SARS RFP 01/2021

APPOINTMENT OF SERVICE PROVIDER(S) FOR THE PROVISION OF CLEANING CONSUMABLES, CHEMICALS AND INDUSTRIAL EQUIPMENT TO SARS OFFICES NATIONWIDE

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 01-2021 Pack and have been read and understood by the Bidder.**

| **Document Name** | **Check** |
| --- | --- |
| RFP 01-2021 Main RFP Document | 🞎 |
| RFP 01-2021- Annexure A – Technical Bid Specifications | 🞎 |
| RFP 01-2021- Annexure B - Property Portfolio Building Schedule | 🞎 |
| RFP 01-2021- Annexure C1 – Region 1 | 🞎 |
| RFP 01-2021- Annexure C2 – Region 2 | 🞎 |
| RFP 01-2021- Annexure C3 – Region 3 | 🞎 |
| RFP 01-2021- SARS Confidentiality and Secrecy Undertaking | 🞎 |
| RFP 01-2021- SARS Oath – Affirmation of Secrecy | 🞎 |
| RFP 01-2021- Invitation to Bid (SBD 1) | 🞎 |
| RFP 01-2021- Declaration of Interest (SBD 4) | 🞎 |
| RFP 01-2021- Preference Points Claim Form (SBD 6.1) | 🞎 |
| RFP 01-2021- Declaration of Past SCM Practices (SBD 8) | 🞎 |
| RFP 01-2021- Certificate of Independent Bid Determination  (SBD 9) | 🞎 |
| RFP 01-2021- Supplier Cost and Risk Assessment Questionnaire | 🞎 |
| Draft Agreement | 🞎 |

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** |
| --- | --- | --- |
| Material Safety Data Sheets (MSDS) | | 🞎 |
| All Supporting documents for technical requirement | | 🞎 |
| RFP 01-2021- Confidentiality and Secrecy Undertaking | | 🞎 |
| RFP 01-2021- SARS Oath / Affirmation of Secrecy | | 🞎 |
| RFP 01-2021- Invitation to Bid (SBD1) | | 🞎 |
| RFP 01-2021- Declaration of Interest (SBD 4) | | 🞎 |
| RFP 01-2021- Preference Points Claim Form (SBD 6.1) | | 🞎 |
| RFP 01-2021- Declaration of Past SCM Practices (SBD 8) | | 🞎 |
| RFP 01-2021- Certificate of Independent Bid Determination (SBD 9) | | 🞎 |
| RFP 01-2021- Supplier Cost and Risk Assessment Questionnaire | | 🞎 |
| RFP 01-2021- Bidder’s current and valid CSD report | | 🞎 |
| RFP 01-2021- Bidder’s last 3 (three) years’ audited/reviewed Annual Financial Statements | | 🞎 |
| RFP 01-2021- Proposal Response Checklist (this document) | | 🞎 |
| RFP 01-2021- 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** |
| --- | --- | --- |
| Pricing Response Template :  RFP 01-2021- Annexure C1 – Region 1  RFP 01-2021- Annexure C2 – Region 2  RFP 01-2021- Annexure C3 – Region 3 | All fields on worksheets have been populated  All sheets have been initialled  The Pricing file has been separately bound and sealed.  Both excel copy & hard copy are submitted | 🞎 |
| 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 ……………………………………………………