



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	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.		
1.3	Bidders must be the principal service providers. Bids from service providers who have outsourced this function to a third party will not be considered.		
1.4	No poor performance on previous CBE contracts on record.		
2.	<b>OTHER:</b>		
2.1	The proposal must be submitted in a sealed envelope clearly marked with the bidders name, contact details and the bid description you are responding to.		
2.2	Pricing for this project 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!		