

Request for Proposal (RFP) for Lower Gardens CID Service Providers

Issued By: Lower Gardens City Improvement District (LGCID) steering committee

Website: <https://www.lowergardenscid.co.za/>

Submission Deadline: 31 March 2025

1. Introduction

The Lower Gardens CID is inviting proposals from qualified service providers to support the implementation of its approved 5-year Business Plan (2025-2030). This RFP seeks proposals in the following categories:

- **Safety and Security**
- **Cleaning and Maintenance**
- **Parks and Recreation**
- **Social Services**

All suppliers must review the following documents before submitting their proposals, with a focus on understanding the **Lower Gardens CID Business Plan**, its available budget and its community approved proposed services.

- **CID Process:** <https://www.lowergardenscid.co.za/cid-process>
 - **Lower Gardens CID Business Plan:** [CID Business Plan](#)
 - **Urban Management Survey:** [CID Urban Management Survey](#)
 - **CID Fact Sheet:** <https://www.lowergardenscid.co.za/fact-sheet>
 - **CID CoCT Regulations:** [CoCT CID Regulations](#)
 - **CID Policy:** [CoCT CID Policy](#)
 - **CID CoCT by-laws:** [CID CoCT By-law](#)
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2. Scope of Services

Proposals should address the following key service areas that are outlined in detail in the CID business plan:

A. Safety and Security

- 24/7 patrols (vehicle and foot) across key areas.
- CCTV and License Plate Recognition (LPR) monitoring.
- Coordination with SAPS, City of Cape Town Law Enforcement, and private security.
- Implementation of crime-prevention measures.
- Monthly crime and incident reporting.

B. Cleaning and Maintenance

- Daily street and sidewalk cleaning.
- Waste removal and coordination with municipal services.
- Drainage maintenance and graffiti removal.
- Maintenance of public infrastructure.
- Employment of local workers through social upliftment programs.

C. Parks and Recreation

- Rehabilitation and management of Jutland Park, Maynard Park, and Tuin Plein.
- Installation and maintenance of playgrounds, fitness areas, and gardens.
- Park security and management of green spaces.
- Organizing community events and park activities.

D. Social Services

- Dedicated full-time social worker.
- Assistance for homeless individuals in accessing social support services.
- Coordination with NGOs and government programs.

- Monthly audits of homelessness and by-law infringements.
 - Employment and reintegration programs.
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3. Proposal Requirements

All submissions must include:

- **Company Overview** (including CID-related experience, if any).
 - **Proposed CID Service Model** (approach, methodologies, and implementation plan).
 - **Organizational Structure** (team roles, responsibilities, and scheduling format).
 - **Budget Proposal** (operational and capital costs, with clear breakdowns).
 - **Performance Metrics** (accountability framework and measurement of success).
 - **Compliance Confirmation** (alignment with CID by-laws and municipal regulations).
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4. Evaluation and Selection Process

The **Lower Gardens CID Steering Committee** will evaluate proposals based on:

- Alignment with the Business Plan and CID priorities.
- Experience in providing similar services, particularly within CIDs.
- Cost-effectiveness and sustainability of the proposed solution.
- Ability to meet performance-based targets and community engagement.

Shortlisting & Presentations:

- Shortlisted suppliers will be invited for in-person presentations in April and May 2025.
- Final selection is contingent upon City of Cape Town Council approval (expected between May–June 2025).
- Earliest contract start date: **1 July 2025**.

5. Submission Process

Deadline: 31 March 2025

Submission Contact:

Attention: Lower Gardens CID steering committee

By: Ryan Paterson, Chairperson

Email: info@lowergardenscid.co.za

Proposals must be submitted in PDF format, with word or powerpoint copy to allow easy commentary, and must include all required supporting documents.

For further inquiries, contact the Lower Gardens CID Steering Committee at

info@lowergardenscid.co.za.

6. Legal & Compliance

This RFP adheres to the **City Improvement District (CID) By-Laws** and regulations as outlined by the **City of Cape Town**. For full compliance details, refer to: [City of Cape Town CID Regulations](#).

The Lower Gardens CID reserves the right to accept or reject any proposal based on merit, compliance, and strategic alignment with the CID's goals.

7. Conclusion

The Lower Gardens CID is committed to establishing a safe, clean, and vibrant community. We look forward to receiving well-structured and comprehensive proposals that align with our vision for a sustainable urban environment.

PLEASE NOTE THAT THE APPOINTMENT OF ANY CID SUPPLIERS IS SUBJECT TO THE LOWER GARDENS CID BEING APPROVED BY THE CITY OF CAPE TOWN COUNCIL, AND THE FORMATION OF THE LOWER GARDENS CID NON PROFIT COMPANY IN ACCORDANCE WITH THE CID BYLAWS.