

SARS RFP 03/2024

**NETWORK, SERVER AND END-USER DEVICE SUPPORT
SERVICES**

PROPOSAL SUBMISSION CHECKLIST

RFP CHECKLIST

The bidder's authorised signatory is required to tick the checkbox after completion of the required activity and sign the document in the space provided at the bottom. A hardcopy of this checklist must be included in the bidder's proposal in the common file.

1. Common documents

The following documents were received in the RFP 03/2024 Pack and have been read and understood by the bidder:

Document Name	Check
SARS RFP 03-2024 1-0 Invitation letter	<input type="checkbox"/>
SARS RFP 03-2024 1-1 Main Document	<input type="checkbox"/>
SARS RFP 03-2024 2-1 Business Requirement Specifications	<input type="checkbox"/>
SARS RFP 03-2024 3-1 Invitation to Bid (SBD 1)	<input type="checkbox"/>
SARS RFP 03-2024 3-2 Declaration of Interest (SBD 4)	<input type="checkbox"/>
SARS RFP 03-2024 3-3 National Industrial Participation Programme (SBD 5)	<input type="checkbox"/>
SARS RFP 03-2024 3-4 Preference Points Claim Form (SBD 6.1)	<input type="checkbox"/>
SARS RFP 03-2024 3-5 Supplier Cost and Risk Assessment Questionnaire	<input type="checkbox"/>
SARS RFP 03-2024 4-1 Network, Server and End-user Device Support Services Agreement	<input type="checkbox"/>
SARS RFP 03-2024 4-2 Network, Server and End-user Device Support Services Data Protection Agreement	<input type="checkbox"/>
SARS RFP 03-2024 4-3 Appendix E-4 Incident Management Major Priority Process	<input type="checkbox"/>
SARS RFP 03-2024 4-3 Appendix E-4 Manage ICT incidents	<input type="checkbox"/>
SARS RFP 03-2024 5-4 Proposal Response Checklist	<input type="checkbox"/>

2. Common file

The following documents have been submitted by the bidder in its proposal in the common file (see the RFP Main document for detailed instructions regarding the common file):

Document Name	Included
Covering Letter	<input type="checkbox"/>
Board Resolution	<input type="checkbox"/>
Invitation to Bid (SBD1)	<input type="checkbox"/>
Declaration of Interest (SBD 4)	<input type="checkbox"/>
National Industrial Participation Programme (SBD 5)	<input type="checkbox"/>
Supplier Cost and Risk Assessment Questionnaire	<input type="checkbox"/>
Bidder's Central Supplier Database (CSD) Registration Report	<input type="checkbox"/>
Master Service Agreement	<input type="checkbox"/>
Data Protection Agreement	<input type="checkbox"/>
Complete sets of Bidder's three (3) most recent Annual Financial Statements	<input type="checkbox"/>
Proposal Response Checklist (this document)	<input type="checkbox"/>

3. Tower N: Network Support Services

3.1.	The bidder is submitting a proposal for Tower N: Network Support Services	Yes <input type="checkbox"/>	No <input type="checkbox"/>
------	---	------------------------------	-----------------------------

