

## 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:

|  |
|--|
|  |
|--|

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?

|  |
|--|
|  |
|--|

**C. Financial Risk Assessment**

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

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

|  |
|--|
|  |
|--|

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

