GAUTRAIN MANAGEMENT AGENCY

REQUEST FOR PROPOSALS (RFP)

RFP REFERENCE NO.: GMA/007/25

SOCIAL INVESTMENT FOR SMALL GRANTS PROGRAMME IN ALEXANDRA

DATE OF ISSUE:	20 February 2026
CLOSING DATE FOR ENQUERIES:	04 March 2026
CLOSING DATE FOR PROPOSAL SUBMISSION:	13 March 2026
CLOSING TIME:	16H00

1. BACKGROUND

The Gautrain Management Agency (GMA) is committed to strengthening communities in its areas of operation by supporting initiatives that create tangible social value and align with its mandate of *"Transforming spaces, people, and the economy through mobility"*.

The Small Grants Programme is designed to respond flexibly to emerging issues and opportunities within Alexandra. Grants will enable organisations to deliver targeted interventions in Education, Community Care, and Environment, ensuring that benefits are visible at the community level and contribute to broader development outcomes.

2. SCOPE OF THE PROGRAMME

2.1   The Small Grants Programme will provide short-term, once-off funding (1 year) to organisations working directly with Alexandra communities. Funding may support projects such as:

2.1.1   Educational enrichment activities, including after-school programmes, tutoring, early childhood development (ECD) or school-readiness support.

2.1.2   Community care initiatives, limited to:

2.1.2.1   Orphans and vulnerable children

2.1.2.2   Women empowerment / centres for abused women

2.1.2.3   People living with disabilities

2.1.3   Environmental projects, such as waste management, recycling, urban greening, or climate resilience activities.

2.1.4   All projects must demonstrate a direct and measurable impact on the lives of beneficiaries in Alexandra.

3. FUNDING ENVELOPE AND DURATION

3.1   Grants will be valued at approximately R250,000 each. Each grant will support a one (1) year project during the 2026 cycle.

3.2   Organisations are expected to implement activities within the defined project period and report quarterly on progress.

4. ELIGIBILITY CRITERIA

4.1   Proposals will be accepted from organisations that meet the following requirements:

4.1.1   Registered as a Non-Profit Organisation (NPO) or Public Benefit Organisation (PBO) in South Africa, with compliance to Department of Social Development (DSD) and South African Revenue Service (SARS) requirements.

4.1.2   Ability to demonstrate strong links to Alexandra communities and work directly with beneficiaries from the community.

4.1.3   Evidence of sound governance structures and basic financial management systems.

4.1.4   Proven ability to deliver short-term projects and report on outputs.

5. PROPOSAL REQUIREMENTS

5.1   Applications must demonstrate the following:

5.1.1   A problem statement and rationale aligned with one of the three focus areas: Education, Community Care, or Environment.

5.1.2   A clear project design, including objectives, activities, expected outputs, and a one (1) year timeline.

5.1.3   A simple monitoring and evaluation plan, with quarterly reporting on outputs and outcomes.

5.1.4   Quarterly overview and financial reports will be required.

5.1.5   Details of the governance (management structure, shareholders, owners, partners), staffing information related to number of staff for number of learners, and partnerships that will support implementation.

5.1.6   A budget for the programme. Operating costs may be included in budgets but must be linked to the delivery of programme outputs.

5.1.7   Most recent annual financial statements must also be submitted.

5.1.8   Evidence of past successes and a plan for maintaining benefits beyond the grant period.

6. SUBMISSION OF APPLICATIONS

6.1   Applicants must complete the application form provided as Annexure A and submit all required documents through the GMA online tender platform (TendaSwift) https://eprocurement.gautrain.co.za/

6.2   **Web-based Online Submission (Compulsory)**

6.2.1   GMA has implemented an Automated Tender System (TendaSwift) as part of its digitization strategy. TendaSwift is an electronic procurement (e-Procurement) web-based system that facilitates the complete application process from the advertising of

the requirements through to the award of contract. This includes the exchange of all relevant documents in electronic format through a secure platform with data security and probity features.

Table 1: TendaSwift application submission requirements

Proposal Submission	All applications must be submitted through a secure web-based TendaSwift.
	To avoid any challenges that may affect submitting a bid on time, applicants should at least ensure that they are registered in TendaSwift and ready to submit proposal documents 48hours before closing date and time; and after registration, complete submission of all proposal documents at least 5 hours before closing date and time. ***GMA takes no responsibility for any Applicant's failure to successfully submit a proposal by closing date and time.*** **NO APPLICATIONS MAY BE PHYSICALLY SUBMITTED AT GMA OFFICES.**
Access to the ATS	https://eprocurement.gautrain.co.za/ **PLEASE NOTE: EACH APPLICATION DOCUMENT YOU SUBMIT MUST NOT EXCEED 50MB PER ATTACHMENT**.
Hours of access to ATS	24/7. Submission of proposals will close at 16h00 on the 13 March 2026.
Data Format	PDF files only may be uploaded
Enquiries	For TendaSwift system related problems contact IT Helpdesk on ats_helpdesk@gautrain.co.za For Tender Queries contact SCM on **tenderenquiries@gautrain.co.za**

TendaSwift Proposals Submission Status (Draft or Submitted)	Applicants must ensure that all their proposal documents are uploaded on the TendaSwift before closing date and time by clicking the "**submit**" button for the bids to reflect **submitted** status. Applications that are in **draft** status at the closing date and time shall be considered as non-submission.

6.2.2 **Document Upload on TendaSwift**

6.2.2.1 When submitting your application in TendaSwift, please:

6.2.2.1.1 Upload your price proposal in the "PRICE" tab

6.2.2.1.2 Upload the completed application form, detailed project proposal and all other supporting documents in the "PROPOSAL" tab

6.2.2.2 Do not use any other tabs, as they are not relevant to this process.

7. INDICATIVE PROJECT TIMELINES

Table 2: Timelines

ACTIVITY	DATE
Application window opens	20 February 2026
Deadline for enquiries:	04 March 2026
Deadline for GMA to respond to queries	09 March 2026
Closing Date and Time	13 March at 16:00

This timetable is meant to give an approximate schedule for the application process. It is only a guide and may be altered by the GMA.