

LESEDI SECONDARY SCHOOL TENDER PREPARATION

(For information only)

OVERVIEW

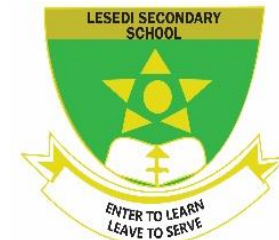
13 AUGUST 2021

Prepared by:
Mogau Leshilo
mogau@glesh.co.za

CONSULTING | ADVISORY | CONSTRUCTION



Glesh
group
(PTY) Ltd



OVERVIEW



1. Registering a Business with CIPC
2. Registering B-BBEE
3. Registering SARS TAX Compliance
4. Decide the Business Offerings and package in Company Profile
5. Registering on Central Supplier Database (CSD)
6. Tender Returnables
7. Registering Workmen's Compensation
8. Your Business Journey
9. Things to remember in business

REGISTERING A BUSINESS WITH CIPC



• WHAT DO YOU NEED?

- Certified Identity Document of Directors (Owners), If owners are natural persons.
- Business Address (May also be residential address if operating at residential address)
- Decide Name of Company
- Business Registration Fee R 175
- **Or**
- Use Business Registration Company +/- R 900 (Com Name Reserv, COR14.3, IT Reg, Reg Fee, B-BBEE, Share Cert)

REGISTERING B-BBEE



- **WHAT DO YOU NEED?**

- Complete Sworn Affidavit form and have Commissioner of Oaths Sign and Stamp, for Exempted Micro Enterprise General – Revenue below R 10m.
- Alternatively, independent service providers will assist if business is already in operation to assess your contribution and discuss your B-BBEE scorecard
- 5 Criteria (Equity Ownership 25%, Management Control 15% + bonus, Skills Development 20% + bonus, Enterprise Development 40% +bonus, Socio-Economic Development 5%)

REGISTERING SARS



- WHAT DO YOU NEED?

- Company Incorporation Certificate (COR14.3)
- Business Bank Account
- Visit <https://www.sars.gov.za/businesses-and-employers/small-businesses/starting-a-business-and-tax/private-companies/>
- Follow instructions for IT, VAT, PAYE etc
- Voluntary VAT registration is possible otherwise Revenue over R 1m requires VAT Registration

COMPANY PROFILE



- WHAT DO YOU DO?

- Manufacturing, Consulting, Construction, Merchandising etc

- DEVELOP YOUR COMPANY PROFILE

- Who are you and background?
- What do you do?
- What are your values?
- What goods or services do you provide?
- How do we get hold of you?
- Who are your Clients?

REGISTERING ON CSD



- WHAT DO YOU NEED?

- Visit <https://secure.csd.gov.za/>
- Register yourself using your email, name, surname, cell number, ID and create passwords and answer security questions.
- Email will be sent to your email address and click on activate to activate your account
- Make sure you remember your password, your username will be your email address
- Access your account and Add your Company Details.

REGISTERING ON CSD, cont...

- WHAT DO YOU NEED?
- Access your account and Add your Company Details.

Supplier Self-Registration Process



TENDERING RETURNABLES



- **EVERY TENDER REQUIRES THE FOLLOWING:**
 - CERTIFIED COPIES ID OF OWNERS
 - COMPANY INCORPORATION DOCUMENTS
 - VALID TAX COMPLIANCE CERTIFICATE (PIN WITH COMPLIANT STATUS)
 - VALID B-BBEE CERTIFICATE OR SWORN AFFIDAVIT
 - COMPANY PROFILE
 - FULLY COMPLETED AND SIGNED FORMS ON TENDER
 - THINK THOROUGHLY ABOUT YOUR PRICING STRATEGY AND PRICE ACURATELY
- **Access public tenders <https://www.etenders.gov.za/> , you may search based on your business interests.**

REGISTERING WORKMEN'S COMPENSATION



- VISIT
http://www.labour.gov.za/coid_how_to_register_with_the_compensation_fund
- FOLLOWING INSTRUCTIONS
- WILL NEED YOUR COR14.3, COMPANY PROFILE, ASSESSMENT FEE +/-R 2 000
- Alternatively,
- Use business consultants may cost you +/- R 3000

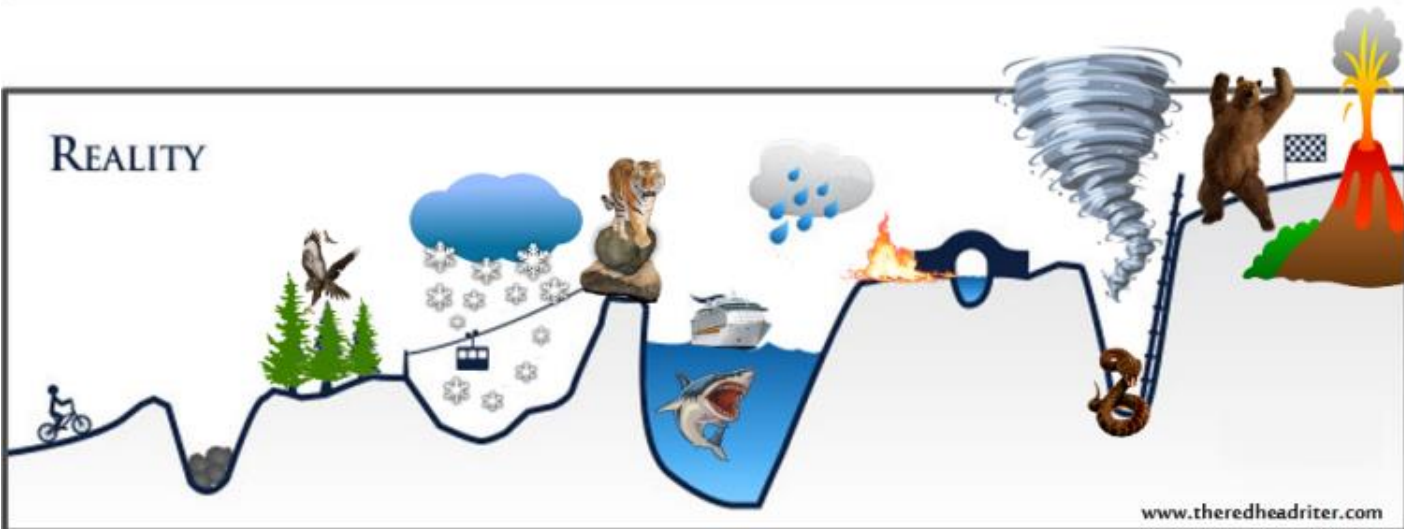
BUSINESS JOURNEY



YOUR PLAN



REALITY



www.theredheadriter.com

THINGS TO REMEMBER IN BUSINESS



- Don't be afraid or be lazy to solve problems
- Don't over-complicate your business
- Visit your local SARS branch regularly (**call 0800007277**)
- Establish a support team
- Manage your cashflow
- TAX avoidance is legal and encouraged
- TAX evasion is unlawful and punishable
- Always read documents before you sign
- Be an ethical business person
- Be productive with your time and relationships
- Make sound financial decision and avoid being "Penny wise and Dollar Foolish"
- Find a cause close to your heart and be socially responsive and responsible

ngiyathokoza!

ro livhuwa!

dankie!

ke a leboga!

enKOSi!

inkomu!

thank you!

ndo livhuwa!

ke a leboha!

ngiyabonga!

siyabonga!