



**HERBERT
TRADING**
ENTERPRISES (PTY)LTD



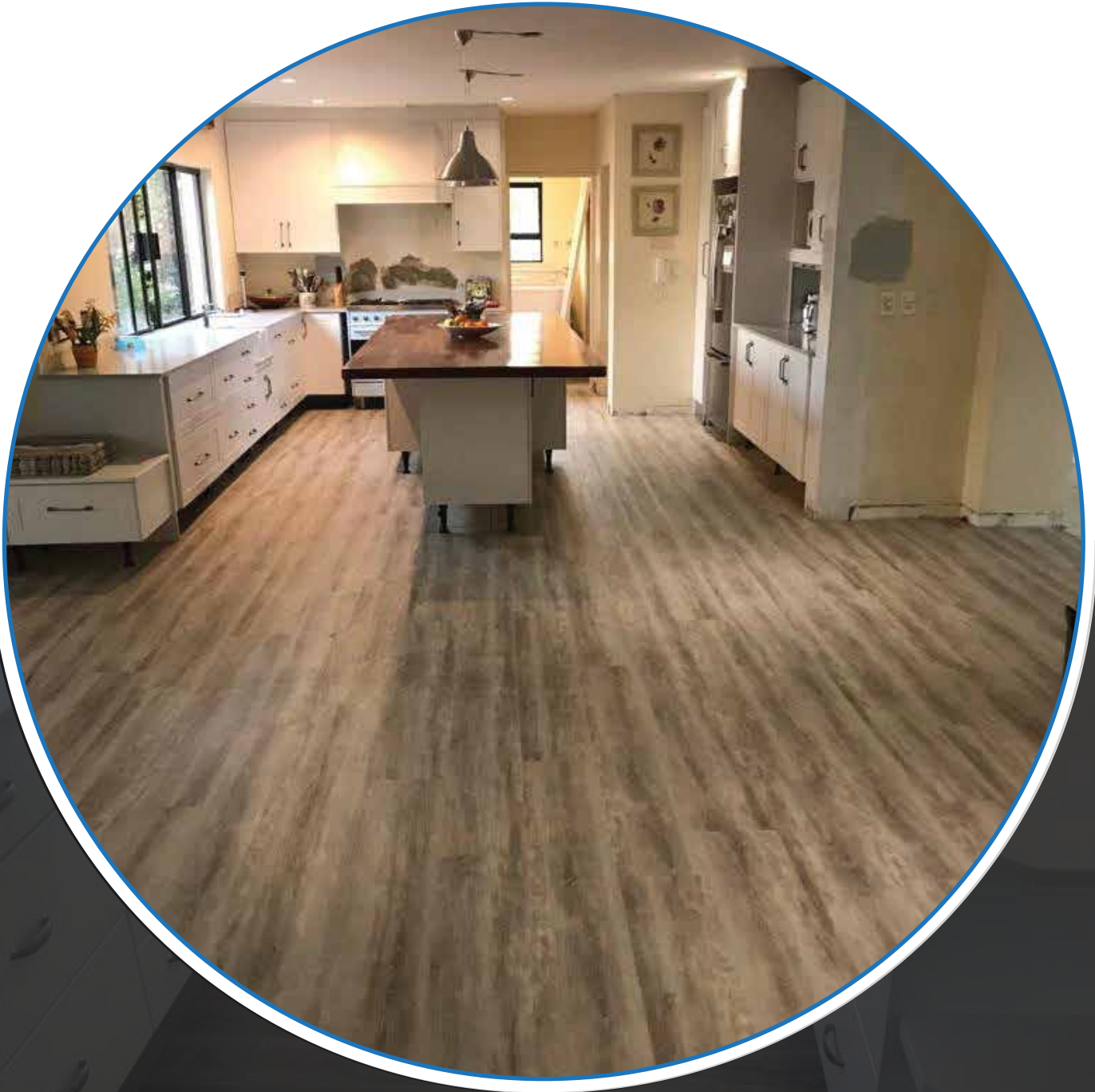
COMPANY PROFILE

(Reg: 2017/152272/07)

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WELCOME TO OUR
PROFILE

ABOUT OUR BUSINESS

Herbert Trading Enterprises (Pty)ltd is a professional hybrid company which serves industries, communities with installation of Wood and Vinyl flooring.

Herbert Trading Enterprises was established in 2017 in response to available opportunities in the maintenance and equipment supply disciplines. HTE is a level 1 B-BBEE contributor with 135% procurement recognition level and it is 100% Black owned.

The company outsources a team of highly qualified and dedicated professionals in the field of maintenance and sources high quality Flooring.

The company currently consists of one member who has worked under well established companies and has gained valuable experience which enable him to enhance the HTE brand and contribute immensely towards building professional and suitable relationships with clients.

