

CHECKLIST: COMPILATION OF BID PROPOSAL FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAVEL MANAGEMENT SERVICES TO THE CBE FOR A PERIOD OF 3 YEARS. (THIS IS A BASIC CHECKLIST. THE ONUS IS ON BIDDERS TO READ THE BID INVITATION DOCUMENTS IN DETAIL FOR ALL REQUIREMENTS)

		Yes	No
1.	PRE-QUALIFICATION CRITERIA		
	Are the following addressed in your bid proposal?		
1.1	Potential service providers must be registered on the National Treasury Central Supplier Database (CSD), be tax compliant and not be restricted suppliers.		
1.2	Only valid B-BBEE Level 1 and Level 2 contributors must submit a response to this bid.		
1.3	Bidders must submit their ASATA licence/ certificate (certified copy) at closing date and time as proof of such membership.		
1.4	Bidders must submit their International Air Transport Association (IATA) licence/ certificate (certified copy) at the closing date and time. Where a bidding company is using a 3rd party IATA licence, proof of the agreement must be attached and copy of the certificate to that effect at closing date.		
2.	OTHER:		
2.1	All Supply Chain Management documents must be <u>fully completed</u> and submitted. These include: SBD 1, 4 and 6.1.		
2.2	Acknowledgement and acceptance of the General Conditions of Contract (please complete and sign page 15 of the GCC)		
2.3	Bidders must populate their pricing on the Pricing Schedule provided (Annexure B).		
2.4	Bidders must submit their technical and pricing proposals as separate files/attachments.		
2.5	Bids must be electronically submitted to Mrs R Nanthlall Ganesh at renusha@cbe.org.za before the closing time and date i.e. 10 November 2022 at 11:00AM. Emails received after 11:00AM will not be considered!		
2.6	Bids will be valid for a period of 150 days after the closing of the bid.		