

# DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS



## MARKET ASSESSMENT FOR THE IDENTIFICATION, REGISTRATION AND CAPACITY ASSESSMENT OF CO-OPERATIVES AND SMALL MEDIUM AND MICRO ENTERPRISES (SMMEs) IN KWAZULU-NATAL

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**SECTION A: PURPOSE OF THE DATABASE**

Operation Vula is centred on strengthening local economies and re-orienting them to become effective centres of production, information processing and spatial development. As part of this initiative, money circulation should be retained in townships and rural areas. This will occur when there are small scale manufacturing facilities in close proximity with the people. This will ensure that money exchanges more hands before it leaves the community. This will be achieved by increasing the local provision of a variety of services to local communities by local small enterprises. Therefore, Government will support and promote local economic development.

In order to stimulate the provincial economy and promote black economic inclusivity in public sector procurement, the EDTEA shall, as and when necessary, designate sectors targeted for preferential procurement. To augment this, Provincial Treasury will issue Provincial Instruction Notes to direct provincial departments, municipalities and public entities to procure these commodities from entities that meet the targeted procurement strategic objectives.

The International Labour Organization (ILO) in partnership with the Department of Economic Development, Tourism and Environmental Affairs (EDTEA) in KwaZulu-Natal (KZN) conducted research on Public Procurement and the Social Economy (PPSE). The project explored the potential to use public procurement to stimulate the social economy. It responded to the New Growth Path, which identified the social economy as a sector with the potential to create 260,000 jobs and specifically refers to the need to “encourage state procurement from and service delivery through organizations in the social economy”.

The Department of Economic Development, Tourism and Environmental Affairs (EDTEA) in KwaZulu-Natal is embarking on a market assessment both on the demand side (creating greater procurement opportunities) and the supply side (building the capacity of Co-operatives and SMMEs to respond to these opportunities). An Implementation Strategy has been funded by the ILO to assist the KZN provincial government to achieve the following objectives:

- ✓ Providing opportunities through black economic empowerment;
- ✓ Increasing use of local resources and emerging contractors;
- ✓ Promoting growth and ensuring sustainable Co-operatives and SMMEs;
- ✓ Contributing to socio-economic transformation;
- ✓ Creating opportunities for job creation and poverty alleviation;
- ✓ Commitment to skills development and transfer; and
- ✓ Fast-tracking service delivery.

**DESCRIPTION OF DESIGNATED SECTOR, SUB-SECTOR AND/OR COMMODITIES:**

1. Bakery
2. Clothing and Textiles
3. Furniture (office furniture and desks including repairs)
4. Paper and Pulp
5. Construction (block making, road construction, plumbing, etc.)
6. Cleaning Detergents

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KZN has taken a bold step to conduct a market assessment to give effect to the following legal mandates:

No.	Findings	Recommendations
1.	The Constitution of the Republic of South Africa, 1996. <u>S217(1)</u>	The Constitution prescribes that when all organs of state <b><u>contract for goods and services</u></b> , they must do so in accordance with a system that is <b><u>fair, equitable, transparent, competitive and cost-effective</u></b> .
2.	The Constitution of the Republic of South Africa, 1996. <u>S217(2)</u>	This Subsection indicates that Section 217(1) does not prevent the organs of state from implementing a procurement policy providing for: <ul style="list-style-type: none"> <li>▪ Categories of <b><u>preference in the allocation of contracts</u></b>; and</li> <li>▪ The protection or advancement of persons, or categories of persons, disadvantaged by unfair discrimination.</li> </ul>
3.	Preferential Procurement Regulations, 1 April 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act (“PPPFA”) <u>Regulation 4</u>	Regulation 4 provides that: <ol style="list-style-type: none"> <li>1. If an organ of state decides to apply pre-qualifying criteria to advance certain designated groups, that organ of state must advertise the tender with a specific tendering condition that only one or more of the following tenderers may respond: <ol style="list-style-type: none"> <li>(a) a tenderer having a stipulated minimum B-BBEE status level of contributor;</li> <li>(b) an EME or QSE;</li> <li>(c) a tenderer subcontracting a minimum of 30% to: <ol style="list-style-type: none"> <li>(i) an EME or QSE which is at least 51% owned by black people;</li> <li>(ii) an EME or QSE which is at least 51% owned by black people who are youth;</li> <li>(iii) an EME or QSE which is at least 51% owned by black people who are women;</li> <li>(iv) an EME or QSE which is at least 51% owned by black people with disabilities; (v) an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;</li> <li>(vi) a cooperative which is at least 51% owned by black people;</li> <li>(vii) an EME or QSE which is at least 51% owned by black people who are military veterans;</li> <li>(viii) an EME or QSE.</li> </ol> </li> </ol> </li> <li>(2) A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an unacceptable tender.</li> </ol>
4.	Preferential Procurement Regulations, 1 April 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act (“PPPFA”) <u>Regulation 8</u>	(1) The Department of Trade and Industry may, in consultation with the National Treasury(a) designate a sector, sub-sector or industry or product in accordance with national development and industrial policies for local production and content, where only locally produced services or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content, taking into account economic and other relevant factors
5.	Preferential Procurement Regulations, 1 April 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act (“PPPFA”) <u>Regulation 9</u>	This regulation authorises organs of state to prescribe a condition in the tender advertisement requiring a successful bidder to subcontract a minimum of 30% of the value of its bid to certain designated groups indicated in Regulation 4.

