

BUSINESS PROPOSAL

**CO-OPERATIVE REGISTRATION, TAX ADMINISTRATION,
BUSINESS PLANS AND SOURCING CIS
(Co-operative Incentive Scheme) FUNDING**

Submitted by:-

GOLDEN TECHNOLOGIES

CLIENT NAME:-

SMALL ENTERPRISE DEVELOPMENT AGENCY (SEDA)

BID NUMBER:- CPPP 2015/16-A-16

CLOSING DATE :- 19 February 2016

BID OFFER PRICE:- R 148 487.00

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1. EXECUTIVE SUMMARY

The proposal deals with interest to assist **10 x** Co-operatives based in Matatiele-**Tsomo** jurisdiction in accessing Co-operative Incentive Scheme grant offered by Department of Small Business and Development on behalf of **SEDA** (Small -Enterprise Development Agency), Golden Technologies has vast experience in formulating business plans for Sourcing Finance whether in the form of Grant or Loan or General Purposes. The amount to be sourced using intended business plan and CIS application will be roughly amount to **R 3.5 million** from Department of Trade and Industry however any additional funding could also be source using same business plans. A final formulated business plan will be used for monitoring and evaluating operations of Co-operatives also enable other institutions to easily fund where need arises both for financial and non-financial.

A precise written business plan will not only assist Co-operative to uncover strengths and weakness which may not be notice by mere operations and minor plans, but will ensure sustainability and viability.

2. COMPANY BACKGROUND

Golden Technologies was established in **2006** by skilled and well educated **personnel who have** worked in various institutions such as Municipalities, Institutions of Higher Learning, Government and Private Institutes, having worked within these institutions a golden opportunity was discovered to alleviate poverty and provide jobs, skills for less advantageous communities and personnel.

For the past 8 years of inception the entity has done remarkable work in Municipalities, Private and Public institutions specializing in trainings, strategic plans, business plans, performance management systems. The main slogan or objective is any organization that fails to plan it planning to fail, importance of planning can never be overemphasized for any size of organization.

3. SCOPE OF WORK / STATEMENT OF WORK

The proposed assignment entails develop a highly competitive and bankable business plan that would enable the Secondary Co-operative to access finance and completion of **CIS** (Co-operative Incentive Scheme) funding application for **2** Primary Co-operatives.

The preliminary outcome on topics covered for each heading are listed below

EXECUTIVE SUMMARY

- General Information
- Full contact details of the Co-operative
- Mode of operation
- History and background of the Co-operative
- Products and Services
- Strategic partners and alliances

OPERATIONS PLAN

- Business location
- Grounds and buildings
- Support systems
- Technology and equipment
- Production
- Suppliers
- Personnel
- Quality
- Legal/regulatory requirements
- Management Plan
- Organ gram
- Management skills and gaps

MARKETING PLAN

- Market/industry analysis
- Value chain analysis
- Market segmentation
- Target market
- Competitor profile and analysis
- Competitive edge/unique selling point
- Marketing mix
- Sales strategy

ECONOMIC DEVELOPMENT PLAN

- Job creation
- Social responsibility

FINANCIAL PLAN

- 3 year financial projection
- Funding schedule worksheet
- Asset register worksheet
- Assumptions and value driver's worksheet
- Sales budget worksheet
- Cost of sales worksheet
- Projected income statement
- Projected cash flows
- Debtors and creditors worksheet
- Stock control worksheet
- Break even analysis
- Charts and graphical presentation of the overall financial performance

4. IMPLEMENTATION AND METHODOLOGY PLAN

1) PHASE - 1 (SITE VISIT AND INFORMATION COLLECTION) 3 Days

A site visit will be conducted by representative of the firm to:

- a) Meet with Co-operative members to discuss their business ideas and plans
- b) Assess business activities, identify challenges and best methodology to remediate current constraints or barriers

- c) Determine the current skills of Co-operative members versus their business ideas
- d) Collect and review any documentation relevant in supporting funding application and operation of the Co-operative

2) PHASE - 2 (BUSINESS PLAN/FUNDING APPLICATION PROCESS)- 10 DAYS

- a) Consolidate information collected from site with view of incorporating into funding application
- b) Conduct market analysis and interview stakeholders with view of assessing viability and sustainability of business activities and products
- c) Formulate and develop technical plan which allows assignment of duties and responsibilities to all members according to their skills and expertise
- d) Design an operational plan which will detail daily /weekly/monthly plan of Co-operative activities
- e) Develop financial projection based on planned products and services with targeted market clearly identified
- f) Integrate all plans into a solid comprehensive document which details from marketing to technical operations of the Co-operative
- g) Acquire quotations from service providers who will supply machinery, tools, equipment, enterprise support services



3) PHASE - 3 (REVIEWING BUSINESS PLAN AND CIS FUNDING SUBMISSION) - 2 DAYS

- a) Reviewing, adoption of formulated business plan by all relevant stakeholders to determine whether it meet all desire outcomes and plans
- b) Revision of areas which are not clearly defined or specified in the plans
- c) Filing CIS application form and submission to Dept. Of Trade and Industry online system
- d) Handing over all documentation to relevant stakeholders
- e) Formal closing funding application as project await for Dept. Of Trade and Industry site inspection

