

## **SARS RFP 53/2018**

**SUPPLY THE ACQUISITION, MAINTENANCE, SUPPORT  
AND RELATED SERVICES FOR SECURITY  
ADMINISTRATION AND REPORTING SOLUTION  
SUPPORTING Z/OS SECURITY SERVER (RACF) FOR A  
PERIOD OF THIRTY SIX (36) MONTHS**

## **PROPOSAL RESPONSE CHECKLIST**

## RFP Checklist

**[Bidder Name]**

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 Non-Pricing File.

1. **The following documents were received in the RFP 53/2018 pack and have been read and understood by the Bidder.**

Document Name	Check
1-1 Summary, Guidelines, Instructions and Conditions (Main RFP Document)	<input type="checkbox"/>
1-2 SARS Oath – Affirmation of Secrecy	<input type="checkbox"/>
2-1 Invitation to Bid (SBD 1)	<input type="checkbox"/>
2-2 Declaration of Interest (SBD 4)	<input type="checkbox"/>
2-3 Preference Points Claim Form (SBD 6.1)	<input type="checkbox"/>
2-4 Declaration of Past SCM Practices (SBD 8)	<input type="checkbox"/>
2-5 Certificate of Independent Bid Determination (SBD 9)	<input type="checkbox"/>
2-6 Supplier Cost and Risk Assessment Questionnaire	<input type="checkbox"/>
3-1 Annexure A: Business Requirements Specification	<input type="checkbox"/>
4-1 General Conditions of Contract (GCC)	<input type="checkbox"/>
5-1 Annexure B: Pricing Schedule	<input type="checkbox"/>
5-2 Proposal Response Checklist	<input type="checkbox"/>

## 2. Non-Pricing File

The following documents have been submitted by the Bidder in its Proposal in the Non-Pricing File (see the [RFP Main Document](#) for detailed instructions regarding the Non-Pricing File)

Document Name	Included
SARS Oath / Affirmation of Secrecy	<input type="checkbox"/>
Invitation to Bid (SBD1)	<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"/>
Supplier Cost and Risk Assessment Questionnaire	<input type="checkbox"/>
Central Supplier Database (CSD) Report	<input type="checkbox"/>
Technical Responses	<input type="checkbox"/>
Bidder's last three (3) years' audited/reviewed Annual Financial Statements	<input type="checkbox"/>
Proposal Response Checklist (this document)	<input type="checkbox"/>

### 3. Pricing File

The following documents have been submitted by the Bidder in its Proposal in the Pricing File (see the *RFP Main document* for detailed instructions regarding the Pricing File)

Document Name		Included
5-1 Annexure B – Pricing Schedule	All fields on worksheets have been populated All sheets have been initialled The Pricing file has been separately bound and sealed.	<input type="checkbox"/>
Bidder's current and valid B-BBEE certificate	Valid B-BBEE certificate included in the Pricing file	<input type="checkbox"/>
Subcontractor(s) B-BBEE certificates	Current and valid B-BBEE Certificates have been attached for all Subcontractors	<input type="checkbox"/>
Preference Points Claim Form (SBD 6.1)		<input type="checkbox"/>

### 4. Finalisation of Proposal.

Action	Check
Electronic copies have been written to CD/DVD and Bidder has checked that the CD/DVD's can be read.	<input type="checkbox"/>
Bidder has checked that the electronic copies and the hardcopies have the same content.	<input type="checkbox"/>
Pricing and Non-Pricing parts of Tender have been separately bound and sealed.	<input type="checkbox"/>
The Proposal has been labelled as per the instructions in the <i>RFP Main Document</i>	<input type="checkbox"/>

This checklist has been completed and signed-off by:

Name: .....

Signature .....

(Authorised signatory of Bidder)

Designation .....

Date .....