

PART T2: RETURNABLE SCHEDULES

TABLE OF CONTENTS	Page	Colour
T2.1: LIST OF RETURNABLE DOCUMENTS.....	T.21	White
T2.2: RETURNABLE SCHEDULES TO BE COMPLETED BY TENDERER	T.22	Yellow

T2.1: LIST OF RETURNABLE DOCUMENTS

Bidders to complete this checklist to ensure that all information in the Bid Document is completed, included and read by the Bidder.

No.:	Minimum Requirements	Tick	Comment if not Attached
COMPULSORY			
1.	Compulsory Briefing Session Attended		
2.	Price(s) quoted is valid for at least ninety (90) days from the closing date of tender		
3.	CSD registration detailed report or CSD registration Summary Report		
4.	Proof of CIDB registration (Minimum of 6GB or Higher)		
5.	Initial each page		
6.	Company registration certificate		
7.	Certified ID Copies of the Shareholders / Directors (certification not older than 3 months)		
8.	Annexure Forms (A,B,C,D,E and G) fully completed and signed		
9.	Copy EMLM receipt of the payment for the tender		
10.	Proof of Municipal rates and taxes or services charges not in arrears for more than 90 days or confirmation from the municipality if municipal rates and taxes are not levies (as per CK form address); statement or tax invoice not older than 3 months; if leasing, a signed lease agreement by the lessor and the lessee and the statement of municipal rates in the name of the lessor must be attached. (Both for the company and each of the directors)		
11.	Forms must be Completed and signed in Black Ink		
12.	Letter of Good Standing (Compensation of Occupational Injuries and Disease Act (COIDA)) from Department of Labour OR any company accredited Department of Labour		
13.	Any Alterations Initialed		
IF APPLICABLE			
14.	In case of Joint Venture Association or Consortium a formal contract agreement must be signed by both parties and be attached		
ZERO SCORE IF NOT SUBMITTED			
15.	Curriculum Vitae of Key personnel with original certified copies of qualifications, years of experience on similar projects and project names		
16.	Schedule of company experience (appointment letters and completion certificates)		
17.	Schedule of plant		
18.	Company profile		
19.	Valid B-BBEE Certificate issued by SANAS or original Sworn Affidavit from commissioner of oath		

Note: This is a guide to assist you and not necessarily all the information required. The EMLM indemnifies itself and retains the rights to evaluate the full documentation

Service provider / representative

Signature

CHECKLIST FOR RETURNABLE DOCUMENTS

Form Ref No.:	Description	Completed/ Included/ Read
	All pages requiring signatures signed by the Bidder (Authorised Person)	
1.	Forms, Certificates and Schedules required for evaluation of Bid responsiveness	
A.	Record of Addenda to Tender Documents	
B.	Proposed amendments and qualifications	
C.	Preferencing Schedule: Broad Based Black Economic Empowerment Status	
D.	Compulsory Declaration	
E.	Municipal declaration and returnable documents	
F.	Certificate of Attendance at a Tender Site Meeting	
G.	Certificate of Authority of Joint Ventures/ Close corporations/ Partnership/ Company/ Sole proprietor (Certified Copies of the Identity Documents in the Case of sole proprietor)	
H.	Registration Certificates of Entities – Joint Ventures/ Close corporations/ partnership/ Company/ Sole Proprietor	
I.	Schedule of Tenderer's Experience	
J.	Schedule of Key Personnel	
K.	Format of Curriculum Vitae (CV)	
L.	Schedule of Sub-Contractors	
M.	Schedule of plant and equipment	
N.	Copy of Workmen's Compensation Registration Certificate (or proof of payment of contributions in terms of the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993)	
2.	Other Forms, Certificates and Schedules that will be incorporated into the contract	
O.	Competence Achievement Schedule	
P.	BBBEE Certificate / Sworn affidavit	
Q.	Form of Intent to offer a Performance Guarantee	
R.	An Original Tax Clearance Certificate issued by the South African Revenue Services	
3.	Documentation, Forms and Schedules required for Bid evaluation purposes (Functionality Evaluation)	
S.	Execution Programme	
T.	Contractor's Health and Safety Declaration	
U.	Contractor's Safety Plan	
V.	Proforma Notification form in terms of the Occupational Health and Safety Act 1993, Construction Regulations, 2014.	
	Completed in BLACK INK only and corrections crossed out and initialled	