



WEST COAST
Business Development Center
Newsletter May 2005



WEST COAST Business Development Centre



Newsletter

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NEW DIRECTORS OF THE WCBDC

New faces have joined the Board of Directors of the WCBDC lately to replace others who have retired from the Board. They are:

- Mr Ivvor Lee of Ivvor Lee and Associates, who replaced Mr Willem Eksteen, representing the SMME Sector on the Board of Directors; and
- Ms Elize Steyn, representing the West Coast District Municipality, replacing Mr Morgan Moodaley.

Article written by: Gert van Zyl

VOLUNTEERS

The Centre has a role to play to improve the employability of individuals within the area. A volunteer is someone who willingly and without receiving payment, does a specific task that needs doing for a non-profit organisation. Volunteers at the Centre will have the opportunity of gaining on the job experience which will enhance their future employability. Two friendly volunteers have joined the Centre in February for a period of six months. They are :

- Thandile Cebisa, assisting with the bookkeeping function.
- Elizabeth Boltman, acting as a programme assistant to the SME Development Programme.

Article written by: Gert van Zyl



OUR OWN WEBSITE (www.wcbusinessdevelopment.org.za)

The WCBDC introduced its new Website in December 2004. It is a modern communication vehicle that will be used to advertise and market the services and brand of the WCBDC. The WCBDC realizes that, in our digital age, a web presence will assist in meeting their objectives and will add to the branding of the center, by utilizing the Web as an interactive communication tool. The objectives of the WCBDC, amongst others, are:

- Enhancing economic growth and job-opportunities in the region.
- Marketing the WCBDC as a potential partner in development projects.
- Obtaining financial support to develop new projects.
- Improving the WCBDC network communication.
- Being part of the future.

We know that a joint online marketing approach with our supporting partners and SMMEs will increase business and business opportunities.

Experience our Website www.wcbusinessdevelopment.org.za, exploit the services we offer and contact us the moment we might be of any help.

Article written by: Gert van Zyl

**“START-UP” PROGRAM
WIL JY GRAAG 'N BESIGHEID BEGIN? ONS KAN JOU HELP!**

Die Weskus Besigheid Ontwikkeling Sentrum (WBOS) het 'n paar verskillende programme wat geskep is om die ontluike entrepreneur beter te help, naamlik, Entrepreneurskap Ontwikkelings Program (EDP), Die Jeug Program en Subskripsie Program.

DIE ENTREPRENEURSKAP ONTWIKKELINGS PROGRAM

Hierdie program bestaan uit 5 dae van besigheidsvaardigheid opleiding, gevolg deur 2 weke van besigheids-berading, om sodoende die entrepreneur te help om sy/haar besigheidsplan op te stel.

Die volgende modules word in die kursus behandel:

- Die eienskappe van 'n entrepreneur,
- Idee generasie, die bemarkingsplan,
- Die finansiële plan,
- Rekordhouding
- Die besigheidsplan.

Sertifikate word aan suksesvolle leeders oorhandig, nadat hulle 'n “bankbare” besigheidsplan opgestel het.

DIE JEUG PROGRAM

Die jeug program is gefokus op entrepreneurs wat tussen die ouderdom van 18 en 35 is.

Die Weskus Besigheid Ontwikkeling Sentrum is 'n goedgekeurde diens verskaffer van die Umsobomvu Youth Fund (UYF). UYF reik koopbewyse (vouchers) uit aan jong entrepreneurs, wie hulp met die ontwikkeling van hul besigheid benodig. Daar is 'n verskeidenheid koopbewyse.

Vir meer inligting oor die UYF koopbewyse of die jeug program, kontak Leandie Samuels by 022 7141731.

Die Weskus Besigheid Ontwikkeling Sentrum het ook 'n vennootskap met The Nations Trust wat lenings aan jong entrepreneurs toestaan.

Hier is 'n paar Entrepreneurs wat deur The Nations Trust gehelp was:

• **Esabella van Boven**

Esabella is die eienaar van 'n Haarsalon in Louville en wou graag die gebou koop waarin haar haarsalon geleë is. Sy het die WBOS genader vir 'n lening. Ons kon haar help om 'n lening by The Nations Trust te kry, om sodoende haar droom te verwesenlik.

Vandag besit Esabella haar eie gebou en op die oomblik verskaf sy werk aan 2 mense.

