

APPLICANT DOCUMENT CHECKLIST

REQUEST FOR PROPOSALS – CONCESSIONAIRE OPPORTUNITY

On-Reserve Kiosk – Walker Bay Nature Reserve, Klipgat Cave, De Kelders

Applicant/Company Name: _____

Contact Person: _____

Email: _____

Telephone: _____

Instructions to Applicant

Please complete this checklist and include it as the **cover sheet/first page of your proposal submission**. Tick each item to confirm that the required information or supporting documentation has been included.

A. Business and Ownership

Tick the box below to confirm that the required document has been submitted.

- ☐ Background of business, including any primary business
- ☐ Background/profile of business owner(s)
- ☐ Ownership and interested parties clearly identified
- ☐ Roles and responsibilities clearly identified
- ☐ Organogram included
- ☐ BEE certification included
- ☐ Proof of relevant business registration/legality, where applicable

B. Experience and Capability

Tick the box below to confirm that the required document has been submitted.

- ☐ Minimum three (3) years' experience in the food/beverage service industry and/or sales/customer service
- ☐ Evidence of relevant experience included
- ☐ Proof of ability to meet operational requirements
- ☐ Proof of ability to meet financial requirements
- ☐ Details of proposed skilled staff
- ☐ Local community employment/staffing plan included

C. Kiosk / Trailer

Tick the box below to confirm that the required document has been submitted.

- ☐ Detailed description/specification of proposed mobile kiosk/trailer
- ☐ Kiosk/trailer dimensions confirmed to be no larger than **2.6 m x 5.8 m**
- ☐ Evidence that the kiosk/trailer is suitable for the proposed operation

- ☐ Proof of legal compliance/licensing for use on public roads, where applicable
- ☐ Details of equipment to be supplied by the concessionaire
- ☐ Handwashing facilities included
- ☐ Utensil-washing facilities included
- ☐ Waste-management system included
- ☐ Wastewater-disposal system included
- ☐ Silent generator included as an alternative electricity supply during load shedding or electricity interruptions

D. Food and Beverage Offering

Tick the box below to confirm that the required document has been submitted.

- ☐ Complete proposed product list
- ☐ Hot beverage offering identified
- ☐ Cold beverage offering identified
- ☐ Pre-packed food offering identified
- ☐ Confirmation that no food preparation/cooking will take place on site
- ☐ Confirmation that food will arrive at the reserve pre-packed
- ☐ Confirmation that no alcoholic beverages will be sold
- ☐ Local sourcing opportunities identified, where reasonably possible
- ☐ Environmentally friendly/recyclable packaging identified
- ☐ Product quality standards demonstrated

E. Operations and Customer Service

Tick the box below to confirm that the required document has been submitted.

- ☐ Comprehensive business plan
- ☐ Detailed operational model
- ☐ Proposed staffing structure
- ☐ Staff responsibilities identified
- ☐ Proposed summer operating hours
- ☐ Proposed winter operating hours
- ☐ Customer service standards included
- ☐ Staff uniform/professional appearance requirements addressed
- ☐ PPE requirements addressed, where applicable
- ☐ Infrastructure requirements identified

F. Marketing

Tick the box below to confirm that the required document has been submitted.

- ☐ Marketing strategy included
- ☐ Marketing plan included
- ☐ Proposed marketing initiatives identified
- ☐ Evidence of ability to independently market the kiosk/activity

G. Financial Proposal

Tick the box below to confirm that the required document has been submitted.

- ☐ Detailed financial model
- ☐ Sustainable financial planning demonstrated
- ☐ Proposed monthly rental payable to CapeNature clearly indicated
- ☐ Proposed percentage income share to CapeNature clearly indicated
- ☐ Anticipated return to CapeNature clearly indicated
- ☐ Overall financial benefits to CapeNature clearly indicated
- ☐ Five-year financial model included/recommended

H. Community and Economic Benefits

Tick the box below to confirm that the required document has been submitted.

- ☐ Job creation plan
- ☐ Local community benefit identified
- ☐ Proposed local employment opportunities identified
- ☐ Local sourcing opportunities identified, where applicable

I. Site-Specific Requirements

Tick the box below to confirm that the required document has been submitted.

- ☐ Proposed kiosk location/site plan included
- ☐ Site-specific operational requirements addressed
- ☐ Two allocated parking bays considered in the operational plan
- ☐ Site visit undertaken, where applicable
- ☐ Understanding of the Walker Bay Nature Reserve/Klipgat Cave operating environment demonstrated

J. Supporting Documentation

Tick the box below to confirm that the required document has been submitted.

- ☐ BEE certificate
- ☐ Business registration documentation, where applicable

- ☐ Relevant food/beverage licences or certificates, where applicable
- ☐ Relevant kiosk/trailer licences
- ☐ Relevant accreditation/certification
- ☐ Public liability insurance
- ☐ Other relevant insurance documentation
- ☐ Supporting evidence of previous experience
- ☐ Any other relevant supporting documentation included in the appendix

K. Submission Confirmation

Tick the box below to confirm that the required document has been submitted.

- ☐ Proposal submitted via WeTransfer to tourism@capenature.co.za
- ☐ Submission confirmed separately by email
- ☐ Proposal submitted before the closing date: **09 October 2026 at 12:00 noon**

Applicant Declaration

I confirm that I have reviewed the above checklist and that all applicable information and supporting documentation have been included in my proposal.

Name: _____

Signature: _____

Date: _____