



Transport Education Training Authority

Driven by Vision

COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS BY THE BIDDER

SCHEDULE 21 - 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 technical proposal and pricing proposal. The Technical Proposal MUST be submitted separately from the Price Schedule and SBD 3.3. form. Price Schedule 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 technical submission MUST be submitted per a virus free USB and MUST not include 			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	the Pricing Schedule 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. 			
Declaration of the bidder's past SCM practices (SBD 8)	<ul style="list-style-type: none"> The bidder must fully complete and sign the SBD 8 form electronically or in black ink. For JV or consortium both parties must complete and sign this declaration, per company. 			
Certificate of Independent Bid Determination (SBD 9)	<ul style="list-style-type: none"> The bidder must complete and sign the SBD 9 form electronically and 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 SARS Pin is not submitted provide CSD Supplier Number In a case of a JV, both 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 technical proposal and pricing proposal 			
Compulsory 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 			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	attend the compulsory briefing session will be disqualified from the bidding process.			
CIPC Documents	<ul style="list-style-type: none"> The bidder must provide certified copies of Company / Close corporation registration certificates issued by CIPC. Bidders must confirm their company registration with CIPC as TETA will not award any tender to any business that appears on the CIPC List of de-registered businesses. 			
Joint Venture Agreement	<ul style="list-style-type: none"> In a case of a JV, a JV Agreement must be submitted and signed by both parties. 			
Central Supplier Database Registration	<ul style="list-style-type: none"> The bidder must be registered as a supplier with Treasury on www.csd.gov.za. (Please attach proof) 			

NB: All bidders who pass the Pre-Compliance Evaluation will be further evaluated on Functionality.

DEFINITELY NON-NEGOTIABLE (DNN) – (STAGE 2)

All bidders who have passed Pre-compliance evaluation will be further evaluated on the DNN according to the criteria below:

Criterion	Requirement	Comply	Not Comply	Not Applicable
Lead Researcher Qualifications	<p>The Service Provider must provide TETA with a Lead Researcher with the minimum qualification of a Masters' in Social Sciences, e.g. Education, Economics and Statistics or any related discipline.</p> <p>NB. Attach certified copies of qualifications and CV of the Lead Researcher. Uncertified qualification certificates will not be accepted as authentic.</p> <p>NB. The service Provider must submit a signed Consent Letter by the Lead Researcher</p>			

Criterion	Requirement	Comply	Not Comply	Not Applicable
Experience of a Lead Researcher in similar assignments	<p>The Lead Researcher must at least have <u>led and completed 3 research studies</u> in Social Sciences, e.g. Education, Economics and Statistics or any related discipline, not older than 5 years.</p> <p>NB. Complete the respective Schedule of the FRB document</p>			
Minimum number of Lead Researcher References in similar assignments	<p>In terms of the above Experience Schedule the Lead Researcher must submit a minimum of three (3) references according to the 3 studies conducted.</p>			
Audited Annual financial statements	<p>The Service Provider must submit audited Annual Financial Statements before Covid 19 (2019) not later than 2 years prior 2019 to demonstrate capacity to deliver on the project.</p> <p>NB. IF SUBMITTED AFS ARE NOT AUDITED, THE SERVICE PROVIDER MUST EXPLAIN IN A SEPARATE LETTER WHY THEY ARE NOT AUDITED.</p> <p>It is understood that some bidders might have been negatively affected by Covid 19, hence liquidity on functionality will be evaluated using AFS before Covid 19 (2019).</p>			
Human Resource Capacity	<p>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> <p>NB. Please provide certified copies of the qualification certificates (not copies of certified copies)</p>			

NB: All bidders who pass the Pre-Compliance Evaluation will be further evaluated on Functionality.