

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.	National Treasury Central Supplier Database (Central Supplier Database) Report	
2.	Original Valid Tax Clearance Certificate	
3.	Specific goals (If applicable) or sworn affidavit in terms of SMME's	
4.	JV / Consortium Agreement, (if applicable)	
5.	Company Letterhead	
6.	List of shareholders on company letterhead	
7.	Share Certificates	
8.	Identity Documents of Shareholders	
9.	List of directors on company letterhead	
10.	List of beneficiaries in the case of a Trust (full names, not initials)	
11.	Supplier Questionnaire Annexure 'I'	
12.	Completed Pricing Schedule Annexure F	
13.	Bidders must submit a signed letter on their company letterhead confirming that they will be able to supply the bicycle parts within one week from receipt of a Purchase order from SAPO	
14.	Completed and signed Annexure 'K'	

National Treasury Central Supplier Database (Central Supplier Database) Report

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

Tax Clearance certificate

Bidders must submit an original valid Tax Clearance Certificates, The Tax Clearance Certificates must be valid upon closing of the bid and throughout the duration of the contract or bidding company may submit their unique personal identification number (pin) issued by SARS to be enable the procuring entity to view the taxpayer's profile and tax status.

BBBEE accreditation certificate

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 must submit the following;

- i. Sworn affidavit signed by the EME representative and attested by a Commissioner of oaths.
- ii. B-BBEE certificate issued by the Companies and Intellectual Property Commission.

QSEs must submit a B-BBEE certificate issued by a verification agency accredited by SANAS.

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)

Shareholders:

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

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

N.B. Share certificates must be submitted.

Share Certificates:

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

Identity documents:

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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

Supplier Credentials (Annexure I):

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

Completed Annexure K

(Statement of work completed)

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

Completed Pricing Schedule (**Annexure F**)

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