

COMPLIANCE CHECKLIST TO ASSIST BIDDERS WITH COMPLETION OF BID DOCUMENTS			
HO 4/2020: SUPPLY AND DELIVERY OF NUTRITIONAL PRODUCTS TO VARIOUS MANAGEMENT AREA FOR A PERIOD OF FIVE (5) YEARS: DEPARTMENT OF CORRECTIONAL SERVICES.			
<u>Very important</u>	Did you take note of the contents of the General Conditions of Contract & Special Conditions of Contract?	Yes	No
	PHASE 1: MANDATORY CRITERIA (See par 17.1 of the BD 4.1: Special Conditions)		
<u>1.1</u>	<p>SUB-CONTRACTING AS A CONDITION OF BID</p> <p>Did you take note that it is a condition of this bid that the successful bidder must subcontract a minimum of 30% to EMEs or QSEs which are at least 51% owned by either of the following: Black people, Black people who are youth, Black people who are women, Black people with disabilities, Black people living in rural or underdeveloped areas or townships, cooperatives owned by black people or Black people who are Military Veterans. (Special Conditions par 17.1.1)</p> <p>And</p> <p>The bidders must submit proof of the subcontracting agreement signed by both the bidder and to whom he/she subcontracted.</p>		
<u>1.2</u>	<p>PRODUCT REGULATORY REQUIREMENTS</p> <p>Did you submit a copy of a Certificate of Acceptability for the Food Premises, issued by the relevant Local Municipality in terms of Regulation R638 or R918 or R962 (Regulations governing general hygiene requirements for food premises and the transport of food) and related matters. Failure to submit a Certificate of Acceptability of Food Premises will invalidate the bid. (Special Conditions par 17.1.2)</p> <p>The bidder is required to attach certification of compliance on transportation of perishable food need to be completed by the bidder and the third party where applicable.</p>		
<u>1.3</u>	<p>HALAAL CERTIFICATE (BD 7)</p> <p>A copy of Halaal Certificate must be submitted at the closing date and time of the bid. Only certificates issued by a recognised body such as</p>		

	the National Muslim Prison Board, Muslim Judicial Council, Islamic Council of South Africa, South African National Halaal Authority and the National Independent Halaal Trust will be accepted (Special Conditions par 17.1.3)		
<u>1.4</u>	AUTHORIZATION DECLARATION (BD 27) Did you take note that any bidder who does not normally keep stock of the item and is sourcing the goods and services from a third party (manufacturer/producer or dealer/ distributor who normally keeps stock) for the purpose of delivering the item to the Department, must ensure that the attached BD 27 is completed by his/her supplier after they have familiarised themselves with the item(s) / description(s) / specifications and conditions of the bid for all relevant goods and services required from this bid. Failure to submit a signed (BD 27) signed by the bidder and his/her supplier will invalidate the bid? (Special Conditions par 17.1.4)		
<u>1.5</u>	TAX COMPLIANCE STATUS Did you take note that it is the responsibility of the bidder to ensure that their tax matters are in order (Special Conditions par 17.1.5)		
<u>1.6</u>	PRICING STRUCTURE AND SCHEDULE Did you take note that all prices quoted for must be inclusive of supply, delivery and off-loading cost and all applicable taxes and Bidders should submit pricing per Management Area as indicated on the pricing schedule (Special Conditions par 17.1.6)		
<u>2.</u>	PHASE 2: <u>TECHNICAL SPECIFICATIONS</u> (See par 17.1 of the BD 4.1: Special Conditions)		
2.1	Bidders are required to comply with the attached Annexure A (Department of Correctional Services Product Specification for Food Items) stipulated in the bid document throughout the contract period. (Special Conditions par 17.2)		
3.	<u>SUBMISSION OF BIDS</u>		
3.1	Did you take note that prices submitted for this bid are firm for the first six (6) months from date of signing the contract and thereafter contractors can apply for in terms of paragraph 21.1.2 of the Special Conditions?		

3.2	Each bid should be submitted in a separate, sealed envelope or suitable cover on which the name and address of the bidder (company), the bid number and the closing date and time must be clearly endorsed. (Special Conditions par 11). Bids must be submitted to regions interest as per the attached Annexure C document.		
3.3	Did you complete and sign the SBD 1 (invitation to Bid Form) ? Did you list the directors of your company with their contact details?		
3.4	Did you complete the preference claim form (SBD 6.1) w.r.t BBBEE points?		
3.5	Did you attach an original certified BBBEE certificate/sworn affidavit in support of your BBBEE points claim?		
3.6	Did you take note that the bidder must initial each page of the bid document on the top right hand corner in terms of paragraph 11.2 of the Special Conditions ?		

4.	<u>LATE PRICE BIDS</u>		
4.1	Bids received after the closing date and time will not be accepted for consideration and where practicable, be returned unopened to the bidder at the address indicated in the envelope (Special Conditions par 12).		
5.	<u>DECLARATIONS</u>		
5.1	Did you familiarize yourself with the contents of the Declaration of Interest (SBD 4) and did you indicate your declaration (if applicable)?		
5.1.1	Did you sign the Declaration of Interest SBD 4 form?		
5.2	Did you familiarize yourself with the contents of Declaration Of Bidder's Past Supply Chain Management Practices?(SBD 8)		
5.2.1	Did you declare past supply chain management practices e.g. Fraud, improper conduct, failed to perform on any previous contract?		
5.2.2	Did you sign the declaration SBD 8?		
5.3	Did you familiarize yourself with the contents of the Independent Bid Determination (SBD 9)?		
5.3.1	Did you sign the Independent Bid Determination form.(SBD 9)		
6.	Take note that no late bids will be considered!		