



Transport Education Training Authority

*Driven by Vision*

## COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS BY THE BIDDER

### SCHEDULE 16 - 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 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>A second copy of the <b>technical submission</b> MUST be submitted per a <b>virus free USB</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.</li> <li><b>For JV or consortium all parties must complete and sign this declaration, per company.</b></li> </ul>                                                                                                                                                                                                 |        |            |                |
| Declaration of the bidder's past SCM practices (SBD 8) | <ul style="list-style-type: none"> <li>The bidder must fully complete and sign the SBD 8 form.</li> <li><b>For JV or consortium all parties must complete and sign this declaration, per company.</b></li> </ul>                                                                                                                                                                                                                   |        |            |                |
| Certificate of Independent Bid                         | <ul style="list-style-type: none"> <li>The bidder must complete and sign the SBD 9 form.</li> </ul>                                                                                                                                                                                                                                                                                                                                |        |            |                |

| Criterion                                        | Requirement                                                                                                                                                                                                                                                                                                           | Comply | Not Comply | Not Applicable |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------|----------------|
| Determination (SBD 9)                            | For JV or consortium all parties must complete and sign this declaration, per company.                                                                                                                                                                                                                                |        |            |                |
| 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 SARS Pin is not submitted provide CSD Supplier Number</li> </ul> <p>In a case of a JV, all companies' Tax Clearance Certificates or SARS pins must be submitted</p> |        |            |                |
| Proposal submission                              | <ul style="list-style-type: none"> <li>This is a Two-Envelope System for the technical proposal and pricing proposal</li> </ul>                                                                                                                                                                                       |        |            |                |
| Briefing Session                                 | <ul style="list-style-type: none"> <li>A <b>non-compulsory</b> briefing session will be scheduled through a video conferencing facility. Details will be shared accordingly.</li> </ul>                                                                                                                               |        |            |                |
| References                                       | <ul style="list-style-type: none"> <li>At least one (1) reference must be furnished for the Moderator and not company</li> <li>NB. Complete the Moderator's experience schedule of the Request for Bid document</li> </ul>                                                                                            |        |            |                |
| Proof of registration as a constituent Moderator | <ul style="list-style-type: none"> <li>The bidder's moderator/s must provide proof or registration as a constituent moderator with an ETQA (except from TETA).</li> </ul>                                                                                                                                             |        |            |                |

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