



east london idz
business streamlined

NATIONAL
CONSTRUCTION

incubator



SMME HANDBOOK

BE A PARTNER IN THE
DEVELOPMENT OF THE ZONE



**MASAKHE
SONKE**

TOGETHER BUILDING A SUSTAINABLE CONSTRUCTION INDUSTRY

EAST LONDON INDUSTRIAL DEVELOPMENT ZONE

The East London Industrial Development Zone SOC Ltd is the operator of the East London Industrial Development Zone (IDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose-built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The Zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

VISION

World class Operator of a prestigious industrial complex where highly competitive organisations thrive on streamlined business benefits and stimulate sustainable regional economic growth.

MISSION

To provide investor solutions and to attract and develop strategic industries that strengthen South Africa's global competitiveness through the development and operation of a thriving, specialized industrial complex.

The ELIDZ pursues its mission through the setting of programmes of action which seek to ensure the creation and delivery of:

- A suitable location for the establishment of strategic investments;
- Promotion and development of productive links between domestic and zone-based industries, to optimize use of existing infrastructure, generation of employment and creation of technology transfers; and
- Enablement of the beneficiation of local resources by resource-seeking industries.

The organization maintains four broad programmes in addressing these objectives. These are:

- Corporate Affairs
- Zone Operations
- Finance
- Office of the CEO

ELIDZ VALUES AND BELIEFS

- **Customer-Focused:** The needs of our customers shape and drive our plans and actions.
- **Solution-Oriented:** In every situation we seek out possibilities that will win success for our customers and ourselves.
- **Knowledgeable:** We build individual and collective expertise through continuous learning and active knowledge sharing.
- **Synergy:** It is our unique skill in being able to combine diverse contributions into synergistic solutions.
- **Efficiency:** We respond with speed, and are accurate, capable and responsible in utilisation of resources.

NATIONAL CONSTRUCTION INCUBATOR

Established in 2006, The National Construction Incubator (NCI) is a public benefit organisation mandated to develop and mentor emerging construction companies in South Africa. The Core business of NCI is to develop emerging contractors through the infusion of both technical and business administration skills that are aligned with the introduction of technology in order to enhance the efficiency and management of their businesses.

VISION

To be the leader and center of excellence in the development of competitive Small and Medium Construction Enterprise through the provision of innovative support interventions.

MISSION

To enhance the capacity of construction SMME's through the structured transfer of business and technical knowledge, which leads to sustainable business practices, significant job creation and positive contribution to the South African economy.

NCI VALUES

National Construction Incubator applies our values in everything we do:

- **Integrity,**
- **Accountability,**
- **Reliability,**
- **Respect ,**
- **Team Work,**
- **Commitment and Professionalism**

REGISTRATION OF INTEREST TO PROVIDE GOODS AND SERVICES

By completing and submitting this form you are presenting your data to the East London IDZ and Amathole District Municipality as an Expression of Interest to participate in its targeted SMME programme. This form also grants permission to the ELIDZ and NCI to use the data in the selection and appointment of participants in its SMME Empowerment Programme.

A. BUSINESS DETAILS

Registered Business Name			
Trading Name			
Location			
Subsidiary	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, Holding Co. Name <input type="text"/>
No. of subsidiaries / branches			

B. ADDRESS

PHYSICAL

Building / Complex Name	<input type="text"/>	City / Town	<input type="text"/>
Street Name & Number	<input type="text"/>	Province	<input type="text"/>
Suburb	<input type="text"/>	Country	<input type="text"/>
	<input type="text"/>	Postal Code	<input type="text"/>

POSTAL

P.O. Box / Pvt Bag	<input type="text"/>	Province	<input type="text"/>
City / Town	<input type="text"/>	Country	<input type="text"/>
	<input type="text"/>	Postal Code	<input type="text"/>