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Hence, the Department is inviting qualifying Co-operatives and SMMEs that meet the above legal requirements to complete the Registration Form and Capacity Assessment Tool for inclusion in a Database that will be used for Supplier Identification and Development by all Public-Sector Institutions in KwaZulu-Natal.

**SECTION B: REGISTRATION FORM**

**GENERAL INSTRUCTIONS**

1. The registration form is to be **completed in full** and be **signed**;
2. The EDTEA reserves the right to **verify** any information on this registration form;
3. All fields on the registration form **must** be completed by the applicant; any alterations made by the applicant on this registration form **must** be initialed;
4. Applicants will be contacted telephonically or via fax and therefore it is in their best interest to submit **correct contact details**, i.e. mobile, telephone, email and/or fax number; failure to comply will result in your application not being processed pending compliance with the registration requirements;
5. The **onus shall rest upon the applicant** to inform the EDTEA of any changes to the details/ status of the applicant, in which case certified proof together with a new registration form will be required in order to effect the changes;
6. A company profile **will not** be accepted as a substitute for the registration form;
7. All applicants **must** complete the certificate of correctness of information on this registration form.
8. All applicants **must** submit the List of Returnable Documents. (Section D).
9. Applicants should ensure that registration forms are delivered timeously to the correct address.
10. All documents must be submitted on the official forms – (not to be re-typed).

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<b>PART A: BUSINESS REGISTRATION INFORMATION</b>
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Information required in this section relates to the applicant's business registration with the appropriate authority.

ENTITY TYPE	BUSINESS REGISTRATION DOCUMENT/S REQUIRED
Co-operative	Certified copy of Registration Certificate (CR documents)
SMME:	
- Sole Proprietor	Certified copy of Identity Document
- Partnership	Certified copy of Partnership Agreement
- Private Company (Pty) Ltd	Certified copy of CM1 (Certificate of Incorporation), CM2, CM22, CM29/CM29/2
- Close Corporation (CC)	Certified copy of CK1 and CK2 (if applicable)

<b>1. REGISTRATION NO:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<b>2. REGISTERED NAME:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<b>3. TRADE NAME:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<b>4. ENTITY TYPE: (PLEASE MARK THE APPROPRIATE BOX WITH AN (X):</b>																						
SMME:		<input type="checkbox"/>	CO-OPERATIVE															<input type="checkbox"/>				
SOLE PROPRIETOR		<input type="checkbox"/>																				
PARTNERSHIP		<input type="checkbox"/>																				
CLOSE CORPORATION		<input type="checkbox"/>																				
PRIVATE COMPANY		<input type="checkbox"/>																				
<b>5. DATE OF INCORPORATION:</b>																						
YEAR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	MONTH										<input type="text"/>	<input type="text"/>	DAY				<input type="text"/>	<input type="text"/>
<b>6. DATE ENTITY COMMENCED TRADING ACTIVITIES:</b>																						
YEAR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	MONTH										<input type="text"/>	<input type="text"/>	DAY				<input type="text"/>	<input type="text"/>



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<b>10. CONTACT PERSON/S:</b>																																								
<b>PRIMARY CONTACT:</b> <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																								
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**PART C: BANKING & TAX INFORMATION**

Applicants are requested to provide their banking details and taxation information by completing this section.

