

# Annexure A

## Bid document checklist

**BIDDERS MUST COMPLETE THIS CHECKLIST AND INCLUDE IT IN THEIR BID DOCUMENTS:**

**THE PURPOSE OF THIS CHECKLIST IS TO:**

- (a) highlight all critical documents that constitute a fully completed bid; and
- (b) provide Bidders with a final opportunity to ensure that all critical documents are properly completed and included in their final offer.

Bidders are advised to read all the pages of this tender document carefully and to comply fully with all requests for information and documentation. Please acknowledge that conditions have been read and understood in the 'Comply' column by responding with either a 'Yes' or 'No' entry. Bidders are required to:

Condition	Comply	
	Yes/No	Comments
1. Complete all the documents and forms provided in this bid invitation document.		
2. Supply all the requested information.		
3. Number each page of the bid submitted and all the supporting documentation (the entire bid) in the top right-hand corner of each page.		
4. The numbering system used in this bid SHALL be adhered to. If there are additional and/or alternative product options, every option/alternative proposal to an item SHALL be separately quoted, with a complete schedule, description, deviations from specifications, and technical brochures on each proposal.		
5. Submit the bid under the cover of a full table of contents referencing all the documents contained therein about the relevant page numbers.		
6. Submit the bid in hard copy.		
7. Confirm in writing that the copy submitted is a true and complete reproduction of the original and contains all the annexures submitted to the Department.		
8. The bidder is to complete the bid response document by stating in the block opposite each subsection whether the bidder will comply or will not comply with the specifications in that subsection.		
9. A response of "Noted" SHALL be interpreted as "Comply" In addition, an explanatory note MUST be provided in a separate document with a clear reference to the corresponding paragraph number or beneath each point in the bid document. The numbering in the bid document may not be altered		
10. <b>Items not completed in this manner SHALL be to the disadvantage of the bidder and, if excessive, SHALL lead to exclusion in the tender evaluation process</b>		
11. Bidders are permitted to submit video/cd/samples/product literature/catalogues to support their statements of competence and are to confirm that such are true and accurate reflections of the service/s which the bidder intends to provide.		
12. All <b>additional</b> supporting documentation that is returned as part of this tender MUST be given a document number ( <b>WCPT 02 2025-2026</b> ) that is marked on each page of the document.		

**Compliance to SCM conditions and requirements**

NO.	Schedules	Description	Comply	
			Yes/No	Comments
13	WCBD 1	Invitation to Bid (To be accompanied by proof of authority e.g. company resolution)		
14	WCBD 4	Declaration of Interest, Declaration of Bidder's Past Supply Chain Management Practices and Certificate of Independent Bid Determination.		
15	WCBD 6.1	Preference points claim form; (to be accompanied by a valid BBBEE certificate or consolidated BBBEE for joint ventures certificate/affidavit)		
16	CSD	<b>Bidders must be registered on the Central Supplier Database (CSD) at the time of award</b> – Submission of Proof of CSD Registration or latest Report.		
17	GCC and ToR	Bidders must accept all bid conditions by initialling every page of the GCC and Terms of Reference (ToR), that they have read and understood the terms and conditions.		

Please initial.....

NO.	Schedules	Description	Comply	
			Yes/No	Comments
<b>18</b>	<b>Minimum Bid Conditions &amp; Submission Requirements</b>			
A	Qualifications	a) Minimum qualification of the expert should be an NQF level 7 qualification in the field related to the identified Sectors, (Refer to section; paragraph 6 "required expertise: qualifications and experience above). <b>Note:</b> International qualifications must be accompanied with SAQA accreditation. (period of 3 months grace to provide SAQA Accreditation)		
		✓ Certified copies of qualification(s), (certification not older than three (3) months).		
		✓ Certified copies of proof of professional registration where applicable, (certification not older than three (3) months).		
B	Curriculum Vitae (CV): Individual resource experience	✓ CV of experts who will be used in rendering the service(s) as required (Refer to section; paragraph 6 "required expertise: qualifications and experience above).		
		✓ Experts must have a minimum of seven (7) years' experience as outlined in (Refer to section; paragraph 6 "required expertise: qualifications and experience above).		
C	Service Provider Portfolio of Work	a) Bidders must provide portfolio of work which must substantively demonstrate that they are able to meet the evaluation criteria, which must be demonstrated by means of the following minimum documentation: ✓ List at least one (1) or more similar projects undertaken. I.e. Where the bidder was previously required to evaluate and technically review infrastructure project/programme funding proposals.		
		b) Substantiate competence, knowledge and experience of project listed above. This must include the following: ✓ Scope of the project ✓ Value of the project and year in which completed; and ✓ Key outcomes of the project (objectives achieved). ✓ NB: similar projects refer to previous projects or undertakings that a bidder has completed within the last 10 years (i.e., from 2015 to current), and these projects are relevant and align with the sector for which they are bidding.		
D	Reference Letters	a) Reference letters on the letterhead of the organ of State/public/private sector of the above-mentioned project or projects, contactable work references where similar work was undertaken.		
E	High Level Proposal	a) NB: The proposal should clearly outline the understanding and methodology that will be used in undertaking the required scope of work and align with the competencies outlined in Section B, 7.2: ✓ Planning and Project Management; ✓ Appraisal, evaluation and financing of public infrastructure; and ✓ Cost benefit and cost effectiveness analysis and financial modelling		