The Service Provider shall:

- plan, manage, coordinate, facilitate, and conduct trainings and workshops on the training courses, provide incubation and acceleration as per the model of the Youth Empowerment Project {as shown above in **Figure 1**}. Any deviations from specifications must be justified and approved;
- Conduct the Baseline Survey on 100 Youth that have been selected/ recruited for the program;
- Develop training material and distribute it amongst the Participants;
- Develop training plans based on the identified needs of the Participants;
- Share the training material with IRSA both hard and digital copy, in English, isiXhosa and Afrikaans;
- Submit all Project records/ registers pertaining to training/ workshops/ boot camps to IRSA;
- Cooperate with the IRSA Project team with respect to implementing the Project activities, contemplated by clauses of the signed Service Level Agreement; and
- Assume exclusive responsibility for the training and workshops outcomes.

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2. The Service Provider shall further be responsible for:

- Ensuring that there is no absenteeism but satisfactory attendance;
- Providing support throughout the Project cycle, and advice with respect to training programs, consistent with the Project objectives and policies of IRSA, peer to peer mentoring and career mentoring, and create linkages within the job market;
- Coordinating the training activities and schedules;
- Organizing boot camps, youth engagement, ceremonies, and workshops for the Project including securing venue and catering, provided it is within IRSA budget and meeting certain standards; and
- All the processes for the establishment of groups according to the training objectives.

The Service Provider shall ensure that the venues for purposes of conducting the programmes are:

- Safe, well maintained, and within reach for all Participants;
- fully equipped with all the training and incubation facilities including overhead projector, sound system, microphones, chairs and tables that will allow learners to work in teams;
- able to accommodate the number of people specified for the activity; and
- Where extra activities such as team building can be allowed.

4.2 Catering:

The Service Provider shall ensure that:

- Meals provided to the Participants are of balanced nutrition and filling e.g. not too spicy, halal where required etc.;
- All cutlery/equipment are available;
- Catering cost as per number of individuals attending, for example 100 learners for training courses/ incubation or events; and
- health and safety regulation requirements during the training are observed and implemented.

4.3 Mentoring:

The Service Provider shall:

- Provide support services during the incubation and mentoring period;
- Provide mentoring service to the beneficiaries on an ongoing basis;
- Provide mentorship on business support on a weekly basis;
- Collaborate with the Youth to establish key performance indicators (KPIs) and milestones, monitoring their progress towards these targets and providing necessary support to overcome obstacles; and

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- Offer guidance on product marketing strategies, helping the beneficiaries to effectively position and promote their offerings in the market.

5. TIME FRAME

The implementation of Phase 2 of the Youth Empowerment will commence in **August 2026 and end on 30 November 2026.**

6. REPORTING

- After every activity, a detailed report must be submitted to IRSA within 48 hours thereof unless there are any exceptional circumstances preventing the Service Provider from doing so, in which case, written notice must be provided to IRSA as soon as reasonably possible setting out the exceptional circumstances.
- Reports should be written in the standard aligned with that of IRSA and submitted on the agreed timeframe.
- The Service Provider shall submit quarterly reports, the reporting template shall be provided by IRSA.
- The Service Provider should submit separate reports specific to the event i.e. incubation reports should not be combined with the acceleration reports,
- Ensure that the reports submitted are accompanied by the necessary supporting documents, including signed registers and attendance lists, photographs, and any other pertinent records,
- Submit a detailed training report to IRSA for review and approval,
- Provide a detailed implementation plan indicating of all activities of the training as per identified needs,
- Any deviation in this regard should be reported to IRSA immediately for record purposes.

7. EXPECTED DELIVERABLES

7.1. Baseline Survey and Participation Selection:

- Workshops / awareness campaigns conducted with priority given to the beneficiaries under IRSA's Orphans Support Program – IRSA
- Share the link and cards with interested or affected parties with the similar interest of this Project within the region of operation,
- Submit a recruitment report and list of selected Participants for the proposed Project indicating the number of OSP beneficiaries,
- Provide both hard copy and digital versions of all training materials and manuals to IRSA. The Service Provider will be required to present these materials and clearly outline how they intend to utilise them in the implementation of the Project.

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- Complete approved Baseline Survey, to establish where Youth Participants are at in their entrepreneurial journey, the baseline information is not just limited to the business, establish personal baseline data

7.2. Participation, Engagement and Documentation:

- Develop a risk management plan inclusive of mitigation strategy for the successful facilitation of all processes.
- Ensure that Participants are invited to all trainings, events, and Project-related activities, and that attendance registers are maintained,
- Collect and submit written strategic personal plan from all 100 Participants,
- Obtain written united professional business and initiative plans both soft and hard copies of all the Participants before Incubation Phase I for approval,

7.3. Logistics and Operations:

- Book training venues and catering aligned with IRSA budget and standards.
- Conduct thorough training sessions on 100 Participants in WC within the specified timeframe.