C. CONTACT DETAILS

COMPANY DETAILS

Area Code	<input type="text"/>
Telephone	<input type="text"/>
Facsimile	<input type="text"/>
Website	<input type="text"/>
Email	<input type="text"/>

CONTACT PERSONS DETAILS

First Name	<input type="text"/>
Surname	<input type="text"/>
Position	<input type="text"/>
Area Code	<input type="text"/>
Telephone	<input type="text"/>
Facsimile	<input type="text"/>
Email	<input type="text"/>
Cellular	<input type="text"/>

List of Company Members	Identity Number	Age	Contact Number	Ownership %
Total Ownership %				

D. NOMINATED MEMBERS ACADEMIC INFORMATION

Name and Surname	Highest Qualification Obtained	NQF Level

Nominated Member: A member of the company who is actively involved in the day-to-day running of the business and also who would be available for all training sessions. Brief CVs of the nominated member(s) to be attached on submission of this form.

E. BUSINESS OVERVIEW

Type of Company: ☐ Sole Trader ☐ Partnership ☐ Close Corporation ☐ Ltd ☐ (Pty) Ltd ☐ Other

If other (please specify)

Main Industry of Business

Type of Industry

Professional Membership Details

(Organisations of which you are a member)

Please provide details of the services or products you offer

1.
2.
3.

Vat Registration No. (if applicable)

Business Registration No./ID No.

SARS Tax Registration No.

UIF Registration No.

Skills Levy Registration No.

- COIDA* Registration No.
- Workman's Compensation No.
- Construction Industry Development Board Grade

**Compensation for Occupational Injuries and Diseases Act*

F. BACKGROUND

Date of Establishment

No. of active business years in Buffalo City Metro Municipality

No. of active years in other municipal areas within the EC

Name of municipality

No. of active business years in RSA International

Main services performed in the last 5 years (please list)

1.

2.

3.

BUSINESS CATEGORY (Please tick where applicable)

Construction ☐

Manufacturing ☐

Other services (Please specify) ☐

G. ENTERPRISE EXPERIENCE: PREVIOUS WORK DONE (List the last 3 projects) (if applicable)

1.	PROJECT NAME		PROJECT DURATION	PROJECT VALUE	DATE COMPLETED
	Details of Key Personnel per project i.e. Site Agent / Supervisor			Reference (Client / Consultant)	
	Contact Name	Contact Number	Contact Person	Contact Number	
2.	PROJECT NAME		PROJECT DURATION	PROJECT VALUE	DATE COMPLETED
	Details of Key Personnel per project i.e. Site Agent / Supervisor			Reference (Client / Consultant)	
	Contact Name	Contact Number	Contact Person	Contact Number	
3.	PROJECT NAME		PROJECT DURATION	PROJECT VALUE	DATE COMPLETED
	Details of Key Personnel per project i.e. Site Agent / Supervisor			Reference (Client / Consultant)	
	Contact Name	Contact Number	Contact Person	Contact Number	

H. CURRENT PROJECTS (Complete if applicable)

1.	PROJECT NAME		PROJECT DURATION	PROJECT VALUE	DATE COMPLETED
	Details of Key Personnel per project i.e. Site Agent / Supervisor			Reference (Client / Consultant)	
	Contact Name	Contact Number	Contact Person	Contact Number	
2.	PROJECT NAME		PROJECT DURATION	PROJECT VALUE	DATE COMPLETED
	Details of Key Personnel per project i.e. Site Agent / Supervisor			Reference (Client / Consultant)	
	Contact Name	Contact Number	Contact Person	Contact Number	
3.	PROJECT NAME		PROJECT DURATION	PROJECT VALUE	DATE COMPLETED
	Details of Key Personnel per project i.e. Site Agent / Supervisor			Reference (Client / Consultant)	
	Contact Name	Contact Number	Contact Person	Contact Number	

