

SARS RFP 14/2016

NETWORK CARRIER AND INFRASTRUCTURE 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 14/2016 Pack and have been read and understood by the Bidder.

Document Name	Check
SARS RFP 14-2016 1-0 Invitation letter	<input type="checkbox"/>
SARS RFP 14-2016 1-1 Network Carrier and Infrastructure Services Summary Guidelines Instructions and Conditions	<input type="checkbox"/>
SARS RFP 14-2016 2-1 Invitation to Bid (SBD 1)	<input type="checkbox"/>
SARS RFP 14-2016 2-2 SARS Oath – Affirmation of Secrecy	<input type="checkbox"/>
SARS RFP 14-2016 2-3 Declaration of Interest (SBD 4)	<input type="checkbox"/>
SARS RFP 14-2016 2-4 National Industrial Participation Program (SBD 5)	<input type="checkbox"/>
SARS RFP 14-2016 2-6 Declaration of Past SCM Practices (SBD 8)	<input type="checkbox"/>
SARS RFP 14-2016 2-7 Certificate of Independent Bid Determination (SBD 9)	<input type="checkbox"/>
SARS RFP 14-2016 2-8 Supplier Cost and Risk Assessment Questionnaire	<input type="checkbox"/>
SARS RFP 14-2016 3-1 Business Requirements Specification	<input type="checkbox"/>
SARS RFP 14-2016 4-1 Network Carrier and Infrastructure Services Agreement	<input type="checkbox"/>
SARS RFP 14-2016 5-1-D Tower D Pre-qualification Response Template	<input type="checkbox"/>
SARS RFP 14-2016 5-1-V Tower V Pre-qualification Response Template	<input type="checkbox"/>
SARS RFP 14-2016 5-1-I Tower I Pre-qualification Response Template	<input type="checkbox"/>
SARS RFP 14-2016 5-1-S Tower S Pre-qualification Response Template	<input type="checkbox"/>
SARS RFP 14-2016 5-5 Proposal Response Checklist	<input type="checkbox"/>
SARS RFP 14-2016 5-6 Bid Bond - required format	<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 Program (SBD 5)	<input type="checkbox"/>
Declaration of Past SCM Practices (SBD 8)	<input type="checkbox"/>
Certificate of Independent Bid Determination (SBD 9)	<input type="checkbox"/>
Supplier Cost and Risk Assessment Questionnaire	<input type="checkbox"/>
Bidder's CSD Registration Report (The Bidder is referred to paragraph 7.2.1.3 of the RFP Main Document regarding the non-mandatory nature of this requirement for evaluation and of its mandatory nature for award).	<input type="checkbox"/>
Bid Bond	<input type="checkbox"/>
Oaths of Secrecy signed by all members of the Bidder's and Subcontractor's bid team	<input type="checkbox"/>
<i>The Bidder must only submit the Pre-qualification Response Template(s) for the Towers for which the Bidder is submitting a Proposal.</i>	
SARS RFP 14-2016 5-1-D Tower D Pre-qualification Response Template	<input type="checkbox"/>
SARS RFP 14-2016 5-1-V Tower V Pre-qualification Response Template	<input type="checkbox"/>
SARS RFP 14-2016 5-1-I Tower I Pre-qualification Response Template	<input type="checkbox"/>
SARS RFP 14-2016 5-1-S Tower S Pre-qualification Response Template	<input type="checkbox"/>
Bidder's last 3 (three) years' Annual Financial Statements	<input type="checkbox"/>
Proposal Response Checklist (this document)	<input type="checkbox"/>

3. Tower D: Data Carrier (WAN) Services.**3.1.**

The Bidder is submitting a Proposal for Tower D: Data Carrier (WAN) Services	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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3.2. If the Yes checkbox is ticked in 3.1 then the following checklist must be completed

The following documents were received in the RFP 14/2016 Pack and have been read and understood by the Bidder.

Document Name	Check
SARS RFP 14-2016 3-2 SARS Site Classifications	<input type="checkbox"/>
SARS RFP 14-2016 3-3 Town Concentrator Site List.	<input type="checkbox"/>
SARS RFP 14-2016 3-4 VPN Circuits	<input type="checkbox"/>
SARS RFP 14-2016 3-5 Metro Ethernet Circuits	<input type="checkbox"/>
SARS RFP 14-2016 3-6 Metro Ethernet P2P Circuits	<input type="checkbox"/>
SARS RFP 14-2016 3-7 Leased Lines	<input type="checkbox"/>
SARS RFP 14-2016 3-8 ATM Circuits	<input type="checkbox"/>
SARS RFP 14-2016 3-9 Wireless Circuits	<input type="checkbox"/>
SARS RFP 14-2016 3-10 VSAT Site List	<input type="checkbox"/>
SARS RFP 14-2016 3-11 Third Party Circuits	<input type="checkbox"/>
SARS RFP 14-2016 3-12 Access Sites Router Configuration	<input type="checkbox"/>
SARS RFP 14-2016 3-14 WAN Diagrams	<input type="checkbox"/>
SARS RFP 14-2016 3-15 VSAT Diagrams	<input type="checkbox"/>
SARS RFP 14-2016 5-2-D Tower D Technical Response Template	<input type="checkbox"/>
SARS RFP 14-2016 5-3-D Tower D Contract Response Template	<input type="checkbox"/>
SARS RFP 14-2016 5-4-D Tower D Pricing Response Template	<input type="checkbox"/>

3.3. 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-D:

Document Name	Action	Check
SARS RFP 14-2016 5-2-D Tower D Technical Response Template	Responses have been made to all sections within the document and all supporting material has been attached.	<input type="checkbox"/>

SARS RFP 14-2016 5-3-D Tower D Contract Response Template	Mark-ups to the Network Carrier and Infrastructure Services Agreement (SARS RFP 14-2016 4-1 Network Carrier and Infrastructure Services Agreement) have been made in the template. Responses have been made to all notes ('Note to Bidders' requiring a response) within the document.	<input type="checkbox"/>
Subcontractor(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. The Bidder is referred to 7.2.1.3 of the RFP Main Document regarding the non-mandatory nature of this requirement for evaluation and of its mandatory nature for award.	<input type="checkbox"/>

3.4. 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-D:

Document Name	Action	Check
SARS RFP 14-2016 5-4-D Tower D Pricing Response Template	The worksheets <ul style="list-style-type: none"> Cover Sheet TD.1 thru TD.9 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. Note that the original certificate must be attached (see 13.2.3 of the <i>RFP Main Document</i> for conditions relating to the submission of a copy in the event the Bidder is submitting a Proposal for more than one Tower).	<input type="checkbox"/>
Preference Points Claim Form (SBD 6.1)	SBD 6.1 must be completed for Tower D.	<input type="checkbox"/>
	If the Bidder has proposed to subcontract more than one subcontractor, the attachment as detailed in 10.3.6 of the <i>RFP Main Document</i> has been attached.	<input type="checkbox"/>
Subcontractor(s) B-BBEE certificates	Current and valid B-BBEE Certificates have been attached for all Subcontractors	<input type="checkbox"/>

4. Tower V: Voice Carrier Services.

4.1.

The Bidder is submitting a Proposal for Tower V: Voice Carrier Services	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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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 14/2016 Pack and have been read and understood by the Bidder.

Document Name	Check
SARS RFP 14-2016 3-2 SARS Site Classifications	<input type="checkbox"/>
SARS RFP 14-2016 5-2-S Tower V Technical Response Template	<input type="checkbox"/>
SARS RFP 14-2016 5-3-S Tower V Contract Response Template	<input type="checkbox"/>
SARS RFP 14-2016 5-4-S Tower V Pricing Response Template	<input type="checkbox"/>

4.3. 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 NP-V

Document Name	Action	Check
SARS RFP 14-2016 5-2-V Tower V Technical Response Template	Responses have been made to all sections within the document and all supporting material has been attached.	<input type="checkbox"/>
SARS RFP 14-2016 5-3-V Tower V Contract Response Template	Mark-ups to the Network Carrier and Infrastructure Services Agreement (SARS RFP 14-2016 4-1 Network Carrier and Infrastructure Services Agreement) have been made in the template. Responses have been made to all notes ('Note to Bidders' requiring a response) within the document.	<input type="checkbox"/>
Subcontractor(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. The Bidder is referred to 7.2.1.3 of the RFP Main Document regarding the non-mandatory nature of this requirement for evaluation and of its mandatory nature for award.	<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-V

Document Name	Action	Check
SARS RFP 14-2016 5-4-V Tower V Pricing Response Template	The worksheets <ul style="list-style-type: none"> Cover Sheet TV.1 thru TV.6 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. Note that the original certificate must be attached (see 13.2.3 of the <u>RFP Main Document</u> for conditions relating to the submission of a copy in the event the Bidder is submitting a Proposal for more than one Tower.)	<input type="checkbox"/>
Preference Points Claim Form (SBD 6.1)	SBD 6.1 must be completed for Tower V.	<input type="checkbox"/>
	If the Bidder has proposed to subcontract more than one subcontractor, the attachment as detailed in 10.3.6 of the <u>RFP Main Document</u> has been attached.	<input type="checkbox"/>
Subcontractor(s) B-BBEE certificates	Current and valid B-BBEE Certificates have been attached for all Subcontractors	<input type="checkbox"/>

5. Tower I: Internet and Hosting Services.

5.1.

