LIST OF RETURNABLE DOCUMENTS
(Checklist for Bidders)

Project title:	**Appointment of a service provider for the configuration and implementation of an Enterprise Risk Management and Compliance solution, including maintenance and support for a period of 3 years.**
Tender no:	**SENT/041/2026-27**

1. **THE TENDERER MUST COMPLETE THE FOLLOWING RETUNABLE DOCUMENTS:**
   (Tenderers may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)
   Tenderers must ensure that they complete, **scan into a memory stick/USB** and return all the below mentioned mandatory documents. Tenderers that do not return and complete ALL the documents may be considered non-responsive.

Tender Document Name:	**Document Returned Yes**	**Document Returned No**	**Document Returned N/A**
Envelope 1 Technical Proposal			
Cover Page (Envelope 1 – Technical Proposal)			
List of returnable documents (Envelope 1 – Technical Proposal)			
SBD 1 Notice and invitation (Envelope 1 – Technical Proposal)			
Completed & Signed Tender Data (Envelope 1 – Technical Proposal)			
Bidder's response to tender specifications. (Proof of Compliance – Envelope 1 – Technical Proposal)			
Valid and original TAX clearance certificate (Envelope 1 – Technical Proposal)			
BEE Certificate (Envelope 1 – Technical Proposal)			
Resolution of board of directors to enter into consortia or joint ventures (Envelope 1 – Technical Proposal)			
Resolution of Authority of JV (Envelope 1 – Technical Proposal)			
Resolution of Board of Director for Bid participation (Envelope 1 – Technical Proposal)			
SBD 4 Declaration of interest (Envelope 1 – Technical Proposal)			
SBD 5 National Industrial Participation Programme (Envelope 1 – Technical Proposal)			
SBD 6.1 Preference Points Claim Form (Envelope 1 – Technical Proposal)			
Record of addenda for Bids (Envelope 1 – Technical Proposal)			
General Conditions of Contract (Envelope 1 – Technical Proposal)			
Company Registration documents (Envelope 1 – Technical Proposal)			
Company Profile (Envelope 1 – Technical Proposal)			
Scanned into a memory stick/USB both envelop 1 & 2			

Tender Document Name:	**Document Returned Yes**	**Document Returned No**	**Document Returned N/A**
Envelope 2 Financial Proposal			

BOQ (Envelope 2- Financial Proposal)			
Completed and signed Contract Data with all pricing tables (Envelope 2- Financial Proposal)			
BEE Certificate (Envelope 2- Financial Proposal)			

Name of Tenderer	Signature	Date