



BREED VALLEY

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

**REQUEST FOR PROPOSALS FOR OPERATING A
MUNICIPAL FITNESS CENTRE FOR A PERIOD
OF 36 MONTHS**

CLOSING DATE:

MONDAY, 17 NOVEMBER 2025 AT 12:00

**PROPOSAL CAN BE DELIVERED TO
BREED VALLEY MUNICIPALITY (MAIN
BUILDING) 30 BARING STREET, DIRECTORATE:
COMMUNITY SERVICE, FIRST FLOOR**

**Proposals must be submitted in a sealed
envelope, clearly marked 'Gym Proposal**

**FOR ATTENTION
MR S MAYEKI**

SPECIFICATION FOR OPERATING A MUNICIPAL FITNESS CENTRE

1. OVERVIEW AND BACKGROUND

The Unobuntu Thusong Service Centre (UTSC), a municipal facility, houses an on-site fitness centre (gym) designed for use by both staff and the general public. Equipped with the necessary resources and equipment, the gym is situated within the centre and was managed by an external service provider. Their contract has ended, UTSC is looking to appoint a qualified and experienced gym management service provider to oversee and manage the gym's training activities for a period of 36 months (3 years).

We invite qualified non-profit organisations to submit comprehensive proposals to manage and operate the facility. The goal is to ensure the facility provides high-quality, accessible fitness and wellness services to residents while maintaining operational sustainability.

2. SCOPE OF WORK

The successful bidder/organisation will be required to assign/deploy a qualified and experienced Coordinator, who should always be available on site during the stated facility's operating hours. The selected organisation will be responsible for, but not limited to:

- Day-to-day management of the facility
- Staffing and supervision of gym personnel
- Maintenance of gym equipment and cleanliness of the premises
- Membership management and fee collection (if applicable)
- Community engagement and programming
- Compliance with all health and safety standards

3. ELIGIBILITY CRITERIA:

Applicants must demonstrate:

- Must be legally registered as an NPO or NGO or NPC (attached certificate)
- Proof of address for the organisation
- Preference will be given to organisation who submit a letter of Good Standing from the Department of Social Development

- Proposal outlining how the organisation will manage the gym, including the monthly rental fee
- Proof of previous projects, if applicable
- Names and ID copies of the management team
- Proven strong financial and operational capacity
- Commitment to inclusive and community-focused service delivery
- Ability to maintain affordable services for local residents

4. PROPOSAL SUBMISSION:

Interested organisations must submit a detailed proposal including:

- Detailed organisational profile and relevant experience
- Proposed operational model and staffing plan
- Financial plan and budget
- Proposed fee structure
- Programming and community engagement strategy

Proposals must be submitted in a closed envelop clearly marked GYM PROPOSAL no later than 17 November 2025 before 12:00: Breede Valley Municipality (Main Building) Civic Centre, 30 Baring street, First Floor, Directorate: Community Service, for Attention of Mr Simphiwe Mayeki. Late submissions will not be considered.

5. APPLICATION CRITERIA

An independent panel has been tasked with the evaluation process, and proposals will be evaluated based on:

- Registration, experience, and compliance
- Feasibility and sustainability of the operational plan
- Community benefit and affordability
- Innovation in programming and service delivery

6. APPOINTMENT TIMELINE

The Breede Valley Municipality (as the custodian of the facility), reserves the right to reject any or all proposals and to negotiate with the successful bidder to modify or amend the scope of the work or terms of the agreement. The successful service provider will be required to start immediately after signing the contract and provide the services for a

period of three (3) years. The BVM reserves the right to extend the term of appointment after the expiry of the 3 year on month-to-month basis but not exceeding 1 year.

3. OPERATING HOURS

The gym is expected to operate at a minimum:

Monday to Sunday: 08:00 – 21:00

Breede Valley Municipality (BVM) shall have access to the facility on reasonable notice for official Government-related programmes, Thusong Centre activities, and emergency or disaster-related interventions.

4. FINANCIAL RESPONSIBILITIES

The NPO/NGO will be responsible for all operational costs, including staffing, minor maintenance, and cleaning. The organisation may raise funds, apply for grants, or implement a fair membership fee to support operations, subject to municipal approval.

5. COMMUNITY OUTREACH

Engage with local schools, health centres, and organisations to promote the gym. Offer discounted or free services for underprivileged community members when possible.

6. EQUIPMENT LIST (to form Annexure A of final contract)

No.	Equipment Name	Quantity	Condition	Remarks
1	Treadmills	2	Good	Functional
2	Stationary Bikes	2	Fair	Needs minor service
3	Rowing Machine	1	Good	
4	Bench Press Station	1	Good	
5	Dumbbell Set (various weights)	1 set	Excellent	Full set available
6	Squat Rack	1	Good	
7	Mats and Stretching Gear	Multiple	Good	

8	Medicine Balls and Kettlebells	Various	Excellent	
9	Storage Cabinets	2	Good	For equipment storage

Enquiries:

Mr. Simphiwe Mayeki at smayeki@bvm.gov.za or Lizo Paul at lpaul@bvm.gov.za

Division: Human Settlements and Community Development.

Section: Community Development

Breede Valley Municipality