



small business
development

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

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

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

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

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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.

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

Request for information from Small Businesses and Cooperatives:	Fabric/ Cloth Face Masks
Request For Information No	DSBD/COVID19: 10/04/2019-2020
Closing date and time:	Call for Information is open from 13 April 2020 and closes on 30 th April 2020 @ 16:00. Information will be assessed as soon as the DSBD receive them.
Information to be submitted on line:	1. Register Business on https://smmesa.gov.za 2. Submit the clothmasks@dsbd.gov.za
Request Information Advertised at:	1. www.dsbd.gov.za 2. www.sefa.org.za 3. www.seda.org.za 4. www.gcis.gov.za 5. www.mybindu.org.za
Face/ Cloth Mask Manufacturing Guidelines	6. Clothing and Textiles Face/ Cloth recommended Guidelines

1. REQUEST FOR INFORMATION

Please take note of the closing date.

2. SUBMISSION FORMAT

- 2.1 **Annexure A** must contain this document.
- 2.2 **Annexure B** must contain the business information specifying product 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 Fabric / Cloth face mask for the general public of South Africa is only part of a broader solution to curb the spread of COVID-19 and it must always be used in combination with other hygienic methods of prevention. The Department of Health has recommend for the use of fabric/ cloth face masks with the main benefit reducing the amount of Coronavirus or Influenza virus being coughed up by those with the infection thereby reducing its spread through droplets. Since some persons with the Coronavirus may not have symptoms or may not know they have it, everyone should wear a face-mask
- 1.3 It is however noted that such masks are not a replacement for other recommended precautionary measures. They should not provide a false sense of protection that lead to a lapse in the application of proper preventative measures like personal hand hygiene, respiratory hygiene and physical (social) distancing.
- 1.4 Government is prioritised securing these products all the stakeholders nationally to urgently deal with the pandemic. DSBD is implementing swift interventions to support small businesses that manufacture these 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 and Cooperatives (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 textile and clothing SMME and Cooperatives to submit information proving that they can make or manufacture the face/ cloth masks for the South African public including some state institutions such as schools, community workers to help :
 - 2.1.1 In reducing the risk of community transmission of COVID-19;
 - 2.1.2 Protect the health of the public, vulnerable members of society and;
 - 2.1.3 Ensure adequate supply of these products to related key sectors.

3. SUMMARY PRODUCT SPECIFICATION

<p>3.1 MASK PERFORMANCE</p> <ul style="list-style-type: none"> • Act as a Barrier • Breathable • Fit Properly • Washable 	<p>3.2 TYPE OF FABRIC</p> <ul style="list-style-type: none"> • Non-woven to woven – high yarn density and small spaces between particles • Thicker Fabrics – allow easy breathing • Should not allow liquids through them • Comfortable to wear
<p>3.1 MASK DESIGN</p> <ul style="list-style-type: none"> • Three layer preferred – Outer/ Middle/Inner Outer • Fit Properly – cover 50% nose length and 25mm under Chin • Special groups of Society Allowed 	<p>3.2 GUIDE TO USE THE MASK</p> <ul style="list-style-type: none"> • Clear Instructions for consumers about the capabilities and limitations of the mask

NB: THE DETAILED GUIDELINES ARE ATTACHED FOR EASE OF REFERENCE

4. REQUIREMENTS

Description	Source Document
4.1 CIPC Incorporation documentation	i) CK, Pty, Cooperative, NPO or ; ii) ID Copy(s) if Partnership or Sole Trader
4.2 Statutory Document	iii) Tax Pin or CSD Report
4.3 FICA Documents	iv) Proof of Address or Lease Agreement or Proof of Ownership or v) Tribal Authority Letter or Municipality Permit
4.4 ID Copies	vi) ID Copy if the Owners/ Member / Directors – CK, Cooperatives vii) ID copies of the trustees (including attaching the trust deeds)
4.5 Bank Account	viii) Proof of Bank account or three months bank statement ix) Personal Bank Account
4.6 Business Profile	x) Contact Details, xi) Business Address xii) List Previous Clients xiii) Type of Products Manufactured xiv) List of Equipment's xv) No of Units business Makes xvi) Association or any other detail

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 The Masks must strictly be 100% Locally Manufactured.

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