• **BJ Gelant**

BJ Gelant, 'n apteker, het in 2003 besluit om sy eie besigheid te begin en het ook so die eerste swart bemagtigde apteek in Vredenburg geopen. Met die hulp van The Nations Trust het BJ vandag 'n volhoubare besigheid wat werk aan 2 permanente assistente, 1 deeltydse assistent, 1 deeltydse apteker, 1 permanente algemene werker en hy self as die voltydse apteker, verskaf.

KMMO SUBSKRIPSIE PROGRAM

Die Weskus Besigheids Ontwikkeling Sentrum het 'n subskripsie program wat entrepreneurs toegang tot die volgende dienste gee, teen 'n skamele fooi van R100.00 per jaar:

- Besigheidsvaardigheid opleiding
- Netwerk geleentehede en KMMO Forum Vergaderings
- Werkswinkels en seminare
- Besigheidsadvies en berading
- Hulp met die aansoek van 'n lening

Artikel deur: Leandie Samuels

Leandie informs us of the start-up programme which comprises of the EDP, youth programme and subscription programme.

The youth programme targets SMMEs between the ages of 18 and 35. The programme gives young entrepreneurs access to business development vouchers as well as loans.

The EDP is a 5 day course followed by 2 weeks of mentor assistance, which helps SMMEs with compiling their business plan. The subscription programme provides access to business skills training, networking opportunities, business advise and access to finance.

For more information on any of these programmes, contact Leandie.



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ENTREPRENEURAL DEVELOPMENT PROGRAMME - UPHUHLISO LOO-SOMASHISHINI ABASAKHASAYO

OKUQULATHEKILEYO / CONTENTS

Imfundiso ithabatha iintsuku ezintlanu, ize ilandelwe ziveki ezimbini, apho abalawuli okanye abanini mashishini babhala phantsi Ucwangciso Shishini lwabo (Business Plan.) Umfundi kufuneka angenise Ucwangciso shishini oluqgibeleleyo, emva kwee-veki ezimbini uphuhliso luggithile, ukuze afumane isatifiketi esichaza ukuba uzigqibile izifundo ngocwangciso shishini (Certificate)



Olu Phuhliso lujongene nezi zifundo zilandelayo

- Usomashishini osakhasayo (Entrepreneurial)
- Ucwangciso ngezentengiso (Marketing Plan)
- Ucwangciso ngezezimali (Financial Plan)
- Ulondolozo lwamaxwebhu/ ucwangciso ngolawulo (Record Keeping / Management Plan)
- Ucwangciso Shishini (Business Planning)

The following EDP Training was held

1. 07 - 11 February 2005
WCBDCSaldanha, 13 Entrepreneurs Attended
2. 14 - 18 February 2005
Civic Hall -Veldrif, 09 Entrepreneurs Attended
3. 28 - 04 March 2005
WC HIV AIDS, Vredenburg, Evening Training,
17 Entrepreneurs Attended
4. 07 - 11 March 2005
Civic Hall - Vredenburg, 11 Entrepreneurs Attended



I-OFISI YENKCUKHACHA / INFORMATION CENTRE

Ufumana ulwazi malunga:

- Ubhaliso ngokusemthethweni (Legal registrations)
- Iintlobo zamashishini neziqulatho (Business Functions)
- Ithala-lencwadi njalo-njalo (Library) etc.



UBHALISO NGOKUSEMTHETHWENI/LEGAL REGISTRATION

I WCBDC ikuncedisa ngobhaliso ngezintlobo zilandelayo: The WCBDC assist with the following Legal Registrations:

- IQUMRU (CLOSE CORPORATION)
- UIF
- TAX
- VAT
- WORKMEN'S COMPENSATION
- REGIONAL COUNCIL
- INCOME TAX
- TAX CLEARANCE CERTIFICATE

Article written by: Simozana Mdala

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PROJECTS

SEWING PROJECT

- The project started with a group of ladies, who received technical sewing training, to head up a community project.
- The project has grown a great deal over the years, supplying shirts to Namakwa Sands and wrap-overs to Sea Harvest.
- Due to the hard work of our team of workers, orders for Namakwa Sands could be delivered ahead of schedule.
- Recently a conti suit was also designed and sampled to Namakwa Sands.
- Below left: Rhoda and Jolene are hard at work. Below right: Annelie is the floor manager who ensures good quality all round



TOURISM

- The West Coast Business Development Centre works together with Provincial Government, Tourism Bureaus and Tourism Help Desk (THD) Operators to relieve the excessive demand for business support in the Tourism Sector. Assistance to local entrepreneurs is provided in the form of group training sessions.
- Training is offered at four levels of business development, to ensure that the information and interaction provided at these workshops is appropriate to the needs of the entrepreneur and his/ her business.
 - Tourism Awareness Information Sessions
 - Tourism Beginners Information Sessions
 - Intermediate Training Programme
 - Advanced Training Programme
- Mrs Glenda Appies manages this project in the West Coast Region.
- Below: THDs hard at work.



