

PART 4

Returnable documentation to be attached to the cover pages as indicated below.

Correct answers to the questions, to be circled in each case where applicable.

Checklist for Returnable documents

To assist bidders to check that all required documents are included in the file.

ID	RETURNABLE DOCUMENTS	YES
1.	Proof of registration with National Treasury Central Supplier Database (Central Supplier Database)	
2.	Tax Compliance requirements as per clause 2.2 of addendum 2	
3.	BBBEE Compliance requirements, as per clause 2.4 of addendum 2	
4.	Company Registration Documents	
5.	JV / Consortium Agreement, (if applicable)	
6.	Company Profile (Not more than 3 pages)	
7.	Complex Group Structure (if applicable)	
8.	Employment Equity Approved Plan	
9.	List of shareholders on company letterhead	
10.	Share Certificates	
11.	Identity Documents of Shareholders	
12.	List of company directors (full names, not initials) on company letterhead	
13.	List of beneficiaries in the case of a Trust (full names, not initials)	
14.	Supplier Credential Form Annexure I	
17	Completed Contractual Terms and condition Annexure 'C	
18	Completed Annexure G	
19	Bidders must complete a Pricing Schedule (Annexure 'F') in full and in the format provided by SAPO in this bid document.	
20	The bidder must submit a signed letter on their company's letterhead confirming that they will meet SAPO's required specification of Thermal Rolls, quality, quantities and lead time (1 Week upon receiving of order) for the duration of the contract. Bidders to complete Annexure BR. Bidders must complete and submit SBD4	
21	Bidders shall submit their unique personal identification number (pin) issued by SARS to enable the verification of the bidder's tax status	

Proof of registration with National Treasury Central Supplier Database (Central Supplier Database)

Bidders must be registered on the National Treasury Central Supplier Database. If the bidders are not registered the bidder can register online at the following website www.csd.gov.za to upload mandatory information as required. Bidders must provide proof of registration, by means of submitting a printed copy of their CSD Registration Summary Report.

Attach the required documents to and immediately after this cover page and return with proposal documentation

Tax Compliance requirements

Bidders are required to submit a valid or original certified Tax Clearance Certificate of the bidding company which must be valid at the time of bidding and for the duration of the contract, or the bidding company may submit their unique personal identification number (pin) issued by SARS to enable the procuring entity to view the taxpayer's profile and tax status.

BBBEE Compliance requirements

Bidders must submit a valid original or certified copy of BBBEE (SANAS accredited) Certificate of the bidding company which must be valid at the time of bidding and for the duration of the contract. EMEs and QSEs (51% black owned) can submit a sworn affidavit for B-BBEE. The B-BBEE Certificate or Sworn Affidavit must be of the bidding entity.

In bids where consortia / joint ventures are involved, these parties will qualify for point for their BBBEE status level as an unincorporated entity provided that the entity submits their consolidated BBBEE Scorecard (SANAS accredited) as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate bid.

Company registration

Attach company registration documents to and immediately after this cover page and return with proposal documentation.

Joint venture / Consortium agreement

Is the bidding entity a JV or Consortium

Yes / No

If Yes:

1. Attach agreements **signed** by all parties thereto immediately after this cover page and return with proposal
2. Each member to complete Supplier Questionnaire (Annexure I)

Company Profile (Not more than 3 pages)

PTY's (Circle the correct answer)

- | | | |
|-----|---|----------|
| i) | Is your company a Pty? | Yes / No |
| ii) | Has the company been trading in the past 12 months? | Yes/ No |

If the answer to both the above is a yes, then attach (previous financial year) audited financial statements **signed** by auditors or registered accountants to and immediately after this cover page and return with proposal.

If the answer to (ii) is NO, then attach a signed confirmation letter from the auditor.

Close Corporations (Circle the correct answer)

- | | | |
|------|--|----------|
| iii) | Is your company a Close Corporation? | Yes / No |
| iv) | Has it been trading in the past 12 months? | Yes/ No |

If yes to both the above, attach (previous financial year) financial statements signed by the members to and immediately after this cover page and return with proposal.

If the answer to (iv) is NO, then attach a signed confirmation letter from the auditor.

Complex Group Structure

Does your company have other companies as shareholders Yes/No

If yes, bidders are requested to submit the following:

1. Total breakdown of the shareholding in those companies/organization
2. Diagram of the group structure

Employment Equity approved plan:

1. Please attach employment equity plans submitted to and approved by the Department of Labour
2. Enterprises employing less than fifty (50) people are exempted from this requirement.

Shareholders:

Bidders to submit the list of shareholders on the company letterhead as follows:

First Name	Middle Name (where applicable)	Surnames	Percentage (%)	Gender	Race

Share certificates must be submitted

Identity documents:

Attach the required documents to and immediately after this cover page and return with proposal documentation

Note: Please note that Listed companies are exempted from this requirement

Directors:

Bidders to submit the list of Directors on the company letterhead as follows:

First Name	Middle Name (where applicable)	Surnames	Gender	Race

Trust beneficiaries:

Bidders to provide definition of the trust/share scheme and submit the list of trust beneficiaries as follows:

First Name	Middle Name (where applicable)	Surnames	Percentage(%)	Gender	Race

Submit supplier Credential Form (Annexure I)

Attach the required documents to and immediately after this cover page and return with proposal documentation

Commitment Letter

Attach the required documents to and immediately after this cover page and return with proposal documentation

**Completed Contractual Terms and
condition Annexure 'C**

Attach the completed Annexure 'C' to and immediately after this cover page and return with proposal documentation

Completed Annexure G

Attach the completed Annexure 'G' to and immediately after this cover page and return with proposal documentation