



Transport Education Training Authority

Driven by Vision

COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS BY THE BIDDER

SCHEDULE 21 – 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 electronically or 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			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	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. - If a SARS Pin is not submitted provide CSD Supplier Number. In a case of a JV, all companies' Tax Clearance Certificates or SARS pins must be submitted			
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.			
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.			
Proposal submission	This is a Two-Envelope System for the technical proposal and pricing proposal			
Briefing Session	- A compulsory briefing session will be scheduled through a video conferencing facility. Details will be shared accordingly. NB. Service providers who fail to attend the compulsory briefing session will be disqualified from the bidding process.			
Central Supplier Database <u>Registration</u>	The bidder must be registered as a supplier with Treasury on www.csd.gov.za. (Please attach proof)			

DEFINITELY NON-NEGOTIABLE REQUIREMENTS (STAGE 2 EVALUATION)

Criterion	Requirement	Comply	Not Comply	Not Applicable
Experience of a Lead	The Lead Researcher must at least have <u>led and completed 3 research</u>			

Criterion	Requirement	Comply	Not Comply	Not Applicable
Researcher in similar assignments	<u>studies</u> related to Social Sciences, not older than 5 years. NB. Complete the respective Schedule of the FRB document			
Lead Researcher Qualifications	The Service Provider must provide TETA with a Lead Researcher with the minimum qualification of a Master's in Education, Economics, Statistics or any related discipline in Social Sciences. NB. Attach certified copies of qualifications and CV of the Lead Researcher. Uncertified qualification certificates will not be accepted as authentic. NB. The service Provider must submit a signed Consent Letter by the Lead Researcher			
Minimum number of Lead Researcher References in similar assignments	In terms of the above Experience Schedule the Lead Researcher must submit a minimum of three (3) references according to the 3 studies conducted.			
Human Resource Capacity	The Service Provider must provide a list of dedicated key personnel, other than the Lead Researcher, to be involved in this project including their positions in the company and CV (detailing their qualifications and experience). NB. Please provide certified copies of the qualification certificates (not copies of certified copies)			