7.4. Incubation and Mentorship:

- Conduct training and sourcing of relevant mentoring resources for all activities.

7.5. Acceleration

Conduct a needs analysis and successfully coordinate the acceleration of 12 businesses formed within WC from IDP phase 1.

8. REQUIREMENTS OF A SERVICE PROVIDER

This call for training is only open for registered institutions/companies who are qualified trainers/facilitators and hold a qualification in capacity building, business development/initiative, development & management, strategic and leadership, mentoring etc. or any related field but have high capabilities of meet the following criteria:

- Accreditation: Possess accreditation or certification for conducting training in the relevant fields.
- Qualifications: Qualified team in business development, education, or social sciences
- Accredited training would be an added advantage
- Experience: Have an extensive experience in conducting training for a large group of individuals; supported by comprehensive Curriculum Vitae demonstrating their track record.
- Understanding of business management: Possess a strong understanding of business management principles.
- Practical Training Approach: demonstrate the capabilities of conducting training more on practical to enhance Participants' competent.

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- Language Skills: Fluent in both speaking and writing English, and the ability to converse in both isiXhosa and Afrikaans.
- Reporting and Presentation Skills: Exhibit excellent reporting and presentation skills providing IRSA with regular feedback.
- Communication and Organizational Skills: Display good communication, organizing, planning and management skills,
- Representative Availability: Make a representative available to present the overall vision/ scope of executing the duties to IRSA before commencing with all the activities of this Project.
- Documentation Compliance: Provide all the required documentation prior to the commencement of the Project, and during all phases inclusive of reports.

Key Personnel: The Service Provider shall not replace, remove, or reassign any key personnel without the prior written approval of IRSA. Any request for replacement must be submitted in writing, clearly stating the reasons for the proposed change and accompanied by the curriculum vitae and relevant qualifications of the proposed replacement personnel.

9. PROPOSALS

The Service Provider shall prepare and submit both the technical and financial report. IRSA expects from the Service Provider an integrated technical and written proposal inclusive of the following:

9.1. The technical proposal

- Institution/Company's registration documents including Tax compliance and accreditation,
- Institution/ Company profile demonstrating experience and competence in the field,
- Comprehensive report detailing the breakdown of the training as required by IRSA,
- Timeframes and duration of the training/workshops and boot camps clearly stated, and
- A detailed methodology with the implementation plan should form part of the submission to determine if the plan is feasible – training and mentorship plan should form part of this.
- Quality Assurance Measures: Outline the quality assurance measures that will be implemented to ensure the delivery of high-quality training. This may include regular assessments, feedback mechanisms, and continuous improvement strategies.
- Sustainability Plan: Present a sustainability plan that outlines how the training program will be sustained beyond the Project duration. This can include strategies for building capacities, leveraging partnerships, and securing funding or resources for future training and businesses.
- Proposal must have a minimum of 3 references and previous experience portfolio detailing work undertaken for other entities/organizations, including contract value and duration.
- References should also include contact information (name of organization/reference, positions, and relationship to Service Provider).

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9.2. Ethical Considerations

- Demonstrate a commitment to ethical practices, including safeguarding and ensuring the well-being of the Participants. Provide a clear policy statement and procedures for handling any ethical issues or concerns that may arise during the training program.

9.3. A financial proposal

- All the costs indicated in this proposal shall be aligned with all the activities of the training. The financial proposal will be quoted in South African Rand (ZAR) as reflected in Annexure C.

10. EVALUATION OF PROPOSALS

The evaluation of proposals will consider both the quality and cost aspects, with a total score calculated based on a comprehensive assessment. The Technical Proposal will carry greater weight in the evaluation process, emphasizing its importance, while the Financial Proposal will also be considered as part of the overall evaluation.

Proposals submission deadline

All interested bidders are to submit their proposal on or before **29 July 2026**.

11. CONTRACT

As the contracting party, IRSA assumes full responsibility for all legal matters pertaining to this assignment.

12. METHOD OF PAYMENT

All Financial payments will be made in accordance with the records submitted, including the invoices and proof of tasks being carried out. IRSA shall not be held liable for any costs incurred during any stages of the Project, which was not part of the signed agreement. Therefore, the Service Provider will not be reimbursed for costs of such nature. No payment will be made for incomplete and/ or wrong information submitted to our office. Failure to comply will lead to any payment request of such nature being nullified and IRSA shall not be held accountable for such loss.

13. LEGISLATIVE FRAMEWORK OF THE BID

Technical Legislation and/or Standards

Bidder(s) should be cognisant of the legislation and/or standards specifically applicable to the services, especially in terms of the National Standards Act and the Occupational Health and Safety Act.

