

## Format of bids

Bidders must complete all the necessary bid documents and undertakings required in the service specification. Bidders are advised that their bid should be concise, written in plain English and simply presented.

Bidders shall set out their bid in the following format:

### a) Technical Proposal

- i) Cover letter
- ii) Invitation to bid
- iii) Technical proposal
- iv) Compulsory information
  - Tax clearance certificate
  - Declaration of interest (SBD4)
  - Declaration of bidder's past supply chain management practices (SBD8)
  - Certificate of independent bid determination (SDB 9)

### b) Price proposal

- i) Cover letter
- ii) SBD 3.3 - Price proposal
- iii) Preference points claim form (SBD 6.1)

## 1. Checklist

3.1 Bidders are to use this checklist to ensure that the bid documentation is complete for administrative compliance. The bidder must indicate that the documentation is complete and included in the bid document by completing the table below.

Item	Description	Yes	No
1.	<b>Technical Proposal</b>		
1.1	Covering letter		
1.2	<u>Invitation to bid (SBD1)</u> : completed and signed		
1.3	<u>Declaration of interest ( SBD 4)</u> Original completed and signed		
1.4	<u>Tax clearance certificate</u> Original and valid tax clearance certificate not older than 12 months		

Item	Description	Yes	No
1.5	Declaration of bidder's past supply chain management practices (SBD8)		
1.6	Certificate of Independent bid determination SBD 9		
1.7	Did you submit <b>one (1)</b> original and four <b>(4)</b> hard copies of the bid document?		
1.8	Did you submit management and contact details		
1.9	Did you submit your institution profile, and BEE Shareholding		
1.10	<b>Price proposal</b>		
<b>2.</b>	Covering letter		
2.1	SBD 3.3 completed and signed		
2.2	<u>Preference points claim (SBD 6.1)</u> Original completed and signed		

3.2 Bids must respond to the service specifications and follow the prescribed formats provided.