## DECLARATION

In line with Point 7 of the 2023 SCM Policy (reference to the extract on page 2 of this document), do you have any personal interests in the formulation, drafting, compilation and/or deciding of the specification that has been tabled before the committee or do you have any interests and/ or relationship (be it family/ friend and/ or other) with any of the listed tenderers/ contractors/ consultants/ service providers that are being evaluated before the committee?

## YES / NO

**CIRCLE RELEVANT ANSWER**

### If yes, state the nature of the interest and any other relevant information.

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If yes and the nature of the interest is in conflict with Point 7 of the 2018 SCM Policy, you must immediately withdraw from participating in any manner whatsoever in relation to the process. Please state if you will need to be recused.

## YES / NO

**CIRCLE RELEVANT ANSWER**

I declare that the information given above is to the best of my knowledge, true and factual.

|  |  |
| --- | --- |
| Name and Surname |  |
| Designation |  |
| Signature |  |
| Date |  |

In terms of the 2023 SAA Procurement Policy, as amended states the following:

1. The SAA Group commits itself to a policy of fair dealing and integrity in the conducting of its SCM activities;
2. In conducting SCM activities, all SAA staff must adhere to the SAA Code of Ethics and Conduct and the SAA Conflict of Interest Policy on issues such as accepting gifts or favours from suppliers or potential suppliers;
3. SAA Group’s Employees and those described in the Public Administration Management Act (PAMA), Act No. 11 of 2014 are prohibited from doing business with the SAA Group and other organs of State and also prohibited to indirectly do business with SAA Group. Employees found to have been in breach of the prohibition above shall be dealt with in addition to the relevant SAA Group Policy in terms of the law;
4. Each employee tasked to carry out SCM activities shall take appropriate steps to prevent any unauthorised, irregular, fruitless and wasteful expenditure;
5. All employees, including SCM officials and other role players, must recognise and disclose any interest and determine any possible conflict that may arise. The Declaration of Interest forms are to be stored in the employee’s personnel file or in line with the Conflict of Interest Policy. Details of any private or business interest which that person or any close family member, partner or associate may have in any proposed procurement or disposal process or in any award of a contract by SAA, must immediately withdraw from participating in any manner whatsoever in the process;
6. SCM officials should declare any business, commercial and financial interest or activities undertaken for financial or indirect gain that may raise a possible conflict of interest at the commencement of each supply chain bid process. The CEO or delegate must determine whether the interest declared, constitutes a conflict of interest in circumstances where it is not clear that it presents a conflict. The SCM official must, if in conflict, then excuse him/herself from the process;
7. The SAA Group will under no circumstances procure goods and services from an employee owned or spouse/partner/ immediate family member owned business;
8. Unethical procurement practices will result in disciplinary action.