



TENDER COMPLETION CHECK LIST

Hereunder is a checklist to ensure that the bid document is complete in terms of administrative compliance. The bidder is to indicate that the documentation is complete and included in the bid document by completing the table below. (Tick to indicate whether the information has been included and documents are signed.)

Item	Document reference	Description	Action to be taken	Checked verified and submitted
1.		Invitation to Bid	To be completed in full and signed	
2.		B-BBEE certificate	Submission of a valid B-BBEE certificate	
3.		Pricing schedule	To be completed in full	
4.		CIPC	To be submitted	
5.		Tender document	One original and six copies to be bound and submitted	
6.		Accreditation certificate	Certificate to be submitted	
7.	Annexure A	General conditions of contract	To be read	
8.	Annexure B	Tax Clearance Certificated	Submission of a valid original tax clearance	
9.	Annexure C	Declaration of interest	To be completed in full and signed	
10.	Annexure D	Declaration of bidders past Supply Chain Management	To be completed in full and signed	

		Practices		
11.	Annexure E	Preference point claim form	To be completed and signed	
12.	Annexure F	Certificate of Independent Bid determination	To be completed and signed	
13.		<ul style="list-style-type: none"> • Proven track record and experience of bidders • Three relevant references • CVs of lead partner/owner of training provider 	To be submitted	
14.		<ul style="list-style-type: none"> • Detailed roll-out plan with time frames and budget showing technical aspects of this training 	To be submitted	
15.		<ul style="list-style-type: none"> • Capacity to carry out the project (Audited Financial Statements not older than one year) 	To be submitted	
16.		<ul style="list-style-type: none"> • Ability to conduct training and assist trainees to successfully 	To be submitted	

		<p>complete a PoE (discuss how this will be achieved, see requirements of the POE under section 6.4 of the specification)</p> <ul style="list-style-type: none"> • Discuss your remedial measures to ensure competency of all learners (please discuss methodology in achieving this) 		
17.		<ul style="list-style-type: none"> • Details of Facilitators, registered Assessors and Moderators • List of CVs • Attach registration letter of Assessors and Moderators from ETDPSETA 	To be submitted	
18.		<ul style="list-style-type: none"> • Training of youth (how you will contribute to this, see 	Demonstrated	

		paragraph 18 in this tender document)		
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Additional Notes:

For a trust, consortium or joint venture each member must also complete and submit all the annexure, valid tax clearance certificate and a consolidated B-BBEE certificate for every separate bid

Note that in addition to the table above, your bid proposal should also follow a similar logical sequence as contained in the Functionality requirements table, as these are the areas to be initially scored for functionality to determine whether you qualify for final scoring.

Please also note the requirements for information contained in paragraphs 12 and 13 of the specification document.

The check list must be completed and attached to the proposal.

Service Provider's name: -----

Completed by: -----

Signature:-----