



## **A CALL OUT TO EXISTING SOUTH AFRICAN OWNED, REGISTERED AND TAX COMPLIANT SMMEs TO SUBMIT INFORMATION IN THE FOLLOWING CATEGORIES**

|   |   |
|---|---|
| <b>Request for Information from Small Businesses:</b> | Food and Household Essential Products   |
| <b>Request For Information No</b>                     | <b>DSBD/COVID19: 13/04/2020-2021</b>  |
| <b>Closing date and time:</b>                         | Call for Information is open from 13 April 2020 and closes on 30 April 2020 @ 16:00. <b>Applications will be assessed as soon as the DSBD receive them.</b>   |
| <b>Information to be submitted on line:</b>           | 1. Register Business on <a href="http://www.smmesa.gov.za">www.smmesa.gov.za</a><br>2. Submit the <a href="mailto:Criticalsuppliers@dsbd.gov.za">Criticalsuppliers@dsbd.gov.za</a>  |
| <b>Request Information Advertised at:</b>             | 1. <a href="http://www.dsbd.gov.za">www.dsbd.gov.za</a><br>2. <a href="http://www.sefa.org.za">www.sefa.org.za</a><br>3. <a href="http://www.seda.org.za">www.seda.org.za</a><br>4. <a href="http://www.gcis.gov.za">www.gcis.gov.za</a><br>5. <a href="http://www.mybindu.org.za">www.mybindu.org.za</a> |

### **1. SUBMISSION OF INFORMATION**

Please take note of the closing date.

### **2. INFORMATION FORMAT**

**2.1 Annexure A** must contain this document.

**2.2 Annexure B** must contain the business Information specifying products and or services offered.

**2.3 Annexure C** must contain attachments mandatory proof requirements

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## 1. INTRODUCTION

- 1.1 Following President Cyril Ramaphosa's declaration of Covid-19 pandemic as a National State of Disaster; the Department of Small Business Development (DSBD) has identified SMMEs and Cooperatives as essential contributing partners in assisting the Country to combat this national and global pandemic.
- 1.2 Government has prioritised securing essential products and services from all the critical stakeholders nationally to urgently deal with the pandemic. DSBD is currently implementing swift interventions to support small businesses that manufacture these critical essential products such as hygiene, medical and food items and related support services businesses.
- 1.3 This call out is meant to target **ONLY** South African Owned Small Businesses (as Defined in terms of the National Small Enterprise Act 1997) that are manufacturing these products and/or are providing the services as outlined in the document.

## 2. OBJECTIVES

- 2.1 The DSBD requires Information from SMME all the listed food and households essential products for communities to:
  - 2.1.1 Ensure adequate supplies of these products to related key sectors.
  - 2.1.2 In line with the Localization Strategy of Government

## 3. SCOPE OF WORK

- 3.1 **The products/services are categorised in Table 1 below as follows:**
  - 3.1.1 Food Manufactures / Producers
  - 3.1.2 Household Essentials Manufactures

**i) Table 1 – Food / Household Products**

|                                   |                      |                      |                     |                          |
|-----------------------------------|----------------------|----------------------|---------------------|--------------------------|
| 1. Beverages ,<br>water           | 2. Confectionary     | 3. Bread             | 4. Condiments       | 5. Flour                 |
| 6. Canned Food                    | 7. Milk              | 8. Eggs              | 9. Chicken          | 10. Washing<br>Powder    |
| 11. Margarine and<br>bread Spread | 12. Baby food        | 13. Spices           | 14. Fish            | 15 Baby Nappies          |
| 16. Atchaar                       | 17. Soup powder      | 18. Peanut<br>butter | 19. Jam             | 20 Cooking Oil           |
| 21. Cabbage                       | 22. Beetroot         | 23. Corn             | 24. Morogo          | 25 Sugar                 |
| 26. Spinach                       | 27. Green<br>Peppers | 28. Butternut        | 29. Potatoes        | 30 Salt                  |
| 31. Sweet potatoes                | 32. Tomatoes         | 33. Onions           | 34. Mealie<br>Meal  | 35 Tea                   |
| 36. Cosmetics                     | 37. Maize Meal       | 38. Samp             | 39. Toilet<br>Paper | 40 Liquid Dish<br>Washer |
| 41. Detergents                    | 42. Body lotions     | 43. Spices           |                     |                          |

### 3. REQUIREMENTS

- 3.1 CIPC Incorporation documentation
- 3.2 Company Statutory Documents – Relevant Accreditations Certificates, CSD Report
- 3.3 FICA documents – Proof of Business Address, Lease Agreement or Proof of Ownership
- 3.4 ID Copies of Directors
- 3.5 6 months Bank Statements
- 3.6 Latest Annual Financial Statements from date of Submission
- 3.7 Business Profile - Clearly stating the products and or services including track record
- 3.8 Production Facility Output and Capacity – Production Plan 12 Months. Breakdown number of Employees, Equipment/ Machinery and related Capacity.
- 3.9. Product & Pricing breakdown in terms of:
  - 3.9.1 Size e.g. 500ml, 1 litre etc.
  - 3.9.2 Packaging e.g. 12, 24 etc.

#### **NB Historical performance of the Business in relation to output is important**

***NB: DSBD reserves the right to assess all documentation and information that will be submitted to be validated to ensure that company experience as well as capacity are relevant and adequate.***

#### **NB Historical performance of the Business in relation to output is critical and important**

***NB: DSBD reserves the right to assess all documentation and information that you will be submitting to validated and ensure that company experience is relevant and as well as the ability to supply or perform.***

### 4. THE DSBD OBLIGATIONS

- 4.1 The DSBD will serve as the contact person on all matters relating to the project;
- 4.2 The DSBD will review, evaluate and recommend the services provided by the Supplier
- 4.3 The DSBD will supply all reasonable, relevant, available data and information required and requested by the Supplier for proper execution of services, and such assistance that shall reasonably be required by Supplier in carrying out their duties.

### 5. SUPPLIER'S OBLIGATION

- 5.1 The Supplier undertakes to act as an independent contractor in respect of the work;
- 5.2 To work closely with the Project Manager responsible for the project in the DSBD;
- 5.3 The Supplier must exercise all reasonable skill, care and diligence in the execution of the work and shall carry out their obligation in accordance with professional standards;
- 5.4 The Supplier must in all professional matters act as a faithful advisor to the DSBD as well as respecting the laws and customs of any country and provinces in which any business in relation to the project is conducted;
- 5.5 All information availed to the Supplier in the course of the project must be deemed confidential and will remain the property of the DSBD;
- 5.6 The Supplier must plan and provide for all possible risks that may affect the delivery of the project on time and indicate what mechanisms are in place to manage such risks.