3.2.	<p>If the Yes checkbox is ticked in 3.1 then the following checklist must be completed: The following documents were received in the RFP 03/2024 Pack and have been read and understood by the bidder:</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Check</th> </tr> </thead> <tbody> <tr> <td>SARS RFP 03-2024 2-2 Tower N Site Classifications</td> <td><input type="checkbox"/></td> </tr> <tr> <td>SARS RFP 03-2024 2-3 Tower N Equipment Inventory</td> <td><input type="checkbox"/></td> </tr> <tr> <td>SARS RFP 03-2024 2-3 Tower N Yealink Video Conferencing Equipment Specification</td> <td><input type="checkbox"/></td> </tr> <tr> <td>SARS RFP 03-2024 4-4 Tower N Contract Response Template</td> <td><input type="checkbox"/></td> </tr> <tr> <td>SARS RFP 03-2024 5-1-N Tower N Mandatory Response Template</td> <td><input type="checkbox"/></td> </tr> <tr> <td>SARS RFP 03-2024 5-2-N Tower N Technical Response Template</td> <td><input type="checkbox"/></td> </tr> <tr> <td>SARS RFP 03-2024 5-3-N Tower N Pricing Response Template</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>			Document Name	Check	SARS RFP 03-2024 2-2 Tower N Site Classifications	<input type="checkbox"/>	SARS RFP 03-2024 2-3 Tower N Equipment Inventory	<input type="checkbox"/>	SARS RFP 03-2024 2-3 Tower N Yealink Video Conferencing Equipment Specification	<input type="checkbox"/>	SARS RFP 03-2024 4-4 Tower N Contract Response Template	<input type="checkbox"/>	SARS RFP 03-2024 5-1-N Tower N Mandatory Response Template	<input type="checkbox"/>	SARS RFP 03-2024 5-2-N Tower N Technical Response Template	<input type="checkbox"/>	SARS RFP 03-2024 5-3-N Tower N Pricing Response Template	<input type="checkbox"/>
Document Name	Check																		
SARS RFP 03-2024 2-2 Tower N Site Classifications	<input type="checkbox"/>																		
SARS RFP 03-2024 2-3 Tower N Equipment Inventory	<input type="checkbox"/>																		
SARS RFP 03-2024 2-3 Tower N Yealink Video Conferencing Equipment Specification	<input type="checkbox"/>																		
SARS RFP 03-2024 4-4 Tower N Contract Response Template	<input type="checkbox"/>																		
SARS RFP 03-2024 5-1-N Tower N Mandatory Response Template	<input type="checkbox"/>																		
SARS RFP 03-2024 5-2-N Tower N Technical Response Template	<input type="checkbox"/>																		
SARS RFP 03-2024 5-3-N Tower N Pricing Response Template	<input type="checkbox"/>																		

3.3.	<p>If the Yes checkbox is ticked in 3.1 Then the following checklist must be completed: The following documents have been submitted by the bidder in its proposal in File NP-N:</p> <table border="1"> <thead> <tr> <th>Document</th> <th>Action</th> <th>Check</th> </tr> </thead> <tbody> <tr> <td>SARS RFP 03-2024 5-1-N Tower N Mandatory Response Template</td> <td>Responses have been made to all sections within the document and all supporting material has been attached.</td> <td><input type="checkbox"/></td> </tr> <tr> <td>SARS RFP 03-2024 5-2-N Tower N Technical Response Template</td> <td>Responses have been made to all sections within the document and all supporting material has been attached.</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Sub-contractor(s) CSD Registration Reports</td> <td>In the hardcopy file, a printout of the report obtained from the CSD system should be included (www.csd.gov.za). In the electronic copy, the downloaded PDF report should be included.</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>			Document	Action	Check	SARS RFP 03-2024 5-1-N Tower N Mandatory Response Template	Responses have been made to all sections within the document and all supporting material has been attached.	<input type="checkbox"/>	SARS RFP 03-2024 5-2-N Tower N Technical Response Template	Responses have been made to all sections within the document and all supporting material has been attached.	<input type="checkbox"/>	Sub-contractor(s) CSD Registration Reports	In the hardcopy file, a printout of the report obtained from the CSD system should be included (www.csd.gov.za). In the electronic copy, the downloaded PDF report should be included.	<input type="checkbox"/>
Document	Action	Check													
SARS RFP 03-2024 5-1-N Tower N Mandatory Response Template	Responses have been made to all sections within the document and all supporting material has been attached.	<input type="checkbox"/>													
SARS RFP 03-2024 5-2-N Tower N Technical Response Template	Responses have been made to all sections within the document and all supporting material has been attached.	<input type="checkbox"/>													
Sub-contractor(s) CSD Registration Reports	In the hardcopy file, a printout of the report obtained from the CSD system should be included (www.csd.gov.za). In the electronic copy, the downloaded PDF report should be included.	<input type="checkbox"/>													

