Transport Education Training Authority *Driven by Vision*	**COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS BY THE BIDDER**

SCHEDULE 19 – 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 permanent 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).			
Declaration of Interest (SBD 4)	• The bidder must fully complete and sign the Declaration of interest form electronically or in black ink. • For JV or consortium both parties must complete and sign this declaration, per company.			
Experience of Law Firm (**Firm Track Record)**	• The company must have a minimum of three (3) years' experience. • **NB**: Compulsory completion of the company experience schedule and provide reference letters that correspond with the information listed on the experience schedule			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	• **NB**: Adherence to date format compulsory			
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			
Central Supplier Database **Registration**	• The bidder must be registered as a supplier with Treasury on www.csd.gov.za. (Please attach proof)			
Certificate of Good Standing of the Director(s)	• Bidders must provide proof of registration or letter of good standing for Director(s) with the Legal Practice Council.			
Fidelity Fund Certificate	• Bidders must provide a copy of a Valid Fidelity Fund Certificate.			
Completion of Prescribed Form **(Annexure A)** – Firm Area of Specialisation	• Bidders must complete the prescribed form (**Annexure A)** to confirm their area(s) of specialisation. • NB. Failure to fully complete the prescribed form (Annexure A) may result in the bid being deemed non-responsive during the evaluation process.			