

PART 4

Returnable documentation to be attached to the cover pages as indicated below.

Correct answers to the questions, to be circled in each case where applicable.

Checklist for Returnable documents

To assist bidders to check that all required documents are included in the file.

ID	RETURNABLE DOCUMENTS	YES
1.	Proof of registration with National Treasury Central Supplier Database	
2.	Tax Compliance	
3.	BBBEE or Sworn Affidavit	
4.	Company Registration Documents	
5.	JV / Consortium Agreement, (if applicable)	
6.	Company Profile (Not more than 3 pages)	
7.	Complex Group Structure (if applicable)	
8.	Employment Equity Approved Plan	
9.	List of shareholders on company letterhead	
10.	Share Certificates	
11.	Identity Documents of Shareholders	
12.	List of company directors (full names, not initials) on company letterhead	
13.	List of beneficiaries in the case of a Trust (full names, not initials)	
14.	Supplier Credential Form Annexure I	
15.	Completed pricing schedule/BOQ in the format provided by SAPO	
16.	Proof of a CIDB grade minimum 6 ME	
17.	Completed Annexure K (as per Addendum 2)	
18.	Completed Price Breakdown Annexure 'H'	
19.	Completed Contractual Terms and condition Annexure 'C'	

Proof of registration with National Treasury Central Supplier Database

Attach the required documents to and immediately after this cover page and return with proposal documentation

Tax Compliance

1. Bidders to attach to and immediately after this page.
2. If bidding company is a JV or Consortium then valid Tax Clearance Certificate for all the parties must be submitted with the proposal.

BBBEE or Sworn Affidavit requirements

Bidders to attach to and immediately after this page

Company registration

Attach company registration documents to and immediately after this cover page and return with proposal documentation.

Joint venture / Consortium agreement

Is the bidding entity a JV or Consortium

Yes / No

If Yes:

1. Attach agreements **signed** by all parties thereto immediately after this cover page and return with proposal
2. Each member to complete Supplier Questionnaire (Annexure I)

Company Profile (Not more than 3 pages)

PTY's (Circle the correct answer)

- | | | |
|-----|---|----------|
| i) | Is your company a Pty? | Yes / No |
| ii) | Has the company been trading in the past 12 months? | Yes/ No |

If the answer to both the above is a yes, then attach (previous financial year) audited financial statements **signed** by auditors or registered accountants to and immediately after this cover page and return with proposal.

If the answer to (ii) is NO, then attach a signed confirmation letter from the auditor.

Close Corporations (Circle the correct answer)

- | | | |
|------|--|----------|
| iii) | Is your company a Close Corporation? | Yes / No |
| iv) | Has it been trading in the past 12 months? | Yes/ No |

If yes to both the above, attach (previous financial year) financial statements signed by the members to and immediately after this cover page and return with proposal.

If the answer to (iv) is NO, then attach a signed confirmation letter from the auditor.

Complex Group Structure

Does your company have other companies as shareholders Yes/No

If yes, bidders are requested to submit the following:

1. Total breakdown of the shareholding in those companies/organization
2. Diagram of the group structure

Employment Equity approved plan:

1. Please attach employment equity plans submitted to and approved by the Department of Labour
2. Enterprises employing less than fifty (50) people are exempted from this requirement.

Shareholders:

Bidders to submit the list of shareholders on the company letterhead as follows:

First Name	Middle Name (where applicable)	Surnames	Percentage (%)	Gender	Race

Share certificates must be submitted

Identity documents:

Attach the required documents to and immediately after this cover page and return with proposal documentation

Note: Please note that Listed companies are exempted from this requirement

Directors:

Bidders to submit the list of Directors on the company letterhead as follows:

First Name	Middle Name (where applicable)	Surnames	Gender	Race

Trust beneficiaries:

Bidders to provide definition of the trust/share scheme and submit the list of trust beneficiaries as follows:

First Name	Middle Name (where applicable)	Surnames	Percentage(%)	Gender	Race

Submit supplier Credential Form (Annexure I)

Attach the required documents to and immediately after this cover page and return with proposal documentation

Completed pricing schedule/BOQ in the format provided by SAPO

Attach the required documents to and immediately after this cover page and return with proposal documentation

Proof of a CIDB grade Minimum 6 ME

Attach the required documents to and immediately after this cover page and return with proposal documentation

Completed Annexure K

Attach the required documents to and immediately after this cover page and return with proposal documentation

Completed Price Breakdown Annexure 'H'

Attach the completed Annexure 'H' to and immediately after this cover page and return with proposal documentation

Completed Contractual Terms and condition Annexure 'C'

**Attach the completed Annexure 'C' to and immediately after this cover page and
return with proposal documentation**