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 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.			
Pricing / Costing Schedule	• The bidder must fully complete Pricing Proposal /Costing **Schedule no.20** and SBD3.3 form **(Schedule no.19)** electronically or in black ink.			
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			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	CSD Supplier Number • In a case of a JV, both companies' Tax Clearance Certificates or SARS pins must be submitted			
Briefing Session	• A compulsory briefing session will be scheduled through a video conferencing facility. Details will be shared accordingly.			
Central Supplier Database **Registration**	• The bidder must be registered as a supplier with Treasury on www.csd.gov.za. (Please attach proof)			
Company experience	• The company must have a minimum of five (5) years' experience in the provision project management consulting services. **NB**: Compulsory completion of the company experience schedule and provide reference letters that correspond with the information listed on the experience schedule • **NB**: Adherence to date format compulsory			
Project Leader/Head of PMO (PMO Lead)	• The Project Leader must have led and completed projects in the last 5 years and have a minimum of five (5) years' experience in the provision of project management services. NB. Attach certified copies of qualifications and CV of the Project Leader (PMO Lead). Uncertified qualification certificates will not be accepted as authentic NB. Complete the respective schedule of the Request for Bid (RFB) • NB: Adherence to date format compulsory			
Submission of Methodology and Approach	• The service provider must submit methodology and approach for			

Criterion	Requirement	Comply	Not Comply	Not Applicable
	execution of the required services.			
Team Members	• The service provider must provide evidence of qualification of team leader and team members. NB. Attach certified copies of qualifications and CV of the Project Team. Uncertified qualification certificates will not be accepted as authentic NB. Complete the respective schedule of the Request for Bid (RFB) • NB: Adherence to date format compulsory			