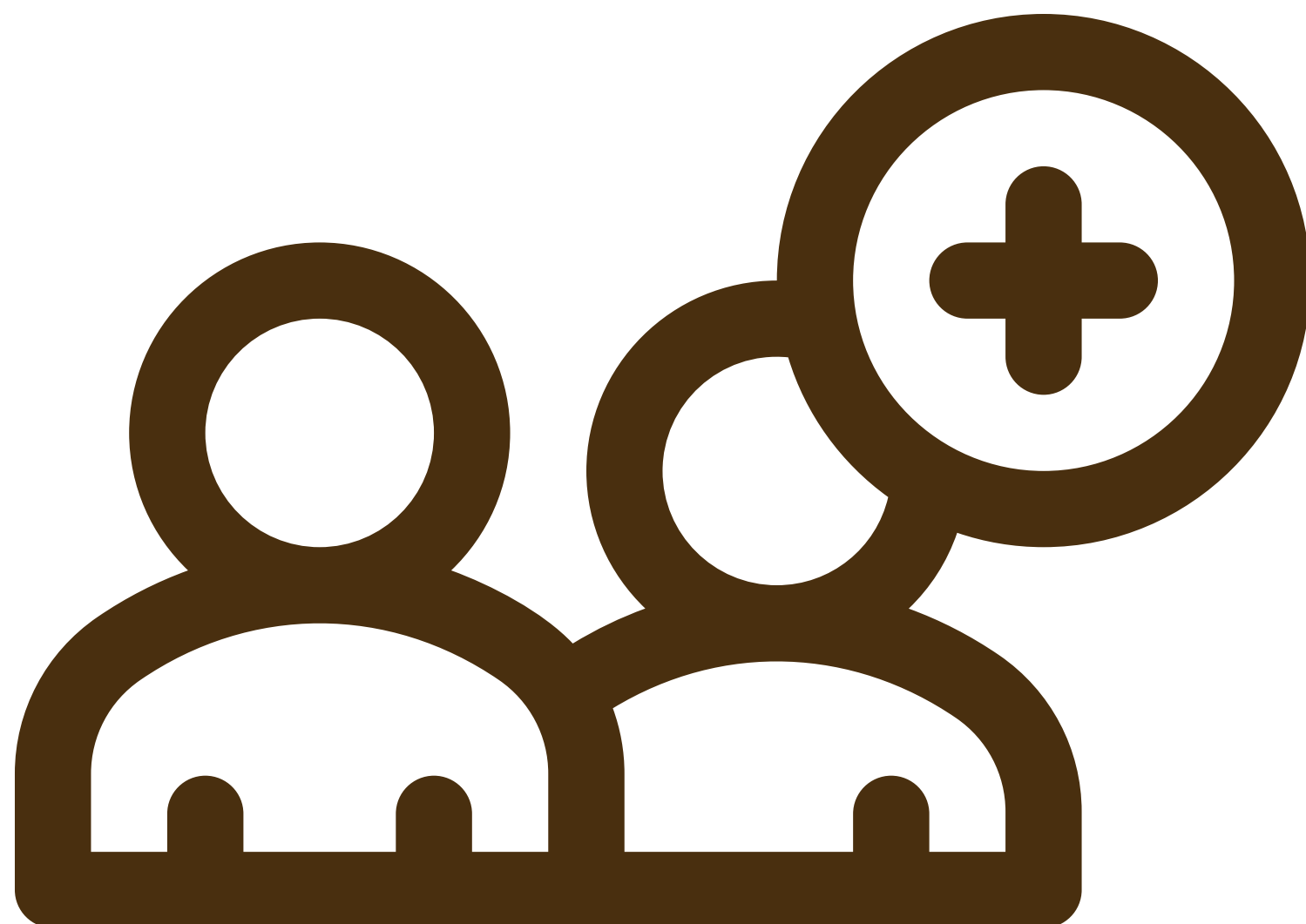
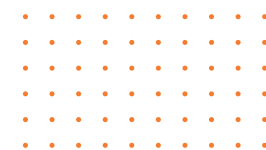


# Navigating Requests for Proposals (RFPs)

## Toolkit

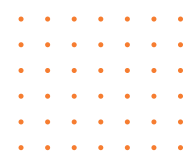


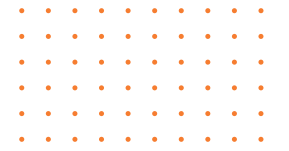


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# INTRODUCTION & PURPOSE

The Request for Proposal (RFP) Toolkit provides essential guidelines and templates to help organizations develop structured, transparent and competitive proposals. Designed to streamline the procurement process, it ensures clarity in defining requirements, evaluating bids and engaging stakeholders, ultimately supporting informed decision-making and compliance with industry standards.

