



## **BECOMING A GMSA SUPPLIER**

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## **Procurement Policy statement**

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GMSA subscribes to the principals of acting responsibly, resourcing, business growth, global competitiveness and value adding to all its shareholders.

GMSA strives to source according to best procurement practice. GMSA continually investigates ways to reduce the total cost without compromising safety, quality or service.

In GMSA business dealings, GMSA strives to be ethical.

### **Code of conduct and ethical Purchasing**

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GMSA is committed to complying with the highest ethical standards. This means working with our various stakeholders, including employees and suppliers, to ensure their support and adherence to *Code of Conduct Best practice principles*.

In order to assist its employees, GMSA sets out to guide employees in our expected behaviour in terms of *Code of Conduct Best practice principles*.

In addition, suppliers, contractors, agents and distributors, should view *Code of Conduct Best practice principles*, which outline GMSA'S legal and ethical expectations in the course of procurement, supply chain management and dealing with suppliers, before dealing with GMSA.

### **Broad Based Black Economic Empowerment (BBBEE)**

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The GMSA Preferential Procurement Policy is commercially orientated and as such must be differentiated from other Scaw programmes within the GMSA BBBEE strategy for Black Economic Empowerment that has a social upliftment orientation.

The Primary task of the procurement function in GMSA is to find reliable, cost effective suppliers for the business.

It is the policy of GMSA to promote Black Economic Empowerment by enabling BBBEE suppliers, particularly black SMME suppliers, to constructively participate at all levels of business in the South African economy.

BEE suppliers will not be treated differently from the norm with regard to quality, commercial standards, expected service level delivery, health/safety/environmental or any technical requirements.

This policy is expected in procedures providing guidance on implementation.

## **General Conditions of Purchase**

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All GMSA's purchasing is done in accordance with the GMSA General Terms and Conditions of Purchase.

These general conditions establish expectations from GMSA of the suppliers and define the terms of trade.

## **GMSA's Purchasing is centralised**

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All GMSA's purchasing and strategic sourcing is centralised.

Suppliers are placed on the GMSA vendor database as an outcome of the GMSA supplier selection process.

Following from this process, the GMSA procurement team complete and forward a supplier request form, with the supporting documentation, to Procurement administration to load the vendor on the vendor database.

Vendors will be added after:

- 1 Supplier selection process
- 2 Receipt of the completed vendor application form (completed in full).
- 3 Written acceptance of General Conditions of Purchase.
- 4 Verification of compliance with all statutory, ethical, regulatory and GMSA's vendor on-boarding requirements.

Please provide all the relevant information and necessary support documentation to the buyer as soon as possible to ensure timely processing.

## **GMSA Tender process selection, evaluation and performance appraisal**

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The GMSA tender process provides transparency and objectivity to the selection of suppliers and provides a measurement tool in the supplier performance management process. It provides a consistent and structured approach to the selection of suppliers.

The tender process is applied by a cross-functional team so decisions are agreed and jointly owned. A decision against the responses received to the Request for Information (RFI)/Request for quotation (RFC) consists of the weighting of specific categories by a sourcing team, each of them bring a particular competency or skill to the process.

The categories are :

- 1 Administrative/Business Management/Preferential Procurement.
- 2 Commercial.
- 3 Responsive service offering.
- 4 Safety/Health/Environment/Quality.
- 5 Technology.

Supplier Relationship Management forms the basis of continuous improvement by providing the criteria for on-going measurement of the supplier. The tender process enables GMSA to benchmark suppliers and manage and mitigate supply and business risk.

## **Request for Information and Request for Quotation**

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This RFI (request for information) document is the first step in the process to select a shortlist of suppliers that can demonstrate the ability to provide the level of service and commitment required by GMSA.

## Who do you contact?

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Please forward all information to :

The Procurement team

Private Bag X1056

GERMISTON

1400

or

The Procurement team

Union Junction

Administration Building

Cnr Penny & Black Reef Road

Dinwiddie

Germiston

Or :

Email to : [Procurements@grindingmedia.co.za](mailto:Procurements@grindingmedia.co.za)

Or Fax to : 086 669 5949