The tender will be conducted in accordance with the terms of this RFP and the laws of the Republic of South Africa.

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IRSA may cancel the tender at any time without prior notice for any reason whatsoever, and may disqualify any Bidder as provided for in this RFP. IRSA shall not incur any liability whatsoever in exercising any rights in terms of this or otherwise in terms of this RFP or the laws of the Republic of South Africa.

IRSA reserves the right to enter into other or additional agreements for the same, similar or dissimilar services at any stage, at its sole discretion.

Intellectual Property

All intellectual property, including but not limited to reports, surveys, training materials, templates, methodologies, data, documentation, and any other outputs developed, created, or generated by the Service Provider in the course of performing the services under this Agreement (“**Project Outputs**”), shall vest in and remain the exclusive property of Islamic Relief South Africa (IRSA).

Notwithstanding the above, the Service Provider may retain ownership of its pre-existing intellectual property, provided that IRSA is granted a non-exclusive, perpetual, royalty-free license to use such pre-existing intellectual property insofar as it is incorporated into the Project Outputs.

14. ACCEPTANCE OF TERMS & CONDITIONS OF TENDER

The submission of a Bid by a Bidder implies full knowledge and acceptance of all the terms and conditions set out in this Request for Proposal, and all other documents related to this Request for Proposal.

15. COUNTER CONDITIONS

Bidders’ attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such bids.

16. DUE DILIGENCE

16.1 IRSA reserves the right to conduct supplier due diligence prior to final award and at any time during the contract period. This may include but is not limited to conducting site visits at the bidder’s corporate offices and requests for additional information.

16.2 The bidder is responsible for its own due diligence investigation in connection with the Service and all matters relating to this RFP. Neither IRSA nor any of its officers, employees, agents or advisers make any representation

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or warranty, express or implied, concerning any matter affecting the Service, other than the representations and undertakings of IRSA set out in the Service Agreement.

- 16.3 The Service Provider shall, with due care and diligence, execute and maintain the service and provide all labor, materials, equipment, transportation, and other facilities necessary to substantially complete the service by the planned completion date, and in accordance with the requirements, documents and the standards defined by it.
- 16.4 The Service Provider shall take full responsibility for the adequacy, stability, and safety of all site operations and for the security of the sites, including the security of all materials stored or used on the site.

17. SUBMISSION OF PROPOSALS

- 17.1 Bid documents must be submitted via email to tenders@islamic-relief.org.za by no later than **29 July 2026** at 16h00 (SAST) (the “Closing Date”). Any bid received after the Closing Date shall be regarded as a late submission and may not be accepted or considered by IRSA.
- 17.2 The Service Provider should be a South African registered institution/service provider with proven qualifications and experience to manage and implement the Integrated Development Programme - Youth Empowerment (Phase 2) on behalf of Islamic Relief South Africa.
- 17.3 Bidders are requested to initial each page of the tender document on the bottom right-hand corner.
- 17.4 Questions must be submitted to IRSA.Procurement@islamic-relief.org.za no later than **21 July 2026**. Responses will be shared publicly with all interested bidders.
- 17.5 IRSA reserves the right, at its sole discretion, to request written clarification from a bidder, or to permit a bidder to rectify purely administrative or clerical defects in its bid, provided that such clarification or rectification does not alter the substance of the bid or the technical proposal, and does not confer any competitive advantage or preferential treatment to the bidder.
- 17.6 Failure by a bidder to provide the requested clarification or to rectify the identified administrative defect as per 17.5 above, within the time period specified by IRSA, may result in the bid being rejected or disqualified from further evaluation, where IRSA determines that the defect is material or renders the bid incapable of proper evaluation.

18. PRESENTATION / DEMONSTRATION

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IRSA reserves the right to request presentations/demonstrations from the short-listed Bidders as part of the bid evaluation process.

19. DURATION OF THE CONTRACT

The Project is to start and end as per the date agreed on in the Service Level Agreement. The Project shall not exceed 30 November 2026. The Project shall be under the control of the designated representative(s) appointed by Islamic Relief South Africa. The designated representative(s) shall appoint one or more technical supervisors who shall be responsible for the management and direction of the Project on-site and shall approve all supplied materials, works, and measurements conducted by the bidder and his team of workers on the Project.

