

Schools do not need to complete this form (A1) if requisitions are advertised on the Integrated Procurement System (IPS)

NAME OF SCHOOL:

DECLARATION OF CONFIDENTIALITY AND IMPARTIALITY

- 1. I, the undersigned, hereby declare in respect of requisition no:..... that
- 1.1 all information, documentation and decisions regarding any matter before the sub-committee are confidential and I undertake not to make known anything in this regard;
- 1.2 I will treat all providers and potential providers equitably and will not purposefully favour or prejudice anybody; and
- 1.3 I will make known details of any private or business interest which I, or any official, close family member, partner or associate may have in any proposed procurement or disposal process, or in any award or contract, and that I will immediately withdraw from participating in any manner whatsoever should this be the case.

2. *In order to give effect to the above, the following questionnaire must be completed and submitted by the committee member in respect of this quotation.*

2.1 *Are you, or any person involved with the evaluation and/or adjudication of this quotation connected with the bidder by virtue of any relationship (family, friend, other)?* **YES / NO**

2.2 *If so, state particulars:*

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

2.4 *If so, state particulars:*

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

DECLARATION

I, THE UNDERSIGNED (NAME), CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.5 ABOVE IS CORRECT. I ACCEPT THAT THE HEAD OF EDUCATION MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Committee Member/Staff Member Date

.....
 Chairperson Date