

## **SARS RFP 29-2014**

### **APPOINTMENT OF APPROVED SERVICE PROVIDER/S FOR THE PROVISION OF SPACE FOR SARS REGIONALLY**

**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 the checklist must be included in the Bidder's Tender response pack.

1. RFP Documents that are required to have been read to respond to this Tender.

<b>Document name</b>	<b>Document has been read, understood and completed</b>
RFP Main Document	<input type="checkbox"/>
SARS Oath of Secrecy	<input type="checkbox"/>
Invitation to Bid (SBD1)	<input type="checkbox"/>
Tax Clearance (SBD 2)	<input type="checkbox"/>
Declaration of Interest (SBD 4)	<input type="checkbox"/>
Declaration of Past SCM Practices (SBD 8)	<input type="checkbox"/>
Certificate of Independent Bid Determination (SBD 9)	<input type="checkbox"/>
Response Checklist	<input type="checkbox"/>

2. The Bidder must tick the checkbox in the right-hand column if the document in the left-hand column has been submitted. The following have been completed and are included in the Bidder's Proposal in both the hardcopy and electronic (CD or DVD) documents.

3. Checklist for Technical Requirements

The following has been completed and is included in the Bidder's Proposal in both the hardcopy and electronic (CD or DVD) documents.

<b>Document</b>	<b>Technical requirements have been submitted and both hardcopy and electronic copy are included in Section 6 of the file</b>
Completed the Response Template (Section 5) in Full	<input type="checkbox"/>
<b>Landlords to provided one of the following:</b> <ul style="list-style-type: none"> <li>Title Deeds or proof of ownership for each property owned by them.</li> </ul> <b>Property Brokers must submitted the following:</b> <ul style="list-style-type: none"> <li>Valid Sole/Open Mandates from Landlords</li> <li>Mandates for residential property portfolio.</li> <li>Mandates for commercial property portfolio</li> </ul>	<input type="checkbox"/>
Registered as an Estate Agent with Board or Submitted certified copies of professional bodies registration or from other association	<input type="checkbox"/>
<b>Experience and Resources</b> <ul style="list-style-type: none"> <li>Have at least one full time employee.</li> <li>Indicate number of years of experience in the Real Estate or property Industry</li> <li>Indicate number of years of experience in the Facilities Management</li> </ul>	
<b>Company profile</b> <ul style="list-style-type: none"> <li>Submitted an Organisational Company Structure indicating roles and responsibilities</li> <li>Attached company registration indicating ownership and shareholding</li> <li>Indicated any other related business interest</li> <li>At least three (3) Customer reference letters</li> </ul>	

This checklist has been completed by:

Name: .....

Signature .....

(Authorised signatory of Bidder)