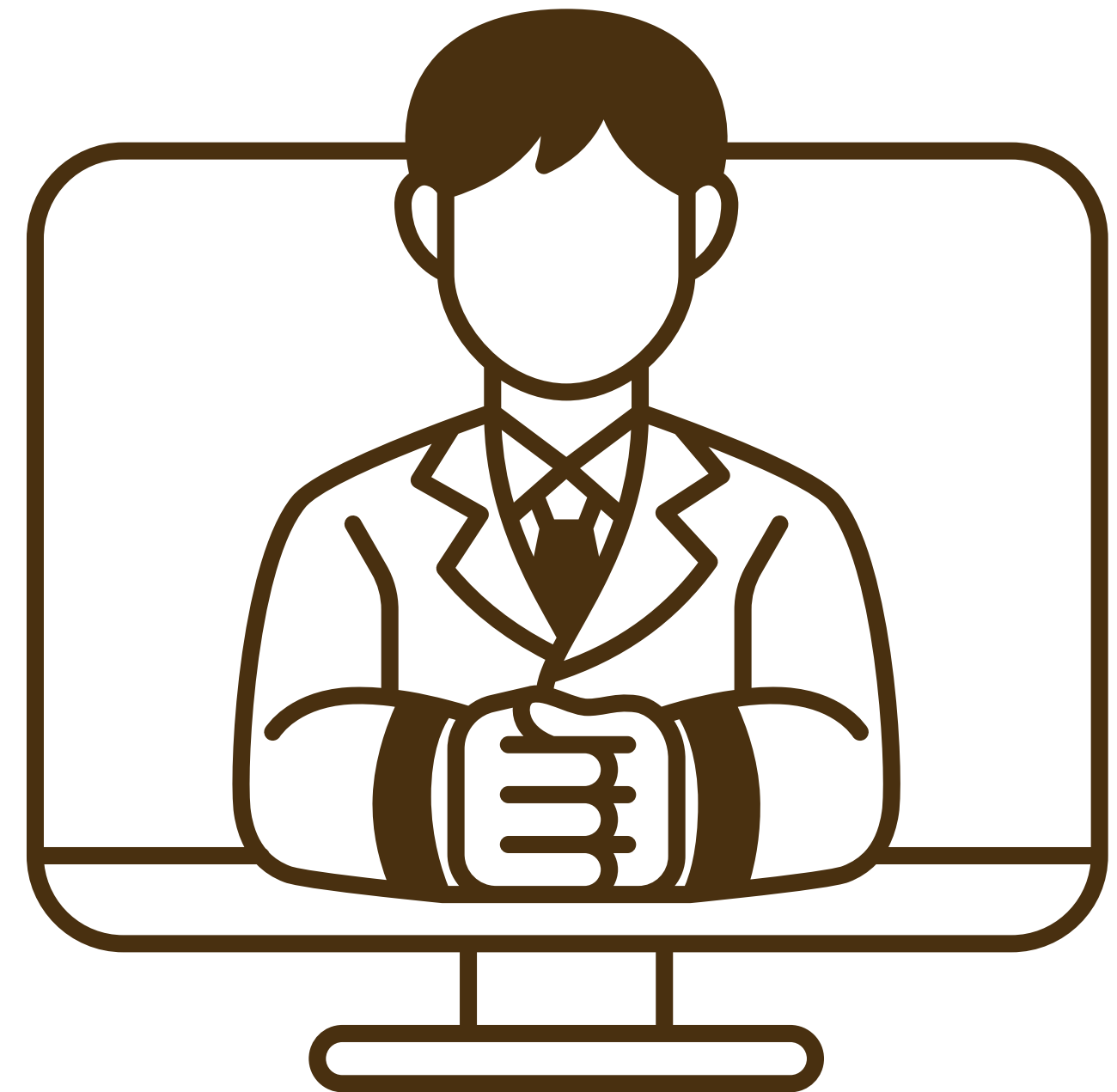




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# 1. WHAT IS A RFP ?

- An RFP (Request for Proposal) is a public or private call inviting businesses to submit a proposal for delivering goods, services, or projects—especially in sectors like renewable energy, agriculture, waste and green infrastructure.
- RFPs are gateways to accessing government and private sector opportunities, funding, and market access.

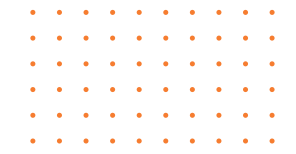


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## 2. UNDERSTANDING THE RFP

- Carefully read the entire document to understand the project scope, requirements and evaluation criteria.
- Identify key deadlines and submission guidelines.





