



REQUEST FOR QUOTATION (RFQ)

Provision of Comprehensive ECD Compliance, Registration & Capacity Support Services



Issue Date: 05 March 2026

Closing Date: 20 March 2026

Closing Time: 12 pm midnight

1. INVITATION TO QUOTE

Quotations are hereby invited from suitably qualified and experienced service providers to provide comprehensive, hands-on ECD registration, compliance alignment, governance strengthening, infrastructure compliance, and monitoring support services aligned to the Norms & Standards of the Department of Basic Education. The appointed service provider will be expected to take a practical, implementation focused approach, working directly with the ECD centre to ensure that all outstanding documents, registrations, policies, compliance gaps, and statutory requirements are fully completed, submitted, and approved. This includes active facilitation, document drafting, on-site support, liaison with relevant authorities, and follow-through until compliance is achieved – not merely advisory support.

2. SCOPE OF WORK PART

A: REGISTRATION & LEGAL COMPLIANCE

- ECD Registration Application Form
- Founding Document / Constitution
- NPO Registration Certificate ECD Centre Business Plan
- Organisational Profile
- Staff Details Form
- Provincial DoE Registration

- EMIS Number
- Migration from DSD Proof (if applicable)
- SARS Tax Compliance Status
- Lease Agreement / Property Ownership Proof
- Governance Structure (Board/Committee)
- Municipal Compliance Confirmation

PART B: GOVERNANCE & MANAGEMENT CAPACITY

- Admission Policy
- Health & Safety Policy
- Child Protection Policy
- Discipline Policy
- Nutrition Policy
- Emergency & Evacuation Plan
- Parental Involvement Policy
- HR Policy Financial Management Policy
- Functional Management Committee / Board
- Financial Management System Annual Budget
- Financial Controls Procurement Procedures
- Reporting Capability Sustainability Plan
- Record Keeping System Attendance Register
- Admission Register Incident Register
- Organisational Bank Account
- Bookkeeping System
- Audit Readiness

PART C: INFRASTRUCTURE & HEALTH COMPLIANCE

- Safe & Structurally Sound Building
- Adequate Classroom Space
- Age-Appropriate Toilets
- Adequate Sanitation Facilities

- Access to Clean Water
- Safe Outdoor Play Area
- Proper Ventilation & Lighting
- Fencing & Controlled Access
- Health Certificate
- Fire Safety Clearance
- Zoning Certificate
- Building Plan Approval
- Water & Sanitation Compliance
- Food Handling Certificate
- Emergency & Evacuation Plan
- Visitor Access Control

PART D: CURRICULUM & PROGRAMME STANDARDS

- Implementation of NCF
- Structured Daily Programme
- School Readiness Activities
- Literacy & Numeracy Development
- Approved LTSM
- Child Progress Tracking
- Inclusive Education Practices
- Child Assessment Records
- Age-Appropriate Learning Materials

PART E: PRACTITIONER & STAFF COMPLIANCE

- Ongoing Professional Development
- Staff-to-Child Ratio Compliance
- Police Clearance Certificates
- Child Protection Register Clearance
- First Aid Certificate
- Employment Contracts

- Certified ID Copies

PART F: MONITORING & REPORTING

- Enrolment Data Submission
- Quarterly / Annual Reporting
- Participation in DBE Monitoring Visits
- Subsidy Reporting Compliance
- Audit Readiness

3. PRICING SCHEDULE

Service providers must submit a detailed pricing breakdown per category (Registration, Governance, Infrastructure, Curriculum, Staff Compliance, Monitoring). All prices must be quoted in South African Rand (ZAR) and include VAT where applicable.

4. MANDATORY DOCUMENTS (SERVICE PROVIDER)

- Valid SARS Tax Compliance PIN
- CIPC Registration Documents BBBEE Certificate / Affidavit
- Company Profile (ECD experience required)
- At least two contactable references
- CVs of key personnel

5. EVALUATION CRITERIA

1. Technical Functionality
2. Price
3. BBBEE Status

6. SUBMISSION DETAILS

Email submissions to: RFQ@dorperwinfarm.co.za

Subject Line: RFQ – Comprehensive ECD Compliance Support