5. COSTS AND TASKS ESTIMATION

TASK DESCRIPTION	RESPONSIBLE STAKEHOLDER	DURATION ESTIMATION	COST ESTIMATION
PHASE - 1 Site Visit and information collection	Golden Technologies , Co-op Representatives	3 Days	R 13 363.83
PHASE - 2 Co-operative Business Registration Information collection such as ID Copies, Addresses, uploading on CIPC System	Golden Technologies , Co-op Representatives	2 Days	R 10 394.09
PHASE - 3 Verification and Submission of Tax Clearance Application, Returns with SARS	Golden Technologies , Co-op Representatives	3 Days	R 17 818.44
PHASE - 4 Business Plan Development / Funding Application Process	Golden Technologies , Suppliers, Customers, Co-operative Representative	4 Days	R 75 728.37
PHASE - 5 Reviewing Business Plan and CIS funding for submission to Dept of Trade And Industry	Golden Technologies , Co-operative Representative,	2 DAYS	R 19 303.31
PHASE-6 Submission of CIS Application Online and Receive Acknowledgement Letter, Allocation of Application by DTI official and Site Inspection Scheduled	Golden Technologies and Dept of Trade and Industry, Co-operative Representative	1 DAYS	R 11 878.96
TOTAL DURATION AND COSTS		15	R 148 487.00

NOTES:-

-  The quoted prices are VAT inclusive
-  Validity 60 days from date issued

6. KEY PLANNED PERSONNEL

LEBOGANG SEITISHO

Lebogang holds Degree in Business Management from the University of Johannesburg , has been in consulting industry for more than 8 years , her undisputed record and knowledge earned her great respect from professionals and clients who supervisor her work. Ms Seitisho has been involved in writing more than **100** business plans, diagnostic and due diligence reports, project planning documentation for various institution more recently ones funded by Department of Trade and Industry under Black Business Supplier Development Programme (**BBSDP**), Co-operative Incentive Scheme (**CIS**) applications

SIMILAR ASSIGNMENT

Seitisho has spent recent five years consulting and training in different institutions such as **Municipalities**, Private and Public companies where lack of proper planning and monitoring has been cited as major challenges and drawbacks in achieving desire goals and objectives.

Approximately on her skills and techniques a minimum of 70 percent is being utilized in formulating Business Plans, Strategic Plans, Performance Management System which are fundamental basis for any institution intending to provide quality services for its clients. This knowledge and capability is mostly required in similar project for sourcing funding for rural co-operatives which would be easily integrated on Spatial Plan and Integrated Development Plan of **Mnquma Municipality** in which co-operatives jurisdiction falls under.

SAKIWO NGCWANGU

Sakiwo holds Masters in Education from Leeds University , Labour Law Diploma from GMIT , Diploma in Human Resource Management from Unisa her passion about skills development and education could easily be alluded to apartheid era where education was extremely difficult to acquire. She used the situation to her advantage which has enable countless number of candidates to acquire rare knowledge and skills.

SIMILAR ASSIGNMENT

Mr. Ngcwangu has worked in various academic and non-academic institutions ensuring proper plans are prepared and monitored for implementation aligned with performance management systems, for the past **14** years serving in different capacities. Her skills and knowledge will be utilized in ensuring skilled and knowledgeable personnel are recruited on co-operatives, their roles and responsibilities are clearly defined for better achievement of set goals and objectives.

7. PREVIOUS SIMILAR EXPERIENCE

DESCRIPTION / PROJECT NAME	ORGANIZATION NAME	CONTACT PERSON
New Venture Creation programmes for registering businesses and provision of basic Business Management Skills courses R 135 689.00	ETDP-SETA East London	Luvo Gazi 043 726-2564
Registering and Mentoring Co-operative in Waste Management Services R 68542.00	Department of Environment Affairs and Tourism	Sindiswa Siyangaphi 047 531-4044
Business Plan Development for Sourcing Finance tune of R 3. 5 million	Simo Solutions East London	Zanale Madaka 083 283 7487
Business Plan Development and CIS Application Facilitation amounting R 350,000.00	Mkhambathi Waste Recyclers Primary Co- operative Flagstaff	Lindelani Khuzwayo 073 645-2260
Business Plan Development and CIS Application Facilitation amounting R 350,000.00	Buhle Agricultural Primary Co-operative Maclear	Wezani Khawuleza 074 263 9725
Business Plan Development for Sourcing Finance from IDC and NEF Financiers R 7.2 million	Anix Trading Mthatha	Mr. Monwabisi Jama 047 532-4044

8. CONCLUSION

Golden Technologies hereby express sincerely gratitude for being afforded an opportunity submitted proposal with interest of performing desired exercise to handle Co-operative Registration, Tax Administration , Development of Business Plans for Sourcing funding for Co-operatives in **Matatiele**

The initiative will significantly improve lives of rural communities where the co-operatives are operating lack of formal education and employment are serious challenges facing youth and women.