
	Invitation to Tender (ITT)/ Request for Proposal (RFP) Returnables Checklist			Document Identifier 240-000000000	Rev 1
				Effective Date February 2023	
				Review Date February 2026	
Reference	Returnable From Suppliers	Returnable required at Tender closing (disqualifiable)*	Returnable required at Tender closing. (Non-disqualifiable) **	Returnable required prior to Contract Award.	
Basic Compliance	Original tender plus one copy, both in paper form	✓			
Annexure A	Authorisation form		✓		
Annexure B	Acknowledgement Form		✓		
Annexure C	Tenderers Particulars		✓		
Annexure D	Integrity Pact Declaration form		✓		
Annexure E	CPA for local goods/services (if applicable)	✓			
Annexure F	CPA(IG) for imported goods/services (if applicable)	Not applicable			
Annexure G1-G4	SBD 6.2 -Declaration certificate for local production and content and Annexures C, D, E	Not applicable			
Annexure H (applicable for all suppliers including foreign suppliers)	SBD 1- to be completed and submitted by all tenderers.			✓	
# Annexure I	SBD 6.1- Preference Points Claim Form in terms of PPPFA 2022 regulations				
Annexure J	SBD 4 – Bidders Disclosure		✓		

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Reverse e-auction training acknowledgement form (If applicable)		Not applicable			
Additional Documents required in event of JV: -	Letter of intent to form a JV/consortium or Valid joint venture agreement confirming the rights and obligations of each of the joint venture partners and their profit-sharing ratios.		✓		
	Separate written confirmation that the joint venture will operate as a single business entity (incorporated) for the duration of the contract, or this may be included as an obligation within the JV agreement.		✓		
	# Proof of compliance to the stipulated Specific goals.				
	Details and confirmation of a single designated bank account in the name of the JV and independent of the individual JV partners, as set out in the joint venture agreement.				✓
# Specific Goals	Failure on the part of the supplier to submit “ proof of specific goals ” for purposes of evaluation and scoring by the				


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	tender closing will not result in disqualification (if tenderer is otherwise deemed to be responsive/acceptable in all other aspects). The tenderer will, however, be scored zero for Specific goals for purposes of PPPFA scoring and ranking.						
Tax Clearance Certificates	A certified copy of a tax clearance certificate is still required by Foreign suppliers (with a footprint in South Africa- but who are not on CSD and have not provided a SARS pin number) and Local suppliers (who have not provided their SARS e-filing PIN number for verification by Eskom and/or their CSD profile / CSD number) Foreign suppliers with no footprint in South Africa, must still complete the SBD1 document, however no proof of tax compliance is required.					✓	
Tax Evaluation Questionnaire (if services contract and was included as annexure)	Evaluation questionnaire to determine whether a company, close corporation (CC) or Trust					✓	


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	is a personal service provider for purposes of PAYE]					
Compliance with Employment Equity Act	To the extent that the tenderer falls within the definition of a “designated Employer” as contemplated in the Employment Equity Act 55 of 1998, the tenderer is required to furnish the Employer with proof of compliance with the Employment Equity Act, including proof of submission of the Employment Equity report to the Department of Labour. (South African tenderers only)			✓		
CIDB (where applicable)	Valid proof of the required cidb grading designation for the main contractor; JV and /or sub-contractor as may be required in the tender data at tender closing deadline or within 21 working days from the closing date of submission of tenders if this is agreed with the Employer	Not applicable				
NEC/FIDIC Documentation	Completed NEC/FIDIC pricing schedule and contract data.	✓				


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Pricing schedule	Completed pricing schedule (If not already submitted in the NEC Contract)	✓				
Additional documents required (ECSA/ SACPCMP/ CVs/ permits/ licenses/ specific registration documents (If applicable to scope of work))	Lab Accreditation: 1. Agreement with accredited lab for Fall Out Dust Sampling 2. Proof of SANAS Lab Accreditation Certificate See more under functionality/technical evaluation criteria for required documents for this tender.	✓				
	MANDATORY CONTRACTUAL REQUIREMENTS SUPPORTING EVIDENCE					
Mandatory Contractual Requirement	Proof of valid and current CSD Registration (CSD number/CSD Report)			✓		
	ADDITIONAL DOCUMENTS REQUIRED UNDER CONTRACTUAL REQUIREMENTS (WHERE CONTRACTUAL REQUIREMENTS ARE STIPULATED)					

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Safety	COIDA - Original certificate of good standing or proof of application issued by the Compensation Fund (COID) or a licensed compensation insurer (South African tenderers only)			✓
Quality	See attachment (Form A) attached separately			✓
Other safety/ quality documents as required per scope of works	OHS requirements to be submitted as a tender Returnable: Annexure B: All procedures applicable to this project must be listed and send to the contractors, then the contractors must acknowledge them by signing the annexure B. Health and Safety Plan/ OHS Manual: Site, activities, or project documented plan in accordance with the client's requirements, the plan must be scope or project specific. Health and Safety costing:			✓


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	<p>OHS costing must reflect the amount of fund that will be allocated for OHS when the project commences, and it should be based on the scope of work and the associated risks. Fund for PPE, OHS training, First. aider equipment, Ablution facilities, safety signs, safety campaigns or interventions.</p> <p>Baseline OHS risk assessment: Basically, means OHS hazards and risks that are identified and assesses before the inception of a new project and commencement of operations.</p> <p>Valid letter of good standing or equivalent: Registration with the Compensation Commissioner or a licensed mutual company or an equivalent of it Signed OHS policy: The statement of intention by the employer which provide a framework for setting OHS</p>						


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	objectives to improve OHS performance and also emphasizes the management commitment to employee's wellbeing and duty of care to the environment. Proof of OHS competency: Person who in respect to the work that has to be done, has the required training, knowledge and experience and where applicable, qualifications relevant to that work or task.			
Environmental	The service provider shall submit the following: Environmental Management Plan Waste Management Plan Signed Environmental Policy by Directors Aspects and Impacts Register			✓
Due Diligence	Audited Financial Statements of the <i>tenderer</i> for the previous 18 months, or to the extent that such statements are not			✓

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	available, for the last year. Tenderers must note that in the case of a joint venture or special purpose vehicle (SPV) especially formed for this tender, audited financial statements for each participant in the JV / SPV is required. Start-up enterprises formed within the last 12 months are not required to send in statements, but if successful with their tender will be required to send statements for the first year when once available.						
	DOCUMENTS REQUIRED UNDER FUNCTIONALITY/ TECHNICAL CRITERIA						
Technical (required for functionality scoring)	See attached separate invitation to tender for documents required under functionality/technical criteria	✓					

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