



**Western Cape  
Government**

Application/Reference number: \_\_\_\_\_

Application date: \_\_\_\_\_

(OFFICE USE ONLY)

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## **APPLICATION FOR ASSISTANCE: SMART PROCUREMENT WORLD 2018**

### **Closing date: 31 January 2018**

**For more details, please contact:**

**Sharief Davids: Enterprise Development** | [Sharief.Davids@westerncape.gov.za](mailto:Sharief.Davids@westerncape.gov.za) | Tel: 021 483 9112  
80 St Georges Mall, Cape Town, 8001 | [www.westerncape.gov.za](http://www.westerncape.gov.za)

Or

**Odette Daries: Enterprise Development** | [Odette.Daries@westerncape.gov.za](mailto:Odette.Daries@westerncape.gov.za) | Tel: 021 483 9114  
80 St Georges Mall, Cape Town, 8001 | [www.westerncape.gov.za](http://www.westerncape.gov.za)

Dear Sir / Madam

Thank you for your application for assistance to attend the 2018 Western Cape Smart Procurement World. Please find the application form below.

Please complete the application form and provide the annexures requested. As listed below, hand deliver or email your completed application form together with the required supporting documentation to the relevant officials. Also, please familiarise yourself with the terms and conditions.

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## **A. Purpose of the initiative**

The initiative aims to support qualifying businesses to attend the 2018 Western Cape Smart Procurement World Conference and Expo which takes place on 15-17 May 2018, in the Cape Town Central Business District.

The annual Western Cape Smart Procurement World event is the ultimate procurement and inbound supply chain conference and expo in Africa and provides an opportunity for professional development and updates in supply chain management. Smart Procurement World is the ideal independent business-generating event!

This is a sourcing exhibition where you meet sourcing, procurement, purchasing and buying professionals from government and the private sector. The Smart Procurement World exhibition offers easy access to procurement professionals ensuring that you can learn more about their requirements and meet their needs.

The Department will support select businesses by contributing to the exhibition costs. The department will not provide assistance for the transportation of items / goods to and from the venue.

It will be expected from the selected businesses that an amount of only R1 000 be paid directly to the organisers of the event by 31 March 2018 on confirmation that your application for assistance has been successful. Refunds will not be considered after 30 April 2018. Applications to reach the department by no later than 31 January 2018.

Approval of your application for this assistance will be communicated to you in writing by no later than 28 February 2018. The banking details of the event organiser will be communicated in the letter of approval.

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## **B. Application criteria**

### **To apply, enterprises must be/have:**

1. The business must be more than 50% black owned.
2. Trading for a minimum of eighteen (18) months with proof of trade via management accounts and/or annual financial statements.
3. Based in the geographic boundary of the Western Cape.
4. A valid tax clearance certificate (or proof of tax compliance).
5. The legal age to own an enterprise.
6. Involved in the full-time operations and management of the entity.
7. Must have a viable product / service.

## C. Exclusions

**The Department will not support enterprises that:**

1. are NGOs, CBOs and NPOs; or
  2. are not owned by South African citizens.
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## D. Terms and conditions

When submitting your application, please note the following:

- a. This is **NOT** an application for financial assistance.
- b. The selection of programme participants will be done by the Department. The selection of the participants is not subject to further review.
- c. An assessment will be conducted on the business information provided which will determine the success of the application.
- d. Only **fully completed** applications via registered post, courier, hand delivery or email will be accepted and considered for support:  
**For attention: Ms Odette Daries /Postal address: Department of Economic Development and Tourism**  
**P.O. Box 979, Cape Town, 8001**  
**Physical Address: 10th Floor, 80 St Georges Mall Waldorf Building Cape Town**
- e. The Department cannot be held liable for loss of application forms via post or email.
- f. All applicants will receive a notification of receipt of application from the Department via email.
- g. All applications must be made in full, consisting of a fully completed application form and attachments as per the checklist contained herein.
- h. The information required in the checklist is the minimum information required.

- i. The Department cannot be held liable for any costs incurred due to the applicant's chosen application method.
  - j. The applicant agrees to the Programme rules as set out in **Section B and D**.
  - k. In applying to the Programme, the applicant agrees to enter into the Department's monitoring and evaluation programme, in which the applicant agrees to disclose information such as, but not limited to, business and operational information (see Section 3 of this application form).
  - l. The applicant can be contacted for a period of 12 to 24 months after the completion of the intervention as part of the monitoring and evaluation programme.
  - m. All information collected during the monitoring and evaluation process will be for the exclusive use of the Department and will not be made available to persons and/or organisations outside of the Department without the permission of the applicant.
  - n. The Department reserves the right **NOT** to disclose the contents of the assessment or information regarding the approval processes.
  - o. All information provided to the assessors will be handled with the utmost confidentiality.
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## E. Acceptance

I (full name) \_\_\_\_\_ as the (Designation)  
\_\_\_\_\_ hereby declare that I have read and fully understood and accepted the above terms and conditions as set out in Sections A, B and C relating to accessing the WCDEDAT/NEF Grant Fund.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

## F. Business information

1. Personal details						
Entrepreneur name:	Title					
	Name(s)					
	Surname					
ID number:				Nationality:		
Gender:	Male	Racial classification:				
	Female	Black	Col	White	Indian Other	
Residential address:					Code	
Postal address:					Code	
Telephone		Cell:		Fax:		
Email:						

2. Business details					
Registered business name:					
Registration number:					
Trading name:					
VAT registration number: (if applicable)					
Telephone		Cell:		Fax:	
Email:					
Tax reference number:		Tax clearance certificate:	Y		N
BBBEE ownership status:	CLASSIFICATION	PERCENTAGE			
	White				
	Black				

### 3. Business details cont.

#### Operational information

Please indicate the values attributed to the following aspects of your business:

Average monthly turnover (over the past 12 months)			
Current number of employees:		Permanent	
		Temporary	
Business type:	Pty (Ltd)		Close Corporation
	Sole Proprietor		Partnership
	Other		
Sector:			
Business address:			Code
Postal address:			Code
Core business activity:			
Core business issues: (Please state the current challenges faced by the business)			
Please indicate how you heard about the Programme:	Facebook		Twitter
	Newspaper		Radio
	Other – please specify	Word of mouth	
		Email communication	

<b>Application documentation checklist</b>		<b>YES</b>	<b>NO</b>	<b>Initial</b>
1	COMPLETED APPLICATION FORM			
2	TWO PAGE BUSINESS PROFILE: <ul style="list-style-type: none"> <li>• A brief background of your business and the core products / service offerings;</li> <li>• Provide a list of corporate companies that would be interested in your product / service offering target market;</li> <li>• Provide the reasons why the list of corporate companies would be interested in your business.</li> <li>• Written recommendations from clients i.e. a letter from an existing client.</li> </ul>			
3	VALID TAX CLEARANCE CERTIFICATE			
4	VALID BBBEE CERTIFICATES / AFFIDAVIT			
5	COMPANY REGISTRATION DOCUMENTS			
6	COPY OF OWNER(S) ID DOCUMENT(S) - CERTIFIED			
7	MANAGEMENT ACCOUNTS AND / OR ANNUAL FINANCIAL STATEMENTS			