



PRIVATE SECTOR DEVELOPMENT PROGRAMME

This application form must be returned to CDE offices, at the Exponential Building, Plot 54351, Central Business District, Gaborone, opposite MASA before 17th February, 2014 at 15:00 hrs

APPLICATION FORM

SECTION A: MINIMUM REQUIREMENTS FOR ELIGIBILITY INTO PROGRAMME

To enter the programme, Micro Enterprises and CBOs must fulfill the minimum criteria which include the following:

- Be a Botswana registered Micro Enterprise or CBO
- Be within the following sectors: Tourism, Horticulture, Meat, Dairy and Agro Added Value products
- Have a minimum of 5 employees/members
- Have a minimum annual sales/turnover of P500, 000 **or** assets of P100, 000.

PROGRAM REQUIREMENT		
Business Sector	Subsector Examples	Please Tick the Appropriate Business Sector
Tourism	<ul style="list-style-type: none"> - Eco-lodges - Mobile Safari - Arts & Crafts 	<input type="checkbox"/>
Horticulture	<ul style="list-style-type: none"> - Fruits - Vegetables 	<input type="checkbox"/>
Meat	<ul style="list-style-type: none"> - Beef - Poultry - Small Stock - Piggery 	<input type="checkbox"/>
Dairy	<ul style="list-style-type: none"> - Milk - Madila - cheese - yogurt 	<input type="checkbox"/>
Agro Value Added Products	<ul style="list-style-type: none"> - Morula - Honey - Medicinal plants 	<input type="checkbox"/>

Company registration number (compulsory)	
--	--

Details of shareholders

	% share
Name:	
Name:	
Name:	

Membership (please tick where appropriate)

Hospitality and Tourism Association of Botswana (HATAB)	
Local Enterprise Authority (LEA)	
Botswana Horticulture Council (BHC)	
Other (please specify)	

SECTION B: COMPANY APPLICANT'S CONTACT DETAILS

Name (First Name & Surname)	
Age	
Nationality	
Name of Business	

Mobile #	
Landline #	
Facsimile #	
Email Address	
Physical Address	
Postal Address	

SECTION C: PROGRAM QUESTIONNAIRE
FINANCIAL

	QUESTION	RESPONSE
1	Who is your business banker?	
2	Has your company ever benefited from a finance facility e.g. bank loan, overdraft etc. If yes, what type?	
	When?	
	Amount?	
	Financing Institution?	
	Were your business needs satisfied? If no, indicate why?	
4	What is your annual turnover?	
5	Net Assets Value i.e. Assets less Liabilities	
6	Do you keep books of accounts?	
7	If yes, when is your Financial Year End?	
8	Last set of financial statements available? (provide a copy)	
9	What are your profit margins (both gross and net)?	
10	Have your financials ever been audited?	
11	Have you personally financed the business?	
12	Are you facing any other challenges in this segment?	

PRODUCTION

	QUESTION	RESPONSE
13	What is the range of your products?	
14	What proportion or % of your raw materials is available locally? Elaborate	
15	Have any of your products been quality certified? If yes, elaborate	
16	What is your current production capacity and what would it take to move closer to 100% capacity?	
17	If currently operating below full capacity, give reasons	
18	Any machines not in operation now? If yes, give details and estimated repairs costs	
19	Are you facing any other challenges in this segment?	

MARKET, COMPETITION & COMPANY BRAND

	QUESTION	RESPONSE
20	Who is your target market?	
21	What problems do you face in penetrating this market?	
	Why are you facing these problems?	
	What can be done to solve these problems?	
22	What do you do differently or better from others?	

	QUESTION	RESPONSE
23	How do target customers get to know about your business?	
24	Are you aware of your competitor?	
25	Do you have any comparisons with your competitors?	
26	Are you facing any other challenges in marketing and selling?	

HUMAN RESOURCES

	QUESTION	RESPONSE
27	How many staff members do you have including yourself?	
	Are you are full time engaged?	
28	Break down staff complement into Citizens	
	Non-citizens	
39	How long have you had your longest serving employee?	
	How long does staff stay on average?	
	Do you struggle with finding skilled staff?	
	If yes What is the reason	
30	Are you facing any other challenges in staff and HR and skills?	

SUSTAINABILITY

	QUESTION	RESPONSE
31	Where do you see your business to be in the next 5 years?	
	What are your business risks? List them	
	What do you intend to do in order to alleviate your business risks?	
32	What is your succession plan?	
33	Are you involved in any other business? If yes	
	Name of business	
	Business sector	
	Location	
	How long in operation	
	Your % shareholding	
34	What type of assistance to you require?	

35	Please provide any other additional information useful for assessing and assisting your company	
----	---	--



Affidavit

I, the undersigned, being the authorized signatory of the proposal (including all consortium members, in case of consortium), hereby declare that we have examined and accept without reserve or restriction, the entire content of the file of call for proposals.

I also confirm that we:

1. are not in bankruptcy, liquidation or any similar situation.
2. have complied with all tax laws and social security in our country.
3. have not been convicted in any country of a criminal or civil offense, fraud, corruption and money laundering.

Signed by the Bidder:

File reference	
Name	
Signature	
Date	