

## Bidding Checklist

**Name of Tender:** \_\_\_\_\_ **Notice No:** \_\_\_\_\_

*The Following Bidding Checklist is a tool to ensure that the tenderer provide complete tender documentation to ensure that the bid can be considered for evaluation and adjudication.*

**NB: KINDLY ATTACH THE CHECKLIST TO THE TENDER DOCUMENTS**

Document Name	Signature Required	Compulsory Status	Indicate page Number where Document can be found
A Valid & <b>Original Tender Tax Clearance</b> Certificate In Case of a Joint Venture – A Tender Tax Clearance in the name of the Joint Venture.	NO	<b>YES</b>	PG_____
<b><u>A Valid Municipal Account or Letter of Good Standing</u></b>  (It is a Municipal account for rates and taxes of the preferred bidder or Letter of Good standing from the Municipality where bidders is based indicating that the bidders municipal account is not in arrears for more than 90 days including satellite offices and including rental premises )	NO	<b>YES</b>	PG_____
A Valid B-BBEE Status Level Certificate or Joint Venture B-BBEE Certificate	NO	<b>NO</b> (It must be noted that no B-BBEE Points can be awarded if this certificate is not present)	PG_____
CSD registration number	no	<b>Tax status, BBEEE, Banking details will be verified</b>	PG_____
<b><u>ALL MBD FORMS AS MENTIONED IN ADVERT</u></b>	<b>YES</b> (Compulsory Signature NB!)	AS PER ADVERT	PG_____
<b>MBD 1(Compulsory)</b>	<b>YES</b> (Compulsory Signature NB!)	<b>YES</b>	PG_____
<b>MBD 3.1(Compulsory for PRICING SCHEDULE – FIRM PRICES)</b>	<b>YES -</b> (Compulsory if indicated in Advert Signature NB!)	<b>YES</b> <b>Please refer to Advert for an Indication which MBD should be included. Please note that all MBD's reflected in Advert is Compulsory</b>	PG_____
<b>MBD 3.2 (Compulsory for PRICING SCHEDULE – NON-FIRM PRICES (PURCHASES)</b>			PG_____
<b>MBD 3.3 (Compulsory for PRICING SCHEDULE (Professional Services)</b>			PG_____
<b>MBD 4 (Compulsory for all shareholders and or directors.)</b>	<b>YES</b> (Compulsory Signature NB!)	<b>YES</b>	PG_____
<b>MBD 6.1 (Compulsory)</b>	<b>YES</b> (Compulsory Signature NB!)	<b>YES</b>	PG_____
<b>MBD 7.1(Compulsory) CONTRACT FORM - PURCHASE OF GOODS/WORKS</b>	<b>YES -</b> (Compulsory if indicated in Advert Signature NB!)	<b>YES</b> <b>Please refer to Advert for an Indication which MBD should be included. Please note that all MBD's reflected in Advert is Compulsory</b>	PG_____
<b>MBD 7.2(Compulsory) CONTRACT FORM - RENDERING OF SERVICES</b>			PG_____
<b>MBD 8(Compulsory)</b>	<b>YES</b> (Compulsory Signature NB!)	<b>YES</b>	PG_____
<b>MBD 9(Compulsory)</b>	<b>YES</b> (Compulsory Signature NB!)	<b>YES</b>	PG_____
<b>Specifications</b>	<b>YES</b>	<b>YES</b>	PG_____

Cost breakdown must be done in terms of approved Specifications	<b>(Compulsory Signature NB!)YES</b>		
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Please note that all MBD Forms must be completed fully to ensure tender documents are considered.