

## LIST OF RETURNABLE DOCUMENTS (Checklist for Bidders)

<b>Project title:</b>	<b>Appointment of a Service Provider to render Security Services at Sentech Head Office; Nasrec and Sentech Tower for a period of three years.</b>
<b>Tender no:</b>	<b>SENT/004-2024-25</b>

**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
<b>Envelope 1 Technical Proposal</b>			
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)			
<b>Scanned into a memory stick/USB both envelop 1 &amp; 2</b>			

Tender Document Name:	Document Returned Yes	Document Returned No	Document Returned N/A
<b>Envelope 2 Financial Proposal</b>			
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