20. BENEFICIARY SAFEGUARDING REQUIREMENT

- 20.1 Full compliance with Islamic Relief World Wide's Data Protection Policy, the Protection of Personal Information Act, 2013 (POPIA), and all other applicable South African data protection regulations shall be maintained. Islamic Relief South Africa (IRSA) upholds the highest standards of safeguarding and protection for all individuals, particularly vulnerable community members, throughout the implementation of this Project. All contractors and personnel involved in the services rendered in the Western Cape must act in strict adherence to IRSA's Safeguarding Policy, which emphasizes zero tolerance for abuse, exploitation, misconduct.
- 20.2 All data processing will align with POPIA's key principles, including accountability, processing limitation, purpose specification, security safeguards, and data subject participation.
- 20.3 Given the direct interaction with Youth, many of whom may be vulnerable the selected Service Provider must implement robust safeguarding measures throughout the Project. This includes briefing all Participants on expected conduct, ensuring no individual enters an unknown venue alone, and providing clear, anonymous channels for Participants to report concerns. To reinforce these expectations, all staff including facilitators must attend a compulsory one-hour safeguarding training session facilitated by Islamic Relief South Africa before beginning any training. Attendance will be documented, and adherence to the safeguarding protocol will be monitored throughout phase 2.

21. BIDDER INFORMATION

Section 1: Bidder Information

The Bidder must provide the following information in Section 1 of its Bid Submission, labelled "Section1: Bidder Information":

- name, address, telephone and email address of the Bidder and the trading name of Bidder if different from its registered name;

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- the names of the directors, members or partners and their experience, areas of expertise and areas of responsibility in relation to the Service;
- if the Bidder is a partnership, close corporation or company;
- Bidder company profile;
- the registration number (if a company or close corporation);
- a copy of the memorandum and articles of association, or memorandum of incorporation (or equivalent constitutional documents);
- a tax-clearance certificate of the Bidder;
- Proof of VAT registration of the Bidder;
- the last two years' audited annual financial statements if the bidder is a company or 2 years independently prepared financial statements for smaller entities;
financial statements if a sole proprietor;
- In the absence of 2 years independently prepared financial statement for smaller entities, copies of latest 3 months bank statements may be submitted as alternative proof of financial capacity;
- Submission of a letter from the banking institution of the bidder stating account is active, not older than 3 (three) months;
- Proof of relevant qualifications of the lead technical member as well as the proposed technical team members.

Section 2: Bidder's experience, proposed method statements & resources

The Bidder must provide the undermentioned information in Section 2 of its Bid submission, labelled Section2: Bidder's experience, proposed method statements & resources. Each of the items listed must be addressed in sufficient detail to satisfy the requirements of this Request for Proposal. It must be clearly demonstrated that the proposed operation has been thought through, is logical and will be effective.

22. EVALUATION SCORING CRITERIA

22.1. Training Expertise 25%

This category assesses the bidder's capacity to carry out the full scope of the Project to professional standards.

Relevant Experience: The bidder must provide verifiable documentation of prior experience conducting training in capacity building, business development, leadership, and mentoring, with a strong track record in incubation and acceleration of Youth-led projects, particularly with proven experience in conducting training for large Youth-led groups (100+). This includes a portfolio of completed projects, references, and photographs or reports showcasing previous work. Preference will be given to bidders who demonstrate understanding of business management, entrepreneurship,

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and Youth development. The bidder should demonstrate multilingual proficiency, particularly in English, Afrikaans, and isiXhosa, to ensure effective communication, inclusivity, and meaningful engagement with diverse Youth Participants.

Personnel Competence: Bidders must submit CVs, trade certificates, and professional registrations of all personnel involved. Personnel should have formal qualifications relevant to the different stages of the programme which will encompass interpersonal and professional skills development, entrepreneurship, business and leadership planning skills training amongst others.

Standards Proficiency: The bidder should be able to articulate and demonstrate operational familiarity with key national standards. This should be evidenced through training logs, standard-operating procedures, and practical implementation in similar contexts.

22.2. Methodology and Approach 20%

This section evaluates how the bidder intends to carry out the services rendered throughout phase 2. A detailed methodology with the implementation plan should form part of the submission to determine if the plan is feasible – training and mentorship plan should form part of this.

Community Engagement Strategy: Bidders must outline how they intend to deliver training via structured boot camps (five stages) and continuous workshops with Youth in Western Cape; lend theoretical and practical approaches, ensuring hands-on learning; provide incubation and acceleration for both new and existing Youth projects; implement structured mentorship with tailored matching of mentors to business sectors; use civic engagement activities to strengthen social cohesion and leadership; clear monitoring framework with KPIs, progress tracking, and adaptive learning. This includes awareness campaigns, prior notice of Youth activities and culturally sensitive approaches that minimize resistance and maximize participation.

Monitoring and Reporting Tools: The bidder must describe how implementation progress will be tracked and reported to IRSA. This includes regular reporting will be provided on a weekly, monthly, quarterly, and final basis, with all necessary supporting documentation. A dedicated representative will liaise with Islamic Relief South Africa (IRSA) to ensure smooth communication and strict adherence to the Project timelines.