I. TRAINING RECEIVED (Complete if applicable)

1	COURSE NAME	TRAINING CATEGORY (Technical/Management/ Manufacturing/Occupation- al Health & Safety/Other)	START DATE	COMPLETION DATE	INSTITUTION	QUALIFICATION NQF LEVEL
	Reference (Client / Consultant)		Contact Person		Contact Number	
2						
	Reference (Client / Consultant)		Contact Person		Contact Number	
3						
	Reference (Client / Consultant)		Contact Person		Contact Number	

J. Plant and Equipment Owned (Tools) (if applicable)

The plant and equipment referred to in this section should be owned by the company. No hired or borrowed plant to be registered below. The registration also excludes tools such as wheelbarrows, spades, small powered tools etc.

	Small Tools & Equipment	Number	Type
1			
2			
3			
4			
5			

K. Vehicle(s) Owned (applicable to construction)

	Vehicle Type	Number	Type (make / model)	Registration Number
1				
2				
3				
4				
5				
6				
7				

L. DECLARATION

I understand that should my business be awarded a contract, the contract offered will be subject to the information given on this form being correct. Any misrepresentation of facts may lead to disqualifications. Should such misrepresentation be uncovered after commencement of contracted work, the East London IDZ and National Construction Incubator reserves the right to terminate the contract and recover all payments made to the business.

Full Name:

Initials:

Please tick box to confirm that you have fully understood and agree with the above statement. ☐

Signature _____

Date _____

BROAD BASED BLACK ECONOMIC EMPOWERMENT (BBBEE) STATUS

The East London IDZ and National Construction Incubator is committed to social transformation. The company targets SMMEs and B-BBEE enterprises when procuring services and products from vendors. This is done in line with the Preferential Procurement Policy Framework Act (5 of 2000) and its regulations as aligned to the Broad Based-Black Economic Empowerment Act (53 of 2003) as amended.

Definition of Terms

Black People: Means African, Coloured, Indian or Chinese persons who are natural persons and

- are citizens of the Republic of South Africa by birth or descent; or
- are citizens of the Republic of South Africa by naturalization before the commencement date of the Constitution of the Republic of South Africa Act of 1993; or
- became citizens of the Republic of South Africa after the commencement date of the Constitution of the Republic of South Africa Act of 1993, but who, for the Apartheid policy that had been in place prior to that date, would have been entitled to acquire citizenship by naturalization prior to that date.

Broad-Based Black Economic Empowerment: this means the economic empowerment of all black people through diverse but integrated socio-economic strategies that include:

- increasing the number of black people that manage, own and control enterprises and productive assets;
- facilitating ownership and management of enterprises and productive assets by communities, workers, cooperatives and other collective enterprises;
- human resource and skills development;
- achieving equitable representation in all occupational categories and levels in the workshop;
- preferential procurement; and
- investment in enterprises that are owned or managed by black people.

Disability: The definition of persons with disabilities as contained in the employment equity act is used. It means employees who have a long-term recurring physical or mental impairment, which substantially limits their prospects of entry into, or advancement in employment. The total number of employees with disabilities (irrespective of race or gender) is expressed as a percentage of the total number of employees (irrespective of race or gender) in all levels of the organisation.

B-BBEE Rating

Please tick next to your B-BBEE Level and attach your accredited B-BBEE certificate

Criteria & BBBEE Rating	Please Tick
Level 1 contributor: 100% and above	
Level 2 contributor: 85 – 100%	
Level 3 contributor: 75 - 85%	
Level 4 contributor: 65 - 75%	
Level 5 contributor: 55 - 65%	
Level 6 contributor: 45 - 55%	
Level 7 contributor: 40 - 45%	
Level 8 contributor: 30 - 40%	
Non-Compliant	

Companies with annual turnover less than R5 million to submit an accountant or SARS letter confirming turnover.