<b>1. BANKING DETAILS:</b>																																								
<b>INSTITUTION</b> <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																								
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**2. TAX INFORMATION: (PLEASE MARK THE APPROPRIATE BOX WITH AN (X):**



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2.1. IS YOUR BUSINESS REGISTERED FOR INCOME TAX? YES  NO

REFERENCE NO.: (ONLY IF YES ABOVE)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2.2. IS YOUR BUSINESS REGISTERED FOR VAT? YES  NO

REFERENCE NO.: (ONLY IF YES ABOVE)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2.3. IS YOUR BUSINESS REGISTERED FOR PAYE? YES  NO

REFERENCE NO.: (ONLY IF YES ABOVE)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2.4. IS YOUR BUSINESS REGISTERED FOR SDL? YES  NO

REFERENCE NO.: (ONLY IF YES ABOVE)


2.5. IS YOUR BUSINESS REGISTERED FOR UIF? YES  NO

REFERENCE NO.: (ONLY IF YES ABOVE)

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3. TAX CLEARANCE CERTIFICATE INFORMATION:

3.1. TAX CLEARANCE CERTIFICATE NO.:


3.2. TAX CLEARANCE CERTIFICATE APPROVAL DATE:

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YEAR     MONTH   DAY

1.3 TAX CLEARANCE CERTIFICATE EXPIRY DATE:

YEAR     MONTH   DAY

**PART D: OWNERSHIP INFORMATION**

Applicants who wish to be successfully registered on the Database must provide EDTEA with ownership information of their business entity, including percentage shareholding information in terms of Broad Based Black Economic Empowerment.

Please ensure that the information provided is checked against the Certificate of Incorporation or Registration for your type of enterprise. (Refer Part A above).

For Co-operatives, please note the following ownership requirements:

Primary Co-operative: Minimum of 5 natural persons.

Secondary Co-operative: Minimum 2 Primary Co-operatives.

Tertiary Co-operative: Minimum 2 Secondary Co-operatives.

NO.	FULL NAME (S)	SA IDENTITY NUMBER	CAPACITY (FOUNDING MEMBER / DIRECTOR / PROPRIETOR / PARTNER / MEMBER / SHAREHOLDER)	% OWNERSHIP	Black African	Male	Female	Youth	Disabled	Military Veteran	Other
					Insert Y for Yes or N for No						
				100%							

## PART E: FUNCTIONAL AREAS OF OPERATION

Applicants are required to indicate the areas within which their enterprises are able to operate, i.e. the sectors and geographical areas which your enterprise is able to serve. Applicants are urged to complete this section with due care. Site visits and periodic reviews of performance will be instituted to ensure the information provided in this section is accurate.

**Please specify which designated sector, sub-sector and/ or commodities this registration form is applicable to, by ticking the following boxes that indicate the commodities you are able to Manufacture AND/OR Supply.**

No.	DESIGNATED SECTOR, SUB-SECTOR, COMMODITY/ SERVICE	Manufacture	Supply
	<b>Bakery:</b>	✓	✓
	- Baking and supplying Bread		
	- Baking and supplying Confectionery		
<b>2.</b>	<b>Clothing and Textiles</b>	✓	✓
	- Cutting, sewing and supplying uniforms for Cleaners, Security Guards, Drivers, Kitchen Staff, Election Observers, Nurses, Traffic Officers		
	- Cutting, sewing and supplying uniforms School Uniforms		
	- Cutting, sewing and supplying uniforms Dustcoats, Jackets, Overalls		
	- Cutting, sewing and supplying uniforms Raincoats, Protective Clothing		
	- Cutting, sewing and supplying uniforms Shirts, Skirts, Trousers		
	- Cutting, sewing and supplying uniforms Surgeons Scrubs and Gowns		
	- Cutting, sewing and supplying uniforms Patients Gowns		
	- Manufacturing and supplying Gloves		
	- Cutting, sewing and supplying uniforms Caps		
	- Cutting, sewing and supplying uniforms Linen		
	- Providing Laundry services		
	- Alterations of Garments		
<b>3.</b>	<b>Furniture</b>	✓	✓
	- Manufacturing and supplying Office Furniture		
	- Manufacturing and supplying School Furniture		
	- Manufacturing and supplying Boardroom Furniture		
	- Manufacturing and supplying Chairs		
	- Manufacturing and supplying Desks, Cluster Desks		
	- Manufacturing and supplying Filing Cabinets		

