SARS RFP 31-2020

upgrade OF the SSA-Name3 matching tool used in the SARS integrated business register (IBR)

and

the procurement of maintenance and support for the SSA-Name3 matching tool used in the SARS integrated business register (IBR)

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 31-2020 Pack and have been read and understood by the Bidder.**

| **Document Name** | **Check** |
| --- | --- |
| SARS RFP 31-2020 1-1 Summary, Guidelines, Instructions and Conditions | 🞎 |
| SARS RFP 31-2020 1-2 Confidentiality and Secrecy Undertaking | 🞎 |
| SARS RFP 31-2020 1-3 SARS Oath – Affirmation of Secrecy | 🞎 |
| SARS RFP 31-2020 2-1 Invitation to Bid (SBD 1) | 🞎 |
| SARS RFP 31-2020 2-2 Declaration of Interest (SBD 4) | 🞎 |
| SARS RFP 31-2020 2-3 Preference Points Claim Form (SBD 6.1) | 🞎 |
| SARS RFP 31-2020 2-4 Declaration of Past SCM Practices (SBD 8) | 🞎 |
| SARS RFP 31-2020 2-5 Certificate of Independent Bid Determination  (SBD 9) | 🞎 |
| SARS RFP 31-2020 2-6 Supplier Cost and Risk Assessment Questionnaire | 🞎 |
| SARS RFP 31-2020 3-1 Business Requirements Specification | 🞎 |
| SARS RFP 31-2020 4-1 Draft APM Agreement | 🞎 |
| SARS RFP 31-2020 5-1 Mandatory Pre-technical Response Template. | 🞎 |
| SARS RFP 31-2020 5-2 Technical Response Template. | 🞎 |
| SARS RFP 31-2020 5-3 Pricing Response Template. | 🞎 |
| SARS RFP 31-2020 5-4 Proposal Response Checklist | 🞎 |

1. **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** |
| --- | --- | --- |
| Covering Letter | | 🞎 |
| Board Resolution | | 🞎 |
| Confidentiality and Secrecy Undertaking | | 🞎 |
| SARS Oath / Affirmation of Secrecy | | 🞎 |
| Invitation to Bid (SBD1) | | 🞎 |
| Declaration of Interest (SBD 4) | | 🞎 |
| Preference Points Claim Form (SBD 6.1) | | 🞎 |
| Declaration of Past SCM Practices (SBD 8) | | 🞎 |
| Certificate of Independent Bid Determination (SBD 9) | | 🞎 |
| Supplier Cost and Risk Assessment Questionnaire | | 🞎 |
| Bidder’s current and valid CSD report | | 🞎 |
| SARS RFP 31-2020 5-1 Mandatory Pre-technical Response Template | | 🞎 |
| SARS RFP 31-2020 5-2 Technical Response Template. | | 🞎 |
| Bidder’s last 3 (three) years’ audited/reviewed Annual Financial Statements | | 🞎 |
| Proposal Response Checklist (this document) | | 🞎 |
| Subcontractor(s) CSD Report (where applicable) | Current and valid CSD report/s have been attached for all Subcontractors. | 🞎 |

1. **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** |
| --- | --- | --- |
| SARS RFP 31-2020 5-3 Pricing Response Template | All fields on worksheets have been populated  All sheets have been initialled  The Pricing file has been separately bound and sealed. | 🞎 |
| Bidder’s current and valid B-BBEE certificate | Valid B-BBEE certificate included in the Pricing file | 🞎 |
| Subcontractor(s) B-BBEE certificates (where applicable) | Current and valid B-BBEE Certificates have been attached for all Subcontractors | 🞎 |

1. **Finalisation of Proposal.**

|  |  |
| --- | --- |
| **Action** | **Check** |
| Electronic copies have been written to USB Flash drive/CD/DVD and Bidder has checked that the USB/CD/DVD’s can be read. | 🞎 |
| Bidder has checked that the electronic copies and the hardcopies have the same content. | 🞎 |
| Pricing and Non-Pricing parts of Tender have been separately bound and sealed. | 🞎 |
| The Proposal has been labelled as per the instructions in clause 12 of the *RFP Main Document* | 🞎 |

This checklist has been completed and signed-off by:

Name: ………………………………………………….

Signature ………………………………………………

(Authorised signatory of Bidder)

Designation ……………………………………………

Date ……………………………………………………