22.3 Project Management 20%

Evaluates the bidder's ability to manage the Project effectively within time and scope.

Sub-Criteria:

Project Oversight: The bidder will be responsible for planning, managing, and coordinating all phases of the Project, including Youth participation, training, incubation, and acceleration.

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Timeline and Resource Plan: This will involve developing detailed training schedules, securing suitable venues, and overseeing all logistics such as catering and materials.

Bidder should submit CV's of staff that will manage the Project and CV's of staff that compile M&E reporting. Provide a detailed implementation and close out plan.

22.4. Cost Effectiveness 10%

Assesses whether the bid represents good value for money while still maintaining quality.

Sub-Criteria:

Pricing Transparency: Bidders must submit a financial proposal that include a clear, itemized budget aligned with the planned activities with a transparent breakdown of costs per activity, such as boot camps, incubation, acceleration, and reporting, this will ensure accountability.

Comparative Value: The evaluation will compare submitted pricing to industry benchmarks, historical IRSA procurement costs, and national averages for efficient resource allocation. Value for money will be emphasized through the delivery of high-quality training, mentorship, and logistical support at competitive costs,

Flexibility & Scalability: The cost structure must allow for adjustments where necessary, accommodating changes in participant needs or Project requirements without compromising the quality of outcomes. The financial plan should reflect the capacity to scale activities, such as expanding workshops or mentorship support, to accommodate Youth and Project demands while maintaining cost efficiency.

22.5. Compliance & Legal Requirements 10%

Ensures the bidder meets all legal, statutory, and policy requirements.

Sub-Criteria:

Corporate Documentation: The bidder will submit all required corporate documents, including company registration, tax clearance certificates, accreditation credentials, and proof of legal standing, to verify organizational legitimacy and capacity to deliver the Project.

Regulatory Conformity: All activities will be implemented in alignment with South African laws and regulations governing training, capacity building, and Youth development initiatives. This includes compliance with labour laws, financial reporting standards, and contractual obligations. Compliance with relevant body: The Service Provider will adhere to

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the policies, guidelines, and contractual terms of Islamic Relief South Africa (IRSA) as outlined in the Service Level Agreement. This includes meeting all reporting, quality assurance, and ethical standards set forth by IRSA.

Health and Safety Policy: A clear health and safety policy will guide all Project activities, ensuring that venues, training sessions, and Youth engagements meet regulatory standards. This includes risk assessments, emergency preparedness procedures, and adherence to national health and safety requirements to safeguard both Participants and staff.

22.6. Financial Stability 10%

Assesses the bidder's financial health to ensure sustainability of service delivery. The bidder must demonstrate the ability to manage funds responsibly through sound financial management practices and transparent reporting. This includes providing evidence of previous projects of similar scope, contract value, and duration, supported by references that confirm capacity and reliability.

Sub-Criteria:

Audited Financials: The bidder will submit up-to-date audited financial statements as proof of sound financial standing, ensuring accountability and compliance with recognized accounting practices.

Liquidity Measures: Clear evidence of liquidity, such as bank statements or financial ratios, will be provided to demonstrate the bidder's capacity to meet short-term obligations and ensure uninterrupted delivery of Project activities.

Risk Absorption Ability: The financial structure must reflect the ability to absorb unforeseen risks or cost escalations without compromising Project quality or delivery. This ensures resilience against disruptions and strengthens the Service Provider's credibility.

Standards Referenced: All financial reporting will comply with recognized standards such as International Financial Reporting Standards (IFRS) or other applicable South African financial regulations. Transparent reporting, supported by invoices and proof of deliverables, will be mandatory.

In line with IRSA requirements, no liability will be assumed for unapproved or unbudgeted costs, and all expenditures must strictly adhere to the agreed financial framework.

22.7. Sustainability and Social Responsibility 5%

The Service Provider will present a comprehensive sustainability plan that ensures the long-term impact of the Project beyond its immediate implementation. This includes strengthening Youth capacity through ongoing mentorship, building strategic partnerships with community organizations, and equipping Participants with skills that enable them

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to sustain businesses and social enterprises. By embedding civic engagement and social cohesion initiatives, Youth will be encouraged to actively participate in their communities, fostering leadership, responsibility, and inclusivity.

Sub-Criteria:

Community Support: A strong emphasis will be placed on aligning Project activities with the needs of local communities to ensure relevance and impact. By engaging stakeholders such as community leaders, institutions, and local businesses, the programme will create platforms for collaboration, resource sharing, and continued support for Youth-led initiatives.

