**CHECKLIST**

**PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE TENDER DOCUMENT:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tender Document –** One fully completed tender document? | **Yes** |  | **No** |  |
| **Authority to Sign a Bid -** Is the form duly completed and is a **certified copy** of the **resolution**attached? | **Yes** |  | **No** |  |
| **Tax Clearance Certificate -VALID** Tax Clearance Certificate attached/ Tax compliance pin? | **Yes** |  | **No** |  |
| **CSD Registration –** CSD Registration report with tax compliant status attached? | **Yes** |  | **No** |  |
| **SBD 4** (Declaration of Interest) - Is the form duly completed and signed? | **Yes** |  | **No** |  |
| **SBD 6.1** (Preference Points claim form for purchases/services) - Is the form duly completed and signed?Is a **CERTIFIED** copy of the **B-BBEE Certificate or** the **original B-BBEE Certificate** attached? | **Yes** |  | **No** |  |
| **SBD 8** (Declaration of Past Supply Chain Practices) - Is the form duly completed and signed? | **Yes** |  | **No** |  |
| **SBD 9** (Certificate of Independent Bid Determination) - Is the form duly completed and signed? | **Yes** |  | **No** |  |
| **Pricing Data C1 -** Is the form duly completed and signed? | **Yes** |  | **No** |  |
| **Form of Offer C1.2-** Is the form duly completed and signed? | **Yes** |  | **No** |  |
| **PSIRA Certificates –** Certificates for all guards been attached? | **Yes** |  | **No** |  |
| **Addendum A –** has been fully completed? | **Yes** |  | **No** |  |
| **Addendum B** – has been fully completed and requisite documents has been submitted? | **Yes** |  | **No** |  |
| **Proof of 3 contactable references** | **Yes** |  | **No** |  |

Kindly take note that:

1. **Should all of these documents not be included, the bidder may be disqualified on the basis of non-compliance.**
2. **The same documents must be submitted for all other companies that are involved in the tender in case of a consortium.**

**Name in Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Capacity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**