3.4.	<p>If the Yes checkbox is ticked in 3.1 then the following checklist must be completed: The following documents have been submitted by the bidder in its proposal in File P-N:</p> <table border="1"> <thead> <tr> <th>Document</th> <th>Action</th> <th>Check</th> </tr> </thead> <tbody> <tr> <td rowspan="3">SARS RFP 03-2024 5-4-N Tower N Pricing Response Template</td> <td>The worksheets <ul style="list-style-type: none"> Cover Sheet N.1 thru N.16 in the pricing template have been completed. </td> <td><input type="checkbox"/></td> </tr> <tr> <td>All fields on worksheets have been populated.</td> <td><input type="checkbox"/></td> </tr> <tr> <td>All sheets have been signed.</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Bidder's Broad-Based Black Economic Empowerment (B-BBEE) Certificate</td> <td>The bidder's B-BBEE certificate, valid as at the closing date, has been attached.</td> <td><input type="checkbox"/></td> </tr> <tr> <td rowspan="2">Preference Points Claim Form (SBD 6.1)</td> <td>SBD 6.1 must be completed for Tower N.</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Check only if the bidder has proposed to sub-contract to more than one sub-contractor.</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>			Document	Action	Check	SARS RFP 03-2024 5-4-N Tower N Pricing Response Template	The worksheets <ul style="list-style-type: none"> Cover Sheet N.1 thru N.16 in the pricing template have been completed.	<input type="checkbox"/>	All fields on worksheets have been populated.	<input type="checkbox"/>	All sheets have been signed.	<input type="checkbox"/>	Bidder's Broad-Based Black Economic Empowerment (B-BBEE) Certificate	The bidder's B-BBEE certificate, valid as at the closing date, has been attached.	<input type="checkbox"/>	Preference Points Claim Form (SBD 6.1)	SBD 6.1 must be completed for Tower N.	<input type="checkbox"/>	Check only if the bidder has proposed to sub-contract to more than one sub-contractor.	<input type="checkbox"/>
Document	Action	Check																			
SARS RFP 03-2024 5-4-N Tower N Pricing Response Template	The worksheets <ul style="list-style-type: none"> Cover Sheet N.1 thru N.16 in the pricing template have been completed.	<input type="checkbox"/>																			
	All fields on worksheets have been populated.	<input type="checkbox"/>																			
	All sheets have been signed.	<input type="checkbox"/>																			
Bidder's Broad-Based Black Economic Empowerment (B-BBEE) Certificate	The bidder's B-BBEE certificate, valid as at the closing date, has been attached.	<input type="checkbox"/>																			
Preference Points Claim Form (SBD 6.1)	SBD 6.1 must be completed for Tower N.	<input type="checkbox"/>																			
	Check only if the bidder has proposed to sub-contract to more than one sub-contractor.	<input type="checkbox"/>																			

Sub-contractor(s) B-BBEE Certificates	Current and valid B-BBEE certificates have been attached for all sub-contractors.	<input type="checkbox"/>
--	--	--------------------------

4. Tower S: Sever Support Services

- 4.1.

The bidder is submitting a proposal for Tower S: Server Support Services.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

- 4.2. If the **Yes** checkbox is ticked in 4.1 then the following checklist must be completed:

The following documents were received in the RFP 03/2024 Pack and have been read and understood by the bidder.

Document Name	Check
SARS RFP 03-2024 2-2 Tower S Site Classifications	<input type="checkbox"/>
SARS RFP 03-2024 2-3 Tower S Server devices	<input type="checkbox"/>
SARS RFP 03-2024 4-4 Tower S Contract Response Template	<input type="checkbox"/>
SARS RFP 03-2024 5-1-S Tower S Mandatory Response Template	<input type="checkbox"/>
SARS RFP 03-2024 5-2-S Tower S Technical Response Template	<input type="checkbox"/>
SARS RFP 03-2024 5-3-S Tower S Pricing Response Template	<input type="checkbox"/>

- 4.3. If the **Yes** checkbox is ticked 4.1 then the following checklist must be completed:

The following documents have been submitted by the bidder in its proposal in File NP-S:

Document Name	Action	Check
SARS RFP 03-2024 5-1-S Tower S Mandatory Response Template	Responses have been made to all sections within the document and all supporting material has been attached.	<input type="checkbox"/>
SARS RFP 03-2024 5-2-S Tower S Technical Response Template	Responses have been made to all sections within the document and all supporting material has been attached.	<input type="checkbox"/>
Sub-contractor(s) CSD Registration Reports	In the hardcopy file, a printout of the report obtained from the CSD system should be included (www.csd.gov.za).	<input type="checkbox"/>

- 4.4. If the **Yes** checkbox is ticked in 4.1 then the following checklist must be completed:

The following documents have been submitted by the bidder in its proposal in File P-S:

