

**Annexure A1:
Declaration of confidentiality and impartiality**

Schools do not need to complete this form (Annexure A1) if requisitions are advertised on the Electronic Procurement System (ePS).

Name of school: _____

1. I, the undersigned, hereby declare in respect of requisition no. _____ that:

1.1 all information, documentation and decisions relating to any matter before the subcommittee shall be treated as strictly confidential and I undertake not to disclose any information to any unauthorised person or third party;

1.2 I will treat all providers and prospective providers fairly and equitably and will not intentionally favour or prejudice any person or entity; and

1.3 I will disclose the details of any private or business interests that I, any official, close family member, partner or associate may have in relation to any proposed procurement or disposal process or in the award of any contract or agreement. Should this be the case, I will immediately declare the conflict of interest and withdraw from participating in the matter.

2. To give effect to the above, the committee member is required to complete and submit the following questionnaire about this quotation:

2.1	Are you or any person involved with the evaluation and/or adjudication of this quotation connected to the bidder through any relationship, including but not limited to family, friendship or other association?	YES	NO
2.2	If so, state particulars:		
2.3	Are you aware of any family, friendship or other relationship between the bidder and any person employed by the principal who is or may be involved in 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 supplied in paragraphs 2.1–2.5 is correct. I acknowledge that the Head
of Education may take appropriate action against me should any information in this declaration
be proved to be false.

Committee member/staff member

Date

Chairperson

Date