**aNNEXURE A2: Bidder TECHNICAL 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 9 to 12 - exhibit 2 |  |
| 2 | **Experience of Resource (Expertise)** |  | Yes |  | Page 13 to 15 - exhibit 4 | Bidder to state reason for partial compliance |
| 3 | **Methodology and Approach** |  |  | 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** | **Compliant** | **Partially Compliant** | **Non-Compliant** | **Reference page in Proposal** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Company Profile** |  |  |  |  |  |
| 1.1 | Bidder provided a company profile which illustrates the extent of conducting psychometric assessment services as well assessment centres at Senior Specialist/Management to executive leadership level in South Africa.  Provided full contact details of the key Accounts Manager. |  |  |  |  |  |
| **2.** | **Experience of Resource (Expertise)** |  |  |  |  |  |
| 2.1 | Bidders provided a list of key personnel and a one (1) pager CV indicating qualifications, valid HPCSA registration number and relevant experience of the individuals who will be providing assessment services to SARS. |  |  |  |  |  |
| 2.2 | Bidders provided two (2) samples of previously completed assessment reports prepared for Senior and Executive Manager/Specialist level for Selection/Talent management. |  |  |  |  |  |
| **3.** | **National Footprint** |  |  |  |  |  |
| 3.1 | Bidders indicated their national footprint and addresses where assessment will be conducted. Offices must comply with the assessment requirements. |  |  |  |  |  |
| **4** | **Methodology** |  |  |  |  |  |
| 4.1 | Bidders indicated all different types of delivery methods that will be carried out for the assessments comprehensively and the delivery methods provided accommodates different kinds of disabilities. |  |  |  |  |  |
| **5** | **Insurance** |  |  |  |  |  |
| 5.1 | The bidder has provided proof of Professional Indemnity Insurance. |  |  |  |  |  |
| **6.** | **Reference** |  |  |  |  |  |
| 6.1 | Provided three (3) contactable reference letters from current/recent (not older than 3 years) clients were both psychometric assessment services and assessment centres at senior specialist/management to executive leadership level were rendered |  |  |  |  |  |