

TENDER CHECK LIST

Item	Document reference	Description	Action to be taken	Checked verified and submitted
1.		Invitation to Bid	To be completed in full and signed	
2.		B-BBEE certificate	Submission of a valid B-BBEE certificate	
3.		Pricing schedule	To be completed in full	
4.		CIPC	To be submitted	
5.		Tender document	One original and six copies to be bind and submitted (Please only provide two copies of the portfolio of examples)	
6.	Annexure A	General conditions of contract	To be read	
7.	Annexure C	Declaration of interest	To be completed in full and signed	
8.	Annexure B	Tax Clearance Certificated	Submission of a valid original tax clearance	
9.	Annexure D	Declaration of bidders past Supply Chain Management Practices	To be completed in full and signed	

10.	Annexure E	Preference point claim form	To be completed and signed	
11.	Annexure F	Certificate of Independent Bid determination	To be completed and signed	
12.	Company profile and printing capability	<ul style="list-style-type: none"> • Describe your printing capability • Provide a full list of printing equipment you have on site • Provide the industry relevant references such as • Large printing jobs for corporate clients • Printing job in line with our specifications • These references must not be older than two years • Provide list of current and past clients • i.e. large printing jobs for corporate clients 	To be submitted	
13.	Printing quality	<ul style="list-style-type: none"> • Provide a hard copy portfolio 	To be submitted	

		<p>of each of the following: (two copies of this portfolio to be submitted only)</p> <ul style="list-style-type: none"> • 2x annual reports • 2x newsletters • 2x brochures • 2x diaries • 2x other samples showing special print effects i.e. spot vanish, blind embossing, etc 		
14.	Support capacity	<ul style="list-style-type: none"> • Please discuss payment terms for the HWSETA • Discuss how you adhere to deadlines and cope with pressure. 	To be submitted	
15.	Skills transfer	<ul style="list-style-type: none"> • Statement on how you will contribute to this , (see paragraph 18 in this document) • Demonstrate an implemented programme if you have one 	To be submitted	

COMPILED BY:

REVIEWED BY: