



CHECKLIST : COMPILATION OF BID PROPOSAL FOR THE PROVISION OF PROFESSIONAL SERVICES			
		Yes	No
1.	<b>BASIC COMPLIANCE</b>		
	Are the following addressed in your bid proposal?		
1.1	Potential service providers must ensure that they are registered on the National Treasury Central Supplier Database (CSD), are tax compliant and are not restricted suppliers.		
1.2	Only <b>B-BBEE Level 1</b> and <b>Level 2</b> contributors must submit a response to the bid. An original or certified copy of the B-BBEE certificate or sworn affidavit (whichever is applicable) must be submitted to prove a bidder's Level 1 or Level 2 B-BBEE status. The certificate must be a correct & valid certificate/affidavit.		
1.3	All Supply Chain Management documents must be completed and submitted. These include: SBD 1, 4, 6.1, 8 & 9 and acknowledgement of the General Conditions of Contract.		
2.	<b>OTHER:</b>		
2.1	The technical and price proposals must be submitted in two separate sealed envelopes.		
2.2	Pricing for the design, layout, printing and delivery of CBE statutory documents for a period of three years must be <b>firm. Non-firm prices will not be considered.</b>		
2.3	Bids must be hand delivered to 169 Corobay Avenue, Corobay Corner (Block A – 2 <sup>nd</sup> Floor), Menlyn, Pretoria and deposited into the bid box		
2.4	Take note that no late bids will be considered!		