HYDROPONICS

- West Coast Business Development Center will be initiating a hydroponics farming project. The project aims to create jobs and food security in rural communities, as well as to encourage young people from the region to study agriculture.
- Training took place in the month of March and professional mentoring will start in the month of April.
- Big plans, but we have faith!
- WATCH THIS SPACE



FISHING

- Skills Training is provided to fisherfolk in the West Coast.
- The aim of the training is to provide valuable skills that can be applied to every day situations in which fisher people find themselves.
- Recruitment was done in Doringbaai, Lanbebaan, Hopefield, Lambertsbaai, and Port Nolleth.
- Mrs Trudy Mills is the manager of this project on behalf of the West Coast Business Development Centre
- Below: One of the photo's taken during training



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DEPENDANT OR INDEPENDENT ? IT MAY COST YOU YOUR BUSINESS!

Are you a Dependant Contractor or Personal Service Company? You are at risk of your corporate clients deducting up to 35% off your next cheque!

A brief summary of the fourth schedule of the income tax act 58 of 1962 states that: A company paying an enterprise, classified as a personal service company or dependant contractor, for providing a service or labour, must deduct employees tax at a flat rate of 35% from the payment.

How does this impact the SMME?

If you are classified as a Dependant Contractor or Personal Service Company you will find that your corporate client will deduct 35% off the amount on your invoice. If you did not allow for this deduction in your costing, it will lead to financial losses and eventually even the failure of your business!

How do I know if I am classified as a Dependant Contractor or Personal Service Company?

The classification is complicated and requires one-on-one evaluation. I have however included a summary of the critical points below. Please note that this is a simplification of the application of the act and that you must undergo evaluation to calculate your status.



DEFINITIONS

| | Deductions made from: | | | Not at risk |
|---------------------------|--|---|--|--|
| | Personal service company | Dependent contractor | Labour brokers | |
| Type of entity | CC or PTY LTD | Sole proprietor / individual (trading as) | CC or PTY LTD or Sole Proprietor or Individual | CC/PTY LTD/ sole proprietor/individual classified as Independent Contractor or "non-personal-service-company" |
| Type of enterprise | Provides a service | Provides a service | <ul style="list-style-type: none"> Provides labour (persons) Does not have a valid and current tax exemption certificate (IRP30) | Enterprise that supplies only products and not any services or labour Labour brokers with valid and current IRP30 certificate |
| Employment | Has less than 4 full time employees who are: <ul style="list-style-type: none"> not related to the owners (family) not shareholders/members of the enterprise | The client gives approval for staff hire / fire | | Enterprise can hire/fire or subcontract without permission from the client |
| Supervision | The client controls or supervises the manner in which work is done or the hours during which the duties are performed (the contract can be interpreted that the client has supervision or control) | The client controls the work hours, manner of work (e.g. instructs which tools to use or which member of staff does the job or what materials or technology is being used etc) or supervises the job | | Enterprise chooses which tools / equipment/staff etc to use and where and when what will be done. No reporting required. |
| Payment | Receives regular payments (fixed amount or per hour payment) whether or not the enterprise achieved a specific result or delivered a specific product | Receives regular payments (fixed amount or per hour payment) whether or not the enterprise achieved a specific result or delivered a specific product. | | Payment can be per hour but must be linked to a result or payment output |

