



Transport Education Training Authority

Driven by Vision

COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS BY THE BIDDER

SCHEDULE 20 - 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	A compulsory briefing session will be scheduled through a video conferencing facility. Details will be shared accordingly.			
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 to DNN Evaluation Stage.

DEFINITELY NON-NEGOTIABLE REQUIREMENTS (STAGE 2)

All bidders who pass the Mandatory Requirements will be evaluated on the following DNN Requirements and a bidder who fails to meet any of these requirements will be disqualified from further evaluation on Quality Evaluation:

Criterion	Requirement	Comply	Not Comply	Not Applicable
POPIA	The company must provide assurance to comply with the Protection of Personal Information Act in relation to storing of both TETA employees and TETAs clients' personal information in their data centers or information systems and that the information will be stored for the purposed agreed for the agreed intention only that it will not be used for any other purposes except the agreed purposes. NB. Complete, sign and attach the relevant Assurance template.			
Company Experience	- The company must have a minimum of five (5) years' experience in the provision, management and maintenance of: - Online Project Management Platform NB. Complete the Company Experience Schedule and this experience will be validated against the references furnished below In case of Joint-Venture, the companies must have a combined experience of at least five (5) years in the provision, management and maintenance of the Online Project Management Platform.			
Accreditation	The bidder must provide the accreditation certification or reseller letter for the product from relevant OEM / Distributor or Proof of Ownership of tool or System NB: Please attach the accreditation certification			
Availability of the Project Team	- The bidder must provide a Pool of Project Team / Resources with the following as minimum: a) 1 x Lead Project Manager b) 1 x Business Process Analyst c) 1 x Product Specialist d) 2 x Systems Developers			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	NB. Nominate the resources who will be the Lead Project Manager, Business Analyst / Consultant Manager or Developer for this project and complete the relevant schedules for each resource.			
Experience of the Project Team	Lead Project Manager: The Lead Project Manager must have a minimum of three (3) years' IT experience in implementation and / or development of Project Management systems; Business Process Analyst: Must have at least three (3) years' experience in business process design for systems / solutions implementation and / or development System Developers: The developers must have at least three (3) years' experience in the relevant development experience with Online Project Management / Cloud Based Project Management Tool. Product Specialist The product specialist must have relevant certification and at least three (3) years or more experience with the proposed Project Management Tool NB. The Experience of the human resources must be reflected in their respective CVs. Further to the CV please complete the Experience Schedule of the bid document. The names of the Account / Engagement Manager, the Business Consultants and System Developers to be used for this contract must be specified in the proposal. Please note that the required resources MUST be part of the contract until its completion (i.e. in case a resource leaves the employ of the appointed provider, a replacement with the same qualification and required skills and experience must be made immediately).			

Criterion	Requirement	Comply	Not Comply	Not Applicable
Qualifications of the Key Project Team / Personnel	• Account / Engagement /Project Manager: The Project Manager must possess an NQF level 6 or higher Qualification in Information Systems / Information Technology / Informatics accredited training institution. • Certificate and plus 3 years' experience in Project Management (This experience must be reflected in the Resource's Experience Schedule) • Business Process Analyst: The Business Consultants must possess at least NQF Level 6 or higher certificate in Business Analysis & Design from an accredited training institution, e.g. SAQA, CHE, QCTO with at least 3 years min experience • System Developers: The Developers must possess at least a minimum 1-year certificate in relevant Software Development training and expertise associated with the tool that the bidder is proposing • Product Specialist: The Product Specialist must possess at least a NQF level 6 or higher certificate in relevant Project Management Tool and possess experience and expertise associated with the tool that the bidder is proposing NB. Please complete the Qualifications Schedule per project resource. • NB: Please provide <u>certified</u> copies not older than 6 months of the qualification or certificates (not copies of certified copies)			

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