

RFP 08/2016

PROVISION FOR TRACING AND SEARCHING

RFP RESPONSE CHECKLIST

RFP CHECKLIST

The Bidder's authorised signatory is required to tick the checkbox after completion of the required activity and sign the document in the space provided at the bottom. A hardcopy of the checklist must be included in the Bidder's Tender response pack.

1. RFP Documents those are required to have been read and responded to.

Document name	Document has been read and understood
RFP Main Document	<input type="checkbox"/>
SARS Oath of Secrecy	<input type="checkbox"/>
Invitation to Bid (SBD1)	<input type="checkbox"/>
Tax Clearance (SBD 2)	<input type="checkbox"/>
SCM-Bid document SDB 2.1	<input type="checkbox"/>
Bid document SDB 3.1	<input type="checkbox"/>
Bid document SDB 4.	<input type="checkbox"/>
Bid document SDB 6.1	<input type="checkbox"/>
Declaration of Past SCM Practices (SBD 8)	<input type="checkbox"/>
Certificate of Independent Bid Determination (SBD 9)	<input type="checkbox"/>
Business Requirements Specification	<input type="checkbox"/>
Tracing and Search Services Agreement	<input type="checkbox"/>
Technical Response Template	<input type="checkbox"/>

Response Checklist Template	<input type="checkbox"/>
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2. The Bidder must tick the checkbox in the right-hand column if the document in the left-hand column has been submitted.

The following have been completed and are included in the response File of the Bidder's Proposal in both the hardcopy and electronic (CD – Compact Disc) documents.

Document	Document has been completed and is included in File A (both hardcopy and CD)
Bid Invitation letter.	<input type="checkbox"/>
Board resolution authorising the Bidder's signatory.	<input type="checkbox"/>
Responses to the Standard Bid Documents	<input type="checkbox"/>
Bidders Tax Clearance Certificate	<input type="checkbox"/>
Sworn and signed Oaths of secrecy/ solemn declarations by members of the Bidder's bid team.	<input type="checkbox"/>
BEE certificates	<input type="checkbox"/>
Technical Response Template	<input type="checkbox"/>
Checklist Template	<input type="checkbox"/>
Subcontractor Tax Clearance Certificates	<input type="checkbox"/>
Sworn and signed Oaths of secrecy/ solemn declarations by members of the Sub-contractors' bid team(s)s.	<input type="checkbox"/>

This checklist has been prepared by:

Name:

Signature

(Authorised signatory of Bidder)