Standards Referenced: All sustainability measures will be guided by recognized frameworks and standards, including alignment with the United Nations Sustainable Development Goals (SDGs), specifically SDG 8 (Decent Work and Economic Growth), SDG 10 (Reduced Inequalities), and SDG 1 (No Poverty). Ethical practices and safeguarding principles will underpin every stage of the Project to ensure inclusivity, fairness, and accountability.

22.8. Presentation by Shortlisted Bidders'

The Shortlisted bidders' will be required to present their methodology and approach to a panel of Islamic Relief South Africa representatives.

Below is the scoring matrix that presentations will be scored against.

Criteria	Description	Weighting
Problem Understanding	Demonstrates a clear understanding of the Project, objectives, scope, and key stakeholders.	15
Methodology Design	Presents a logical, structured, and appropriate methodology for the Project.	25

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Analytical Frameworks & Tools	Effective use of relevant frameworks, models, data collection methods, and analytical tools.	15
Approach Justification	Clearly explains why the chosen approach is suitable and how alternatives were considered.	10
Implementation Plan	Defines phases, milestones, deliverables, responsibilities, and timelines.	10
Risk Assessment & Mitigation	Identifies potential risks, assumptions, constraints, and mitigation strategies.	10
Communication & Presentation Quality	Clear structure, logical flow, professionalism, and effective visual aids.	10
Response to Questions	Demonstrates depth of understanding and ability to defend the methodology.	5
TOTAL		100

23. EVALUATION AND SELECTION CRITERIA

IRSA has set minimum standards (Gates) that a bidder needs to meet in order to be evaluated and selected as a the Service Provider. The minimum standards consist of the following:

Pre-qualification Criteria (Gate 0)	Technical Evaluation Criteria (Gate 1)	Price (Gate 2)
Bidders must submit all documents as outlined in Clause 15.1 (Table 1) below. Only bidders that comply with ALL these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum of 80 points out of 100 points to proceed to Gate 2 (Price).	Bidder(s) will be evaluated out of 100 points and Gate 2 will only apply to bidder(s) who have met and exceeded the threshold of 80 points.

23.1. Gate 0: Pre-qualification Criteria

Without limiting the generality of IRSA's other critical requirements for this Bid, bidder(s) must submit the documents listed in **Table 1** below. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal may be disqualified for non-submission of any of the documents.

Table 1: Documents that must be submitted for pre-qualification.

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Document that must be submitted	Non-submission may result in disqualification?	
Tax Clearance Certificate	YES	Recent Tax clearance certificate and/or PIN
Declaration of Interest – SBD	YES	Complete and sign the supplied pro forma document. Annexure B
Accreditations and certificates	YES	Proof of accreditations and copies of certificates relating to Youth training and development
Submission of Company Profile	YES	Complete company profile as per requirements in Clause 21
Relevant qualifications	YES	Proof of qualifications and complete courses for the facilitators and team members
Letter from the banking institution showing account is active	YES	The letter must not older than 3 (three) months.
Financial statements	YES	2 years audited annual financial statements if a company or 2 years annual financial statement if a sole proprietor
Returnable Tables	YES	Tables (a), (b) and (c)
Reference/Recommendation letters	YES	Minimum 3 (three) recommendation letters including contact person, contact numbers and email addresses.
The bidder's past and current experience	YES	Minimum experience in 3 (three) projects. Annexure A: Returnable Table C
Risk Management Plan	YES	The bidder must submit a risk management plan for this proposal (Refer to scope of work)
Detailed Proposal	YES	Detailed proposal outlining approach, training methodology, detailing training objectives and processes.
Acceleration Plan	YES	The bidder must submit an acceleration plan for this proposal
Pricing Schedule	YES	Submit full details of the pricing proposal as per Annexure C
Bidder's Checklist	YES	Submit checklist as per Annexure D

23.2. Gate 1: Technical Evaluation Criteria = 100 points

All bidders are required to respond to the evaluation criteria scorecard and compliance checklist.

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Only Bidders that have met all the requirements in terms of compliance and completeness of the submitted proposal as per the above mandatory requirements in the Pre-Qualification Criteria in (Gate 0) will be evaluated in Gate 1 for functionality. Functionality will be evaluated as per the table below:

Functionality Criteria	Maximum Weighting Score
Training Expertise	25
Methodology and Approach	20
Project Management	20
Cost Effectiveness	10
Compliance & Legal Requirements	10
Financial Stability	10
Sustainability and Social Responsibility	5
Overall combined points	100

23.3. Gate 3: Price = 100 points

Only Bidders that have met the 80-point threshold in Gate 1 will be evaluated in Gate 3 for Price.

Bidders must submit their Pricing Schedule as per Annexure C.

