



ANNEXURE A
(PRE-QUALIFICATION CRITERIA)

	CRITERIA (GATE 0)	Complied	Not Complied
1	Technical Proposal (1 original and 1 copy) submitted.		
2	<u>Annexure A 1.2:(Service Requirements)</u> , completed and signed by the bidder		
3	Fully completed and signed documents listed below: • Invitation Bid-SBD 1 • Declaration of Interest-SBD 4 • Preference Point Claim Form-SBD 6.1		
4	Proof of Registration on Central Supplier Database (CSD) (MAAA number) which confirms registration on CSD		
5	The bidder has an office in Gauteng that is staffed during normal office hours which will be subjected to a site visit. (Attach relevant proof)		
6	Valid IATA (International Air Transport Association) certificate/licence		
7	Valid ASATA (Association of South African Travel Agents) certificate/Licence		
8	Price schedule submitted in a separate envelope (File 2 as per the table on paragraph 9.2 of this bid document).		
9	Most recent audited annual financial statements attached		
10	CV's of the project team (Key Account Manager and travel coordinator) indicating a minimum of at least three (3) years travel management related experience.		
11	At least three (3) signed trade references from other institutions including contact details. References include duration of contract, size of institution and indication performance. The trade references confirm that: • The bidder has provided similar (to the DPME scope) travel services to at least one department/company/organisation with 400 or more employees. • All three trade references confirm that the service provided was satisfactory • The bidder has at least three years' experience in providing travel management services		
12	Bidder attended the compulsory briefing session (Attendance register to be used for verification, Bidders are required to sign the attendance register during the briefing session)		



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13	Trained staff on call 24 hours per day, 7 days a week, 365 days a year (Provide evidence or indicate the specific page number/paragraph in the proposal where to find the criteria)		

Signature: _____ Date: _____

Print Name of Signatory: _____

Designation: _____

FOR AND ON BEHALF OF: _____ (Bidding Company's Name)