



Transport Education Training Authority

*Driven by Vision*

## COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS BY THE BIDDER

### SCHEDULE 20 – 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"> <li>The form must be completed and signed electronically or in black ink.</li> </ul>			
Bid submission	<ul style="list-style-type: none"> <li>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.</li> <li><b>Only one (1) original copy</b> must be submitted, signed by an authorised representative (s).</li> <li>This is a Two-Envelope System for the <b>Research Proposal / Technical Proposal and Pricing Proposal</b>.</li> <li>The <b>Research Proposal / Technical Proposal</b> <b>MUST</b> be submitted <b>separately</b> from the Price Proposal Schedule and SBD 3.3. form.</li> <li>Price Proposal and SBD 3.3 form must be submitted in <b>separate</b> clearly marked sealed envelope. This envelope must be clearly marked with the bidder’s name and tender description.</li> </ul>			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	<ul style="list-style-type: none"> <li>A second copy of the <b>Research Proposal / Technical Proposal</b> MUST be submitted per a virus free USB and MUST not include the Pricing Proposal and information relating to Pricing.</li> </ul>			
Pricing / Costing Schedule	<ul style="list-style-type: none"> <li>Submit the Pricing/Costing Schedule in <b>separate sealed envelope</b> clearly marked with bidder's name, tender description, and tender number</li> <li>The bidder must fully complete and sign the SBD 3.3 form electronically or in black ink.</li> <li><b>Failure to submit Pricing Envelope separately will disqualify the bid.</b></li> </ul>			
Declaration of Interest (SBD 4)	<ul style="list-style-type: none"> <li>The bidder must fully complete and sign the Declaration of interest form electronically or in black ink.</li> <li><b>For JV or consortium both parties must complete and sign this declaration, per company.</b></li> </ul>			
SARS Pin / CSD Supplier Number	<ul style="list-style-type: none"> <li>The bidder must submit a SARS Pin with expiry date to assist with verification of Tax Affairs.</li> <li>If a SARS Pin is not submitted provide CSD Supplier Number.</li> <li><b>In a case of a JV, all companies' Tax Clearance Certificates or SARS pins must be submitted</b></li> </ul>			
Proposal submission	<ul style="list-style-type: none"> <li>This is a Two-Envelope System for the <b>Research Proposal / Technical Proposal</b> and <b>Pricing Proposal</b>.</li> </ul>			
Briefing Session	<ul style="list-style-type: none"> <li>A compulsory briefing session will be scheduled through a video conferencing facility. Details will be shared accordingly.</li> <li><b>NB. Service providers who fail to attend the compulsory briefing session will be disqualified from the bidding process.</b></li> </ul>			
Central Supplier Database <b>Registration</b>	<ul style="list-style-type: none"> <li>The bidder must be registered as a supplier with Treasury on <b>www.csd.gov.za. (Please attach proof)</b></li> </ul>			

**NB: All bidders who pass the Pre-Compliance Evaluation will be further evaluated on DNN according to the criteria below:**

## DEFINITELY NON-NEGOTIABLE REQUIREMENTS (STAGE 2 EVALUATION)

All bidders who pass the Mandatory Requirements will be evaluated on the following DNN Requirements and a bidder who fails to meet any of these requirements will be disqualified from further evaluation of Quality:

Criterion	Requirement	Comply	Not Comply	Not Applicable
Experience of a <b>Lead Researcher</b> in similar assignments	<ul style="list-style-type: none"> <li>The <b>Lead Researcher</b> must have <b><u>led and completed at least 3 research studies/reports</u></b> for a client in any of the following fields: Education, Economics, Statistics, Transport and Logistics, Social Sciences or any related discipline within the past 5 years.</li> </ul> <p><b>NB. Provide signed references indicating a minimum of 3 completed projects.</b></p>			
<b>Lead Researcher</b> Qualifications	<ul style="list-style-type: none"> <li>The Service Provider must provide TETA with a Lead Researcher with the minimum qualification of a <b>Master's</b> in any of the following fields: Education, Economics, Statistics, Transport and Logistics, Social Sciences, or any related discipline.</li> </ul> <p><b>NB. Attach certified copies of qualifications and CV of the Lead Researcher. Uncertified qualification certificates will not be accepted as authentic.</b></p>			
<b>Consent Letter</b> by the Lead Researcher	<ul style="list-style-type: none"> <li>The service Provider must submit a signed Consent Letter by the Lead Researcher</li> </ul>			
Minimum number of <b>Lead Researcher References</b> in similar assignments	<ul style="list-style-type: none"> <li>The <b>Lead Researcher</b> must submit a minimum of <b>three (3) references</b> according to the 3 studies conducted and completed.</li> </ul> <p>To ensure compliance, the references must meet the following criteria:</p> <ul style="list-style-type: none"> <li>They should be on the client's official letterhead, signed by relevant officials, dated, and include contact information (email/phone numbers).</li> <li>They must specify research conducted within the past five years.</li> </ul>			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	<ul style="list-style-type: none"> <li>The references should provide a description or overview of the research conducted.</li> <li>They should confirm that the research work was completed successfully within the agreed upon timelines or express the client willingness to recommend the bidder/researcher for future work.</li> </ul> <p><b>NB.</b> TETA reserves the right to verify the provided references via the contact details provided. If the reference clients do not confirm the work and services as stated in the references, TETA may consider the references non-compliant.</p>			
Human Resource Capacity	<ul style="list-style-type: none"> <li>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).</li> </ul> <p><b>NB.</b> Please provide certified copies of the qualification certificates (not copies of certified copies)</p>			