



Transport Education Training Authority

Driven by Vision

COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS BY THE BIDDER

SCHEDULE 18 - COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS

MANDATORY REQUIREMENTS – STAGE 1 EVALUATION

Bidders who fail to meet and of the following mandatory requirements will be disqualified at Pre-Compliance Phase:

NB. Tick with "X" if you comply / not comply / Not Applicable

Criterion	Requirement	Comply	Not Comply	Not Applicable
Invitation to bid (SBD 1)	<ul style="list-style-type: none"> The form must be completed and signed electronically or in black ink. 			
SARS Pin / CSD Supplier Number	<ul style="list-style-type: none"> The bidder must submit a SARS Pin with expiry date to assist with verification of Tax Affairs. If a SARS Pin is not submitted provide CSD Supplier Number. In a case of a JV, all companies' Tax Clearance Certificates or SARS pins must be submitted 			
Bid submission	<ul style="list-style-type: none"> Bid documents must be completed in full and all declarations of interest must be signed. For JV or consortium all declarations must be signed by all parties. Only one (1) original copy must be submitted, signed by an authorised representative (s). This is a Two-Envelope System for the technical proposal and pricing proposal. The Technical Proposal MUST be submitted separately from the Price Schedule and SBD 3.3. form. 			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	<p>Price Schedule and SBD 3.3 form must be submitted in separate clearly marked sealed envelope. This envelope must be clearly marked with the bidder's name and tender description.</p> <ul style="list-style-type: none"> A second copy of the technical submission MUST be submitted per a virus free USB and MUST not include the Pricing Schedule and information relating to Pricing. 			
Declaration of Interest (SBD 4)	<ul style="list-style-type: none"> The bidder must fully complete and sign the Declaration of interest form. For JV or consortium all parties must complete and sign this declaration, per company. 			
Declaration of the bidder's past SCM practices (SBD 8)	<ul style="list-style-type: none"> The bidder must fully complete and sign the SBD 8 form. For JV or consortium all parties must complete and sign this declaration, per company. 			
Certificate of Independent Bid Determination (SBD 9)	<ul style="list-style-type: none"> The bidder must complete and sign the SBD 9 form. For JV or consortium all parties must complete and sign this declaration, per company. 			
SARS Pin / CSD Supplier Number	<ul style="list-style-type: none"> The bidder must submit a SARS Pin with expiry date to assist with verification of Tax Affairs. If SARS Pin is not submitted provide CSD Supplier Number <p>In a case of a JV, all companies' Tax Clearance Certificates or SARS pins must be submitted</p>			
Proposal submission	<ul style="list-style-type: none"> This is a Two-Envelope System for the technical proposal and pricing proposal 			
Pricing / Costing Schedule	<ul style="list-style-type: none"> Submit the Pricing/Costing Schedule in separate sealed envelope clearly marked with bidder's name, tender description and tender number 			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	<ul style="list-style-type: none"> The bidder must fully complete and sign the SBD 3.3 form electronically or in black ink. Failure to submit Pricing Envelope separately will disqualify the bid. 			
Compulsory Briefing Session	<ul style="list-style-type: none"> A compulsory briefing session will be scheduled through a video conferencing facility. Details will be shared accordingly. NB. Service providers who fail to attend the compulsory briefing session will be disqualified from the bidding process. 			
Human Resources Required	<ul style="list-style-type: none"> Practising Attorney/ Advocate/ Chartered Secretary. Certificate of acceptance into a recognised law society. <p>NB: Chartered Secretary to provide Admission letter to Chartered Governance Institute of Southern Africa (formerly CSSA).</p> <ul style="list-style-type: none"> NB: Please submit Confirmation/ Admission letter / Certificate of Acceptance. 			
Experience of Nominated Resource/s in Board minute taking	<ul style="list-style-type: none"> Must have at least 5 years' experience in Board minute taking in the public sector environment and / or established companies. NB. Complete Experience Schedule of the RFB Document and this experience has to be reflected in the CV / Profile of the nominated resource. 			

NB: All bidders who pass the Pre-Compliance Evaluation will be further evaluated on Functionality.