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No.	DESIGNATED SECTOR, SUB-SECTOR, COMMODITY/ SERVICE	Manufacture	Supply
	- Manufacturing and supplying Wastepaper Baskets		
	- Manufacturing, supplying and installing Shelving		
	- Manufacturing and supplying Credenzas		
	- Repairs to furniture		
	- Upholstery		
	- Woodwork (cutting, shaping, skimming, welding, assembling)		
	- Welding, shaping and forming		
<b>4.</b>	<b>Paper and Pulp</b>	<b>✓</b>	<b>✓</b>
	- Manufacturing and supplying Toilet Paper		
	- Manufacturing and supplying Photocopy Paper		
	- Manufacturing and supplying Jumbo Roll Paper		
	- Manufacturing and supplying Cardboard Paper		
	- Manufacturing and supplying Paper Bags, Brown Paper Bags		
	- Manufacturing and supplying Paper Towels		
	- Manufacturing and supplying Wrapping Paper		
	- Plastic Bags, Plastic Containers		
	- Manufacturing and supplying Plastic Aprons		
	- Manufacturing and supplying Body bags		
<b>5.</b>	<b>Construction</b>	<b>✓</b>	<b>✓</b>
	- Repairs and maintenance		
	- Renovations		
	- Road maintenance and rehabilitation		
	- Road gravelling		
	- Road tarring		
	- Pothole patching		
	- Block making		
	- Plumbing		
	- Electrical		
	- Plastering		
	- Painting		
	- Tiling		

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No.	DESIGNATED SECTOR, SUB-SECTOR, COMMODITY/ SERVICE	Manufacture	Supply
	- Boiler-making		
	- Sizing, cutting and installing glass windows and doors		
	- Roof carpentry		
<b>6.</b>	<b>Cleaning Detergents</b>	<b>✓</b>	<b>✓</b>
	- Hair Shampoo		
	- Beauty Soaps		
	- Liquid hand soap		
	- Floor polish		
	- Scourers		
	- Disinfectants		
	- Dishwashing liquid		
	- Stain removers		
	- Bleach		
	- Detergents		
	- Fabric softener		
	- Pre-soakers, Pre-wash lotion		
	- Tile cleaning liquid		
	- Furniture Polish		
	- Air freshener		
	- Toilet bowl detergents and cleaners		
	- Wall and drain cleaner		
	- Window cleaning liquid		
	- Light, heavy and extra heavy-duty degreaser		

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**PART F: PREVIOUS RELEVANT EXPERIENCE**

Applicants are requested to provide details of previous relevant experience, by completing the following compulsory details:

PLEASE COMPLETE THE TABLE BELOW.													
<b>CONTRACT 1</b>													
CLIENT NAME:													
PROJECT DESCRIPTION:													
CONTRACT DURATION:													
CONTRACT VALUE:													
CONTACT PERSON:													
CONTACT EMAIL ADDRESS:													
<b>CONTRACT 2</b>													
CLIENT NAME:													
PROJECT DESCRIPTION:													
CONTRACT DURATION:													
CONTRACT VALUE:													
CONTACT PERSON:													
CONTACT EMAIL ADDRESS:													
<b>CONTRACT 3</b>													
CLIENT NAME:													
PROJECT DESCRIPTION:													
CONTRACT DURATION:													
CONTRACT VALUE:													
CONTACT PERSON:													
CONTACT EMAIL ADDRESS:													



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**PART G: GEOGRAPHICAL AREAS OF OPERATION**

Applicants are required to indicate the areas within which their enterprises are able to operate, i.e. the geographical areas which your enterprise is able to serve.

