



**SOUTH WEST GAUTENG TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING COLLEGE**
EDUCATION OF DISTINCTION
HEAD OFFICE

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Molapo, Soweto
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E-mail: headoffice@swgc.co.za
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22 July, 2019

**1. LETTER TO BE AGREED TO AND SIGNED BY ALL EXISTING
(PROSPECTIVE) SUPPLIERS / SERVICE PROVIDERS OF SOUTH
WEST GAUTENG**

South West Gauteng College is a public college whose practices and dealings with other organizations and members of the public are subject to government regulations and legislation such as the Continuing Education and Training Act of 2006, as amended, the Public Finance Management Act (PFMA), Public Service Act, BBBEE Act, and other relevant legislation.

The sum total of the above-mentioned legislation and regulations is to ensure consistency, fairness and equity in the college's dealings with other organizations and members of the public and value for money and transparency in its business transactions.

**2. FACILITATION, RECEIPT, OFFER OR REQUEST FOR KICKBACKS /
BRIBES BY COLLEGE PERSONNEL AND, OR SERVICE PROVIDERS /
CONTRACTORS**

All college personnel are bound by all of the above and the college's Code of Conduct and Financial Disclosure Policy, both of which strictly forbid the demand, facilitation and, or acceptance of kickbacks, bribes and other favours in return for work done as part of their employment at the college, or in the awarding of tenders and, or contract work to suppliers and, or service providers.

The procedures followed by the college in awarding contracts and, or tenders for the rendering of services to the college are strictly in accordance with the above-mentioned legislation and regulations and the college's Procurement Policy and can, on request be availed and, or explained to any interested party. Suppliers and, or service providers have a duty to report any suspected deviation from the college policy, or acceptable standard of fairness, or untoward act, in the awarding of a tender or contract by any of the college's personnel. The college will take serious appropriate action in response to such.

In the same breath, the college will take serious action in the event of a supplier, prospective supplier or service provider being found to be offering or facilitating the offer of a bribe or kickback to an employee of the college in return for a contract or tender with the college. Such action may include, but will not be limited to, the immediate and permanent removal of the said supplier or service provider from the

SWGC-supplier Declaration Of -DLN-001

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George Tabor Campus
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Dube Village, 1801
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E-mail: molapo@swgc.co.za

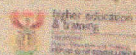
Rondepoort Campus
Private Bag X 29,
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Rondepoort West Campus
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Call Centre: 086 176 8849

FOR FURTHER EDUCATION AND TRAINING



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college's database of suppliers and service providers and a report of such, as a corrupt act, to law enforcement agencies.

Service providers and, or contractors are encouraged to report any instance of a college employee demanding or asking for a bribe, kickback, or favour in return for work done as part of their employment at the college, or promise of assistance with the securing or awarding of a contract or tender. Such reports will not adversely affect the service provider's standing or ability to do business with the college.

3. REWARD FOR REPORTING AND HELPING WITH DISCIPLINARY PROCESS OR PROSECUTION OF EMPLOYEES / MANAGERS INVOLVED IN IRREGULAR ACTIVITIES IN PROCUREMENT SUCH AS FACILITATING / REQUEST OR RECEIPT OF PAYMENT AND, OR BRIBE FOR AWARDING OF TENDER / CONTRACT.

The college is so strongly opposed to alleged or real irregular or corrupt acts or practices related, in particular, to procurement, on the part of its employees or managers, that it will pay a reward of up to **R 20 000,00**, depending on the nature, value and extent of the irregular practice or transaction, to any supplier member of the public or employee who (1) divulges or reports such an act on the part of any college employee or manager and (2) assists with the disciplinary process or criminal prosecution of the person(s) concerned, which assistance (3) leads to a guilt sanction in a disciplinary process at the college, or conviction of the person(s) concerned in a court of law. The ultimate reward will depend on the nature and verifiability of the information, or 'tip-off' given, the assistance rendered with the disciplinary process or criminal case and whether or not the reported person(s) was found guilty, either in a disciplinary process or criminal case. The maximum reward (**R 20 000,00**) will be paid in full if all three conditions, including the guilt finding or conviction of the reported person(s).

Such reports or 'tip-offs' must be made in strict confidence directly to the Principal of the college, Mr Dan L Nkosi at **0828921106** or by email to nkosidl@swgc.co.za. People who so choose, can also report such to the Department of Higher Education and Training (DHET) in Pretoria at **012 312 5911**.


4. WORK / SERVICE NOT DELIVERED TO ACCEPTABLE STANDARD, OR ON THE AGREED/ STIPULATED TIME

It is also being brought to the attention of service providers and, or contractors that the college has a very serious commitment and obligation to ensure value for money in all its dealings with service providers or contractors, such that in all instances of work or service being procured clear specifications and timelines will be given and where these are not adhered to, work or the service is not done to the satisfaction of the college, or in the time agreed upon, the college will reserve the right to withhold payment or a portion of up to 20% of the total invoice.

5. OFFERING OF PRACTICAL WORK/ EXPERIENTIAL LEARNING TO COLLEGE STUDENTS BY SERVICE PROVIDERS

Most of the work that service providers do for the college for payment involves activities that are relevant to the training that the college offers to its students. For this reason service are encouraged to involve or utilize a number of college students whose programme of study at the college corresponds with that particular work. Whilst service providers are expected to exercise all reasonable precaution to ensure the safety of the students in the course of them being offered practical experience or experiential learning, there is no obligation for the service providers to pay the students, as this is viewed as part of their training. Starting from August, 2019, it will be a condition of the contract or agreement between the college and the service providers it contracts for services or work at the college to incorporate practical experience or experiential training of students in the course of the work or service being rendered at the college.

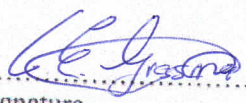
Thank you


Dan L Nkosi
Principal

Acknowledgement

Training Material Development
.....
Name of Service Provider

18/09/2019
.....
Date


.....
Signature