

CALL FOR SUBMISSION OF PROPOSALS AND BUSINESS PLANS FOR THE OPERATION OF A SAFE SPACE IN MUIZENBERG

The City of Cape Town’s Community, Arts and Culture Development Department hereby invites suitably registered non-profit organisations (NPOs) that provide services to individuals experiencing homelessness in Cape Town to submit detailed business plans for consideration to construct, operate, and manage the Muizenberg Safe Space facility, which will accommodate up to 60 individuals.

The allocated funding is specifically designated for the construction of a 60-bed Safe Space facility, which must be developed in full compliance with the City of Cape Town’s prescribed standards and requirements. Upon completion, the successful NPO will be required to operate and manage the facility for a minimum period of ten (10) years.

Interested and eligible NPOs must submit a comprehensive business plan prepared in accordance with the City of Cape Town’s prescribed business plan template. The template may be requested via email from Brandon Lebuso at Brandon.Lebuso@capetown.gov.za or downloaded from the City of Cape Town website on www.capetown.gov.za/haveyoursay/

All submissions must comply with the application requirements and include all prescribed content, together with the necessary supporting documentation, as outlined in the application guidelines.

As part of this process, a public participation session will be held on 27 May 2026 at 18:30 at Youth with a Mission (YWAM), 3 Wherry Road, Muizenberg, Cape Town. This engagement will provide stakeholders and members of the community with an opportunity to review and comment on the proposed initiative.

This opportunity is intended for organisations with demonstrable experience in supporting individuals who are sleeping rough, as well as a proven track record in delivering safe, dignified, and responsive services.

Facility details

Name of facility	Physical address	Capacity	Allocation of sleeping quarters (gender breakdown)	
Muizenberg Safe Space	Sidmouth Road, Muizenberg	60	Males	Females
			tbc	tbc

The successful applicant will be required to enter into a facility management agreement (FMA) with the City of Cape Town, governing both the construction phase and the long-term operation of the facility. The following important documents must accompany the business plan and proposal:

Document	Detail required
Business plan	Executive summary or introduction of the NPO
	Name of the NPO
	Background information about the NPO
	Vision of the NPO
	Mission statement of the NPO
	Objectives of the NPO
	Strengths and key competencies of the NPO
	Overall goal of the NPO
	NPO SWOT analysis
Management plan	NPO database of networks and partnerships within the community
	NPO operational plan
	Previous experience in running a shelter or safe space
	Previous experience in delivery of developmental services to people sleeping rough on the street

Governance and legislative compliance	Body corporate/Board members
	Executive committee meetings
	Membership and annual general meetings (AGM)
	Submit proof of NPO compliance status from NPO Directorate
	Adopted and signed constitution
	A Memorandum of Incorporation (MOI)
	NPO Certificate or Registration certificate COR 14.3 and Notice of Incorporation COR 14.1 (Registration certificate for NPC)
	Declaration of interest signed by board members
NPO management structure	Executive committee/board identified
	Different committees or staff members identified
	Functions of various staff members are stipulated
	Organisation’s organogram included
NPO financial management and sustainability plan	Relevant NPO policies
	NPO budget breakdown
	NPO marketing strategy
	NPO audited financial statements/reports
	List private and government funding received
	NPO SARS proof of tax exemption
NPO staff profiles with copies of certified educational qualifications	Updated tax clearance certificate
	Highest post matric qualification
	Certified copies of ID documents for all staff members and volunteers
	CVs for staff members and volunteers
	Minimum 3 years’ NPO working experience in community development or with people sleeping rough on the street
	Certificates in community development or relevant
Letter(s) of recommendation	Letter of recommendation from residents, community forums and community leaders

In terms of section 17 of the Local Government: Municipal Systems Act, Act 32 of 2000, the public and interested parties or groups are invited to submit proposals to the municipality on or before 15 June 2026.

Proposals may be submitted by:

Email: Brandon.Lebuso@capetown.gov.za
Hand deliver: Tender Office, 2nd Floor, Tower Block, Cape Town Civic Centre, Hertzog Boulevard, Cape Town

The City’s Public Participation Unit will assist people who cannot read or write, people living with disabilities and people from disadvantaged groups who are unable to submit written comments, to have their comments or input recorded and submitted to the City.

Contact Anthea Bendie on 021 400 1450 or Anthea.Bendie@capetown.gov.za. For further details in respect of the call for proposals, please contact Brandon Lebuso at Brandon.Lebuso@capetown.gov.za or 076 533 4254 between 08:30 and 15:00 on weekdays.

Preference will be given to NPOs that already render developmental services near the earmarked facility and have been registered as NPOs for five (5) years or more.

The City reserves the right to award funding and facility management agreements to a single NPO or multiple NPOs, subject to meeting eligibility and capacity requirements.

