



Transport Education Training Authority

Driven by Vision

COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS BY THE BIDDER

SCHEDULE 19 - 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 in black ink.			
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 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			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	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.			
SARS Pin / CSD Supplier Number	- The bidder must submit a SARS Pin with expiry date to assist with verification of Tax Affairs. - If SARS Pin is not submitted provide CSD Supplier Number In a case of a JV, both 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.			
Briefing Session	No Compulsory briefing session will be conducted.			
Central Supplier Database Registration	The bidder must be registered as a supplier with Treasury on www.csd.gov.za. (Please attach proof).			

NB: All bidders who pass the Pre-Compliance Evaluation will be further evaluated to DNN Evaluation Stage.

DEFINITELY NON-NEGOTIABLE REQUIREMENTS (STAGE 2)

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 on Quality Evaluation:

Criterion	Requirement	Comply	Not Comply	Not Applicable
POPIA	The company must provide assurance to comply with the Protection of Personal Information Act in relation to storing of both TETA employees and TETA's 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. Complete, sign and attach the relevant Assurance template.			
Company Experience	Bidders are required to provide all information as requested to demonstrate their capabilities and experience regarding the requested services. Service providers should have minimum of (3) three years' experience in the implementation of the integrated printing solutions. The company should clearly demonstrate that it has adequate infrastructure to execute the project within the stipulated turnaround times. Present an overview of the company, including the organisation's core business.			
Track record	The company must provide at least three (3) reference letters from contactable existing/ recent clients within the past three (3) years in MFP printer products and services. Letters must include the company name, contact name, address, phone number, duration of contract, value of the contract, a brief description of the services that you provided, and the reference letter should not be older than three (3) years from the date of closing the bid. The reference letters must be on the client's letterhead and must be dated and signed. No appointment letters from clients will be accepted as reference letters NB. In case of Joint-Venture, the companies must have a combined experience of at least 3 years.			

Criterion	Requirement	Comply	Not Comply	Not Applicable
Experience of the Project Team	- The bidder must provide CVs for a Pool of Project Team / Resources with experience in rolling out multifunction printers in an enterprise environment. The resources must have relevant qualification in software development/Microsoft certification in Azure AD administration/Server Administration. The team must have a project manager. Also note that the key individuals shall not be substituted without prior notification to TETA. Project Manager: The Account Manager must have at least three (3) years' project management experience in implementing multifunction printing solutions. Technical Support Team The support personnel must have at least three (3) years' experience in supporting and configuration of printers in enterprise solutions coupled with a relevant qualification/certification in software development/Microsoft Azure AD administration or Server Administration NB. Complete the Experience Schedule of the bid document.			

NB: All bidders who pass the Pre-Compliance Evaluation will be further evaluated on Quality Evaluation.