

BIDDING AND FUNDING APPLICATION SUPPORT SERVICES

Service Overview and Fee Structure

Thank you for your interest in the Bidding and Funding Application Support Services offered by Minda Empowerment Solutions (Pty) Ltd. This document outlines the purpose of our services, our working approach, and the basis on which our professional fees are determined.

1. Purpose of the Service

Minda Empowerment Solutions (Pty) Ltd provides professional support to organizations, businesses, and institutions seeking to access funding opportunities and respond to bidding processes. Our services are designed to assist clients in preparing high-quality, competitive, and compliant funding applications and bid proposals that align with the requirements of funders, government departments, development agencies, and private sector opportunities. Our goal is to enhance the quality, credibility, and success potential of your submission.

2. Scope of Services

Our Bidding and Funding Application Support Services may include the following:

- Identifying and sourcing relevant funding and bidding opportunities
- Reviewing and interpreting bid or funding opportunity requirements
- Advising on eligibility and compliance requirements
- Development and writing of proposal content
- Completion of application forms and supporting documentation
- Structuring project plans, budgets, and implementation frameworks
- Editing, proofreading, and quality assurance of submission documents
- Packaging and preparation of the final submission documents

The specific scope of work will be determined based on the requirements of the funding opportunity or bid.

3. Working Approach

Our services are primarily conducted independently and remotely, allowing us to efficiently support clients across different locations. However, we are flexible and open to discussing a preferred working arrangement with the client to ensure effective collaboration. This may include:

- Virtual consultations and strategy sessions
- Scheduled progress updates
- Review meetings and document feedback sessions
- Ongoing communication throughout the application process

This approach allows us to maintain efficiency, professionalism, and clear communication while ensuring that the client remains fully informed throughout the process.

4. Service Fees

Our professional fees are determined based on the scope, complexity, and time required to prepare the bid or funding application. Minda Empowerment Solutions (Pty) Ltd charges a standard professional rate of R275.00 per hour for services related to:

- Preparation of bid or funding application documents
- Proposal writing and compilation
- Completion of application forms
- Compliance checks and supporting documentation
- Packaging and submission of the final bid or funding application

The total cost will depend on the time required to complete the assignment and the specific requirements of the bid or funding opportunity. Where applicable, an estimated number of hours and the associated cost will be provided to the client before work commences. Alternative fee arrangements may also be considered depending on the nature, complexity, and scale of the opportunity. All service fees are capped in accordance with the estimated cost ranges outlined in Section 7: Estimated Cost Breakdown, unless otherwise agreed with the client in advance.

5. Confidentiality

Minda Empowerment Solutions (Pty) Ltd treats all client information and documentation with strict confidentiality. All materials shared with us will be used solely for the purpose of preparing the bid or funding application.

6. Commitment to Quality

We are committed to delivering professional, well-structured, and competitive submissions that reflect the client's strengths, capabilities, and impact potential.

7. Estimate Cost Breakdown

Types of Bids	Description	Estimated Cost Range (ZAR)
Request of Information (RFI)	Used early on to gather information about supplier capabilities. Usually requires company profile and capability documents.	R275 – R550
Request for Quotation (RFQ)	Used for well-defined, price-sensitive products or services. Includes pricing/budget. Usually requires compliance documents and pricing.	R550 – R825
Request for Proposal (RFP)	Used when the buyer needs a solution to a problem and is evaluating proposals based on quality and price. Requires full technical, functional and financial proposal.	R2 200 – R3 300
Expression of Interest (EOI)	A pre-qualification stage to narrow down suppliers. Focus on experience, capability and company information.	R550 – R1 100