

BIDDERS PROPOSAL RESPONSE CHECKLIST

SARS RFP 59/2018

**PROVISION OF BESPOKE SOFTWARE DEVELOPMENT,
MAINTENANCE AND SUPPORT SERVICES**

RFP CHECKLIST

The Bidder's authorised signatory is required to tick the checkbox after completion of the required activity and sign the document in the space provided at the bottom. A hardcopy of this checklist must be included in the Bidder's Proposal in the Common File.

1. Documents received by the Bidder

The following documents were received in the RFP 59/2018 Pack and have been read and understood by the Bidder.

Document Name	Check
SARS RFP 59-2018 1-0 Invitation letter	<input type="checkbox"/>
SARS RFP 59-2018 1-1 Provision of Bespoke Software Development, Maintenance and Support Services to SARS Summary Guidelines Instructions and Conditions	<input type="checkbox"/>
SARS RFP 59-2018 2-1 Invitation to Bid (SBD 1)	<input type="checkbox"/>
SARS RFP 59-2018 2-2 Declaration of Interest (SBD 4)	<input type="checkbox"/>
SARS RFP 59-2018 2-3 Preference Points Claim Form (SBD 6.1)	<input type="checkbox"/>
SARS RFP 59-2018 2-4 Declaration of Past SCM Practices (SBD 8)	<input type="checkbox"/>
SARS RFP 59-2018 2-5 Certificate of Independent Bid Determination (SBD 9)	<input type="checkbox"/>
SARS RFP 59-2018 2-6 Supplier Cost and Risk Assessment Questionnaire	<input type="checkbox"/>
SARS RFP 59-20182-7 SARS Oath – Affirmation of Secrecy	<input type="checkbox"/>
SARS RFP 59-2018 3-1 Business Requirements Specification (BRS)	<input type="checkbox"/>
SARS RFP 59-2018 4-1 Provision of Bespoke Software Development, Maintenance and Support Services to SARS Agreement	<input type="checkbox"/>
SARS RFP 59-2018 4-2 Provision of Bespoke Software Development, Maintenance and Support Services to SARS Service Levels	<input type="checkbox"/>
SARS RFP 59-2018 5-1- Pre-Technical Mandatory Response Template	<input type="checkbox"/>
SARS RFP 59-2018 5-2 Technical Response Template	<input type="checkbox"/>
SARS RFP 59-2018 5-3- Pricing Response Template	<input type="checkbox"/>
SARS RFP 59-2016 6-1 Proposal Response Checklist	<input type="checkbox"/>

2. Common file

The following documents have been submitted by the Bidder in its Proposal in the Common File (see the *RFP Main document* for detailed instructions regarding the Common File):

Document Name	Included
Invitation to Bid (SBD1)	<input type="checkbox"/>
Declaration of Interest (SBD 4)	<input type="checkbox"/>
Declaration of Past SCM Practices (SBD 8)	<input type="checkbox"/>
Certificate of Independent Bid Determination (SBD 9)	<input type="checkbox"/>
Supplier Cost and Risk Assessment Questionnaire	<input type="checkbox"/>
Bidder's CSD Registration Report	<input type="checkbox"/>
Oaths of Secrecy signed by all members of the Bidder's and Subcontractor's bid team	<input type="checkbox"/>
Bidder's last 3 (three) years' Annual Financial Statements	<input type="checkbox"/>
Proposal Response Checklist (this document)	<input type="checkbox"/>

3. File NP- (Non Pricing Section)

The following documents have been submitted by the Bidder in its Proposal in File NP:

Document Name	Action	Check
SARS RFP 59-2018 5-1 Pre-Technical Response Template	Responses have been made to all sections within the document and all supporting material has been attached.	<input type="checkbox"/>
SARS RFP 59-2018 5-2 Technical Response Template	Responses have been made to all sections within the document and all supporting material has been attached.	<input type="checkbox"/>
SARS RFP 59-2018 4-3 Provision of Bespoke Software Development, Maintenance and Support Services to SARS-Contract Response Template	Mark-ups to the 3 Provision of Bespoke Software Development, Maintenance and Support Services have been made in the template. Responses have been made to all notes ('Note to Bidders' requiring a response) within the document.	<input type="checkbox"/>
CSD Registration Reports	In the hardcopy file a printout of the report obtained from the CSD system should be included. (www.csd.gov.za). In the electronic copy the downloaded PDF report should be included.	<input type="checkbox"/>

4. File P-B (Pricing and B-BBEE Section)

The following documents have been submitted by the Bidder in its Proposal in File P-B:

Document Name	Action	Check
SARS RFP 59-2018 5-3- Pricing Response Template	All fields on worksheets have been populated	<input type="checkbox"/>
	All sheets have been signed	<input type="checkbox"/>
Bidder's B-BBEE Certificate	The Bidder's B-BBEE Certificate valid as at the Closing Date has been attached. Note that the original certificate must be attached.	<input type="checkbox"/>
Preference Points Claim Form (SBD 6.1)	SBD 6.1 must be completed	<input type="checkbox"/>
Subcontractor(s) B-BBEE certificates	Current and valid B-BBEE Certificates have been attached for all Subcontractors	<input type="checkbox"/>

5. Finalisation of Proposal.

Action	Check
Electronic copies have been written to CD and Bidder has checked that the CD's can be read.	<input type="checkbox"/>
Bidder has checked that the electronic copies and the hardcopies have the same content.	<input type="checkbox"/>
The authorised signatory has initialled every page of the Bidder's hardcopy response where a full signature is not required.	<input type="checkbox"/>
The Common, Pricing and Non-Pricing parts of Tender have been separately bound.	<input type="checkbox"/>
The Proposal has been labelled as per the instructions in clause 13 of the <u>RFP Main Document</u> .	<input type="checkbox"/>

AUTHORISED SIGNATURE OF BIDDER

I declare that the responses and the information provided are accurate, complete and correct and that I am authorised to sign this declaration on behalf of the Bidder.

Signature of Bidder's Authorised Signatory	
Signatory Full Name	
Capacity	
Date	