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DEFINITIONS

| | Deductions made from: | | | Not at risk |
|-----------------------------|--|--|--------------------------------|--|
| | Personal service company | Dependent contractor | Labour brokers | |
| Independence | <p>More than 80% of income of enterprise comes from one client</p> <ul style="list-style-type: none"> The person doing the job would normally have done it as an employee | <ol style="list-style-type: none"> The enterprise/individual must be at work even if there is nothing to do The enterprise/individual may not work for anyone else while working for this client Client gives training to the enterprise according to their work methods Client provides tools, equipment, material, stationary, office/workshop space without contract The client finances premises/tools/raw material/training etc The enterprise's service is an integral part of the client's business The contract is open ended/renewable The contract ends on death of worker The contractor forms part of the organogram / management structure of the client The client or enterprise may terminate the contract by giving notice. The client provides employment benefits | | <ul style="list-style-type: none"> Enterprise is only on site if there is work to be done. Enterprise may have more than one client simultaneously Enterprise trains staff in own work methods Enterprise provides own tools, materials, stationary, office/workshop space, or has contract with client to use theirs. Finances own equipment/tolls/raw materials/training etc Enterprise/individual's services are not critical to the success of the client The contract is limited with regards to results The contract with the client goes on even if the enterprise owner dies. The contractor has no position in the hierarchy of the client's business If the client terminates the contract prematurely / if the enterprise does not deliver according to contract there is a breach of contract. The enterprise/individual does not get employee benefits |
| Risk | | The enterprise does not carry any risk | | The enterprise carries risk (bad workmanship, price increases, over schedule etc) |
| Statutory compliance | | Enterprise not registered for TAX/WCA/UIF/with trade associations etc. | | Enterprise registered for TAX, UIF, WCA etc, |
| Ownership costs | | Enterprise has no business expenses or is reimbursed by the client | | Enterprise calculates overheads into contract prices. |
| Getting new work | | Approaches employment agency or labour broker for new work | | Has other clients to get new work form. |
| Deductions | | PAYE according to SARS tables, RSC levy-salaries, UIF & SDL deductions | 35% PAYE, RSC Levy on salaries | none |

Article written by: Karin Janse van Rensburg

TRAINING NEW AND OLD FACES AT THE WCBDC

Marketing and Costing courses:

The following courses were facilitated by the WCBDC in February, targeting small, medium and micro existing businesses:

Marketing Course 22 February 2005
Costing Course 23 February 2005

The courses proved to be very successful as attendance totaled 25 learners, who all commented that they had learned a great deal and were eager to implement their newly acquired knowledge in their businesses.

Article written by: Karin Janse van Rensburg



Tender Information Session:

We are proud to say that Saldanha Steel facilitated a tender information session on the 23rd of February, following the costing and pricing course. SMMEs were given the opportunity to rub shoulders with the corporate giant's vendor specialist Welmarie Coetzee, showing once again the commitment of our local corporate companies to the development of local SMMEs. 23 Persons attended the information session and walked away with newly gained insight of the tendering process. Here are some highlighted points:

Important points on completing and submitting a tender document.

- Get hold of the tender document as soon as you know that a tender exists.
- Make yourself aware of the important info in the tender - due date and site meeting.
- Site meetings:
 - Attend the whole site meeting,
 - Be on time,
 - Wear the appropriate safety clothing.
 - Study the tender document beforehand in order to know what they are referring to in the meeting and so that you will be able to ask questions.
 - The SMME owner / employee who knows and understands the scope of work (who will know how to do the job) must attend the meeting in order to ask the right questions.
- Submit the tender document to the address stipulated in the tender.
- Submit the tender document on time.
- Supply contact numbers (Tel, Fax and Cell) that is in working order and manned by yourself or some one who can take a reliable message (and answer the phone in a professional manner - not children!). Be aware of the environmental and safety requirements - this might have an impact on your pricing.
- If a template contract is attached, be aware of the terms that you will agree on if you are successful with the tender. These terms might influence your pricing and the terms will probably not be negotiable after award of the tender/contract.
- Take the work environment into consideration when working out work/shift hours (is it hot or confined, will a person be able to work normal hours under these circumstances? Is there a toilet available for your personnel etc).
- What PPE (Personal Protective Equipment) is required and how frequent will you need to issue new PPE.
- Remember that a contract can be terminated if you do not perform. Do not rely on one contract only, spread your risk by delivering your service to more than one client.
- Be mindful of unforeseen costs and try to plan as best as you can.
- Lastly and most importantly: Don't assume! If you are unsure about anything, ask the commercially or technically responsible person. Assumption is the mother of all mess-ups

