

## LIST OF RETURNABLE DOCUMENTS (Checklist for Bidders)

|                       |                                                                                                                                                                         |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project title:</b> | <b>Appointment of a Service Provider for the Design, Supply and installation of a 60kWp functional ground mounted Photovoltaic system at Ngutu Transmitter Station.</b> |
| <b>Tender no:</b>     | <b>SENT/038/2024-25</b>                                                                                                                                                 |

**1. THE TENDERER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:**

(Tenderers may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)

Tenderers must ensure that they complete **scan into a memory stick/USB** and return all the below mentioned mandatory documents. Tenderers that do not return and complete ALL the documents may be considered non-responsive.

| <b>Tender Document Name:</b>                                                                                 | <b>Document Returned Yes</b> | <b>Document Returned No</b> | <b>Document Returned N/A</b> |
|--------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| <b>Envelope 1 Technical Proposal</b>                                                                         |                              |                             |                              |
| Cover Page (Envelope 1 – Technical Proposal)                                                                 |                              |                             |                              |
| List of returnable documents (Envelope 1 – Technical Proposal)                                               |                              |                             |                              |
| SBD 1 Notice and invitation (Envelope 1 – Technical Proposal)                                                |                              |                             |                              |
| Completed & Signed Tender Data (Envelope 1 – Technical Proposal)                                             |                              |                             |                              |
| Bidder's response to tender specifications. (Proof of Compliance – Envelope 1 – Technical Proposal)          |                              |                             |                              |
| Valid and original TAX clearance certificate (Envelope 1 – Technical Proposal)                               |                              |                             |                              |
| Completed & Signed Service Level Agreement (Envelope 1 – Technical Proposal)                                 |                              |                             |                              |
| SBD 2 and Application for TAX clearance certificate (Envelope 1 – Technical Proposal)                        |                              |                             |                              |
| BEE Certificate (Envelope 1 – Technical Proposal)                                                            |                              |                             |                              |
| Resolution of board of directors to enter into consortia or joint ventures (Envelope 1 – Technical Proposal) |                              |                             |                              |
| Resolution of Authority of JV (Envelope 1 – Technical Proposal)                                              |                              |                             |                              |
| Resolution of Board of Director for Bid participation (Envelope 1 – Technical Proposal)                      |                              |                             |                              |
| SBD 4 Declaration of interest (Envelope 1 – Technical Proposal)                                              |                              |                             |                              |
| SBD 5 National Industrial Participation Programme (Envelope 1 – Technical Proposal)                          |                              |                             |                              |
| SBD 6.1 Preference Points Claim Form (Envelope 1 – Technical Proposal)                                       |                              |                             |                              |
| SBD 6.2 Local Content (Envelope 1 – Technical Proposal)                                                      |                              |                             |                              |
| SBD 8 Declaration of bidder's past supply chain management practices (Envelope 1 – Technical Proposal)       |                              |                             |                              |
| SBD 9 Certificate of independent bid determination (Envelope 1 – Technical Proposal)                         |                              |                             |                              |
| Record of addenda for Bids (Envelope 1 – Technical Proposal)                                                 |                              |                             |                              |
| Compulsory Enterprise Questionnaire (Envelope 1 – Technical Proposal)                                        |                              |                             |                              |
| General Conditions of Contract (Envelope 1 – Technical Proposal)                                             |                              |                             |                              |
| Company Registration documents (Envelope 1 – Technical Proposal)                                             |                              |                             |                              |

|                                                    |  |  |  |
|----------------------------------------------------|--|--|--|
| Company Profile (Envelope 1 – Technical Proposal)  |  |  |  |
| Scanned into a memory stick/USB both envelop 1 & 2 |  |  |  |

| Tender Document Name:                                                                       | Document Returned Yes | Document Returned No | Document Returned N/A |
|---------------------------------------------------------------------------------------------|-----------------------|----------------------|-----------------------|
| Envelope 2 Financial Proposal                                                               |                       |                      |                       |
| BOQ (Envelope 2- Financial Proposal)                                                        |                       |                      |                       |
| Completed and signed Contract Data with all pricing tables (Envelope 2- Financial Proposal) |                       |                      |                       |
| BEE Certificate (Envelope 2- Financial Proposal)                                            |                       |                      |                       |

|                  |           |      |
|------------------|-----------|------|
|                  |           |      |
| Name of Tenderer | Signature | Date |