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## 1 SCOPE

It is Policy that Contractors be assessed to determine their financial/commercial stability in order that sound decisions can be made regarding the suitability of a Contractor for a particular contract prior to placing Contracts in excess of R500 000.00.

## 2 ABBREVIATIONS

RPO : Responsible Procurement Officer leading the assessment team

RCM : Resource Centre Manager

## 3 PROCEDURE

### 3.1 PROGRAMMING

Commercial Assessments are not performed periodically as the information changes on a daily basis. Commercial Assessments should be performed for a specific contract before tender adjudication.

### 3.2 NOTIFICATION

Notification of the Commercial Assessment to the Contractor shall be issued by the RPO and shall be copied to the person requesting the Commercial Assessment and any other interested parties

### 3.3 ASSESSMENT PLANNING

The RPO shall review all available information regarding previous commercial assessments/audits/performance of the Contractor.

The detailed questionnaire shall be prepared using ATDP\_PS\_000006.

### 3.4 ASSESSORS

The RPO shall be responsible for assembling the team to perform the assessment, arrange the appointment with the Contractor and request him to provide documentation as required in the Questionnaire.

The Assessment Team shall have a detailed knowledge of requirements in regard to the financial and commercial aspects of a particular Contractor.


### 3.5 MEETING WITH CONTRACTOR

The meeting with the Contractor shall start by detailing the scope of the assessment. Appendix D shall be used as an Agenda. The Contractor shall be advised that the report will be kept confidential.

### 3.6 WORK VISITS

The Assessment Team shall visit the Contractor's design/manufacturing facilities, offices, storage area, testing area and/or site area etc.

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### 3.7 QUESTIONNAIRE

ATDP\_PS\_000006 will be completed by the Contractor's authorised representative or their duly appointed nominees. On completion of the Questionnaire, the authorised representative must sign the Questionnaire in the appropriate place.

### 3.8 TEAM REVIEW

The RPO will review the Questionnaire with the Contractor to determine if any commercial deficiencies have been identified.

The Assessment Team will also request back-up information as necessary to complete their findings.

The RPO will then review the deficiencies and the Questionnaire to determine if any of these directly affect the Contractor's ability to fulfill the requirements of the contract.

### 3.9 RECOMMENDATIONS

One of the following recommendations shall be made:

- R : Contractor commercially recommended
- S : Contractor commercially recommended with provisions
- T : Contractor not recommended

### 3.10 REPORT

A Commercial Assessment Report, Appendix E, shall be produced by the RPO.

Each deficiency shall be listed together with any action required to rectify.

This shall state the recommendation arising from the Assessment.

The report shall be approved by the RPO's line manager.


### 3.11 RECORDS

The Questionnaire will be retained in the Contractor's file for at least five years and a copy of a particular assessment report shall be filed in the Enquiry/Contract file.

### 3.12 CONFIDENTIALITY

All information gathered as a result of the assessment shall be treated in strict confidence and shall not be disclosed to any other party without the written consent of the Contractor and the Company.


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**APPENDIX A : RECORD OF AMENDMENTS**

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**APPENDIX B : CAPABILITY SURVEY**

IN CONFIDENCE


Note : Information may not be disclosed to any third party without written permission of the Contractor and the Company.

NAME (IN CAPITALS) : \_\_\_\_\_

DESIGNATION : \_\_\_\_\_

SIGNED : \_\_\_\_\_

DATE : \_\_\_\_\_

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**APPENDIX C : LETTER OF WAIVER**

To : (Company)

Attn. :

Dear Sir,

**COMMERCIAL ASSESSMENT REPORT**

This serves to notify the Company that a copy of the document entitled COMMERCIAL ASSESSMENT is requested.

It is acknowledged that all matter contained in the above document has been recorded in good faith and the supply by the Company of this copy is requested in order to assist my company in increasing efficiency.

It is hereby irrevocably agreed that no action of any kind will be taken against the Company, the agents of the Company, the employees of the Company or the employees of the agents of the Company as a result of the contents of this document.


Name (PRINT) : \_\_\_\_\_

Signature : \_\_\_\_\_  
(Must be authorised to sign on behalf of the company.)

Designation : \_\_\_\_\_

Contractor : \_\_\_\_\_

Date : \_\_\_\_\_

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**APPENDIX D : AGENDA FOR ASSESSMENT OPENING MEETING**

This assessment is vital to the Contractor

1. Team introduction
2. Request letterhead – dated and struck through
3. Attendance Sheet
4. Assessment scope
5. Confidentiality
6. Copies of documents
7. Letter of waiver
8. Review questionnaire
9. Works inspection

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**APPENDIX E : REPORT COVERING LETTER**

Date

Company

Attention:

Dear Sirs,


**COMMERCIAL ASSESSMENT**

Please find enclosed Report No. \_\_\_\_\_

Yours faithfully,

(Name) \_\_\_\_\_

(Designation) \_\_\_\_\_

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**APPENDIX E : REPORT**

COMMERCIAL ASSESSMENT REPORT

No.: \_\_\_\_\_

The contents of this report are CONFIDENTIAL. They may not be revealed to any third party without the written consent of both the Company and the Contractor.

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Team: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Summary: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Recommendations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Report Prepared: \_\_\_\_\_


Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Designation: \_\_\_\_\_

Company: \_\_\_\_\_

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**APPENDIX F : LIST OF REQUIREMENTS**

1. Cash Flow
2. Debtors should not exceed 90 days
3. Creditors should not exceed 90 days
4. Meet bond requirement for the Contract
5. Effective Progressing Report

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