

PROPOSAL FOR BUSINESS PLAN FORMULATION TO SOURCE FUNDING AND FACILITATION OF 10 X CO- OPERATIVES CIS APPLICATIONS

SEDA-SMALL ENTERPRISE DEVELOPMENT AGENCY

Bid number:- CPPP 2015/16-A-15

Closing date:- 22 February 2016 @ 12H00 PM



CONTACT INFORMATION

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1. EXECUTIVE SUMMARY

This proposal deals with Formulation of Business Plans to Source Funding and Facilitation of Co-operative Incentive Scheme Applications for 10 x Co-operatives from Department of Small Business and Development on behalf of Matatiele Forestry Project based in **Matatiele** (Mabenyeng A/A).

Sanku Consulting hereby express interest in executing the exercise on behalf of Small Enterprise Development Agency (**SEDA**) an arm of Department of Trade and Industry task to develop emerging enterprises through enterprise support services.

2. COMPANY BACKGROUND

SANKU CONSULTING has excellent track record spanning over 8years is sourcing financial assistance in form of **Grant and Business Loan** for qualifying enterprises.

The enterprise pride itself with knowledgeable and experienced personnel who have worked both in private and public their skills and experts are immeasurable. Ever since inception the organization has assisted companies from all sectors to grow their businesses to full participate in the main economic growth and create sustainable job opportunities.

Whenever our firm is engage to any activity point of departure which is mostly overlooked is proper planning which include all relevant stakeholders in order for their needs and expectations to be incorporated into the main plan.

The importance of building and nurturing professional , efficient working relationship cannot be overemphasized as its benefits are massive and fruitful.

3. SCOPE / PURPOSE OF THE ASSIGNMENT

The main purpose of this intervention is to assist the co-ops to:

- a) Have clear and financial viable Business Plan
- b) Concise objectives and goals on Business Operations
- c) Comprehensive developmental plan to achieve productivity and human developments
- d) Benefit from funding opportunities offered by various government institutions

4. PLANNED TASKS

- 1) Visit Co-operatives to Collect information and interact with Members
- 2) Consolidate information into presentable format
- 3) Develop Comprehensive Business Plan covering all aspects Technical and Financial
- 4) Review Business Plan for Compliance
- 5) Submit Business Plan for Approval to Stakeholders
- 6) Ensure receipt of Grant Approval based on CIS Funding Application and Close the Project

5. IMPLEMENTATION METHODOLOGY

IMPLEMENTATION AND METHODOLOGY				
TASK DESCRIPTION		RESPONSIBLE STAKEHOLDER	DURATION (Days)	COST ESTIMATION
1	Conduct site inspection and visit to meet with co-operative members in Matatiele	Sanku Consulting, Seda, Co-operative Members	2	R 15 650.78
2	Conduct feasibility study to determine viability of business and consolidation collected information during site visits	Sanku Consulting, Co-operative Members	3	R 23 064.30
3	Develop business plan based on information presented by members and verified	Sanku Consulting, Co-operative Members	7	R 81 548.78
4	Present business plan and funding application for approval to co-operatives and Rectify any omissions or errors	Sanku Consulting, Seda, Co-op Members	3	R 24 711.75
5	Submit Business Plans to Funding Institutions and Handover Project	Sanku Consulting, Seda, Co-op Members	2	R 19 769.40
TOTAL DURATION AND COST ESTIMATE			21	R 164 745.00

7. PLANNED HUMAN RESOURCES

SIFUNDO MTYENENE- Project Leader

Mr. Mtyenene holds various formal and informal qualifications from different institution such as BSc Degree, Advance Computer certificate from University of Fort Hare, Fundamental and Advance Project Management Diplomas from Damelin College, Advance Risk Management Diploma from University of South Africa (**UNISA**).

He has a working experience of more than 6 years lecturing and facilitating from educational institution such as Fort Hare, Rhodes University with consulting experience spanning more than 9 years both in private and public institutions. The vast knowledge and skills Mr. Mtyenene posses would have a significant positive impact on delegates who will enrol for the training in Co-operative Governance.

