**aNNEXURE A2: Bidder TECHNICAL Compliance Checklist**

**BIDDERS NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section**  **No.** | **Technical Criteria** | **Compliant** | **Partially Compliant** | **Non -Compliant** | **Reference page in Proposal** | **Comments** |
| 8.3.1 | Summary of the bidder’s experience in implementation | **EXAMPLE** |  |  | Pg. |  |
| 8.3.2 | Detailed approach on how the project will be executed |  |  |  | Pg. | Bidder to state reason for partial compliance |
| 8.3.3 | Provide a 1-2 page resume and certificates of each resource |  |  |  | Pg. | Bidder to state reason for non-compliance |

**Please refer to section 9.4 to complete this form. The form must be submitted in File 1, Exhibit 2**

| **No.** | **Technical Evaluation Criterion** | **Compliant** | **Partially Compliant** | **Non-Compliant** | **Reference page in Proposal** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| **9.4.1** | **COMPANY PROFILE** |  |  |  |  |  |
| **9.4.1.1** | The bidder should provide in their response:   * A company profile detailing structure, service offering and infrastructure to render the services; * Full contact details of the key contact person/Account Manager. |  |  |  |  |  |
| **9.4.2** | **METHODOLOGY / TECHNICAL APPROACH** |  |  |  |  |  |
| **9.4.2.1** | The bidder should provide in their response:   * A detailed proposal of the bidders envisaged work plan that describes how the bidder intends to provide the services which are set forth in paragraph 9.3. A bidder must demonstrate a clear understanding of the tasks in the scope of work.   The bidders must also include:   * A comprehensive project management approach. * Describe the bidder’s recommended timeline, including milestones, deliverables and activities. |  |  |  |  |  |
| **9.4.3** | **RESOURCES** |  |  |  |  |  |
| **9.4.3.1** | The bidder should provide in their response:   * Staff complement of the bidder’s business unit that will be responsible for the implementation; * All the key personnel that will be assigned to the SARS project, including each person’s years of experience, accessibility, role and responsibility, qualifications and competencies relevant to the scope of services. |  |  |  |  |  |
| **9.4.4** | **CAPABILITY** |  |  |  |  |  |
| **9.4.4.1** | The bidder should provide in their response:   * A schedule of the bidder’s experience and proven track record over the past five (5) years, in implementing procurement strategic initiatives at various organisations.   The schedule must include for each client the following information:   * Client name; * Contact person, phone number, company business address; * Contract period; * Description of the project; * Challenges; * Lessons learned. |  |  |  |  |  |
| **9.4.5** | **SKILLS TRANSFER PLAN** |  |  |  |  |  |
| **9.4.5.1** | Bidder(s) are required to demonstrate their approach to ensure human capital capacity building to SARS procurement team within the strategic initiatives.  This should include:   * An indication or recommendation of different capacity building initiatives critical (in the short, medium and long term) in driving the implementation of the procurement strategy. * A detailed capacity approach or model should form part of what the bidder(s) present as part of the procurement strategy implementation initiative. The bidder(s) should also indicate clearly what they will be able to contribute in the capacity building process. |  |  |  |  |  |
| **9.4.6** | **TESTIMONIALS** |  |  |  |  |  |
| **9.4.6.1** | Bidders are required to submit testimonials of two (2) most recent clients that are listed in paragraph 9.4.4 where a procurement strategic initiative or similar services were implemented. Each testimonial must be in a client (i.e. company) letterhead and include but not limited to:   * Brief description of services rendered; * Quality of service; and * Performance. |  |  |  |  |  |