

CERTIFICATE OF DUE DILIGENCE

NEGOTIATION AND SIGNING OF CONTRACTS

This certificate is to be completed and attached to all contracts presented for signature. Accurate and complete quantitative data should be given where relevant. The presentation of a contract (with the completed certificate attached) should take place so as to give the official, signing the contract, adequate time to give due consideration to the matter.

Purpose of the contract :	
Term :	
Value :	

#	ITEM FOR ATTENTION	REQUIRED INFORMATION	SIGNATURE
1	<p>Cost/Benefit Statement (to be completed by client) Justify the cost in terms of the benefit to UNISA. (A full cost/benefit analysis document should not be attached but must be available if required)</p>		
2	<p>Total cost implications over time (contract value) (to be completed by client) This should include the actual financial obligations of UNISA under the contract for the period of the contract, and an estimate of potential costs that may be incurred in the future. VAT must be included in the actual costs. A clear indication must be given of how the VAT is included.</p>		
3	<p>Risk Analysis (to be completed by client) State the key risks to UNISA emanating from this contract. Is it a reasonable risk under the circumstances? (A full risk analysis document should not be attached but must be available if required)</p>		

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4	Ability of UNISA to deliver (to be completed by client) Has UNISA the capacity to fulfil its side of the contract so as to avoid accusations of breach of contract or alternatively to realise the full value of potential benefits.		
5 5.1	Legal Soundness (to be completed by Legal Services) Has the contract been subjected to legal scrutiny so as to ensure that the contract is legally and technically sound and acceptable?	Signature of Legal Officer : Date:	
6	Policy compliance(to be completed by client) Does the substance of the contract comply with UNISA policies and procedures?	Yes is not a sufficient answer – the particular policies and procedures that are being complied with should be named)	
6.1	Does the manner in which the supplier was identified comply with UNISA policies and procedures? (to be completed by Purchasing)	Signature of Purchasing Manager : Date:	
6.2	Does the manner in which the contract was negotiated comply with UNISA Purchasing policies and procedures? (to be completed by Purchasing)	Signature of Purchasing Manager or Financial Director Procurement : Date:	
6.3	Has the Tender Policy been complied with? (to be completed by Purchasing)	Signature of Purchasing Manager : Date:	
6.4	Does contract include the tender specification? (to be completed by Purchasing)		
7	Financial Provision (to be completed by client) Has adequate financial provision been made for the contract, Including the upkeep and maintenance?	YES / NO	
7.1	Give details of source of funds and approvals, i.e. Cost Centre, Account number, budget amount. (to be completed by client)		

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8	Monitoring/Evaluation (to be		

	completed by client) A brief description of the monitoring/evaluation arrangements should be given. These arrangements must ensure that UNISA gets value for money by realising the benefits.		
9	Reporting Lines (to be completed by client) How will progress be reported on?		
10	Previous performance (to be completed by client) When re-contracting, or extending the contract of a provider a report on previous performance should be attached. With a brief summary in the adjoining block.		
11	Financial Risk (to be completed by Finance) Verify that all the financial policies have been adhered to.	Signature of Financial Director :	
		Date:	
11.1	Check that all the accounting implications and reporting implications have been considered and provided for.	Signature of Financial Director:	
		Date:	
11.2	Verify budget provisions. (to be completed by Budgets)		

The accuracy of the above information is hereby certified.

Signature of person presenting the contract for signature: _____

Date: _____

Signature of person recommending contract (if applicable): _____

Date: _____