Proposed Roles and Responsibilities

- Analysing co-operative information and recommending next stage
- Detailing requirements and rules for accessing funding both in form of loan or grant
- Assessment and determination of best alternative to be applied in acquiring funds whether debt or shareholders investments.
- Liaising with all stakeholders both formal and informal to gather information essential to smoothly implement the project
- Ensure all needs and expectations for stakeholders are incorporated on implementation plan to achieve desire goals with less effort.
- Present completed business plans, **CIS Application** to Department of Small Business and Development officials and another relevant stakeholders
- To consistently support and provide assistance to **co-operative members** to acquire more assistance to enhance their business operations

ZIKHONA NCUKANA (Business Consultant)

NCUKANA is qualified and registered accountant studied from Walter Sisulu University she worked from various institutions has vast experience spanning over five years in Small, Medium, Large businesses before joining Sanku Consulting beginning of **2013**

Her responsibility areas include Human Resource Management, Business Plan Development, Marketing, Feasibility Studies and Research, general business consulting

She is mostly involved in Black Business Supplier Development Programme(BBSDP), Enterprise Investment Programme(EIP), currently financed by Department of Trade and Industry on which Sanku Consulting is among National Accredited Network Facilitators

KEY ROLES AND RESPONSIBILITIES

- a) Financial assessment and preparing projects for the co-operatives
- b) Submission projections for review by all stakeholders
- c) Develop Financial Statement and Balance sheet on the business
- d) Ensure financial controls are developed and utilized by Co-operatives

8. SANKU CONSULTING PREVIOUS SIMILAR EXPERIENCE

Sanku Consulting completed projects similar to current proposal, all projects are completed within stipulated **time frame, quality and scope**

CLIENT NAME	PROJECT NAME AND AMOUNT	SERVICE RENDERED	YEAR & DURATION	CONTACT PERSON
Corefacts	Enterprise Support Service R 269,547	Software Installation and setup for SMART Contractor, Microsoft Project Professional and training in using Software's and Project Management	2014	Nobesuthu Matomane Director 083 360 6497 Nobesuthu.m@vodamail.co.za
Give Ziyawa	Enterprise Support Service R 242,781	Software Installation and setup for SMART Contractor, Microsoft Project Professional and training in using Software's and Project Management	2014	Chris Gidana Director 084 844 5927 chris.gidana@gmail.com
SMALL ENTERPRISE DEVELOPMENT AGENCY (Eastern Cape Province)	Business Plan Development and CIS Applications R 169 945	Business Plan formulation and facilitation of co-operative Incentive Scheme applications on behalf of 22 co-operatives based in Chris Hani District Municipality.	2015	Andile Zondani Regional Facilitator (Co-operatives)-EC Tel: 0437211264 AZondani@seda.org.za
Department of Education	Training and skills development R 112 000.00	Provision of Training in Financial Management and bookkeeping for schools and principals based in Mount Fletcher District	2015	Ndunakazi Magazi District Director 039 257 0963 ndunakazi.magazi@ecdoe.gov.za
Department of Education	Training and skills development R 399 000.00	Provision of Training in Assessor and Moderator programme for school principals based in surrounding areas of Port Elizabeth	2014	Muriel Ketse Deputy Director 041 995 4092
Department of Education	Training and skills development	Provision of Training in Project Management and Event Management for Education	2013	Mr. Matondo Deputy Director 039 253 1946

	R 167 000.00	District office in Lusikisiki		
SMALL ENTERPRISE DEVELOPMENT AGENCY (Eastern Cape Province)	Business Plan Development and CIS Applications R 154 720	Business Plan formulation and facilitation of co-operative Incentive Scheme applications on behalf of 22 co-operatives based in Intsika Yethu and Ngqushwa Municipality	2015	Andile Zondani Regional Facilitator (Co-operatives)-EC Tel: 0437211264 AZondani@seda.org.za
DEPARTMENT OF TRADE AND INDUSTRY	IBUP (Informal Traders Businesses) R 1.95 million	Funding Facilitation and Managing Implementation of Approved Projects	2014/2015 14 Months	Kgolane Thulare Director 012 394 1794 kthulare@thedti.gov.za
DEPARTMENT OF TRADE AND INDUSTRY	(BBSDP) GRANT FACILITATION R 137 Million	Facilitation of BBSDP Funding applications on behalf of qualifying Clients	2011/2017	Pertunia Ndhlovu Deputy Director 012 3941426 ptndhlovu@thedti.gov.za