

## 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?

If Yes: What was the period of the restriction?

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**

**A COPY OF YOUR FINANCIAL STATEMENT SHOULD BE ATTACHED**

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 are 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 are your company's creditors' spread? Complete table below.

	% OF CREDITORS
<b>Current</b>	
<b>30 days</b>	
<b>60 days</b>	
<b>90 days</b>	
<b>120 + days</b>	

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**

