**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 | **Methodology / Technical Approach** |  | 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 | Bidder should provide in their response, the following but not be limited to:   * organisational structure and infrastructure to render the services; * staff complement (including lecturers and Course Convener) for the programme; * level of expertise of key personnel who will be customising the programme (their accessibility, qualifications and experience); and * full contact details of the key contact person / Accounts Manager. |  |  |  |  |  |
| **2.** | **Methodology / Technical Approach** |  |  |  |  |  |
| 2.1 | **Course Outline**  Provide an outline/prospectus of the bidder’s proposed programme that will be used to customise SARS’ Debt Management Programme.  The information provided must include but not be limited to: programme overview, entry requirements, key focus areas, module objectives, learning outcomes, duration of the programme, venue for contact learning, NQF level, credits and certification.  **Customisation, Alignment and Implementation**   * Clearly demonstrate how the bidder’s programme / course content can be aligned and customised to SARS’s recommended modules as outlined in Paragraph 9.2.1 (Customisation of an existing programme). * Clearly demonstrate how the bidder’s programme / course will be roll-out as outlined in Paragraph 9.2.2 (Implementation).   **Project Plan**  Bidders should include in their proposal:   * A comprehensive project management approach. * Timeline including milestones, deliverables and activities. |  |  |  |  |  |
| **3.** | **TESTIMONIAL** |  |  |  |  |  |
|  | Bidder should provide two (2) testimonial letters from current / recent clients (not older than 5 years) where similar programmes were implemented. The reference letters must be on a company letterhead and include the following: company name, contact name, address, phone number, duration of contract, a brief description of the services rendered and the level of customer satisfaction. |  |  |  |  |  |