

## LIST OF RETURNABLE DOCUMENTS (Checklist for Bidders)

<b>Project title:</b>	<b>Appointment of a Panel of Security Service Providers to deploy Security Guards on an “as and when “required basis; and also, for emergency requirements/services when required for a period of three (03) years, at the Eastern Cape Province only</b>
<b>Tender no:</b>	<b>SENT/028/2023-24</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 and return all the below mentioned mandatory documents **scanned into a memory stick/Usb**. Tenderers that do not return and complete ALL the documents may be considered non-responsive.

<b>Tender Document Name:</b>	<b>Document Returned Yes</b>	<b>Document Returned No</b>	<b>Document Returned N/A</b>
<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 6 2 Local Content in terms of PPR 2017 (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>Tender Document Name:</b>	<b>Document Returned Yes</b>	<b>Document Returned No</b>	<b>Document Returned N/A</b>
<b>Envelope 2 Financial Proposal</b>			
Completed and signed Contract Data with all pricing tables (Envelope 2- Financial Proposal)			
BEE Certificate (Envelope 2- Financial Proposal)			
<b>Scan Both envelope 1 &amp; 2 into a usb (Mandatory)</b>			

Name of Tenderer	Signature	Date