

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.	Proof of registration with National Treasury Central Supplier Database (Central Supplier Database)	
2.	Tax Compliance requirements (As per clause 6.2 of Addendum 2)	
3.	BBBEE Compliance requirements(As per clause 2.7 of Addendum 2)	
4.	Company Registration Documents	
5.	Supplier Credential Form Annexure I	
6.	Company Profile (Not more than 3 pages)	
7.	Bidders must have an electronic system (Excel spreadsheet or CSV) that is reconcilable. Bidders must provide a letter on their letterhead confirming that they have this electronic system.	
8.	Bidders must have Public liability insurance of minimum R 2 000,000.00 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. If successful in this bid, the bidder will be required to submit proof that they do have the cover at time of contracting.	
9.	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.	
10.	Bidders must have Goods in Transit (GIT) insurance of minimum one 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. If successful in this bid, the bidder will be required to submit proof that they do have the cover at time of contracting	
11.	Bidders are required to have a minimum of one (1) year completed experience in moving of consignments with heavy vehicles. 1. The bidders must complete, sign and submit Annexure K 2. The bidders submit one reference letter to confirm information on the Annexure K	
12.	Bidders must submit a signed letter in their company letter head that they will comply with all requirements in the SAPO specification.	
13.	Bidders must complete and submit SBD4	
14.	Bidders must complete and submit SBD1	
15.	Contractual Terms and Conditions	

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.

BBBEE Compliance requirements

Bidders to attach to and immediately after this page

-

Company registration

Attach company registration documents to and immediately after this cover page and return with proposal documentation.

Submit supplier Credential Form (Annexure I)

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.

Bidders must have an electronic system (Excel spreadsheet or CSV) that is reconcilable. Bidders must provide a letter on their letterhead confirming that they have this electronic system.

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

Bidders must have Public liability insurance of minimum R 2 000,000.00 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. If successful in this bid, the bidder will be required to submit proof that they do have the cover at time of contracting.

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

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 PODs to SAPO.

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

Bidders must have Goods in Transit (GIT) insurance of minimum one 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. If successful in this bid, the bidder will be required to submit proof that they do have the cover at time of contracting

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

Bidders are required to have a minimum of one (1) year completed experience in moving of consignments with heavy vehicles.

- ✓ 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**

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

Bidders must submit a signed letter in their company letter head that they will comply with all requirements in the SAPO specification.

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

Bidders must complete and submit SBD4

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

Bidders must complete and submit SBD1

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

Contractual Terms and Conditions

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