



Transport Education Training Authority

Driven by Vision

COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS BY THE BIDDER

SCHEDULE 22 - COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS

MANDATORY REQUIREMENTS – STAGE 1 EVALUATION

Bidders who fail to submit the following documents on the closing date of the bid will be granted 48 hours to comply, failure to meet these mandatory requirements after granted 48 hours will disqualify the bid:

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

Criterion	Requirement	Comply	Not Comply	Not Applicable
Proof of Registration	Registration as a Property Agent/Estate Agent from any relevant body			
Address of the property	- The bidder must provide proper physical address where the property is located. NB. The location should be within Southern Suburbs of Cape Town, in the Newlands / Claremont business district			
Property Security	The property is within a Complex/Office Park with 24 hr Security and Alarm System			
Photographs of the building; (Including Aerial Photographs)	The bidder must provide recent photographs of the building including Aerial Photographs			
Size of the Property	- The bidder must submit office space of 355m² - The bidder must indicate the total area m² of the property. NB. TETA will consider any office space from 355m² or more.			

Criterion	Requirement	Comply	Not Comply	Not Applicable
Property Layout	Larger floor space, approximately 355m ² , which can be configured to house nine (9) people with a minimum of three (3) closed offices, an open area (for open plan cubicles), a reception area, a storage area, a meeting room, a boardroom (for 14 people), a training room (for 40 people) a separate server room, and access to two bathrooms (ladies and gents) and a kitchen.			
Minimum Lease Term	The bidder must indicate compliance with TETA's minimum lease term of 01 April 2022 to 31 March 2030			
Minimum number of Parking Bays	- The bidder must indicate compliance with the minimum parking bays requirement, reflecting the number of bays available TETA Requires at least: 8 x Covered parking bays NB. TETA will not accept less than 8 Covered Bays			
Facilities Management	Provide details of facilities management: - Security with 24 hr service - Alarm system with armed response - Undertaking to take full responsibility for major property maintenance through wear and tear or natural disasters - Monthly supply and maintenance of Hygiene Services for commonly shared areas by tenants (where there are other tenants using these facilities) NB. Provide a detailed Maintenance Plan			
Accessibility to Public Transport	- Indicate proximity of the location of the property to public transport (Taxi Rank, Bus Rank, etc.) NB. Provide GPS coordinates from office to the public transport facilities (Taxi Rank, Bus Rank, etc.)			

NB. IF A BIDDER HAS MORE THAN ONE PROPERTY ON OFFER, ALL PROPERTY SPECIFICATION DETAILS MUST BE SUBMITTED UNDER ONE PROPOSAL ENVELOPE, CLEARLY DISTINGUISHED PER PROPERTY.

ADMINISTRATIVE REQUIREMENTS

As part of the administrative compliance evaluation the bidder must also furnish the following non- mandatory requirements:

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. - Price Schedule 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 relating to Pricing.			
SARS Pin / CSD Supplier Number	The bidder must submit a SARS Pin with expiry date to assist with verification of Tax Affairs.			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	If a SARS Pin is not submitted provide CSD Supplier Number			
Declaration of Interest (SDB 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.			
Briefing Session	Compulsory briefing session will be conducted through a Zoom link and time will be allocated for Questions and Answers to bidders. NB. Service providers who fail to attend the compulsory briefing session will be disqualified from the bidding process.			
CIPC Documents	- The bidder must provide certified copies of Company / Close corporation registration certificates issued by CIPC - Bidders must confirm their company registration with CIPC as TETA will not award any tender to any business that appears on the CIPC List of de-registered businesses.			
Joint Venture Agreement	In a case of a JV, a JV Agreement must be submitted and signed by all parties.			
General Conditions of Contract/Bid	The bidder must accept General Conditions of Contract / Bid and provide full and accurate answers posed in this section.			
Central Supplier Database Registration	The bidder must be registered as a supplier with Treasury on www.csd.gov.za.			

Criterion	Requirement	Comply	Not Comply	Not Applicable
B-BBEE Certificate	• Preference Points Schedule (B-BBEE) form SBD 6.1 must be completed and signed • A certified copy of the B-BBEE Certificate must be submitted (not a certified copy of a copy) • Bidders must submit a valid BBEE Verification Certificate from SANAS Accredited Verification Agency / Registered Auditor approved by IRBA. • The Qualifying Small Enterprise (QSE) and Exempted Micro Enterprises (EME) must submit a sworn affidavit stamped and signed by the Commissioner of Oath confirming the Company Annual Total Revenue and level of black ownership. • Failure to submit a valid B-BBEE Certificate will result in a bidder losing preference points. • In a case of a JV, a combined B-BBEE Certificate must be submitted together with a JV Agreement.			
No. of copies of submission	• Over and above the original submission copy, the bidder is required to submit three (3) more submission copies			
Banking Details	• Signed and bank stamped banking details			
Company Profile including HDI status	• The bidder is required to provide company background information materials / Company Profile			
Letter of Authority of Signatory	• The bidder is required to provide a Letter of Authority of Signatory to sign the bid submission, signed and in the company's Letter Head			
Power Backup	• A bidder should have a Backup Generator or alternative in case of power outages. If no Generator available, the bidder must detail the backup plan in case of power outages.			

Criterion	Requirement	Comply	Not Comply	Not Applicable
Rate and Utilities clearance	The service provider must submit a certificate or statement from the municipality or relevant body confirming that rates and utilities of the property are up to date.			
Properly signed bid documents	For any unsigned submitted documents, bidders will be given 48 hours to submit signed documents.			

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

SITE VIEWING – (STAGE 2)

As part of the evaluation criteria members of the BEC and some senior officials of TETA will conduct the viewing of the site in terms of the following mandatory requirements of which failure to meet will lead to disqualification of the bid:

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Criterion	Technical Property Requirements	Comply	Not Comply
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Criterion	Technical Property Requirements	Comply	Not Comply
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NB: All bidders who pass the Pre-Compliance Evaluation will be further evaluated on Functionality.