Article by:Karin Janse van Rensburg

Important points on Requests for quotations & general marketing

- If you received a request for quotation from the WCBDC or a corporate then respond, even if just to decline. Remember that it reflects poorly on you if you receive a RFQ and don't respond.
- Market yourself! Keep in contact with the correct buyers. If you are not able to get "a foot in the door" with a buyer, then make an appointment to market yourself to the procurement manager. Remember they don't owe you anything, you have to convince them that you offer a better service/product than the competitor.
- Don't give up! Persistence normally pays off. Keep contacting the buyer/procurement manager to inform them of your services.
- So you got the RFQ. After all that marketing you finally receive an RFQ! This might be a small job, but don't be discouraged. If you do the small jobs well they might use you for bigger jobs / tenders in future. This is an excellent opportunity to build a track record with the corporate.
- Remember that larger companies willing to do small jobs when the corporate needs them build a relationship of trust with the corporate.

Article written by Karin Janse van Rensburg

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TRAINING SCHEDULE

The following courses will be available to existing and new businesses.
For more information or to place your booking contact Jeanine, alternatively contact the relevant person.

Article by Karin Janse van Rensburg



WCBDC Training Schedule 2005

| Date | Course | Programme | Cost per person | Contact person | Venue | Who should attend? |
|--------------|------------------------------|-----------------------------|-----------------|----------------|---------------|----------------------|
| APRIL | | | | | | |
| 5 to 8 | HR | SME Dev Programme | Fee to be fixed | Karin | | established business |
| 11 to15 | EDP | Start-up | R 50.00 | Simozana | Langebaan | new business |
| 18 to 22 | MS Word & excel for business | subscription & SME Dev Prog | R 270.00 | Karin | Mil Academy | |
| 19 | Tourism S2 | Tourism | | Abigail | Training room | |
| MAY | | | | | | |
| 09 to13 | EDP | Start-up | R 50.00 | Simozana | | |
| 17 to18 | Basic Bookkeeping | subscription & SME Dev Prog | Fee to be fixed | Karin | | |
| 23 | tourism awareness | Tourism | | Abigail | | |
| 24 | SARS | subscription | R 10.00 | Karin | Board room | |
| JUNE | | | | | | |
| 1-3 | Management | SME Dev Programme | Fee to be fixed | Karin | | |
| 06 -10 | EDP | Start-up | R 50.00 | Simozana | Paternoster | new business |
| 7 | Marketing | SME Dev Programme | Fee to be fixed | Karin | board room | |
| 9 | Business plan | SME Dev Programme | Fee to be fixed | Karin | board room | |
| 10 | Tender | SME Dev Programme | Fee to be fixed | Karin | board room | |
| 20 to21 | Financial Management | SME Dev Programme | Fee to be fixed | Karin | | |
| 21 | Tourism for beginner | Tourism | | Abigail | | |
| 27 | Tourism S4 | Tourism | | Abigail | | |

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GOVERNMENT AND THE SMALL BUSINESS

Tax Relief to SMMEs: BUDGET 2005/06 Tax relief for small business

Delivering his 2005/06 Budget Speech in Parliament in Cape Town on Wednesday, Finance Minister Trevor Manuel said the tax relief would help small companies make resources available for growth and investment.

The tax rate of small companies in other sectors, including close corporations, will be reduced from 30% to 29%.

The South African Revenue Service (SARS) will also help small businesses to be tax-compliant by deploying "tax helpers" to areas where small businesses are situated to help with tax registration, returns and business tax obligations. (Watch our training schedule to see when SARS will be in Saldanha)

Minister Trevor Manuel announced in the National Assembly, when he presented his Budget for the new financial year, that tax relief of R1, 4 billion is targeted at small businesses to encourage growth and investment.

This includes the extension of relief to a broader range of service companies, and raising the turnover limit for eligibility from R5 million to R6 million. Qualifying small companies will pay no tax on the first R35, 000 of taxable income, 10% on income in the range R35, 000 to R250, 000, and 29% thereafter.

Karin Janse van Rensburg

Registration Red Tape to be cut shorter:

President Mbeki said in his state of the nation address on 11 February 2005 that:

"...before the end of the year, government will complete the system of exemptions for these businesses small, medium and micro-enterprises] with regard to taxes, levies, as well as central bargaining and other labour arrangements...

The system of tax and levy payments and business registration will be reviewed, with the aim of introducing a simpler and streamlined system for all businesses by April 2006. Our programme for the coming year is premised on the broad objectives to increase investment in the economy, [and] lower the cost of doing business...