The final award recommendation will be made based on a combined assessment of the bidder's presentation performance and price, with due consideration given to overall value for money and the bidder's demonstrated ability to deliver the Project

- The Service Provider is required to advise IRSA of any new professional staff members appointed during the contract term to attend to IRSA's instructions and shall furnish IRSA with a short CV, including the appointee's applicable category, prior to such new appointee commencing work on an IRSA matter.
- Due diligence tests for reasonableness of price:
 - IRSA conducts fair market-related pricing tests to arrive at an opinion of reasonableness of the bid price offered. Where these tests reflect defective pricing or pricing outside of the fair market-related price range or outside the budget reserved by IRSA, the evaluators will recommend price negotiation with the winning bidder to bring the price within the fair market-related price range as tested.

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- Where the winning bidder does not want to participate in the price negotiation or provide a fair market-related price, IRSA cancels the award and commences price negotiations with the second bidder in the price/preference ranking.

24. SERVICE LEVEL AGREEMENT

- 24.1 Upon award IRSA and the Service Provider will conclude a service level agreement (the “**Service Level Agreement**”) regulating the specific terms and conditions applicable to the services being procured by IRSA.

25. SPECIAL CONDITIONS OF THIS BID

IRSA reserves the right:

- 25.1. To award this tender to a bidder that did not score the highest total number of points.
- 25.2. To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
- 25.3. To accept part of a tender rather than the whole tender.
- 25.4. To carry out site inspections, service evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- 25.5. To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
- 25.6. To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.

26. DECLARATION OF BIDDER

In the Bidder’s Technical response, bidder(s) are required to declare the following:

- 26.1. Confirm that the bidder(s) is to: –
 - 26.1.1. Act honestly, fairly, and with due skill, care and diligence, in the interests of IRSA;
 - 26.1.2. Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
 - 26.1.3. Act with circumspection and treat IRSA fairly in a situation of conflicting interests;

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- 26.1.4. Comply with all applicable statutory or common law requirements applicable to the conduct of business;
- 26.1.5. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with IRSA;
- 26.1.6. Avoidance of fraudulent and misleading advertising, canvassing and marketing;
- 26.1.7. To conduct their business activities with transparency and consistently uphold the interests and needs of IRSA as a client before any other consideration; and
- 26.1.8. To ensure that any information acquired by the bidder(s) from IRSA will not be used or disclosed unless the written consent of the client has been obtained to do so.

27. INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, IRSA incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds IRSA harmless from any and all such costs which IRSA may incur and for any damages or losses IRSA may suffer.

28. PRECEDENCE

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

29. LIMITATION OF LIABILITY

A bidder participates in this bid process entirely at its own risk and cost. IRSA shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

30. CONFIDENTIALITY

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with IRSA's examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. Reproduction is allowed solely for the purposes of bid preparation and internal bidder review. This bid and any other documents

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supplied by IRSA remain proprietary to IRSA and must be promptly returned to IRSA upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

31. AVAILABILITY OF FUNDS

Should funds no longer be available to pay for the execution of the responsibilities of this bid, IRSA may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the Service Provider who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the Service Provider shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

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**Annexure A1
Returnable Table (a)**

BIDDER'S TEAM LEADER EXPERIENCE:

Table (a) details of the team leaders current and past experience in the service categories the bidder is bidding for

Name	Years of experience	Position / Designation	Qualifications	Relevant Experience	
				Project details and relevant period	Description of services rendered and extent of the team leader's responsibility

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Annexure A2

Returnable Table (b)

BIDDER'S LIST OF TEAM MEMBER'S EXPERIENCE:

Table (b) list of the team member's current and past experience in the service categories the bidder is bidding for:

Name	Years of experience	Position / Designation	Qualifications	Relevant Experience	
				Project details and relevant period	Description of services rendered and extent of the team member's responsibility

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Annexure A3

Returnable Table (c)

BIDDERS CAPACITY:

Table (c) details of the bidders current and past experience

Client Name	Transaction Description	Transaction Value	Project period (Start and End Dates)	Description of service performed and extent of Bidder's responsibilities

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Annexure B

DECLARATION OF INTEREST

1. Any legal person, including persons employed by Islamic Relief South Africa (IRSA), or persons having a kinship with persons employed by Islamic Relief South Africa, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by IRSA, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- the bidder is employed by IRSA; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

.....

2.3 Position occupied in the Company (director, trustee, shareholder).....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

.....

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2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / Board of Directors / members, their individual identity numbers, tax reference numbers and, if applicable, employee numbers must be indicated in paragraph 3 below.

2.7 Are you or any person connected with the bidder presently employed by IRSA **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / board of directors/ member:

Position occupied in IRSA:

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by IRSA, did you obtain **YES / NO**
the appropriate authority to undertake remunerative
work outside employment of IRSA?

