**aNNEXURE A2: Bidder TECHNICAL Compliance Checklist**

**BIDDERS NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section**  **No.** | **Technical Criteria** | **Compliant** | **Partially Compliant** | **Non -Compliant** | **Reference page in Proposal** | **Comments** |
| 9.4.1.1 | A company profile detailing structure, service offering and infrastructure to render the services; and | **EXAMPLE** |  |  | Pg. |  |
| 9.4.1.2 | Details of the key contact person / key account manager including his/her role and responsibilities and a comprehensive Curriculum Vitae (CV), which must be signed by both the Bidder’s authorised representative and the resource concerned, in order to confirm that it is accurate and complete |  |  |  | Pg. | Bidder to state reason for partial compliance |

**Please refer to section 9 to complete this form. The form must be submitted in File 1, Exhibit 2**

| **No.** | **Technical Evaluation Criterion** | **Compliant** | **Partially Compliant** | **Non-Compliant** | **Reference page in Proposal** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Company Profile, Infrastructure and Resources** |  |  |  |  |  |
| **1.1** | A company profile detailing structure, service offering and infrastructure to render the services; and |  |  |  |  |  |
| **1.2** | Details of the key contact person / key account manager including his/her role and responsibilities and a comprehensive Curriculum Vitae (CV), which must be signed by both the Bidder’s authorised representative and the resource concerned, in order to confirm that it is accurate and complete. |  |  |  |  |  |
| **2.** | **Resources** |  |  |  |  |  |
| **2.1** | A detailed CV of the recommended Chairperson to SARS), which must be signed by both the Bidder’s authorised representative and the resource concerned, in order to confirm that it is accurate and complete. The information in the CV must include but not be limited to:  • Academic Qualifications and;  • Professional Qualification |  |  |  |  |  |
| **2.2** | A schedule of the Bidder’s experience and proven track record over the past ten (10) years, in chairing across various structures or levels, including but not limited to: national bargaining forums, bargaining council, mediation, conciliation and presiding over disputes between organised labour and employers to a minimum of three (3) clients. The schedule must include the following information for each client:  Client name;  Provide negotiation / bargaining strategy and planning;  Provide applicable legislation;  Provide top 3 key issues (challenges);  Resolutions; and  Lessons learned. |  |  |  |  |  |
| **2.3** | A detailed proposal of an alternative Chairperson, in the event that the appointed Chairperson is not available at any time during the term of the Agreement. In this regard, the Bidder must provide a detailed CV of an alternative Chairperson, which must be signed by both the Bidder’s authorised representative and the resource concerned, in order to confirm that it is accurate and complete. The information in the CV must include but not be limited to:  • Academic qualifications; and  • Professional Qualification. |  |  |  |  |  |
| **3.** | **Document Management and Record Keeping** |  |  |  |  |  |
| **3.1** | Ensures that electronic, as well as paper-based, confidential client information, will be stored and maintained safely; |  |  |  |  |  |
| **3.2** | Administrative process / procedure for audit purposes and managing all records, is efficient and effective; and |  |  |  |  |  |
| **3.3** | Ensures that document management processes and procedures (i.e. retention of records and destruction) are in place. |  |  |  |  |  |
| **4.** | **Reference Letters** |  |  |  |  |  |
| **4.1** | Reference letters from at least three (3) contactable clients, to whom similar services have been provided to in the past five (5) years. The reference letters must include company name, contact person name and designation, phone number, email address, duration of the contract, a brief description of the services rendered, the level of satisfaction with the services rendered and accessibility and availability. |  |  |  |  |  |