



Transport Education Training Authority

Driven by Vision

COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS BY THE BIDDER

SCHEDULE 15 - 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 <u>Registration</u>	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 on Quality Evaluation Stage.