# 3. PREPARING YOUR RESPONSE

**Cover Letter:** Introduce your organisation and express interest in the project. Outline a brief intro, your intent to respond and why you or your company is a good fit.

**Company Profile:** Write a profile that outlines the experience, ownership, values, team and track record of the Company. Ensure that you showcase relevant experience and successful completed projects.

**Approach and Methodology:** Detail how you will execute the project, including timelines and resources. Ensure each step is clear.

**Technical Proposal:** Details of product/service, materials, technologies that will be needed etc.

**Pricing/ Financial Proposal:** Clearly outline costs and justify expenses. Clearly breakdown all costs, VAT and terms of payment

**Workplan:** Timeline with milestones.

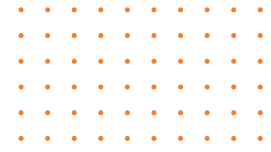
**Annexures:** All required documents & forms from the RFP

# 4. ASSESS YOUR READINESS

Before responding to an RFP, ensure that you ask yourself the following questions:

- 01.** Do we meet the eligibility requirements?
- 02.** Do we have the capacity and track record for this?
- 03.** Can we partner with another business if not?





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## 5. GATHER COMPLIANCE DOCUMENTS



### Typical Checklist

- Company registration (CIPC)
- Tax clearance certificate (SARS)
- B-BBEE Certificate or affidavit
- CSD registration report
- Valid bank confirmation letter
- ID copies of owners
- Past project references (if required)



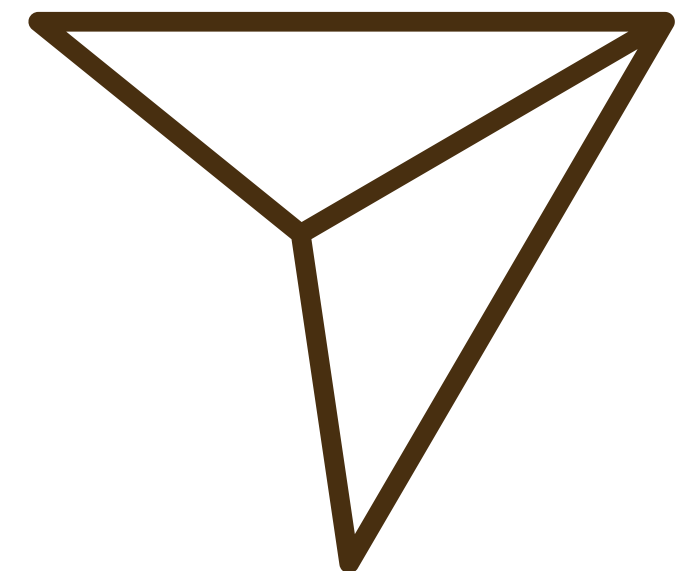
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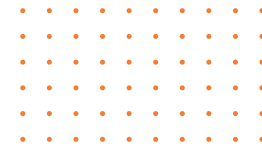


## 6. REVIEW, SUBMIT & FOLLOW UP

- Check that all documents are signed.
- Ensure pricing is clear and accurate.
- Follow the submission instructions to the letter (format, packaging, number of copies, etc.
- Ensure compliance with formatting and submission requirements.
- Submit before the deadline and confirm receipt of the proposal.
- Follow up with the issuer or relevant for any clarifications or feedback when necessary.

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Central Supplier Database (CSD) - All Public Tenders

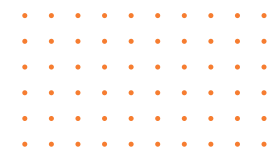
CEF Group - Regional green tenders

Local Municipalities - Renewable energy, waste, water

Mpumalanga Green Cluster Agency - Green infrastructure

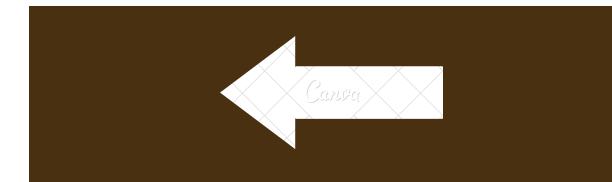
SANEDI - Innovation and energy efficiency

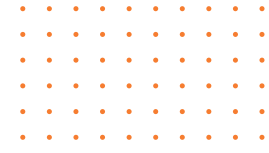
DBSA Green Fund - Green infrastructure



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## WHERE TO FIND RFPS: ACCESS CHANNELS





**GOOD**  
**LUCK**

