Transport Education Training Authority *Driven by Vision*	**COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS BY THE BIDDER**

SCHEDULE 19 - COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS

1. MANDATORY REQUIREMENTS – STAGE 1 EVALUATION

Bidders who fail to meet and of the following mandatory requirements will be disqualified at Pre-Compliance Phase:

NB. Tick with "X" if you comply / not comply / Not Applicable

Criterion	Requirement	Comply	Not Comply	Not Applicable
Invitation to bid (SBD 1)	• The form must be completed and signed electronically or in permanent ink.			
Bid submission	• Bid documents must be completed in full and all declarations of interest must be signed. For JV or consortium all declarations must be signed by all parties. • **Only one (1) original copy** must be submitted, signed by an authorised representative (s).			
Pricing / Costing Schedule	• The bidder must fully complete Pricing Proposal /Costing Schedule and SBD3.3 form electronically or in black ink.			
Declaration of Interest (SBD 4)	• The bidder must fully complete and sign the Declaration of interest form. For JV or consortium all parties must complete and sign this declaration, per company.			
SARS Pin / CSD Supplier Number	• The bidder must submit a SARS Pin with expiry date to assist with verification of Tax Affairs. • If a SARS Pin is not submitted provide CSD Supplier Number. In a case of a JV, all companies' Tax Clearance Certificates or SARS pins must be submitted			

Criterion	Requirement	Comply	Not Comply	Not Applicable
Central Supplier Database **Registration**	• The bidder must be registered as a supplier with Treasury on www.csd.gov.za. (Please attach proof)			
Briefing Session	• A compulsory briefing session will be scheduled through a video conferencing facility. Details will be shared accordingly. • **NB. Service providers who fail to attend the compulsory briefing session will be disqualified from the bidding process.**			
Bidders Experience	• The bidder must have a minimum of **five (5)** years' experience in providing insurance services for property and assets to State-owned entities, and/or private sector clients. • NB. Complete the respective Schedule of the RFB document.			
Professional Association and Certification	• Provide proof of a valid certificate of registration and affiliation with the relevant regulatory and professional body: • Financial Sector Conduct Authority (FSCA) for the **bidder**, **Accounts Manager,** and the **service personnel**.			
Team Leader/Accounts Manager Experience	• The Team Leader/Accounts Manager must have a **minimum of five (5)** years in managing and leading a category 1, subcategory 6 products and stakeholder management. • **COMPULSORY: Complete Experience Schedule attached, linked to the details on the CV.**			

NB: All bidders who pass the Pre-Compliance Evaluation will be further evaluated on Quality Evaluation.