

LIST OF RETURNABLE DOCUMENTS (Checklist for Bidders)

Project title:	Appointment of panel of service providers to assist with Headhunting and Executive search for C-Suite, Executives (Category A) and also recruitment for Technical and Support staff (Category B) as and when required for a period of three (3) years.
Tender no:	SENT/066/2023-24

1. THE TENDERER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

(Tenderers may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)

Tenderers must ensure that they complete **scan into a memory stick/USB** and return all the below mentioned mandatory documents. Tenderers that do not return and complete ALL the documents may be considered non-responsive.

Tender Document Name:	Document Returned Yes	Document Returned No	Document Returned N/A
Envelope 1 Technical Proposal			
Cover Page (Envelope 1 – Technical Proposal)			
List of returnable documents (Envelope 1 – Technical Proposal)			
SBD 1 Notice and invitation (Envelope 1 – Technical Proposal)			
Completed & Signed Tender Data (Envelope 1 – Technical Proposal)			
Bidder's response to tender specifications. (Proof of Compliance – Envelope 1 – Technical Proposal)			
Valid and original TAX clearance certificate (Envelope 1 – Technical Proposal)			
Completed & Signed Service Level Agreement (Envelope 1 – Technical Proposal)			
SBD 2 and Application for TAX clearance certificate (Envelope 1 – Technical Proposal)			
BEE Certificate (Envelope 1 – Technical Proposal)			
Resolution of board of directors to enter into consortia or joint ventures (Envelope 1 – Technical Proposal)			
Resolution of Authority of JV (Envelope 1 – Technical Proposal)			
Resolution of Board of Director for Bid participation (Envelope 1 – Technical Proposal)			
SBD 4 Declaration of interest (Envelope 1 – Technical Proposal)			
SBD 5 National Industrial Participation Programme (Envelope 1 – Technical Proposal)			
SBD 6.1 Preference Points Claim Form (Envelope 1 – Technical Proposal)			
SBD 8 Declaration of bidder's past supply chain management practices (Envelope 1 – Technical Proposal)			
SBD 9 Certificate of independent bid determination (Envelope 1 – Technical Proposal)			
Record of addenda for Bids (Envelope 1 – Technical Proposal)			
Compulsory Enterprise Questionnaire (Envelope 1 – Technical Proposal)			
General Conditions of Contract (Envelope 1 – Technical Proposal)			
Company Registration documents (Envelope 1 – Technical Proposal)			

Company Profile (Envelope 1 – Technical Proposal)			
Scanned into a memory stick/USB both envelop 1 & 2			

Tender Document Name:	Document Returned Yes	Document Returned No	Document Returned N/A
Envelope 2 Financial Proposal			
BOQ (Envelope 2- Financial Proposal)			
Completed and signed Contract Data with all pricing tables (Envelope 2- Financial Proposal)			
BEE Certificate (Envelope 2- Financial Proposal)			

Name of Tenderer	Signature	Date