**RFP 12/2021: Provision of employee engagement survey for sARS**

**aNNEXURE A1: 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 of the RFP document 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** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Company Profile** |  |  |  |  |  |
| **1.1** | The bidder has provided their organisation structure of the team that will conduct employee engagement survey |  |  |  |  |  |
| **1.2** | The bidder has provided company years or more of experience in providing employee engagement survey |  |  |  |  |  |
| **1.3** | The bidder has demonstrated on their company infrastructure (ability to work remotely by having e.g. laptops, tablet, cell phone) and Systems in place to connect virtually (e.g. internet access, vpn access) |  |  |  |  |  |
| **2.** | **Resources** |  |  |  |  |  |
| **2.1** | The bidder has provided a minimum of three (3) support staff CV's which includes:   * Combined years of experience * Certified copies of qualifications and matric |  |  |  |  |  |
| **2.2** | The bidder has provided a key personnel / account manager's full contact details, roles, responsibilities, minimum of 5 years' experience as a key account manager , certified copies of Qualifications related to project management and CV attached |  |  |  |  |  |
| **2.3** | The bidder has demonstrated on the Availability of Resources  demonstrate flexibility and willingness of resources to be available to present survey results as and when required |  |  |  |  |  |
| **3.** | **Methodology and Approach** |  |  |  |  |  |
| **3.1** | The bidder has outlined their proposed methodology, process and approach to deliver the customised employee engagement surveys demonstrating alignment to the SARS requirements, including the following:   * The proposed research methodology * The process flow * The proposed system/tool * The implementation plan |  |  |  |  |  |
| **4.** | **Testimonials** |  |  |  |  |  |
| **4.1** | The bidder has submitted a completed testimonial template (Annexure A3) and submitted 3 recent testimonials from a minimum of three (3) recent clients (not older than 3 years) |  |  |  |  |  |
| **5.** | **Data Analysis, Reporting, Presentation and Planning** |  |  |  |  |  |
| **5.1** | The bidder has demonstrated data analysis, reporting, presentation and action planning in their presentation. This include the following:   * Evidence and samples * System demonstration * Proposed reporting tool * Quality measures |  |  |  |  |  |
| **6.** | **Skills Transfer** |  |  |  |  |  |
| **6.1** | The bidder has provided a skills transfer plan that will assist SARS Employee Engagement team |  |  |  |  |  |