

## PROCEDURE FOR PREPARING A4 TECHNICAL & FINANCIAL BOOKLETS

A two-envelope procedure will apply as follows:

1. Print the electronically provided A4 Booklet marked “**TECHNICAL PROPOSAL**”.

- a. Ensure that all returnable schedules listed in T2.1 List of Returnable Schedules for inclusion in the Technical Proposal and listed on the inside front cover of the booklet are electronically completed onto a Flash drive (all A-Forms on the provided MS Word file and all B-Forms on the provided MS Excel file). Wherever it is a requirement to attach certificates or letters to the returnable schedules, these should be scanned onto a Flash drive in .pdf format.

In the block marked “Set Sequential Number” on the front cover of the booklet, insert the number that is reflected in the same block on the SANRAL issued tender document.

The completed Flash drive should be marked with the tenderer’s company name, the project number and description and marked “**TECHNICAL PROPOSAL**”.

- b. Scan and insert an original or original certified copy of a valid B-BBEE certificate (and associated Assessment Report).

In the event of a Joint Venture (JV), a consolidated B-BBEE verification certificate in the name of the JV shall be attached.

- c. Scan and insert a copy of the completed Form C2.4: Key Persons for this Project.
- d. Sign the declaration in the booklet
- e. Insert the electronically completed Flash drive in the booklet.
- f. Place and seal the signed and completed booklet with the electronically completed Flash drive in an envelope marked “**TECHNICAL PROPOSAL**”.

2. Print the electronically provided A4 Booklet marked “**FINANCIAL PROPOSAL**”

- a. Ensure that all returnable schedules listed in T2.1 List of Returnable Schedules for inclusion in the Financial Proposal and listed on the inside front cover of the booklet are electronically completed onto a Flash drive and printed hard copies of Form of Offer and summary of pricing schedule are also included.

Wherever it is a requirement to attach letters or certificates to the returnable schedules, these should be scanned onto a Flash drive in .pdf format.

In the block marked “Set Sequential Number” on the front cover of the booklet, insert the number that is reflected in the same block on the SANRAL issued tender document.

The completed Flash drive should be marked with the tenderer’s company name, the project number and description and marked “**FINANCIAL PROPOSAL**”.

- b. Sign the declaration in the booklet.
- c. Print, complete and sign the Form of Offer and place the original in the booklet. A draft copy of this form is provided on the website as a returnable schedule.
- d. Print and insert a copy of the Summary of Pricing Schedule into the booklet.
- e. Insert the electronically completed Flash drive in the booklet.
- f. Place and seal the signed and completed booklet with the electronically completed Flash drive in an envelope marked “**FINANCIAL PROPOSAL - DO NOT OPEN WITH TECHNICAL PROPOSAL**”.

3. Each envelope shall state on the outside the **Employer's address, contract number and title as well as the Tenderer's name, authorised representative's name, postal address and contact telephone numbers.**
4. Seal both envelopes in an outer envelope with the words "**TENDER**" clearly marked and bearing the Employer's name, contract number and description as well as the Tenderer's authorised representative's name, postal address and contact details.