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**

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trustees / shareholders / members or their spouse's conduct
business with IRSA in the previous twelve months?

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have
any relationship (family, friend, other) with a person
employed by IRSA and who may be involved with
the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder,
aware of any relationship (family, friend, other) between
any other bidder and any person employed by IRSA
who may be involved with the evaluation and or adjudication
of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

YES/NO

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2.11.1 If so, furnish particulars:

.....

.....

.....

3. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number

4. Compliance Declaration

The bidder confirms that the company:

- Is not involved in any illegal activities;
- Does not support or engage in activities considered unlawful under South African law or international law;
- Does not support or engage in terrorist activities or financing of terrorism;
- Complies with Islamic Relief South Africa's zero-tolerance policy on fraud, corruption, and bribery;
- Complies with safeguarding, protection, and ethical standards required by Islamic Relief South Africa.

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5. DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT IRSA MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

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Annexure C

PRICING SCHEDULE AS PER SCOPE OF WORKS

- Fill in attached excel spreadsheet

IDP YOUTH STAGE BREAKDOWN PHASE 2			Transport			Venue		Catering			Hourly Rate			Total
Activity	Days	Region	Unit Cost	Target No.	Total	Unit Cost	Total	Unit Cost	Target No.	Total	Unit Cost	Hours	Total	Total
Material Costs (100 youth) (tr	N/A	1	Lumpsum											
Youth Selection														
Baseline Survey	1	1		100	R -		R -		100	R -		5	R -	R -
Acceleration IDP (Phase 1 youth)	10	1		13	R -		R -		13	R -		5	R -	R -
Bootcamp 1	2	1		100	R -		R -		100	R -		5	R -	R -
Boot Camp 2	4	1		100	R -		R -		100	R -		5	R -	R -
Youth Engagement1	1	1	Based on approved plan for the activity and subsequent evidence of actual expenditure incurred but limited to R15000											
Boot Camp 3	3	1		100	R -		R -		100	R -		5	R -	R -
Pre Incubation (pitch)	1	1		100	R -		R -		100	R -		5	R -	R -
Youth Engagement2	1	1	Based on approved plan for the activity and subsequent evidence of actual expenditure incurred but limited to R15000											
Incubation 1	4	1		50	R -		R -		50	R -		5	R -	R -
Boot camp 4	4	1		50	R -		R -		50	R -		5	R -	R -
Boot Camp 5	5	1		50	R -		R -		50	R -		5	R -	R -
Pre Incubation 2	1	1		50	R -		R -		50	R -		5	R -	R -
Incubation 2	8	1		50	R -		R -		50	R -		5	R -	R -
Youth Engagement3	1	1	Based on approved plan for the activity and subsequent evidence of actual expenditure incurred but limited to R15000											
Acceleration IDP (Phase 2 youth)	5	1		12	R -		R -		12	R -		5	R -	R -
Youth Engagement4	1	1	Based on approved plan for the activity and subsequent evidence of actual expenditure incurred but limited to R15000											
Total	52											Total	R -	-

Acceleration IDP Phase 1 and
Bootcamp 1 to run
Concurrently

<https://docs.google.com/spreadsheets/d/1HFbe1qMmBqiAh4pWEHF5FpXP8tqHgmTU/edit?usp=sharing&ouid=114306750572399088965&rtpof=true&sd=true>

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Annexure D

Document Submission Checklist

Documents	Tick
Invitation to Bid	
Bidder Company Information as per	
Tax Clearance Certificate	
Declaration of Interest – SBD	
Accreditations and certificates	
Submission of Company Profile	
Relevant qualifications	
Letter from the banking institution showing account is active	
Financial statements	
Returnable Tables	
Reference/Recommendation letters	
The bidder's past and current experience	
Proposal on methodology and resources	
Proposal on customized Youth development training programme	
Pricing Schedule	

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Annexure E

Islamic Relief SA Procurement Guidelines

PROCUREMENT THRESHOLDS	
THRESHOLD VALUES	NUMBER OF QUOTES
R 0.01 – R 5000.00	1
R 5001.00 – R20 000.00	2
R20 001.00 – R100 000.00	3
R100 001.00 – R250 000.00	*BEC required to continue procurement process
>R250 000.00	Tender request *BEC – Bid Evaluation Committee

1. Quotations must be like-for-like.
2. Quotations must be in writing.
3. The supplier with the most cost-effective quotation, bearing in mind the qualitative and quantitative aspect in relation to the item/service, will be considered and the price must be within the budget allocation.
4. Goods Received notes (or equivalent thereof) must be signed by the supplier and the organisation's representative and submitted as supporting documentation and as evidence that the services or goods have been received, are according to specification and in good order.
5. Tax invoices must also be requested and submitted as supporting documentation.