

SUPPLIER COST AND RISK ASSESSMENT QUESTIONNAIRE

Each party to a consortium / joint venture / sub-contractors must complete a separate questionnaire.

A. GENERAL INFORMATION

- i. The information provided in this questionnaire will be treated as confidential and will not be disclosed to any third party
- ii. The information will be used only for the purpose of assessing your company in terms of our Procurement Policy.
- iii. SARS reserves the right to request additional information or documents, or to perform audit procedures to substantiate or verify any of the answers provided in the question.
- iv. A copy of the completed questionnaire must be signed on behalf of your business by a duly authorised signatory.
- v. Certified copies of requested documents are to be submitted as part of this information pack
- vi. **B1 to be completed only by companies listed on the JSE**

B. NON – FINANCIAL RISK ASSESSMENT

- B1. Indicate with detailed explanations whether your company conforms to the King II recommendations for good Corporate Governance with respect to the following:

1. Application of the Code	
2. Board and Directors	
3. Risk Management	
4. Internal Audit	
5. Integrated Sustainability Reporting	
6. Auditing and Accounting	
7. Relations with Shareowners	
8. Communication	

- B2. Indicate your company's top management experience (Tick the relevant box)

AVERAGE YEARS	LESS THAN TWO YEARS	2 – 5 YEARS	5 – 10 YEARS	10 YEARS AND ABOVE
Experience				

- B3. Has your Company, Directors or Shareholders ever been restricted from doing business with the Government?

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If Yes: What was the period of the restriction?

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Reasons for the restriction:

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- B4. Have any of the contracts awarded to your company ever been terminated / cancelled before period of expiry?

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If Yes: What were the reasons?

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- B5. Does your company have existing, previous or pending legal disputes/issues with SARS or any other institution?

NATURE OF DISPUTE	ESTIMATED VALUE INVOLVED	YEAR	VERDICT

- B6. Indicate the service excellence awards that your company has received in the last three years.

NAME OF AWARDING ORGANISATION/COMPANY	NATURE OF AWARD	YEAR AWARDED	CONTACT PERSON	TEL NO.

B7. Who are your company's five (5) key suppliers?

SUPPLIER NAME	COUNTRY	% PURCHASES AS A PROPORTION OF TOTAL PURCHASES
1.		
2.		
3.		
4.		
5.		

B8. What percentage (%) of your business is dependant upon SARS?

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C. Financial Risk Assessment

THE FOLLOWING QUESTIONS RELATE TO THE LAST ANNUAL FINANCIAL STATEMENT.

C1. Were the Financial Statements prepared on a Going Concern Basis?

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C2. Indicate percentage (%) annual turnover/ revenue composition

	PAST YEAR	PAST 2 YEARS	PAST 3 YEARS
Public sector (incl. State Owned Enterprises)			
Private sector			

C3. Complete names of your company's five (5) key customers in terms of indicated average business conducted as a percentage of your total debtors' book.

CUSTOMER NAME	0 -20%	21 – 40%	41 – 60%	61 – 80%	80% AND ABOVE
1.					
2.					
3.					
4.					
5.					

C4. What is your company's debtors' spread? Complete table below.

	% OF DEBTORS
Current	
30 days	
60 days	
90 days	
120 + days	

C5. What are your company's five key products/services? Indicate their contributions to your company's revenues.

PRODUCT/SERVICE	PAST YEAR % CONTRIBUTION	PAST 2 YEARS % CONTRIBUTION	PAST 3 YEARS %CONTRIBUTION

C6. What is your company's creditors' spread? Complete table below.

	% OF CREDITORS
Current	
30 days	
60 days	
90 days	
120 + days	

C7. Indicate whether there are any major debts/bonds/contingent (guarantees) liabilities falling due or becoming fully payable.

DUE TO WHOM	NATURE OF DEBT	VALUE	DATE PAYABLE
1.			
2.			
3.			

DECLARATION

I _____, hereby declare, in my capacity as _____ and duly authorised thereto, that the information provided in the above questionnaire is to my knowledge factually correct.

Signed at _____ this _____ day of _____ 20_____

Signature