

Swart Francois - Lieutenant Colonel

From: Kruger Louwrens - Brigadier
Sent: 04 January 2016 12:44 PM
To: Swart Francois - Lieutenant Colonel
Subject: FW: SUPPLY CHAIN MANAGEMENT: ENHANCING COMPLIANCE, MONITORING AND IMPROVING TRANSPARENCY AND GOVERNANCE: VERIFICATION OF DIRECTORS/TRUSTEES/MEMBERS/SHAREHOLDERS WHO ARE EMPLOYED BY THE STATE
Attachments: SCM Circular.pdf
Importance: High

From: Internal Liaison
Sent: 18 December 2015 11:56 AM
To: SAPS All E-Mail Users - New
Subject: SUPPLY CHAIN MANAGEMENT: ENHANCING COMPLIANCE, MONITORING AND IMPROVING TRANSPARENCY AND GOVERNANCE: VERIFICATION OF DIRECTORS/TRUSTEES/MEMBERS/SHAREHOLDERS WHO ARE EMPLOYED BY THE STATE
Importance: High



For attention: All SAPS personnel

SUPPLY CHAIN MANAGEMENT: ENHANCING COMPLIANCE, MONITORING AND IMPROVING TRANSPARENCY AND GOVERNANCE: VERIFICATION OF DIRECTORS/TRUSTEES/MEMBERS/SHAREHOLDERS WHO ARE EMPLOYED BY THE STATE

ENQUIRIES:

Major General RS Pillay
012 841-7053
Brigadier JS Smit
012 841-7119



Private Bag X254

Fax (012)

841-7156

YOUR REFERENCE

DIVISIONAL COMMISSIONER
SUPPLY CHAIN MANAGEMENT
PRETORIA
0001

MY REFERENCE

19/4/56

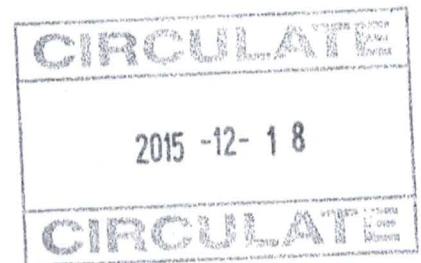
ENQUIRIES

Maj Gen RS Pillay / Brig JS Smit

Tel: (012)

841-7053 / 7119

- A. All Divisional Commissioners
HEAD OFFICE
- B. **ALL PROVINCIAL COMMISSIONERS**
- C. All Heads
HEAD OFFICE
- D. All Commanders
SAPS TRAINING CENTRES
- E. All Provincial Heads
SUPPLY CHAIN MANAGEMENT
- F. The Section Heads: Supply Chain Management
HEAD OFFICE
- G. All Accounting Functionaries
HEAD OFFICE COMPONENTS
- H. The Chief of Staff
MINISTER OF POLICE
- I. The Secretary
NATIONAL SECRETARIAT FOR POLICE
- J. **ALL DEPUTY NATIONAL COMMISSIONERS**



SUPPLY CHAIN MANAGEMENT: ENHANCING COMPLIANCE, MONITORING AND IMPROVING TRANSPARENCY AND GOVERNANCE: VERIFICATION OF DIRECTORS/TRUSTEES/MEMBERS/SHAREHOLDERS WHO ARE EMPLOYED BY THE STATE

- A-G. 1. This office' evenly numbered letter dated 25 November 2015 from which a copy is attached for easy reference has bearing.

SUPPLY CHAIN MANAGEMENT: ENHANCING COMPLIANCE, MONITORING AND IMPROVING TRANSPARENCY AND GOVERNANCE: VERIFICATION OF DIRECTORS/TRUSTEES/MEMBERS/SHAREHOLDERS WHO ARE EMPLOYED BY THE STATE

2. Supply Chain practitioners are required to include the following condition as part of the Special Conditions of all written price quotations and bids in excess of R2 000,00 (VAT included);

*"Where it is found that any of the directors / trustees / members / shareholders from the bidder or its sub-contractor(s) is employed by the State such written price quotation or bid **will** be disqualified."*

3. The Declaration of Interest (SBD 4) has been amended to make provision for bidders to provide the identity numbers of the directors / trustees / members / shareholders of its sub-contractor(s) and if found that any of the directors / trustees / members / shareholders of such sub-contractor is employed by the State such written price quotation or bid **must be disqualified**. (Copy attached)
4. Supply Chain practitioners are required to verify identity numbers as provided by bidders against the **Public Servant Verification System** which resides on the website of the Department of Public Service and Administration (the dpsa).
5. Taking into consideration that not all Supply Chain practitioners have internet access, a link was created from the South African Police Service Intranet to the website of the dpsa and no login credentials are required.
6. The Public Servant Verification System can be accessed from the home page of the SAPS Intranet by following these steps;
- Click on "**Links**",
 - Find "**Website accessible without Internet access**",
 - Find "**Department: Public Service and Administration**",
 - Click on www.dpsa.gov.za,
 - Click on the icon "**Public Servant Verification System**",
 - Enter the **13-digit South African Identity Number** in the space provided.
7. Documentary proof of the verification results must be kept on file for record and audit purposes.
8. Please distribute to Station Level.

H-J. For your respectful information.

R.S. PILLAY
MAJOR GENERAL

RS Pillay
LIEUTENANT GENERAL
DIVISIONAL COMMISSIONER; SUPPLY CHAIN MANAGEMENT
GJ KRUSER
DATE: 2015/12/14

Ad

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state?

YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person connected to the bidder is employed :
Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document?

YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES / NO

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....
.....

4 Will any portion of the contract be sub-contracted?

YES / NO

4.1 If so, furnish the following particulars of your sub-contractor(s):

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Peral Number

5 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder