



**THEMBISILE HANI LOCAL MUNICIPALITY**

**SMMEs, COOPERATIVES, NGOs AND NPOs NON-FINANCIAL SUPPORT FOR TOOLS OF TRADE**

**APPLICATION FORM  
2025/2026**

Thank you for your interest in Thembisile Hani Local Municipality's (THLM) call for SMMEs, Cooperatives, NGOs, and NPOs to submit proposals to receive non-financial support in the form of tools of trade

<b>Application Reference No.</b> <i>(for office use only)</i>	
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**SUPPORTING DOCUMENTATION REQUIRED CHECKLIST**

No.	Compulsory Requirements	Yes	No
1.	Fully Completed Application Form.		
2.	Proof of Business registration (SMMEs, Cooperatives, NGOs and NPO)		
3.	Certified ID Copy of the Director(s).		
4.	Company Proof of Registration with SARS (Tax Pin).		
5.	12 Months Bank Statement		
6.	Comprehensive Business Profile.		
7.	Municipal Account (not in arrears for more than 90 days).		
8.	Curriculum Vitae		
9.	Quotations of the Tools of Trade Applied for.		
10.	Compulsory Briefing Session		

<b>Business Sector (please tick your business sector below)</b>					
Manufacturing		Agriculture		Catering	
Tourism		Construction		Personal services	
Hospitality		Technology		Retail	
Other: <i>specify</i>					

<b>SECTION A: APPLICANT PERSONAL DETAILS</b>						
Name and Surname						
Gender	Female		Male		Disability Yes/No	
Race	African	Coloured	Indian	White	Other	
Name of the Business						
Applicant's ID number					Youth Yes/No	
Contact Details						
Email Address						
Applicant Residential Address					Ward No.	



**SECTION D: DECLARATION**

I hereby declare that the information is a correct and is a true reflection of our entity/organization. I am aware of the fact that the information which I/we have submitted above will have a material bearing on the adjudication of the application and if it therefore subsequently appear that any information in the application with supporting documents is not correct, or that certain information was omitted, the Adjudication Committee shall be entitled to withdraw or amend its approval.

I/We declare that I/We are authorized to make this application.

I/we authorize you make any enquiries in connection to this application.

<b>Name of Authorized Official</b>	
<b>Designation (Job title/role)</b>	
<b>Signature</b>	
<b>Date</b>	

**FOR OFFICE USE ONLY:**

<b>Application Processes</b>	<b>Application Status</b>	<b>Municipal Official</b>	<b>Date</b>	<b>Signature</b>
Evaluation				
Business Verification				
Application Accepted or Rejected				
If rejected state the reason for rejection				

**1. PROJECT SCOPE OF WORK**

Purchase of tools of trade for the Small, Medium and Micro Enterprises, Cooperatives, NGOs and NPOs.

**1.1. Background**

Small, medium and Micro Enterprises, Cooperatives, NGOs and NPOs within Thembisile Hani Local Municipality have challenges of penetrating the market or operating because of limited opportunities and lack of experience and tools of trade. The municipality took a deliberate decision to assist and support these entities by inviting SMME's, Cooperatives, NGOs and NPOs within the jurisdiction of the municipality to submit proposal to receive non-financial support in a form of tools of trade. In this way, the municipality hopes the situation will turn for the better for the local entities.

**1.2. Scope of Work**

The call for proposals for business improvement and support for SMMEs, Cooperatives NGOs and NPOs by the municipality for non-financial grant funding in a form of tools of trade.

## 2. FIRST EVALUATION: APPLICATION COMPLIANCE

### SMMEs, Cooperatives NGOs and NPOs Compliance requirements

It must be noted that a total of **50 points** must be obtained by the applying SMMEs, Cooperatives, NGOs and NPOs in relation to the requirements as mentioned on the table below failing which the SMMEs, Cooperatives, NGOs and NPOs shall be automatically eliminated.

<b>Evaluation Criteria</b>	<b>Evaluation Criteria</b>	<b>Elimination Factor</b>	<b>Points obtainable</b>	<b>Points Claimed</b>
Completing of Application Form <b>(Note 01)</b>	Must initial every page in the Application form, signing the Application form in full.	<b>Yes</b>	<b>5</b>	
Company registration <b>(Note 02)</b>	Proof of Company Registration with Company and Intellectual Property Registration Office (CIPC).	<b>Yes</b>	<b>5</b>	
Certified copy of the South African Identity Document. <b>(Note 03)</b>	Certified copy of the South African Identity Document of the Director/Owner.	<b>Yes</b>	<b>5</b>	
Tax Pin Verification <b>(Note 04)</b>	Proof of Tax Registration and Compliance with South African Revenue Service (SARS)	<b>Yes</b>	<b>5</b>	
12 Months Bank Statement <b>(Note 05)</b>	Bank statements reflecting transactions of the account of the registered company applying	<b>Yes</b>	<b>5</b>	
Comprehensive Business Profile <b>(Note 06)</b>	An application must be accompanied by a business plan	<b>Yes</b>	<b>5</b>	
Municipal Account <b>(Note 07)</b>	A statement of the municipal account which does not owe municipal services for more than 90 days must be attached.	<b>Yes</b>	<b>5</b>	
Curriculum Vitae <b>(Note 08)</b>	Curriculum Vitae of the Director must be attached	<b>Yes</b>	<b>5</b>	
Quotation of tools of trade requested <b>(Note 09)</b>	Provide a quotation for the tools of trade as specified in the bid.	<b>Yes</b>	<b>5</b>	
Compulsory attendance of briefing meeting <b>(Note 10)</b>	Must be represented at the compulsory briefing meeting	<b>Yes</b>	<b>5</b>	
		<b>Total points:</b>	<b>50</b>	

