

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.	Company Registration Documents	
2.	Supplier Credential Form Annexure I	
3.	Company Profile (Not more than 3 pages)	
4.	Proof of registration with National Treasury Central Supplier Database (Central Supplier Database)	
5.	Tax Compliance requirements	
6.	Bidders must complete and submit SBD4	
7.	Bidders must complete and submit SBD1	
8.	Bidders must have Public liability insurance of minimum Hundred Thousand Rand (R100 000) and provide proof thereof. If the bidder does not have this currently, the bidder must submit a letter from the bidder's insurance company confirming that they will insure the bidder for this amount, the bidder will then have to provide the proof of insurance when awarded.	
9.	Bidders must have Goods in Transit (GIT) insurance of minimum Twenty Thousand Rand (R20 000) and provide proof thereof. If the bidder does not have this currently, the bidder must submit a letter from the bidder's insurance company confirming that they will insure the bidder for this amount, the bidder will then have to provide the proof of insurance when awarded.	
10.	Bidders will be required to provide tracking, electronic proof of delivery and lodging information through SAPO's Application Programming Interface (API) that will allow the data to be automatically captured into SAPO's International Parcel system (IPS). Software development Capability or access to a software developer with API experience should be provided by means of a letter on their letterhead confirming that they can comply to this requirement.	
11.	Information on tracking and Proof of Delivery of shipments moved from SAPO to be provided. Bidders must provide a letter on their letterhead confirming that they will be able to supply tracking detail and POD's to SAPO.	
12.	The bidder's personnel will represent SAPO and communicate with our customers directly, they must be professional at all times. The bidder must confirm on their letter head that they do regular security checks on their employees. Police clearance certificates must be made available to SAPO on request.	
13.	Bidders are required to have a minimum of one (1) year completed experience in moving of parcels and consignments. The bidders must complete, sign and submit Annexure K The bidders submit one reference letter to confirm information on the Annexure K Note: The reference letters must be from clients listed within the areas indicated in Annexure K	

14.	Contractual Terms and Conditions	
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Company Registration Documents

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

Company Profile (Not more than 3 pages)

PTY's (Circle the correct answer)

i) Is your company a Pty? Yes / No

ii) Has the company been trading in the past 12 months? Yes/ No

If the answer to both the above is a yes, then attach (previous financial year) audited financial statements **signed** by auditors or registered accountants to and immediately after this cover page and return with proposal.

If the answer to (ii) is NO, then attach a signed confirmation letter from the auditor.

Close Corporations (Circle the correct answer)

iii) Is your company a Close Corporation? Yes / No

iv) Has it been trading in the past 12 months? Yes/ No

If yes to both the above, attach (previous financial year) financial statements signed by the members to and immediately after this cover page and return with proposal.

If the answer to (iv) is NO, then attach a signed confirmation letter from the auditor.

Submit supplier Credential Form (Annexure I)

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

Proof of registration with National Treasury Central Supplier Database (Central Supplier Database)

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

Tax Compliance requirements

1. Bidders to attach to and immediately after this page.
2. If bidding company is a JV or Consortium then valid Tax Clearance Certificate for all the parties must be submitted with the proposal.

Bidders must complete and submit SBD4

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Bidders must complete and submit SBD1

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Bidders must have Public liability insurance of minimum Hundred Thousand Rand (R100 000) and provide proof thereof. If the bidder does not have this currently, the bidder must submit a letter from the bidder's insurance company confirming that they will insure the bidder for this amount, the bidder will then have to provide the proof of insurance when awarded.

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Bidders will be required to provide tracking, electronic proof of delivery and lodging information through SAPO's Application Programming Interface (API) that will allow the data to be automatically captured into SAPO's International Parcel system (IPS). Software development capability or access to a software developer with API experience should be provided by means of a letter on their letterhead confirming that they can comply to this requirement.

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Information on tracking and Proof of Delivery of shipments moved from SAPO to be provided.

Bidders must provide a letter on their letterhead confirming that they will be able to supply tracking detail and POD's to SAPO.

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Bidders are required to have a minimum of one (1) year completed experience in moving of parcels and consignments.

The bidders must complete, sign and submit Annexure K

The bidders submit one reference letter to confirm information on the Annexure

Note: The reference letters must be from clients listed within the areas indicated in Annexure K

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Contractual Terms and Conditions

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