

CHECKLIST

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C O U N C I L
F O R T H E B U I L T
E N V I R O N M E N T

CHECKLIST: COMPILATION OF BID PROPOSAL FOR THE PROVISION OF OFFICE ACCOMMODATION (THIS IS A BASIC CHECKLIST. THE ONUS IS ON BIDDERS TO READ THE BID INVITATION DOCUMENTS IN DETAIL FOR <u>ALL</u> REQUIREMENTS)			
		Yes	No
1.	PRE-QUALIFICATION CRITERIA		
	Are the following addressed in your bid proposal?		
1.1	Potential service providers must be registered on the National Treasury Central Supplier Database (CSD), be tax compliant and not be restricted suppliers.		
1.2	Only valid B-BBEE Level 1 and Level 2 contributors must submit a response to this bid.		
1.3	Bidders must submit proof of comprehensive liability insurance.		
1.4	Bidders must submit the following compliance certifications: ☐ Fire Safety ☐ Fire Detection System ☐ Certificate of occupancy		
1.5	Universal Access – the building must accommodate people with disabilities		
1.6	Bidders must complete the Annexure A provided on TOR		
	Agencies/third parties must submit a letter from the landlord authorising them to act on behalf of that landlord.		
1.7	Bidders must provide their Annual financial statements. <u>Acceptable annual financial statements:</u> -Financial statements prepared by External Accountants - Reviewed Financial statements - Audited Financial statements		
1.8	A compulsory briefing session will be held on 14 January 2022 at 10:00 . Take note of the Microsoft Teams link and Attendance Register. Failure to complete the Attendance Register at the meeting will result in the disqualification of the bid.		
2.	OTHER:		
2.1	All Supply Chain Management documents must be <u>fully completed</u> and submitted. These include: SBD 1, 4, 6.1, 8 & 9.		

2.2	Acknowledgement and acceptance of the General Conditions of Contract (please complete and sign page 15 of the GCC)		
2.3	Bidders must populate their pricing on the Pricing Schedule provided.		
2.4	Bidders must submit their technical and pricing proposals as separate files/attachments.		
2.5	Bids must be electronically submitted to Ms Sthembile Madonsela at Sthembile@cbe.org.za before the closing time and date i.e., 28 January 2022 at 11:00AM. Emails received after 11:00AM will not be considered!		
2.6	Bids will be valid for a period of 90 days after the closing of the bid.		