

# CALL FOR APPLICATIONS FOR THE PROVISION OF HUMANITARIAN FOOD RELIEF SERVICES

The City of Cape Town's Urban Management Directorate will be giving effect to the City's vision of a caring City through the rendering of food relief services to beneficiaries in vulnerable communities adversely affected by the COVID-19 pandemic. The City is therefore calling for applications from registered NPOs and PBOs within the municipal boundaries of the City of Cape Town with experience in:

- The direct preparation and distribution of cooked meals to vulnerable communities and/or
- The distribution of raw products and the direct supervision of community-based organisations preparing and distributing cooked meals

Applications are invited from organisations that:

- Are registered NPOs or PBOs
- Have at least three months' experience operating soup/food kitchens and providing nutritional well-balanced meals to vulnerable communities/beneficiaries.
- Can provide a track record of their successful operations and details of communities or beneficiary groups previously served.

Due to the prevailing COVID-19 conditions, the physical handling of paper/hard copy applications has been dispensed with.

Please email [Admin.HRP@capetown.gov.za](mailto:Admin.HRP@capetown.gov.za) to request the following returnable forms. These may also be downloaded from [www.capetown.gov.za/HumanitarianRelief](http://www.capetown.gov.za/HumanitarianRelief)

- The application form
- The business and project plan

To be deemed compliant, the following duly completed documents must accompany all applications:

- a. Application form (Annexure 1) and business and project plan (Annexure 2).
- b. City's supplier database number. Organisation must be registered on the Supply Chain Management database: [www.capetown.gov.za/Eservices](http://www.capetown.gov.za/Eservices)
- c. Organisations must be registered on National Treasury's supplier database: MAAA0524789 <https://secure.csd.gov.za/>
- d. A duly signed copy of the organisation's constitution initialled on each page.
- e. Proof of bank account details (not older than three months from 1 August 2020 and contains a bank stamp).
- f. List of the organisation's bank account signatories issued by the bank.
- g. Latest annual financial statements if the amount applied for is more than R50 000.
- h. An income and expenditure statement as tabled at their last Annual General Meeting if the amount applied for is less than R50 000.
- i. A copy of the organisation's latest up-to-date municipal account. If the organisation is in arrears with its municipal account, they may make a suitable arrangement with the Revenue Department by visiting any walk-in centre in order to determine if they qualify for the GIA allocation.
- j. If there is a lease agreement in place, the municipal account of the owner (lessor) of the property which the organisation is leasing, must be up to date.
- k. If the organisation registered as a VAT Vendor, the organisation must submit a zero-rated tax invoice which will include the City's VAT number 4500193497.
- l. A valid tax compliance status certificate including a SARS-issued tax PIN.
- m. A valid NPO/PBO certificate.
- n. Certified copies of board members' / management committee's identity documents OR certified copies of IDs of the organisation's chairperson and treasurer.
- o. Minutes of the organisation's AGM - not older than 18 months (the oldest date being 1 February 2019).
- p. Copy of the organisation's certificate of acceptability for food handling issued by the City of Cape Town's City Health Department. Follow the link <http://bit.ly/CCT-FoodCertificate> for more information.

Please direct all enquiries in writing to [Admin.HRP@capetown.gov.za](mailto:Admin.HRP@capetown.gov.za). All applications and supporting documentation must also be returned to [Admin.HRP@capetown.gov.za](mailto:Admin.HRP@capetown.gov.za) on or before 16:00 on 3 September 2020.

Applications will be disqualified if any of the following conditions are not met:

- The requirements of the Municipal Financial Management Act, Act 56 of 2003
- The geographic spread derived from the applications received
- Completeness of all of the above-listed documents (a-p) which must be received by the stipulated closing date
- The Grant-in-Aid Policy of the City of Cape Town

**Those organisations selected will be required to enter into a memorandum of agreement with the City of Cape Town and must comply with the stipulated monitoring and reporting requirements.**

LUNGELO MBANDAZAYO  
CITY MANAGER  
88/2020



CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD