

## ANNEXURE A2: BIDDER TECHNICAL COMPLIANCE CHECKLIST

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

Section No	Technical Criteria	Compliant	Partially Compliant	Non-Compliant	Reference page in Proposal	Comments
1.2	Experience of the bidder	Yes			Page 9 to 12 - exhibit 2	
2.1	Manage all reservations and bookings		Yes		Page 13 to 15 - exhibit 4	Bidder to state reason for partial compliance
2.2	Manage all refunds and non-refundable airline-tickets			No	Page 17 to 20 - exhibit 5	Bidder to state reason for non-compliance

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

No.	Technical Evaluation Criterion	RFP Reference	Weight
1.	Company Profile		20
1.1	<p>Bidder should provide in their response, the following but not be limited to:</p> <ul style="list-style-type: none"> <li>A company profile that demonstrates the companies experience in providing services of this nature;</li> </ul>		

No.	Technical Evaluation Criterion	RFP Reference	Weight
	<ul style="list-style-type: none"> <li>Full contact details of the key contact person/Account Manager;</li> </ul>		
<b>2.</b>	<b>Capability</b>		<b>40</b>
2.1	<p>Bidder should provide in their response, the following but not be limited to:</p> <ul style="list-style-type: none"> <li>A one page CV of all Key Personnel highlighting their qualifications, respective backgrounds, area(s) of specialisation and relevant experience in accordance with the categories in which the bidder submit a proposal;</li> <li>A spreadsheet of successful placement of IT Consultants over the past two years. Indicating the role, the experience, the client where the placement was done as well as the contact number. Information provided must be related to the category the bidder is bidding for as per section 10.3 of this document.</li> </ul>		
<b>3.</b>	<b>Skills Transfer</b>		<b>20</b>
3.1	Demonstrate how transfer of relevant knowledge and skills will be implemented to SARS personnel on consulting related projects;		
<b>4.</b>	<b>References</b>		<b>20</b>
4.1	Bidder should provide two (2) contactable testimonial letters from current / recent clients (not older than 5 years) for each category that the bidder has tendered for to whom similar services are being/have been provided. The testimonial letters must be on a company letterhead and include the following: company name, contact name, address, phone number, and duration of contract, a brief description of the services rendered and the level of customer satisfaction.		

