

APPLICANT DOCUMENT CHECKLIST

REQUEST FOR PROPOSALS – CONCESSIONAIRE OPPORTUNITIES

Activities: Adventure, Culture and Heritage

Applicant/Company Name: _____

Proposed Activity: _____

Reserve/Site: _____

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 applicable item to confirm that the required information or supporting documentation has been included.

A. Business and Ownership Information

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 of owners/interested parties clearly identified
- ☐ Organogram included
- ☐ BEE certification included
- ☐ Proof of relevant business registration/legality, where applicable
- ☐ Proof of relevant tourism/business experience included

B. Experience and Capability

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

- ☐ Evidence of minimum five (5) years' tourism experience
- ☐ Evidence of relevant adventure and/or culture and heritage tourism experience, where applicable
- ☐ Proven track record of successfully managing a similar business operation
- ☐ Details of proposed skilled staff
- ☐ Details of local community staff participation, where applicable
- ☐ Proof of relevant accreditation included
- ☐ Proof of required insurance, including public liability insurance

C. Proposed Activity

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

- ☐ Detailed description of proposed activity
- ☐ Explanation of benefits to CapeNature
- ☐ Explanation of benefits to CapeNature customers/visitors
- ☐ Proposed location/site on the relevant reserve identified
- ☐ Operational model included
- ☐ Staff requirements included
- ☐ Infrastructure requirements included
- ☐ Environmentally conscious/sustainable business model demonstrated

D. Operations, Booking and Safety

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

- ☐ Detailed operational model
- ☐ Mapped booking process
- ☐ Booking terms and conditions
- ☐ Safety guide
- ☐ Emergency incident management model
- ☐ Details of operational procedures and controls

E. Financial Proposal

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

- ☐ Detailed financial model
- ☐ Sustainable financial planning demonstrated
- ☐ Return on investment clearly indicated
- ☐ Financial benefits to CapeNature clearly indicated
- ☐ Five-year financial model included/recommended

F. Marketing

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

- ☐ Marketing strategy included
- ☐ Marketing plan included
- ☐ 2 year marketing roll-out plan
- ☐ Key marketing initiatives identified
- ☐ Evidence of ability to independently market the proposed activity

G. 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/community participation opportunities identified, where applicable

H. Supporting Documentation / Appendix

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

- ☐ All relevant accreditation certificates
- ☐ All relevant insurance certificates
- ☐ BEE certificate
- ☐ Other supporting business documentation
- ☐ Additional supporting evidence of experience/track record
- ☐ All other necessary documents and certifications included in the appendix

I. 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: _____