...I especially and warmly welcome the decision of the South African banks... they have made a public three-year commitment to provide at least R85 billion to finance low-cost housing, infrastructure, black small business enterprises and new black farmers.

Elements of the Codes of Good Practice for Broad-based Black Economic Empowerment have been released for public comment, and once this process is finalised, it will then be possible to appoint the Black Economic Empowerment Council.

... it is clear that together, as South Africans, we are set to make a determined effort to speed up broad-based black economic empowerment and small business development."

Karin Janse van Rensburg

TO BEE OR NOT TO BEE:



Local SMMEs wanting to improve their BEE rating can now contact the Western Cape BEE office for information and assistance. Contact John van de Rheede @ tel: 021 483 9119 or Lolita Dyi @ tel: 021 483 9114 or Lucinda Rudah @ tel: 021 483 9113.

In response to accusations by SMMEs that Corporates are forcing them to reach BEE status in 6 months or less Philisiwe Buthelezi, chief director for BEE at the Trade and Industry Department, says SMEs should be treated delicately because they are key to economic growth. For this reason, government is releasing a BEE scorecard specifically for SMEs in July.

We hope to give an update in our next newsletter.

Karin Janse van Rensburg

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SMALL MEDIUM ENTRPRISE DEVELOPMENT PROGRAMME (SMEDP)

Does your business comply with the following criteria?:

- classified as small or medium in their sector
- situated in the Saldanha Bay Municipal area
- the owners are willing to enter into a development agreement with the WCBDC
- the business is operational for at least 3 months and able to produce financial documents/statements
- the owners must be competent in communication and mathematical literacy at NQF 3
- the business must already be registered as a legal entity and all statutory registrations must be in order (UIF, Tax, WCA etc)
- Core service falls within the following service/products: Industrial Electrical supplier, civil engineering, property management or small & medium scale construction

Then you should register with the SMEDP. The programme will develop 20 SMEs for 2005 and will focus on quality development rather than quantity. Space is limited and all applicants are advised to apply as soon as possible. The programme will start in April 2005. A registration fee of R300 .00 will be charged once your application has been successfully processed. Contact Karin or Jeanine for more information.

Previous accreditation ratings issued by the WCBDC will remain valid for 3 years after the issue date, after which the SME can apply for re-accreditation. It will not be necessary for companies seeking re-accreditation to go through the SMEDP and a fee of R150.00 will apply. Companies not wanting / not gaining entry to the SMEDP can subscribe to the WCBDC and thus still have access to event information, training, mentoring etc. Subscription costs R100.00 per year and is included in the SMEDP and re-audit fees. Tender info will only be forwarded to SMEs with a valid WCBDC accreditation who are part of the SMEDP or who have subscribed.

Programme / subscription fees are applicable from 1 April 2005.

Karin Janse van Rensburg

WEBSITE:

The website of the WCBDC has been launched in 2004. We encourage all SMEs who subscribe and definitely those who seek accreditation to acquire an e-mail address. Internet based e-mail addresses are available on request. For more info contact Gert van Zyl.

You can now own your own piece of cyberspace.

A new marketing tool has been launched for accredited SMEs. SMEs who are accredited by the WCBDC can market themselves on our Website via an information page. Space for photos and details of the businesses will be available at a once off cost of R350.00

For more info you can contact Gert van Zyl (website) or Karin Janse van Rensburg (SMEDP).

Karin Janse van Rensburg



FORUM MEETINGS
SMME Forum Meeting held 15 March 2005

The forum meeting was very poorly attended with only 14 SMMEs representing their companies while 50 indicated by the RSVP date that they would attend. Karin Janse van Rensburg and Maxwell Malan gave an overview of the programmes of the WCBDC for 2005.

