



Transport Education Training Authority

*Driven by Vision*

## COMPLIANCE CHECKLIST OF RETURNABLE DOCUMENTS BY THE BIDDER

### SCHEDULE 21 - 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)       | <ul style="list-style-type: none"> <li>The form must be completed and signed electronically or in permanent ink.</li> </ul>                                                                                                                                                                                                  |        |            |                |
| Bid submission                  | <ul style="list-style-type: none"> <li>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.</li> <li><b>Only one (1) original copy</b> must be submitted, signed by an authorised representative (s).</li> </ul>    |        |            |                |
| Pricing / Costing Schedule      | <ul style="list-style-type: none"> <li>The bidder must fully complete Pricing Proposal /<b>Costing Schedule no.20</b> and SBD3.3 form (<b>Schedule no.19</b>) electronically or in black ink.</li> </ul>                                                                                                                     |        |            |                |
| Declaration of Interest (SBD 4) | <ul style="list-style-type: none"> <li>The bidder must fully complete and sign the Declaration of interest form.<br/><b>For JV or consortium all parties must complete and sign this declaration, per company.</b></li> </ul>                                                                                                |        |            |                |
| SARS Pin / CSD Supplier Number  | <ul style="list-style-type: none"> <li>The bidder must submit a SARS Pin with expiry date to assist with verification of Tax Affairs.</li> <li>If a SARS Pin is not submitted provide CSD Supplier Number.<br/><b>In a case of a JV, all companies' Tax Clearance Certificates or SARS pins must be submitted</b></li> </ul> |        |            |                |

| Criterion                                                               | Requirement                                                                                                                                                                                                                                                                                                                                                                                        | Comply | Not Comply | Not Applicable |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------|----------------|
| Central Supplier Database <b>Registration</b>                           | <ul style="list-style-type: none"> <li>The bidder must be registered as a supplier with Treasury on <a href="http://www.csd.gov.za">www.csd.gov.za</a>. (Please attach proof)</li> </ul>                                                                                                                                                                                                           |        |            |                |
| Authorisation Letter to Supply and Deliver Vehicles                     | <ul style="list-style-type: none"> <li>The bidder must submit a formal letter of authorisation from the Original Equipment Manufacturer (OEM) authorising the bidder to supply and deliver the proposed vehicle or submit proof that the bidder is an authorised or certified distributor of the OEM.</li> </ul>                                                                                   |        |            |                |
| Warranty Compliance                                                     | <ul style="list-style-type: none"> <li>The bidder must submit a warranty confirmation letter or certificate issued by the Original Equipment Manufacturer (OEM) or an authorised distributor, confirming that the proposed vehicle is covered by the applicable manufacturer's warranty and that the bidder is authorised to provide warranty support and related after-sales services.</li> </ul> |        |            |                |
| Confirmation of Maintenance Plan                                        | <ul style="list-style-type: none"> <li>The service provider must submit a Maintenance Plan confirmation letter for the proposed vehicle, confirming that the vehicle will be covered for a period of seven (7) years or up to 105,000 km, whichever occurs first.</li> </ul>                                                                                                                       |        |            |                |
| Bidders' confirmation to TETA Specification for nine (9) seater vehicle | <ul style="list-style-type: none"> <li>The vehicle offered must comply with the specifications outlined in <b>Annexure A</b>. Bidders must indicate compliance by selecting "YES" or "NO" in the appropriate column to confirm adherence to TETA requirements.</li> <li><b>Failure to complete this form in full may result in the disqualification of the bidder's proposal.</b></li> </ul>       |        |            |                |

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