CHECKLIST

CBE
COUNCIL FOR THE BUILT ENVIRONMENT

CHECKLIST: COMPILATION OF BID PROPOSAL FOR THE PROVISION OF OFFICE ACCOMMODATION (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 proof of comprehensive liability insurance.		
1.4	Bidders must submit the following compliance certifications: ☐ Fire Safety ☐ Fire Detection System ☐ Certificate of occupancy ☐ Certificate of Compliance with respect to the backup generator		
1.5	Universal Access – the building must accommodate people with disabilities		
1.6	Bidders must provide their latest audited annual financial statements.		
1.7	Agencies/third parties must submit a letter from the landlord authorising them to act on behalf of that landlord.		
1.8	Bidders must provide proof that the proposed building has Fibre Ready Internet provision		
1.9	A compulsory briefing session will be held on 7 September 2021 at 10:00. Take note of the Zoom link and Attendance Register link. Failure to complete the Attendance Register at the meeting will result in the disqualification of the bid.		
2.	**OTHER:**		
2.1	All Supply Chain Management documents must be fully completed and submitted. These include: SBD 1, 4, 6.1, 8 & 9.		
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.		

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. **22 September 2021 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.		