<b>ETHEKWINI METROPOLITAN MUNICIPALITY</b>	<input type="checkbox"/>		<b>ZULULAND DISTRICT MUNICIPALITY</b>	<input type="checkbox"/>	
ETHEKWINI METROPOLITAN		<input type="checkbox"/>	ABAQULUSI LOCAL MUNICIPALITY		<input type="checkbox"/>
<b>UGU DISTRICT MUNICIPALITY</b>	<input type="checkbox"/>		EDUMBE LOCAL MUNICIPALITY		<input type="checkbox"/>
RAY NKONYENI LOCAL MUNICIPALITY		<input type="checkbox"/>	NONGOMA LOCAL MUNICIPALITY		<input type="checkbox"/>
UMDONI LOCAL MUNICIPALITY		<input type="checkbox"/>	ULUNDI LOCAL MUNICIPALITY		<input type="checkbox"/>
UMUZIWABANTU LOCAL MUNICIPALITY		<input type="checkbox"/>	UPHONGOLO LOCAL MUNICIPALITY		<input type="checkbox"/>
UMZUMBE LOCAL MUNICIPALITY		<input type="checkbox"/>	<b>UMKHANYAKUDE DISTRICT MUNICIPALITY</b>	<input type="checkbox"/>	
<b>UMGUNGUNDLOVU DISTRICT MUNICIPALITY</b>	<input type="checkbox"/>		BIG FIVE HLABISA LOCAL MUNICIPALITY		<input type="checkbox"/>
IMPENDLE LOCAL MUNICIPALITY		<input type="checkbox"/>	JOZINI LOCAL MUNICIPALITY		<input type="checkbox"/>
MKHAMBATHINI LOCAL MUNICIPALITY		<input type="checkbox"/>	MTUBATUBA LOCAL MUNICIPALITY		<input type="checkbox"/>
MPOFANA LOCAL MUNICIPALITY		<input type="checkbox"/>	UMHLABUYALINGANA LOCAL MUNICIPALITY		<input type="checkbox"/>
MSUNDUZI LOCAL MUNICIPALITY		<input type="checkbox"/>	<b>KING CETSHWAYO DISTRICT MUNICIPALITY</b>	<input type="checkbox"/>	
RICHMOND LOCAL MUNICIPALITY		<input type="checkbox"/>	MTHONJANENI LOCAL MUNICIPALITY		<input type="checkbox"/>
UMNGENI LOCAL MUNICIPALITY		<input type="checkbox"/>	NKANDLA LOCAL MUNICIPALITY		<input type="checkbox"/>
UMSHWATHI LOCAL MUNICIPALITY		<input type="checkbox"/>	UMHLATHUZE LOCAL MUNICIPALITY		<input type="checkbox"/>
<b>UTHUKELA DISTRICT MUNICIPALITY</b>	<input type="checkbox"/>		UMFOLOZI LOCAL MUNICIPALITY		<input type="checkbox"/>
ALFRED DUMA LOCAL MUNICIPALITY		<input type="checkbox"/>	UMLALAZI LOCAL MUNICIPALITY		<input type="checkbox"/>
INKOSI LANGALIBALELE LOCAL MUNICIPALITY		<input type="checkbox"/>	<b>ILEMBE DISTRICT MUNICIPALITY</b>	<input type="checkbox"/>	
OKHAHLAMBA LOCAL MUNICIPALITY		<input type="checkbox"/>	KWADUKUZA LOCAL MUNICIPALITY		<input type="checkbox"/>
<b>UMZINYATHI DISTRICT MUNICIPALITY</b>	<input type="checkbox"/>		MANDENI LOCAL MUNICIPALITY		<input type="checkbox"/>
ENDUMENI LOCAL MUNICIPALITY		<input type="checkbox"/>	MAPHUMULO LOCAL MUNICIPALITY		<input type="checkbox"/>
MSINGA LOCAL MUNICIPALITY		<input type="checkbox"/>	NDWEDWE LOCAL MUNICIPALITY		<input type="checkbox"/>
NQUTHU LOCAL MUNICIPALITY		<input type="checkbox"/>	<b>HARRY GWALA DISTRICT MUNICIPALITY</b>	<input type="checkbox"/>	
UMVOTI LOCAL MUNICIPALITY		<input type="checkbox"/>	DR NKOSAZANA DLAMINI-ZUMA LOCAL MUNICIPALITY		<input type="checkbox"/>
<b>AMAJUBA DISTRICT MUNICIPALITY</b>	<input type="checkbox"/>		GREATER KOKSTAD LOCAL MUNICIPALITY		<input type="checkbox"/>
DANNHAUSER LOCAL MUNICIPALITY		<input type="checkbox"/>	UBUHLEBEZWE LOCAL MUNICIPALITY		<input type="checkbox"/>
EMADLANGENI LOCAL MUNICIPALITY		<input type="checkbox"/>	UMZIMKHULU LOCAL MUNICIPALITY		<input type="checkbox"/>