MISSION STATEMENT

Our customers are kings and without them our existence is meaningless. Our service will be the benchmark of the industry. Our attitude is noticed by our customers and envied by our competitors. Our resources will be used efficiency and effectively to ensure that they are aligned to the needs and goals of the company.

VISION

Our vision is to become the biggest, most trusted and specialised suppliers and installers of Wood and Vinyl flooring in South Africa. We envision expansion into tiling for both home and office.

OBJECTIVES

- To conduct business in a professional and honest manner, with utmost integrity and respect towards all our customers.
 - To assist, develop, empower and create jobs for the people in the community.
- Supply and provide the best possible service to our customer so we can retain and keep for future business.

WARRANTIES

12 Months warranty on workmanship Various warranties on products ranging from 10- 25 years

OUR TEAM

DIRECTOR- HERBERT MORABA
SALES & MARKETING MANAGEMENT(22 YEARS EXP)

Directors background
- Cert Mangement and Leadership (Milpark Business School)

SITE TEAM

- REUBEN - TIMOTHY - TEBOGO - OSCAR

PROJECTS UNDERTAKEN

| PROJECT NAME | YEARS OF SERVICE | CLIENT | CLIENT CONTACT INFO |
|-----------------------------|------------------|-------------------------|---------------------|
| Wood installations | 1999- 2003 | Dream floors | 011 465 8393 |
| | 2004- 2010 | Style flooring | 083 8765 670 |
| | 2004- 2011 | Flooring brothers | 011 6786 589 |
| | 2007- 2011 | Westrand interior decor | 011 4625 778 |
| | 2009- 2015 | Lyndy's decor | 012 4604 993 |
| | 2010- 2021 | Top carpet group | 011 4673 517 |
| Dwelling units construction | 2013- 2020 | Lapologa Hoings | 071 2407 553 |

FIELD OF SPECIALISATION

The directors and the staff members of HTE have proven capabilities and expertise in project handling, installation, maintenance and client services. Based on the skills and experience of its staff, HTE is able to offer its clients a variety of services as listed below

- Laminated Wood installation
- Bamboo and Engineered wood
- Vinyl and SPC Flooring
- Skirting and dado rails
- Built-in Cupboard and kitchen

QUALITY MANAGEMENT SYSTEM

Herbert Trading Enterprises seeks to outsource services from service providers with the necessary QMS in place

COMMUNITY DEVELOPMENT PROGRAMME

- Small Contractor development.
- Community development and capacity building.
- Community Liason and project facilitation



ASSOCIATION

Herbert Trading Enterprises will partner with companies that enhance Black Economic Empowerment, Black women Business Empowerment Affirmative Action and Employment Equity in South Africa. We confirm our commitment to achieving and maintaining quality and reliability for our products and services through interaction, networking and forming joint ventures where necessary with recognised specialists.

COMPANY POLICIES

Herbert Trading Enterprises (PTY)Ltd is committed to the safety, health and well-being of management and workers as explained in this document.

Aims to remove or reduce the risks to the health safety and welfare of all workers, contractors and visitors or anyone else who may be affected by our business operations and ensure all work activities are done safely.

SHE policy

Herbert Trading Enterprises (PTY)Ltd commit for excellence and compliance in all aspects of the business and we do recognise the impacts of our activities on its employees and that of the environment. Take the safety priority of our people and the environment we are intuition our business

We commit to ZERO HARM culture by continuous improvement of our SHE system and set high target standards by:

- Establishing and implementing an effective safety policy strategy
- Identifying, investigating and taking preventative action to prevent injuries
- Instituting training in order to equip employees with the right skills and knowledge
- Performing risk assessment in order to eliminate potential hazards associated with our business environment and develop effective controls
- Audit and review the SHE management system
- Provide budgets to achieve an SHE goals and objectives of the community
- Set high targets but achivable goals for the continuous performance reviews
- Compliance of tools, machinery and equipment for safety
- Comply with all with all applicable legal and regulations of the safety magement systems
- Promote safety culture winthin all levels of the company including that of employees
- Development of an effective incident investigation and reporting system

RESPONSIBILITIES

Management (the supervisor / manager) is responsible for providing and maintaining:

- A safe working environment
- Quality management
- Safe system of work
- Plant and substances in safe conditions
- Facilities for the welfare of all workers
- Any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health.

Workers are responsible for:

- Ensuring their own personal health and safety, and that of others in the workplace
- Complying with any reasonable directions (such as safe work procedures,wearing personal protective equipment) given by management for health and safety.

SERVICES

- Laminated Wooden floors
- SPC and Vinyl floors
- Engineered wood
- Skirtings Dado rails
- Built-in cupboards
- Kitchen cupboards
- Decking
- Property leasing (low cost)

OUR PREVIOUS PROJECTS





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