

ANNEXURE A – INSTRUCTION TO BIDDERS: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR RESOURCE MOBILISATION OF SOUL CITY INSTITUTE IN RELATION TO THE ACCELERATION OF RESOURCE MOBILISATION WITHIN SOUL CITY INSTITUTE FOR A PERIOD OF THREE (03) YEARS

In submitting their tenders, Bidders must respect all instructions, formats, terms of reference, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

1. SERVICES TO BE PROVIDED

The services required are fully described in the Terms of Reference attached as Annexure B. Bidders must respond to all requirements outlined in Annexure B in their Technical Proposal. Soul City Institute intends to appoint a panel of suitably qualified service providers. Appointment to the panel does not guarantee a minimum volume of work, nor does it confer exclusivity.

1.1. Commission Structure

This is an income-generating tender. Bidders are not required to submit a priced financial proposal. Bidders must formally accept the fixed commission fee of 10% on cash donations and/or sponsorships raised directly by the bidder on behalf of Soul City Institute. No commission will be payable on in-kind donations or third-party referrals. Acceptance of the commission structure is a mandatory eligibility requirement and is not subject to scoring.

2. TIMETABLE

Activity	Deadline date
Advertisement of Tender	06 February 2026
Non-Compulsory Virtual Tender Briefing: https://teams.microsoft.com/meet/31788198958422?p=UDQjxD1wPiSVQqVPH3	11 February 2026 @ 12:00
Deadline for Written Questions:	13 February 2026 @ 12:00
Soul City Response to Questions:	16 February 2026 @ 16:00
Tender Submission Deadline:	20 February 2026 @ 16:00
Bid Evaluation:	24 February 2026
Presentations (If applicable)	27 February 2026
Notification of Award / Regrets	27 February 2026
Contracting and Project Initiation	01 March 2026

3. **PROPOSAL OFFER TO SOUL CITY**

The Bidder must provide one proposal, covering the following sections:

- **Technical Offer**
 - A detailed response to all requirements set out in Annexure B (Terms of Reference) with supporting evidence and documentation as specified.
- **Commission Acceptance (Financial Offer)**
 - Formal confirmation of acceptance of the 10% commission structure for cash donations and sponsorships raised directly by the bidder.
 - Confirmation that no commission will be claimed on in-kind donations or third-party referrals.

4. **EVALUATION PROCESS**

Evaluation of bids will be conducted in two phases only:

Stage	Details
Phase 1	Eligibility / Pre-qualification criteria: Evaluate the bidders' eligibility based on company structure, documentation, and declaration of interest.
Phase 2	Technical / Functional evaluation: Evaluate the bidders' experience, methodology, and capacity to deliver.

4.1 **Phase 1: Pre-Qualification Process (Gate 0)**

Bidders will first be assessed against the pre-qualification (eligibility) requirements. *Failure to submit ALL the mandatory documents listed below may result in disqualification and exclusion from further evaluation.*

ELIGIBILITY / PRE-QUALIFICATION CRITERIA
<ul style="list-style-type: none">• Company profile or individual consultant profile• Company registration or proof of professional/individual registration, if applicable• Valid Tax Clearance Certificate or equivalent proof of tax compliance from the bidder's country of residence, if applicable• Proof of identity for individuals (passport or national ID)• Bank confirmation letter (not older than 3 months)• Proof of business or residential address• Signed Declaration of Interest Form (Annexure D)• Confirmation of acceptance of the 10% commission structure

4.2 Phase 2: Technical Evaluation (Gate 1) – [100 Points]

The minimum qualifying score for functionality is 70 out of 100 points. Soul City reserves the right to invite shortlisted bidders to present their technical proposals, where applicable.

TECHNICAL EVALUATION CRITERIA				
	Evaluation Criteria	Description	Weight	Scoring Guide
1.	Understanding of Scope & Service Delivery Model	Demonstrated understanding of SCI's resource mobilisation needs, donor landscape, and ability to deliver panel-based services. Evidence: narrative response aligned with Annexure B.	25	0–8: Limited. 9–17: Adequate. 18–25: Excellent
2.	Fundraising Experience & Evidence of Donor Engagement	Proven fundraising track record, including years of experience, reference letters, and documented cash donations/sponsorships raised.	35	0–10: No experience. 11–24: Some experience. 25–35: Strong track record
3.	Human Resource of Proposed Team	Experience and qualifications of the Team Leader, key personnel, or individual consultant. Evidence: CVs demonstrating relevant experience in fundraising/resource mobilisation	25	0–7: Weak. 8–17: Meets minimum. 18–25: Strong
4.	Methodology in Fundraising	Clear, practical, and results-oriented fundraising methodology, including approach, key activities, milestones, deliverables, and reporting	15	0–4: No/unclear plan. 5–10: Partial. 11–15: Comprehensive
TOTAL			100	

5. Submission of tenders

Proposals are to be electronically submitted to procurement@soulcity.org.za not later than the closing date which is the 20 February 2026 at 16:00.

6. Submission format

Bidders must submit a single consolidated proposal in PDF format, with a maximum length of 10 pages, excluding annexures such as compliance documentation. *All files submitted must be clearly labelled with the bidder's name and file content. Incomplete or unlabelled submissions may result in disqualification.*

7. Period during which tenders are binding

Bidders are bound by their tenders for 45 days after the deadline for the submission of tenders.

8. Alteration or withdrawal of tenders

Bidders may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Paragraph 5.

9. Costs for preparing tenders

No costs incurred by the tenderer in preparing and submitting the tender as well as attending the interview shall be reimbursable. All such costs shall be borne by the tenderer.

10. Ownership of tenders

The contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, Bidders have no right to have their tenders returned to them.

11. Confidentiality

The entire evaluation procedure, from the drawing up of the shortlist to the signature of the contract, is confidential. The Bid Evaluation Committee's decisions are collective, and its deliberations are held in closed session.

The evaluation reports and written records are for official internal use only and may not be communicated to either the Bidders or to any other party.

12. Question Submission

All questions relating to the tender must be submitted to procurement@soulcity.org.za