### **Note 01: Completion of the Application Form**

As stipulated in the application form rules or in addition thereto, an application form shall be completed in full, with all the provided spaces signed, and required documentation attached. The prospective applicant may not make any alterations or additions to the form, except to comply with instructions issued by the employer, or necessary to correct errors made by the requirements. All signatories to the application form shall initial all such alterations. Erasures and the use of correction fluid are prohibited.

### **Note 02: Company Registration**

Proof of company registration documents in the form of a copy from the Company and Intellectual Property Commission (CIPC) must be attached. Failure to attach a copy of company registration shall warrant an automatic elimination of application from any further evaluation

### **Note 03: Certified Copy of Identity Document**

A certified copy of the south African Identity Document (ID) of the Director(s) of the entity must be attached to the application, failure to attach a copy of the ID shall warrant an automatic elimination of application from any further evaluation.

### **Note 4: Tax pin Verification**

Proof of Tax Registration and Compliance with the South African Revenue Service (SARS). Proof that the business is registered with SARS, failure to attach Tax Pin Verification shall warrant an automatic elimination of application from any further evaluation.

### **Note 5: 12 Months Bank Statement**

The application must be accompanied by 12 months bank statement. Failure to attach the bank statements shall warrant an automatic elimination of application from any further evaluation.

### **Note 6: Comprehensive Business proposal**

The application to be accompanied by the business plan outlining the applicant's intention (objective) with the funding. The business plan must include the executive summary, History of the business, staff complements, verifiable reference letters of existing client or customers, Finances. Failure to attach comprehensive business proposal shall warrant automatic elimination of the application,

### **Note 07: Municipal Account**

Attach an original or a copy of a municipal utility account not older than three (3) months. The account of any of the registered Director(s) or Company **must not be** in arrears for more than 90 days. Alternatively, attach a copy of the Lease Agreement along with the utility account of the landlord, whereby the company is leasing the property it is operating from. Failure to attach a valid municipal account shall warrant automatic elimination of the applicant from any further evaluation.

### **(Note 08): Curriculum Vitae**

The application must be accompanied by the Curriculum Vitae of the director and staff members (if applicable), the Curriculum Vitae of the director must outline the experience of the director in the field of work. Failure to attach the curriculum vitae shall warrant automatic elimination of the application from any further evaluation.

**(Note 09): Quotations for tools of trade**

The application must be accompanied by a quotation for the items requested from the reputable supplier or manufacturer. Failure to attach a quotation shall warrant automatic elimination of the applicant from any further evaluation.

**Note 10: Compulsory attendance of the briefing meeting**

Attendance of the site briefing session is compulsory. All entities will be expected to sign the attendance register as proof of attendance. Failure to attend the site briefing shall warrant automatic elimination of the application from any further evaluation.

**3. SECOND EVALUATION: FUNCTIONALITY**

The SMME's, Cooperatives, NGOs and NPOs responsiveness in relation to points is therefore summarized as follows:

Summary of Functionality	
Comprehensive Business Proposal	40
<b>Total</b>	<b>40</b>

**An entity must obtain a minimum of 30 points out of the 40 points above to be considered for funding.**

**Submitting of a Comprehensive Business Proposal**

Title	Brief Description	Elimination Factor	Points obtainable	Points Claimed
Executive Summary	A brief description of what the business is, who the market is, why the business is likely to be successful, what the overall strategy is, and how much money is required to grow	No	10	
Staff Complements	Provide staff complement of the business and attach curriculum vitae of each staff. If these are not provided, zero points will be allocated in that regard.	No	10	
History of the business	A brief description of history of the business and verifiable reference letters of existing client or customers	No	10	
References	verifiable reference letters of existing clients or customers.	No	10	

**TOTAL SCORE: \_\_\_\_\_/40**

The evaluation will be done as per Preferential Regulations, 2022 issued in terms of section 5 of PPPFA, Act No. 5 of 2000.