Document Name	Action	Check
SARS RFP 03-2024 5-3-S Tower S Pricing Response Template	The worksheets <ul style="list-style-type: none"> Cover Sheet S.1 thru S.7 in the pricing template have been completed.	<input type="checkbox"/>
	All fields on worksheets have been populated.	<input type="checkbox"/>
	All sheets have been signed.	<input type="checkbox"/>
Bidder's B-BBEE Certificate	The bidder's B-BBEE certificate, valid as at the closing date, has been attached.	<input type="checkbox"/>
Preference Points Claim Form (SBD 6.1)	SBD 6.1 must be completed for Tower S.	<input type="checkbox"/>
	Check only if the bidder has proposed to sub-contract to more than one sub-contractor.	<input type="checkbox"/>
Sub-contractor(s) B-BBEE Certificates	Current and valid B-BBEE certificates have been attached for all sub-contractors.	<input type="checkbox"/>

5. Tower E: End-user Device Support Services

- 5.1.

The bidder is submitting a Proposal for Tower E: End-user Device Support Services	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

- 5.2. If the **Yes** checkbox is ticked in 5.1, then the following checklist must be completed:

The following documents were received in the RFP 03/2024 Pack and have been read and understood by the bidder:

Document Name	Check
SARS RFP 03-2024 2-2 Tower E Site Classifications	<input type="checkbox"/>
SARS RFP 03-2024 2-2 Tower E Devices per Site	<input type="checkbox"/>
SARS RFP 03-2024 4-4 Tower E Contract Response Template	<input type="checkbox"/>
SARS RFP 03-2024 5-1-E Tower E Mandatory Response Template	<input type="checkbox"/>
SARS RFP 03-2024 5-2-E Tower E Technical Response Template	<input type="checkbox"/>
SARS RFP 03-2024 5-3-E Tower E Pricing Response Template	<input type="checkbox"/>

- 5.3. If the **Yes** checkbox is ticked in 5.1 then the following checklist must be completed:

The following documents have been submitted by the bidder in its proposal in File NP-E:

Document Name	Action	Check
SARS RFP 03-2024 5-1-E Tower E Mandatory Response Template	Responses have been made to all sections within the document and all supporting material has been attached.	<input type="checkbox"/>
SARS RFP 03-2024 5-2-E Tower E Technical Response Template	Responses have been made to all sections within the document and all supporting material has been attached.	<input type="checkbox"/>
Sub-contractor(s) CSD Registration Reports	In the hardcopy file, a printout of the report obtained from the CSD system should be included (www.csd.gov.za).	<input type="checkbox"/>

- 5.4. If the **Yes** checkbox is ticked in 5.1 then the following checklist must be completed:

The following documents have been submitted by the bidder in its proposal in File P-E:

Document Name	Action	Check
SARS RFP 03-2024 5-3-E Tower E Pricing Response Template	The worksheets <ul style="list-style-type: none"> Cover Sheet TE.1 thru TE.12 in the pricing template have been completed.	<input type="checkbox"/>
	All fields on worksheets have been populated.	<input type="checkbox"/>
	All sheets have been signed.	<input type="checkbox"/>
Bidder's B-BBEE Certificate	The bidder's B-BBEE certificate, valid as at the closing date, has been attached.	<input type="checkbox"/>
Preference Points Claim Form (SBD 6.1)	SBD 6.1 must be completed for Tower E.	<input type="checkbox"/>
	Check only if the bidder has proposed to sub-contract to more than one sub-contractor.	<input type="checkbox"/>
Sub-contractor(s) B-BBEE Certificates	Current and valid B-BBEE certificates have been attached for all sub-contractors.	<input type="checkbox"/>

7. Finalisation of Proposal

Action	Check
Electronic copies have been written to USB and bidder has checked that the USB can be read.	<input type="checkbox"/>
Bidder has checked that the electronic copies and the hardcopies have the same content.	<input type="checkbox"/>
The authorised signatory has initialled every page of the bidder's hardcopy response where a full signature is not required.	<input type="checkbox"/>
The common, pricing, and non-pricing parts of tender have been separately bound.	<input type="checkbox"/>
The proposal has been labelled as per the instructions in paragraph 12 of the <u>RFP Main Document</u> .	<input type="checkbox"/>

This checklist has been completed by:

BIDDER

DATE

NAME

SIGNATURE (Authorised signatory of bidder)