**aNNEXURE B: Bidder TECHNICAL EVALUATION Compliance Checklist**

**Example of how to complete the compliance checklist:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Technical Criteria** | **Compliant** | **Partially Compliant** | **Non-Compliant** | **Reference page in Proposal** | **Comments** |
| 1 | **Company Profile** | Yes |  |  | Page 7 |  |
| 2 | **Resources** |  | Yes |  | Page 7 | Bidder to state reason for partial compliance |

**The form must be submitted in File 1 (Technical file), Exhibit 2**

| **No.** | **Technical Evaluation Criterion** | **Compliant** | **Partially Compliant** | **Non-Compliant** | **Reference page in Proposal** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Company Profile** |  |  |  |  |  |
| 1.1 | Provide the following:   * Experience in supporting organisations with the implementation relating to reporting on GRAP requirements and application utilising new SAP; * Project experience in implementation of a new SAP system accounting platforms including data migration and pre and post implementation support from an accounting and reporting perspective; * Experience in providing expert advice, drafting and assistance in implementing GRAP accounting policies and related procedures; and * Full contact details and level of expertise of the key contact person / Accounts Manager and support staff for implementation support and GRAP accounting policies and procedures. |  |  |  |  |  |
| **2.** | **Resources** |  |  |  |  |  |
| 2.1 | A summary of all relevant resources that may be recommended to a project of this nature. The information provided for each resources must include but not be limited to:   * The role and responsibilities in the project; * Qualifications; * Years of experience; and * Professional registration where applicable. |  |  |  |  |  |
| **3.** | **Methodology/ Approach** |  |  |  |  |  |
|  | Provide a detailed schedule of deliverables (including timelines) and detailed project methodology addressing the difference phases of the GRAP migration project in relation to the new SAP implementation assistance and the review of Generally Recognised Accounting Policies (GRAP) accounting policies, procedures and reporting.  The project plan should indicate the practical steps, general duration of the project, the types of tools to be utilised and a project organogram that sets out the roles and responsibilities of each proposed resource that the appointed service provider will assign to SARS.  The project plan should also include the contingency plan to retain resources/ transfer skills during the duration of the project |  |  |  |  |  |
| **3.** | **References** |  |  |  |  |  |
|  | Provide two (2) contactable reference letters from current/recent clients of which similar services are/were rendered. In instances where the mandate was terminated by the former client, please furnish the reason for termination.  The reference letter must be on a company letter head and include the following:   * Brief description of services rendered; * Duration of contract; * Quality of service; and * Performance |  |  |  |  |  |