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Enquiries: JT Solomons

Procurement Management Minute: 0005/2019

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors and SCM practitioners and SCM Champions at Head Office and district offices

**Subject: Circulation of “Declaration of Confidentiality, Impartiality and Interest” forms for members of SCM committees**

1. National Treasury issued the *Code of Conduct for Supply Chain Management Practitioners* as Practice Note No. SCM 4 of 2003, dated 05 December 2003, and the Western Cape Provincial Treasury issued the *Code of Ethics for Supply Chain Practitioners* in paragraph 3.8.1 of the Western Cape Provincial Treasury Instructions (PTIs), issued on 23 September 2019, which must be adhered to by all officials and other role players involved in Supply Chain Management (SCM).
2. Paragraph 2.1 of the said Practice Note states that: “SCM practitioners, to the extent required by their position, should declare any business, commercial and financial interests or activities undertaken for financial gain that may raise a possible conflict of interests”.
3. Paragraph 3.4.1 of the PTIs requires that SCM units of the Western Cape Education Department (WCED) comprise of at least the following committees:
  - a) Bid Specification Committee;
  - b) Bid Evaluation Committee;
  - c) Bid Adjudication Committee (the WCED has a Departmental Bid Committee);
  - d) Stock Take Committee; and
  - e) Disposal Committee.
4. The “Declaration of Confidentiality, Impartiality and Interest” forms for members are hereby circulated for implementation with effect from 01 October 2019.
5. It is trusted that the instructions contained in this minute will be adhered to at all times.
6. Enquiries regarding the content of this minute may be directed to Mr JT Solomons at tel. no. 021 467 2818.

7. This minute replaces Procurement Management Instruction No. 0001/2014 in its entirety.
8. Responsibility managers are kindly requested to ensure that all personnel are informed of the contents of this minute.

**SIGNED:** LJ ELY

**DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES**

**DATE:** 2019-12-10

**WESTERN CAPE EDUCATION DEPARTMENT**

**DECLARATION OF CONFIDENTIALITY, IMPARTIALITY AND INTEREST BY THE QUOTATION COMMITTEE/OFFER ACCEPTANCE COMMITTEE/BID COMMITTEE OR OFFICIALS IN THE LINE OF DECISION-MAKING**

*(delete what is not applicable)*

in respect of .....

**It is a requirement by the National Treasury (SCM Practice Note 4 of 2003) that any private, commercial, business or financial interest must be declared. In order to give effect to the above, the form must be completed and submitted by the committee member in respect of this bid.**

I, the undersigned,....., hereby declare that:

1. All information, documentation, recommendation(s) and/or decision(s) regarding the matter before the ..... Committee, are confidential and I undertake not to make known anything in this regard;
2. I have treated all potential service providers equitably and have not purposefully favoured or prejudiced any person or potential provider and have not been involved with the compilation of specifications;
3. Where applicable, I have made known details of any private, commercial, business or financial interest which I, close family member, partner or associate may have in any award or contract or matter before this Committee. It has not been necessary for me to withdraw from participating in any manner whatsoever.

4. To give effect to the above, the following responses are given:

- 4.1 Are you, a close family member, a partner or an associate connected with any bidder/contractor by virtue of any relationship (family, friend, other)? **YES/NO**

If so, state particulars:

.....  
 .....  
 .....

- 4.2 Are you aware of any relationship (family, friend, other) between bidders/contractors and any person employed by the principal who may be involved with the evaluation or adjudication of this bid? **YES/NO**

If so, state particulars:

.....  
 .....  
 .....

- 4.3 Is it necessary for you or any person involved with the evaluation or adjudication of this bid, to withdraw from participating in any manner whatsoever in the process relating to this bid? **YES/NO**

5. I know and understand the contents of this declaration and accept that the Principal may act against me should this declaration prove to be false.

.....  
 Signature of Member

.....  
 Date

.....  
 Noted by Chairperson

.....  
 Date