

ANNEXURE F: BID RESPONSE CHECKLIST

The following document is a summary of all documentation that needs to be submitted. This annexure is for the convenience of the bidder and does not need to be submitted.

Mandatory Returnable Documents	Failure to provide all these Mandatory Returnable Documents at the Closing Date and time of this Request For Proposal <u>will</u> result in a Respondent's disqualification.
Returnable Documents Used for Scoring	Failure to provide all Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion.
Essential Returnable Documents	Failure to provide essential Returnable Documents <u>will</u> result in Transnet affording Respondents a further opportunity to submit by a set deadline. Should a Respondent thereafter fail to submit the requested documents, this may result in a Respondent's disqualification.

MANDATORY RETURNABLE DOCUMENTS (Signed and Stamped)	SUBMITTED [Yes/No]
Transnet's General Bid Conditions (Annexure B)	
Transnet Bidder Integrity Pact (Annexure C)	
Non-disclosure Agreement (Annexure D)	
Supplier Declaration Form (Annexure E) and all supporting documents (new customers only).	
Rental Offer (Annexure I)	
SECTION 10: SBD4: Bidder's Disclosure	

RETURNABLE DOCUMENTS USED FOR SCORING (Signed and Stamped)	SUBMITTED [Yes/No]
Company Experience and Track Record: Company Profile Error! Reference source not found.	
Company Experience and Track Record: Annexure Q: Company Experience Summary	
Company Experience and Track Record: At least one (1) letter of reference	
Individual Experience and Track Record: Proof of Ownership of each individual claimed for	

RETURNABLE DOCUMENTS USED FOR SCORING (Signed and Stamped)	SUBMITTED [Yes/No]
Individual Experience and Track Record: Curriculum Vitae per individual claimed for	
Individual Experience and Track Record: Annexure R: Individual Experience Summary per individual claimed for	
Individual Experience and Track Record: At least one (1) letter of reference per individual claimed for	
Proof of Funding relating to investment as described in Error! Reference source not found.	
Financial Statements as described in Error! Reference source not found.	
Concept Operational Model as described in Error! Reference source not found.	
Section Error! Reference source not found.: Specific Goals Points Claim Form	
Annexure J: Specific Goals	
Supporting documentation relating to Specific Goals as outlined in Annexure J	
Annexure K: Detailed Investment Plan <i>Submit stamped and signed PDF document as well as a soft copy in Excel</i>	
B-BBEE certificate/ Sworn Affidavit	

ESSENTIAL RETURNABLE DOCUMENTS (Signed and Stamped)	SUBMITTED [Yes/No]
SECTION 1: SBD1 form Section	
SECTION 6: Certificate Of Acquaintance with RFP, Terms & Conditions & Applicable Documents	
SECTION 7: RFP Declaration and Breach of Law Form	
Tax Pin or Tax Clearance Certificate	
In the case of Joint Ventures or Consortia, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement, as well as the participation percentage.	
Letter of Good Standing	
Annexure G: SHER Compliance Declaration and Undertaking	
Annexure H: Lease Agreement	
Certificate of Incorporation or any amendment thereto	
Certificate to Commence Business	

ESSENTIAL RETURNABLE DOCUMENTS (Signed and Stamped)	SUBMITTED [Yes/No]
Memorandum of Incorporation	
Resolution signed by the company Secretary or Chairperson and copy/copies of identity document/s of person/s authorised to act on behalf of the company and sign the lease agreement and in what capacity	
Certificate from Secretary / Auditor of the company confirming address of registered office where processes are to be served	