



Transport Education Training Authority

Driven by Vision

COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS BY THE BIDDER

SCHEDULE 20 – COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS

MANDATORY REQUIREMENTS – STAGE 1 EVALUATION

Bidders who fail to meet and of the following mandatory requirements will be disqualified at Pre-Compliance Phase:

NB. Tick with “X” if you comply / not comply / Not Applicable

Criterion	Requirement	Comply	Not Comply	Not Applicable
Invitation to bid (SBD 1)	<ul style="list-style-type: none"> The form must be completed and signed electronically or in black ink. 			
Bid submission	<ul style="list-style-type: none"> Bid documents must be completed in full and all declarations of interest must be signed. For JV or consortium all declarations must be signed by all parties. Only one (1) original copy must be submitted, signed by an authorised representative (s). This is a Two-Envelope System for the Research Proposal / Technical Proposal and Pricing Proposal. The Research Proposal / Technical Proposal MUST be submitted separately from the Price Proposal Schedule and SBD 3.3. form. Price Proposal and SBD 3.3 form must be submitted in separate clearly marked sealed envelope. This envelope must be clearly marked with the bidder’s name and tender description. A second copy of the Research Proposal / Technical Proposal MUST 			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	be submitted per a virus free USB and MUST not include the Pricing Proposal and information relating to Pricing.			
Pricing / Costing Schedule	<ul style="list-style-type: none"> Submit the Pricing/Costing Schedule in separate sealed envelope clearly marked with bidder's name, tender description, and tender number The bidder must fully complete and sign the SBD 3.3 form electronically or in black ink. Failure to submit Pricing Envelope separately will disqualify the bid. 			
Declaration of Interest (SBD 4)	<ul style="list-style-type: none"> The bidder must fully complete and sign the Declaration of interest form electronically or in black ink. For JV or consortium both parties must complete and sign this declaration, per company. 			
SARS Pin / CSD Supplier Number	<ul style="list-style-type: none"> The bidder must submit a SARS Pin with expiry date to assist with verification of Tax Affairs. If a SARS Pin is not submitted provide CSD Supplier Number. In a case of a JV, all companies' Tax Clearance Certificates or SARS pins must be submitted 			
Proposal submission	<ul style="list-style-type: none"> This is a Two-Envelope System for the Research Proposal / Technical Proposal and Pricing Proposal. 			
Briefing Session	<ul style="list-style-type: none"> A compulsory briefing session will be scheduled through a video conferencing facility. Details will be shared accordingly. NB. Service providers who fail to attend the compulsory briefing session will be disqualified from the bidding process. 			
Central Supplier Database <u>Registration</u>	<ul style="list-style-type: none"> The bidder must be registered as a supplier with Treasury on www.csd.gov.za. (Please attach proof) 			

DEFINITELY NON-NEGOTIABLE REQUIREMENTS (STAGE 2 EVALUATION)

All bidders who pass the Mandatory Requirements will be evaluated on the following DNN Requirements and a bidder who fails to meet any of these requirements will be disqualified from further evaluation of Quality:

Criterion	Requirement	Comply	Not Comply	Not Applicable
Experience of a Lead Researcher in similar assignments	<ul style="list-style-type: none"> The Lead Researcher must at least have <u>led and completed 3 research studies</u> in his/her prospective field not older than 5 years. <p>NB. Complete the respective Schedule of the FRB document</p>			
Lead Researcher Qualifications	<ul style="list-style-type: none"> The Service Provider must provide TETA with a Lead Researcher with the minimum qualification of a Master's in Education, Economics, Statistics Transport and Logistics, Social Sciences or any related discipline. <p>NB. Attach certified copies of qualifications and CV of the Lead Researcher. Uncertified qualification certificates will not be accepted as authentic.</p>			
Consent Letter by the Lead Researcher	<ul style="list-style-type: none"> The service Provider must submit a signed Consent Letter by the Lead Researcher 			
Minimum number of Lead Researcher References in similar assignments	<ul style="list-style-type: none"> The Lead Researcher must submit a minimum of three (3) references according to the 3 studies conducted and completed. <p>NB. Capture the references in the Experience Schedule to the RFB Document.</p>			
Human Resource Capacity	<ul style="list-style-type: none"> The Service Provider must provide a list of dedicated key personnel, other than the Lead Researcher, to be involved in this project including their positions in the company and CV (detailing their qualifications and experience). <p>NB. Please provide certified copies of the qualification certificates (not copies of certified copies)</p>			