Turnover

State company latest annual turnover

State company financial year end

Additional Information

1.1.1 Ownership held by black shareholders

(% of total shares)

1.1.2 Ownership held by black female shareholders

(% of total shares)

DISCLOSURE OF INTEREST

CONFLICT OF INTEREST INCLUDES:

- Direct or indirect ownership by East London IDZ or National Construction Incubator employees or members of the board and its committees, their spouses or immediate family in a contractor or supplier (service provider) which is, or intends to do business with the East London IDZ;
- East London IDZ or National Construction Incubator employees or members of the board and its committees, their spouses or immediate family serving as an officer, director, employee, committee member, agent, representative or consultant, to any current supplier or to any other organisation that does business with East London IDZ
- East London IDZ or National Construction Incubator employees or members of the board and its committees, their spouses or immediate family receiving fees, commissions or other compensations from suppliers or service providers; and
- East London IDZ or National Construction Incubator employees or members of the board and its committees, their spouses or immediate family, receiving gifts, hospitalities, entertainment or other courtesies from suppliers or potential suppliers,
- Amounts received by East London IDZ or National Construction Incubator employees or members of the board and its committees, their spouses or immediate family that are more than R1000 in the form of fees, donations, gifts, must be disclosed.

DISCLOSURE FORM:

Do ELIDZ or NCI members of the board or board committees, employees, their spouses or immediate family have any direct / indirect interest in your company?

No ☐ Yes ☐ (if yes, complete the following)

Name of Person	Nature of Relationship	Extent of Financial Interest

Do ELIDZ or NCI members of the board, committees, employees, their spouses or immediate family currently serve as an officer, director, partner, employee, committee member, agent, representative, or consultant to your company?

No ☐ Yes ☐ (if yes, complete the following)

Name of Person	Current Position	No. of Years	Remuneration Received

Have ELIDZ or NCI members of the board, committees, employees, their spouses or immediate family received any fees, commissions or other compensations from your company within the last year?

No ☐ Yes ☐ (if yes, complete the following)

Name of Person	Nature of Benefit	Approximate Value

Have ELIDZ or NCI members of the board, committees, employees, their spouses or immediate family received any sponsorship from your company within the last year?

No ☐ Yes ☐ (if yes, complete the following)

Source of Assistance / Sponsorship	Description of Assistance / Sponsorship	Value of Assistance / Sponsorship

Have ELIDZ or NCI members of the board, committees, employees, their spouses or immediate family received any gifts, hospitalities, entertainment or any other such gratuities from your company within the last year?

No ☐ Yes ☐ (if yes, complete the following)

Name of Person	Type of Gratuity	Approximate Value

Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently serving or has served within the last 12 months as any of the following:

- ☐ a member of any municipal council
- ☐ a member of any provincial legislature
- ☐ a member of the National Assembly or the National Council of Province
- ☐ a member of the board of directors of any municipal entity
- ☐ an official of any municipality or municipal entity
- ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- ☐ a member of an accounting authority of any national or provincial public entity
- ☐ an employee of Parliament or a provincial legislature

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

I _____ understand that should my business be awarded a contract offered, will be subject to the information given on this form being correct.

Failure to disclose Conflict of Interest information amounts to misrepresentation. Should any misrepresentation be uncovered after commencement of contracted work, the East London IDZ and National Construction Incubator reserves the right to terminate the contract and recover all payments made to the business.

Signature _____

Date _____

CHECKLIST

Please submit the following documents as an attachment to this handbook

Documents Required		Please tick
1.	Proof of registration with the CIDB. Contractors must be registered for at least one year with the CIDB	
2.	Business Profile, and Track Record of Previous Project	
3.	BBBEE Affidavit confirming BBBEE Status	
4.	Valid TAX Clearance Certificate and/or Pin, CSD registration, CK, Share Certificate and Certified Copies of Members / Owners IDs	
5.	Company Registration Documents	
6.	Latest signed annual financial statements and/or Latest management accounts	
7.	Qualifications and CVs for at least 3 nominated members	
8.	Proof of business address or Residential Address within BCMM and the ADM; or a up to date Municipal Account	



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