

CHECKLIST

C | B | E

C O U N C I L
FOR THE BUILT
ENVIRONMENT

| CHECKLIST: COMPILATION OF BID PROPOSAL FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAVEL MANAGEMENT SERVICES TO THE CBE FOR A PERIOD OF 3 YEARS. (THIS IS A BASIC CHECKLIST. THE ONUS IS ON BIDDERS TO READ THE BID INVITATION DOCUMENTS IN DETAIL FOR <u>ALL</u> REQUIREMENTS) | | | |
|--|---|-----|----|
| | | Yes | No |
| 1. | PRE-QUALIFICATION CRITERIA | | |
| | Are the following addressed in your bid proposal? | | |
| 1.1 | Potential service providers must be registered on the National Treasury Central Supplier Database (CSD), be tax compliant and not be restricted suppliers. | | |
| 1.2 | Only valid B-BBEE Level 1 and Level 2 contributors must submit a response to this bid. | | |
| 1.3 | Bidders must submit their ASATA licence/ certificate (certified copy) at closing date and time as proof of such membership. | | |
| 1.4 | Bidders must submit their International Air Transport Association (IATA) licence/ certificate (certified copy) at the closing date and time. Where a bidding company is using a 3rd party IATA licence, proof of the agreement must be attached and copy of the certificate to that effect at closing date. | | |
| 2. | OTHER: | | |
| 2.1 | All Supply Chain Management documents must be <u>fully completed</u> and submitted. These include: SBD 1, 4 and 6.1. | | |
| 2.2 | Acknowledgement and acceptance of the General Conditions of Contract (please complete and sign page 15 of the GCC) | | |
| 2.3 | Bidders must populate their pricing on the Pricing Schedule provided (Annexure B). | | |
| 2.4 | Bidders must submit their technical and pricing proposals as separate files/attachments. | | |
| 2.5 | Bids must be electronically submitted to Mrs R Nanthlall Ganesh at renusha@cbe.org.za before the closing time and date i.e. 10 November 2022 at 11:00AM. Emails received after 11:00AM will not be considered! | | |
| 2.6 | Bids will be valid for a period of 150 days after the closing of the bid. | | |