



Transport Education Training Authority

Driven by Vision

COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS BY THE BIDDER

SCHEDULE 21 – 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. 			
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 Research Proposal / Technical Proposal and Pricing Proposal. The Research Proposal / Technical Proposal MUST be submitted separately from the Price Proposal Schedule and SBD 3.3. form. Price Proposal 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. A second copy of the Research Proposal / Technical Proposal MUST 			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	be submitted per a virus free USB and MUST not include the Pricing Proposal and information relating to Pricing.			
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 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. 			
Declaration of Interest (SBD 4)	<ul style="list-style-type: none"> The bidder must fully complete and sign the Declaration of interest form electronically or in black ink. For JV or consortium both 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 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 			
International Footprint	<ul style="list-style-type: none"> The service provider must indicate an official body that recognises its international footprint and programmes (Provide evidence that is verifiable) The service provider's international rating should be verifiable with the official international rating bodies (Complete Schedule 20 of the RFB Document) The service provider must submit proof of international partnerships with international institutions of higher education (Provide MOUs or Confirmation Letters from those institutions) Failure to provide this information will disqualify the bid outright. 			

Criterion	Requirement	Comply	Not Comply	Not Applicable
Project Manager's Qualifications	<ul style="list-style-type: none"> The Project Manager must have at least a minimum qualification of a Diploma in Project Management at NQF Level 6. Other acceptable qualifications will be any diploma (NQF Level 6) / degree and above with Project Management as a Module. 			
Service Provider's experience	<ul style="list-style-type: none"> The service provider must have at least 3 years' practical experience in conducting Leadership /Executive Development Programmes at NQF Level 9 with an overseas component. NB. Complete the respective Schedule of the RFB Document. This information must be easily identifiable in the body of the proposal. 			
Project Manager's Experience	<ul style="list-style-type: none"> The Project Manager must have a minimum of three (3) years' experience managing Leadership /Executive Development programmes. NB. Complete the respective Schedule of the RFB Document. Experienced to be linked to the CV. 			
Audited Annual financial statements	<ul style="list-style-type: none"> The Service Provider must submit audited or reviewed Annual Financial Statements for the past two (2) years (2021 and 2022). NB! If the bidders' Annual Financial Statements are not audited, the bidder must indicate in a properly signed letter (in the bidder's company letterhead) in terms of which legislation are they not audited or reviewed and kindly provide sufficient supporting, appropriate evidence of audit or review. 			
Proposal submission	<ul style="list-style-type: none"> This is a Two-Envelope System for the Research Proposal / Technical Proposal and Pricing Proposal. 			
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 			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	session will be disqualified from the bidding process.			
Central Supplier Database Registration	<ul style="list-style-type: none"> The bidder must be registered as a supplier with Treasury on www.csd.gov.za. (Please attach proof) 			