



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



SOUTH WEST GAUTENG TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING COLLEGE
EDUCATION OF DISTINCTION

TO ALL EXISTING & PROSPECTIVE SUPPLIERS/SERVICE PROVIDERS

South West Gauteng TVET College is a public institution 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), BBBEE Act, Preferential Procurement Policy Framework Act (PPPFA) and other relevant legislation and associated regulations.

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, as well as value for money and transparency in all its business transactions.

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

All College personnel are bound by all the above legislation and the College's Code of Conduct and Financial Disclosure Policy, **both which strictly forbid the demand, facilitation and, or acceptance of kickbacks, bribes and other favors**, 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 and, 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 College's database of Suppliers and Service Providers and a report of such, as a corrupt act, to law enforcement agencies.

HEAD OFFICE

Private Bag X33, Tshiawelo, 18171822 B
Molele Street, Cnr Koma Road |
Molapo | Soweto | 1801
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Fax: (011) 984 0136
E-mail: headoffice@swgc.co.za
www.swgc.co.za

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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 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.

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2. REWARD FOR REPORTING AND HELPING WITH DISCIPLINARY PROCESS OR PROSECUTION OF COLLEGE EMPLOYEES 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 strongly opposed to alleged 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** (twenty thousand rands only), 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 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 independent Internal Audit Department of the College, by email to fraudulent-alert@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**.

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**3. 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.

Any Service Provider or Contractor who accepts work from the College is deemed to be in agreement with, and bound by the contents of this document.

Kind Regards,

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JM Monyamane
Acting Principal

Acknowledgement

.....
Name of Service Provider

.....
Signature

.....
Date