

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. |
|---------------------------------------|-----------------|--------------|----------------|---------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
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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 |
|-------------------|----------------|
| 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