The Bidder is submitting a Proposal for Tower I: Internet and Hosting Services	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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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 14/2016 Pack and have been read and understood by the Bidder.

Document Name	Check
SARS RFP 14-2016 3-2 SARS Site Classifications	<input type="checkbox"/>
SARS RFP 14-2016 3-13 Hosting Network Hardware Configuration	<input type="checkbox"/>
SARS RFP 14-2016 5-2-I Tower I Technical Response Template	<input type="checkbox"/>
SARS RFP 14-2016 5-3-I Tower I Contract Response Template	<input type="checkbox"/>
SARS RFP 14-2016 5-4-I Tower I 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-I:

Document Name	Action	Check
SARS RFP 14-2016 5-2-I Tower I Technical Response Template	Responses have been made to all sections within the document and all supporting material has been attached.	<input type="checkbox"/>
SARS RFP 14-2016 5-3-I Tower I Contract Response Template	Mark-ups to the Network Carrier and Infrastructure Services Agreement (SARS RFP 14-2016 4-1 Network Carrier and Infrastructure Services Agreement) have been made in the template. Responses have been made to all notes ('Note to Bidders' requiring a response) within the document.	<input type="checkbox"/>
Subcontractor(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. The Bidder is referred to 7.2.1.3 of the RFP Main Document regarding the non-mandatory nature of this requirement for evaluation and of its mandatory nature for award.	<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-I:

Document Name	Action	Check
SARS RFP 14-2016 5-4-I Tower I Pricing Response Template	The worksheets <ul style="list-style-type: none"> Cover Sheet TI.1 thru TI.5 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. Note that the original certificate must be attached (see 13.2.3 of the <i>RFP Main Document</i> for conditions relating to the submission of a copy in the event the Bidder is submitting a Proposal for more than one Tower.)	<input type="checkbox"/>
Preference Points Claim Form (SBD 6.1)	SBD 6.1 must be completed for Tower I.	<input type="checkbox"/>
	If the Bidder has proposed to subcontract more than one subcontractor, the attachment as detailed in 10.3.6 of the <i>RFP Main Document</i> has been attached.	<input type="checkbox"/>
Subcontractor(s) B-BBEE certificates	Current and valid B-BBEE Certificates have been attached for all Subcontractors	<input type="checkbox"/>

6. Tower S: SMS Carrier Services.

6.1.

The Bidder is submitting a Proposal for Tower S: SMS Carrier Services	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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6.2. If the Yes checkbox is ticked in 5.1 then the following checklist must be completed

The following documents were received in the RFP 14/2016 Pack and have been read and understood by the Bidder.

Document Name	Check
SARS RFP 14-2016 5-2-S Tower S Technical Response Template	<input type="checkbox"/>
SARS RFP 14-2016 5-3-S Tower S Contract Response Template	<input type="checkbox"/>
SARS RFP 14-2016 5-4-S Tower S Pricing Response Template	<input type="checkbox"/>

6.3. 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-S:

Document Name	Action	Check
SARS RFP 14-2016 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"/>
SARS RFP 14-2016 5-3-S Tower S Contract Response Template	Mark-ups to the Network Carrier and Infrastructure Services Agreement (SARS RFP 14-2016 4-1 Network Carrier and Infrastructure Services Agreement) have been made in the template. Responses have been made to all notes ('Note to Bidders' requiring a response) within the document.	<input type="checkbox"/>
Subcontractor(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. The Bidder is referred to 7.2.1.3 of the RFP Main Document regarding the non-mandatory nature of this requirement for evaluation and of its mandatory nature for award.	<input type="checkbox"/>

6.4. If the Yes checkbox is ticked in 6.1 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 14-2016 5-4-S Tower S Pricing Response Template	The worksheets <ul style="list-style-type: none"> Cover Sheet TS.1 thru TS.5 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. Note that the original certificate must be attached (see 13.2.3 of the <u>RFP Main Document</u> for conditions relating to the submission of a copy in the event the Bidder is submitting a Proposal for more than one Tower.)	<input type="checkbox"/>
Preference Points Claim Form (SBD 6.1)	SBD 6.1 must be completed for Tower S.	<input type="checkbox"/>
	If the Bidder has proposed to subcontract more than one subcontractor, the attachment as detailed in 10.3.6 of the <u>RFP Main Document</u> has been attached.	<input type="checkbox"/>
Subcontractor(s) B-BBEE certificates	Current and valid B-BBEE Certificates have been attached for all Subcontractors	<input type="checkbox"/>

7. Finalisation of Proposal.

Action	Check
Electronic copies have been written to CD and Bidder has checked that the CD's 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 clause 13 of the <u>RFP Main Document</u> .	<input type="checkbox"/>

This checklist has been completed by:

Bidder:

Date:

Name:

Signature:

(Authorised signatory of Bidder)