



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

Request for proposals from Small Businesses:	Critical Non Food Essentials
Request For Proposal No	DSBD/COVID19: 25/2019-2020
Closing date and time:	Call for Proposals is open from 27 March 2020 and closes on 30 th April 2020. Applications will be assessed as soon as the DSBD receive them.
Proposals to be Submitted on line:	1. Register Business on www.smmesa.gov.za 2. Submit the Criticalsuppliers@dsbd.gov.za
Request Proposal 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. PROPOSAL INFORMATION

Please take note of the closing date.

2. PROPOSAL FORMAT

- 2.1 Annexure A** must contain this document.
- 2.2 Annexure B** must contain the business proposal specifying products and or services offered.
- 2.3 Annexure C** must contain attachments mandatory proof requirement

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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 in urgently dealing with this imminent threat that the Nation is faced with. 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 is a call out therefore, it is meant to target **ONLY** currently owned South African Small Businesses (as Defined in terms of the National Small Business Act 1997) Nationally that are already manufacturing these products and or are providing the services as outlined in the document.
- 1.4 Your urgent assistance in availing and sending DSBD your Company Information for consideration in participating in producing the necessary goods and services will be highly appreciated.

2. OBJECTIVES

- 2.1 The DSBD requires essential services and all the identified products and services for the South African public including state institutions such as hospitals, clinics, schools and other essential places to:
 - 2.1.1 Reduce the risk of transmission of COVID-19;
 - 2.1.2 Protect the health of the public, vulnerable members of society and employees of health Institutions and
 - 2.1.3 Ensure adequate of these products to pharmacies, hospitals and related key sectors.

3. SCOPE OF WORK

- 3.1 **The products/services are categorised in Table 1 below as follows:**
 - 3.1.1 None Food Essentials

i) Table 1 – None Food Products

No	Product		SANS
1	Hand Soap		237;288;5185
2	Surface disinfectants		1853
3	Detergents Cleaning Products		1868
4	Hospital linen and clothing		5263;1401-2
5	Dispensers – (water, sanitizer, soap)		288; 1650
6	Plastic packaging		Specify
7	Plastic Molding		161-2
8	Hospital bed mattresses		60601-2-52;615
9	Disposable cups		None standardized
10	Toilet paper		1887-2
11	Sanitary towels		1043
12	Disposable nappies (both babies and adults)		8841
13	Paper towels		1887-4
14	Tissues		1887-1
15	Steel beds for hospitals		521

ii) Table 2

No	Product		DOH
1	Hand Sanitizers (60 to 70% alcohol)		Specify
2	Bottle (Hand) disinfectants		Specify
3	Disposable Plastic Gloves		1868
4	Face Masks		5263; 1401-2
5	Alcohol Based wipes		288; 1650
6	PCR Test Kits		Specify
7	Bacterial filtration efficiency, latex content, classification and type		Specify

3. REQUIREMENTS

- 3.1 CIPC Incorporation documentation
- 3.2 Company Statutory Documents – Relevant Accreditations Certificates, CSD Report, UIF Registration, Skills Development Levy (if applicable or registered)
- 3.3 FICA documents – Proof of Business Address, Proof of ownership or Lease Agreement
- 3.4 ID Copies of Directors
- 3.6 6 months Bank Statements
- 3.7 Latest Annual Financial Statements from date of Submission
- 3.8 Business Profile - Clearly stating the products and or services including track record
- 3.9 Production Facility Output and Capacity – Production Plan 12 Months. Breakdown of no of Employees, Equipment's/ Machinery and related Capacity.

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

NB: DSBD reserves the right to vet 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 Project Manager will serve as the contact person on all matters relating to the project;
- 4.2 The DSBD Project Manager will review, evaluate and approve 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 the proper execution of the services and such assistance as shall reasonably be required by Supplier in carrying out their duties under this contract.

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.