



Transport Education Training Authority

Driven by Vision

COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS BY THE BIDDER

SCHEDULE 25 - 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)	The form must be completed and signed electronically or in black ink.			
SARS Pin / CSD Supplier Number	- The bidder must submit a SARS Pin with expiry date to assist with verification of Tax Affairs. - If a SARS Pin is not submitted provide CSD Supplier Number. In a case of a JV, all companies' Tax Clearance Certificates or SARS pins must be submitted			
Bid submission	- 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. Only one (1) original copy must be submitted, signed by an authorised representative (s). - This is a Two-Envelope System for the technical proposal and pricing proposal. - The Technical Proposal MUST be submitted separately from the Price Schedule and SBD 3.3. form. - Price Schedule and SBD 3.3 form must be submitted in separate clearly marked sealed envelope. This envelope			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	must be clearly marked with the bidder's name and tender description. A second copy of the technical submission MUST be submitted per a virus free USB and MUST not include the Pricing Schedule and information relating to Pricing.			
Declaration of Interest (SBD 4)	- The bidder must fully complete and sign the Declaration of interest form. For JV or consortium all parties must complete and sign this declaration, per company.			
Declaration of the bidder's past SCM practices (SBD 8)	- The bidder must fully complete and sign the SBD 8 form. For JV or consortium all parties must complete and sign this declaration, per company.			
Certificate of Independent Bid Determination (SBD 9)	- The bidder must complete and sign the SBD 9 form. For JV or consortium all parties must complete and sign this declaration, per company.			
SARS Pin / CSD Supplier Number	- The bidder must submit a SARS Pin with expiry date to assist with verification of Tax Affairs. - If a SARS Pin is not submitted provide CSD Supplier Number. In a case of a JV, all companies' Tax Clearance Certificates or SARS pins must be submitted			
Proposal submission	This is a Two-Envelope System for the technical proposal and pricing proposal			
Pricing / Costing Schedule	- Submit the Pricing/Costing Schedule in separate sealed envelope clearly marked with bidder's name, tender description and tender number - The bidder must fully complete and sign the SBD 3.3 form electronically or in black ink. Failure to submit Pricing Envelope separately will disqualify the bid.			

Criterion	Requirement	Comply	Not Comply	Not Applicable
Compulsory Briefing Session	- A compulsory briefing session will be scheduled through a video conferencing facility. Details will be shared accordingly. NB. Service providers who fail to attend the compulsory briefing session will be disqualified from the bidding process.			
Central Supplier Database <u>Registration</u>	The bidder must be registered as a supplier with Treasury on www.csd.gov.za. (Please attach proof)			

DEFINITELY NOT NEGOTIABLE (DNN) REQUIREMENTS – STAGE 2 EVALUATION

The SCM and the User Department will further conduct evaluation of the Definitely Non-Negotiable (DNN) requirements. A bidder who fails to meet any of the Definitely Non-Negotiable Requirements will not be evaluated further on functionality. The bidder must indicate on the DNN Checklist with an X whether they comply or not comply with the requirement. Black ink should be used for marking.

NB. Tick with “X” if you comply / not comply / Not Applicable

Criterion	Requirement	Comply	Not Comply	Not Applicable
Distance	- The distance between TETA offices and the Data Center must be between 15km and 55km. - Provide the proposed data center’s proof of address reflecting all the required information such as Data-Center name – Contact Details and Physical Address.			
POPIA	The company must provide assurance to comply with the Protection of Personal Information Act in relation to storing of both TETA employees and TETAs clients’ personal information in their data centers or information systems and that the information will be stored for the purposed agreed ‘/for the agreed intention only that it will not be used for any other purposes except the agreed purposes. NB. Provide and POPIA Assurance Letter signed by the duly authorized person			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	within the company			
Company experience	- The company must have a minimum of 3 years' experience in the provision, management and maintenance of the Data Center / Hosting Infrastructure Services. - In case of Joint-Venture, the companies must have a combined experience of at least 3 years in the provision, management and maintenance of the Data Center / Hosting infrastructure. NB. This experience will be validated against the references furnished below.			
Data / Hosting Centre Accreditation	The bidder must demonstrate that the Data / Hosting Centre is VMware Cloud Verified Partner NB: Proof of VMware Cloud verified certification			
References for company's experience	The bidder must provide at least 1 contactable reference for providing the hosting infrastructure services NB: Please complete the Experience Schedule of the bid document.			
Availability of the Project Team	- The bidder must provide a Pool of Project Team / Resources with the following as minimum: a) Project / Account / Engagement Manager b) Minimum of 4xEngineer c) Call Center Agents NB. The above team MUST be part of the contract until completion, unless replaced with a candidate who possesses the same or higher qualifications and experience.			
Qualification of the Key Resources:	The key resources must have the following qualifications in line with the DC accreditation: The pool of Data Centre Engineers must in the overall possess: - VMware Certification; - Data Centre Virtualization; - VMware Professional Cloud; - VSAN VMware			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	NB: Attach the certificate for each resource who is qualified in the above.			
Availability of the call center	The bidder must provide proof of the call centre solution; ○ A screenshot of the system with the email address and call centre number. Note: This number will be tested to check its existence.			

Important Note to the Bidders:

- The schedules mentioned in the above table as attached towards the end of this functional specification must be fully completed as they are. Non-compliance with this requirement on any of the items in the schedule will lead to the disqualification of the bid.