CALL FOR SUBMISSION OF BUSINESS PLANS
OPERATION OF AN EARLY CHILDHOOD DEVELOPMENT (ECD) CENTRE IN BOSASA (WARD 114)

The City of Cape Town's Community, Arts and Culture Department hereby invites fully registered, compliant and fully operational non-profit organizations (NPOs) within the early childhood development (ECD) sector to submit detailed business plans for the operation and management of a City-owned ECD Centre located in Bosasa (Ward 114). The successful applicant will enter into a formal facility management agreement (FMA) with the City of Cape Town.

Business plan requirements

- Be formally registered as an NPO and in good standing
- Detailed age-appropriate daily ECD programme
- Operational plan including staffing model
- Financial management and budgeting plan
- Sustainability and fundraising strategy
- Sound good governance practices - demonstrate that the organisation operates as a structured NPO and not as an individually controlled entity
- Community engagement and stakeholder involvement plan

Business plan supporting documents

- Valid NPO registration certificate.
- Signed NPO constitution
- Updated management/board structure details
- Minutes of at least the last two board/committee meetings
- Proof of most recent AGM
- Latest annual report and financial statements
- ECD learning/daily programme
- CVs of ECD practitioners with certified qualifications
- Principal CV and NQF5 (Level 5) qualification
- Certified copies of South African identity documents of principal and educators
- Valid clearance certificates of all staff in terms of the Children's Act Regulations
- Provide proof of membership in a recognized ECD Forum within the area
- Letter of recommendation from a recognized Mfuleni/Bosasa community structure.

Selection Process

The City of Cape Town is required to follow supply chain management (SCM) processes in the evaluation and appointment of external registered NPOs operating from City-owned facilities.

Preference will be given to NPOs with a proven track record in ECD service delivery within Bosasa (Ward 114), demonstrating strong governance, compliance, and financial accountability. This preference will, however, not exclude other fully compliant NPOs operating within Bosasa but outside Ward 114 from consideration, provided that they meet all application requirements and adjudication criteria.

Submission of Business Plans

Business plans for the operation of the early childhood development (ECD) Centre can be submitted as follows:

Submission method	Date	Time	Venue
Hand delivery	18 May 2026	by 12:00	Cape Town Civic Centre: Second floor, Security desk, Submission box available with Security.
			Kuilsriver Subcouncil offices: Submission box available with Security.
Email	18 May 2026.	by 12:00	CACD.ECD@capetown.gov.za

Enquiries contact
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CITY OF CAPE TOWN
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