**MARKET ASSESSMENT FOR THE IDENTIFICATION, REGISTRATION AND CAPACITY ASSESSMENT OF CO-OPERATIVES AND SMALL MEDIUM AND MICRO ENTERPRISES (SMMEs) IN KWAZULU-NATAL**

NEWCASTLE LOCAL MUNICIPALITY



**SECTION C: CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT**

I, the undersigned, warrants that I am duly authorised to do so on behalf of the applicant, and hereby certify that the information supplied in terms of this document is correct and true, that the signatory to this document is duly authorised and acknowledges that the applicant will furnish documentary proof regarding any issue to the satisfaction of the EDTEA, if requested to do so.

**SIGNED ON THIS..... DAY OF.....**

**2017 AT.....**

.....  
**SIGNATURE OF APPLICANT OR DULY  
AUTHORISED REPRESENTATIVE**

.....  
**NAME IN BLOCK LETTERS**

**ON BEHALF OF (APPLICANT'S NAME) .....**  
**CAPACITY OF SIGNATORY**

**SECTION D: LIST OF ALL RETURNABLE & COMPULSORY DOCUMENTS**

The Applicant shall submit the following returnable schedules and documents:

No.	DESCRIPTION	FOR OFFICIAL USE ONLY		
		YES	NO	N/A
1	Proof of ownership of the Applicant's entity:			
	Certified copy of Registration Certificate (For Co-operatives: CR documents).			
	Certified copy of Identity Document (For Sole Proprietors).			
	Certified copy of Partnership Agreement (For Partnerships).			
	Certified copy of Certificate of Incorporation (For Private Companies: CM1, CM2, CM22, CM29/CM29/2).			
	Certified copy of Founding Statement (For Close Corporations: CK1 and CK2 (if applicable)).			
2	Certified ID Documents for Founding Members/ Directors/Shareholders / Members / Partners / Sole Proprietors.			
3	A certified copy of a utility bill or letter from the Local Councilor submitted as proof of address.			

**MARKET ASSESSMENT FOR THE IDENTIFICATION, REGISTRATION AND CAPACITY ASSESSMENT OF CO-OPERATIVES AND SMALL  
MEDIUM AND MICRO ENTERPRISES (SMMEs) IN KWAZULU-NATAL**

No.	DESCRIPTION	FOR OFFICIAL USE ONLY		
		YES	NO	N/A
4	Valid Tax Clearance Certificate.			
5	Certified copy of the latest Bank Statement.			
6	Certified copy of a valid B-BBEE Certificate.			
7	Letter of Consent from Auditor/ Accounting Officer/ Bookkeeper.			
8	Certified copy of your latest audited Annual Financial Statements.			

**SECTION E: CAPACITY ASSESSMENT**

NO.	DESCRIPTION	YES	NO
1.	Do you have the necessary technical skills to <b>manufacture</b> the selected commodity?		
2.	Do you have the necessary technical skills to <b>supply</b> the selected commodity as a <b>Wholesaler</b> ?		
3.	Do you have the necessary technical skills to <b>supply</b> the selected commodity as a <b>Retailer</b> ?		
4.	Have you had any training on the technical expertise required for the manufacture of the selected commodity?		
5.	Have you had any Business Management training?		
6.	Have you been operational for less than 3 years?		
7.	Has your annual turnover been increasing year by year?		
8.	Do you understand the procurement process of the SA government?		
9.	Have you been previously awarded any contracts with a provincial department, municipality or public entity?		
10.	Have you been a Sub-Contractor to an established business?		
11.	Have you partnered in any form with an established business?		
12.	Do you <b>own</b> your business premises?		
13.	Do you <b>rent</b> your business premises?		
14.	Do you <b>own</b> any delivery vehicles?		
	If so, please list them below – description and registration plate number:	N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
15.	Do you <b>own</b> any furniture, computers, equipment or machinery?		
	If so, please list them below – description and age?	N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A
		N/A	N/A