The following issues were discussed:

- Chairperson Mr Edgar Solomons noted the lack of commitment on the part of SMMEs in not attending the forum meetings.
- The Department of Economic Development, Tourism and Finance's link to the centre was discussed. At this stage the department has outsourced the development process to National Productivity Institute who is currently using Mr Mark Topass to mentor local SMMEs who form part of the 118 SMME incubation programme of the Department. The WCBDC is informed of the status of the mentoring, but is not physically involved in the process.
- Corporate Companies have access to the database of the WCBDC.
- SMMEs expect the WCBDC to market their services and corporates to supply growth opportunities for SMMEs. The WCBDC is measuring local spend of corporates which is an indication of local BEE opportunities and will raise the issue with the corporate companies. The WCBDC further emphasizes the importance of all SMMEs to deliver quality services and to adhere to good business practice when providing service to the corporate sector, as one SMME's lack of professionalism reflects on all the SMMEs in the West Coast. The WCBDC also stresses that it can only present the capabilities of its SMEs but cannot prescribe to the corporates who they should use.
- The following issues were identified by the WCBDC and Corporate Procurement Forum:
 - SMME costing and pricing. SMMEs either under quote and make losses or over price their services and thus don't get orders/contracts.
 - Poor Work ethic. SMMEs do not regard the corporate companies as clients to whom they need to provide an excellent service in order to get work, now and in future. Small jobs or urgent work is often not quoted for and the corporate is forced to contract large businesses from Cape Town to do the job, on account that the SME "does not want to work on weekends" etc. SMMEs must view small jobs and crisis jobs as opportunities to reaffirm their relationship with the corporate, which will lead to bigger contracts.
 - 2 SMEs will be included on each corporate procurement forum meeting. This will give SMEs an opportunity to voice their concerns directly to the corporate procurement managers of the local corporate companies. SMEs will be placed on a rotational roster so that as many SMEs as possible will be included in the discussions. The roster will be compiled from SMMEs in the SMEDP and Subscription programmes.



The following SMME Forum meeting will be held:

Date : 11 May 2005
 Venue: WCBDC, Tonym Street, White City, Saldanha
 Time: 16:00 – 17:30

If you are serious about developing your business, you must be there. This is a platform for SMMEs to voice their concerns as well as to gain information concerning the programmes of the WCBDC.

CORPORATE BREAKFAST MEETING:

The Corporate Breakfast Meeting held at Club Mykonos 16 March 2005 was a success. The following corporate companies were represented by General Management, Procurement Managers and or buyers:

- Mittal Steel (previously Saldanha Steel)
- Namakwa Sands
- PCC Saldanha
- Sea Harvest Corporation
- Spoornet
- National Ports Authority
- Saldanha Bay Municipality

Other business partners who attended were: Saldanha-Vredenburg Business Chamber
 Die Weslander was also present

The WCBDC presented an overview of the start-up, subscription and SMEDP programmes as well as corporate business opportunities and local BEE spending analysis, as determined by a survey done by Maxwell Malan in 2004. Discussions centered on the joint responsibility of corporate companies and the WCBDC to develop BEE SMEs in the West Coast Region. Corporate Companies responded positively and we hope that we will have their continued support.

Namakwa Sands presented a contract to Mr. LW Johannes of the Bergrivier Gestremdes. Thank you once again to Namakwa Sands for sponsoring the meeting, reiterating their commitment to local development.

WEST COAST

Business Development Center

Newsletter May 2005

YEAR END FUNCTIONS:

The staff of the WCBDC had a relaxing function to bring an end to an arduous year. It was a day that was thoroughly enjoyed. Here we are on the beach at Kraalbaai.

The launch of our website was also a big success. The staff, Corporate procurement members, mentors and affiliates of the WCBDC, enjoyed that evening.



WEST COAST BUSINESS DEVELOPMENT CENTRE ROADSHOW 2005

The road show was held on the 3rd and 4th of March 2005. Our aim was to market the WCBDC, by informing our community of the WCBDC and the services we offer. We visited Saldanha, Langebaan, Hopefield, Veldrif, Laaiplek, Vredenburg, Laingville and Paternoster.

We invited everyone who has a business (small, medium or micro businesses) or business idea to visit the WCBDC. We handed out brochures with information on our youth program, entrepreneurial development program (EDP), SMME subscription program and further more. The outcome of our road show was successful. Clients from rural areas are visiting and receiving advice and support from the WCBDC.



Photo: All our staff at the WCBDC supported the road show.

INCUBATION:

Kgomotso Tikane and Lebo Manhe recently started their own courier service called Shosholoza Couriers.

They are busy negotiating a Joint Venture agreement with an established courier company, who will assist them with infrastructure and skills transfer, while they provide equity to the partnership. Shosholoza Couriers has applied to make use of office space at the WCBDC and will participate in the SMEDP.

We are looking forward to assisting them with the growth and development of their business.



Karin Janse van Rensburg
