

**SARS RFP 23-2020**

**THE APPOINTMENT OF A SERVICE PROVIDER PER  
REGION**

**FOR**

**THE PROCUREMENT, MAINTENANCE AND SUPPORT OF  
TECHNICAL SECURITY EQUIPMENT AND TECHNICAL  
SECURITY SERVICES**

**PROPOSAL RESPONSE CHECKLIST**

## RFP Checklist

**[Bidder Name]**

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 Non-Pricing File.

1. **The following documents were received in the RFP 23-2020 Pack and have been read and understood by the Bidder.**

Document Name	Check
SARS RFP 23-2020 1-1 Summary, Guidelines, Instructions and Conditions	<input type="checkbox"/>
SARS RFP 23-2020 1-2 Confidentiality and Secrecy Undertaking	<input type="checkbox"/>
SARS RFP 23-2020 1-3 SARS Oath – Affirmation of Secrecy	<input type="checkbox"/>
SARS RFP 23-2020 2-1 Invitation to Bid (SBD 1)	<input type="checkbox"/>
SARS RFP 23-2020 2-2 Declaration of Interest (SBD 4)	<input type="checkbox"/>
SARS RFP 23-2020 2-3 Preference Points Claim Form (SBD 6.1)	<input type="checkbox"/>
SARS RFP 23-2020 2-4 Declaration of Past SCM Practices (SBD 8)	<input type="checkbox"/>
SARS RFP 23-2020 2-5 Certificate of Independent Bid Determination (SBD 9)	<input type="checkbox"/>
SARS RFP 23-2020 2-6 Supplier Cost and Risk Assessment Questionnaire	<input type="checkbox"/>
SARS RFP 23-2020 3-1 Business Requirements Specification	<input type="checkbox"/>
SARS RFP 23-2020 4-1 Draft Technical Security Agreement	<input type="checkbox"/>
SARS RFP 23-2020 4-2 Draft SLA	<input type="checkbox"/>
SARS RFP 23-2020 5-1 Mandatory Pre-technical Response Template.	<input type="checkbox"/>
SARS RFP 23-2020 5-2 Technical Response Template.	<input type="checkbox"/>
SARS RFP 23-2020 5-3 Pricing Response Template(s) per Region.	<input type="checkbox"/>
SARS RFP 23-2020 5-4 Proposal Response Checklist	<input type="checkbox"/>

## 2. Non-Pricing File

The following documents have been submitted by the Bidder in its Proposal in the Non-Pricing File (see the RFP Main Document for detailed instructions regarding the Non-Pricing File)

Document Name		Included
Covering Letter		<input type="checkbox"/>
Board Resolution		<input type="checkbox"/>
Confidentiality and Secrecy Undertaking		<input type="checkbox"/>
SARS Oath / Affirmation of Secrecy		<input type="checkbox"/>
Invitation to Bid (SBD1)		<input type="checkbox"/>
Declaration of Interest (SBD 4)		<input type="checkbox"/>
Preference Points Claim Form (SBD 6.1)		<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 current and valid CSD report		<input type="checkbox"/>
SARS RFP 23-2020 5-1 Mandatory Pre-technical Response Template		<input type="checkbox"/>
SARS RFP 23-2020 5-2 Technical Response Template.		<input type="checkbox"/>
Bidder's last 3 (three) years' audited/reviewed Annual Financial Statements		<input type="checkbox"/>
Proposal Response Checklist (this document)		<input type="checkbox"/>
Subcontractor(s) CSD Report	Current and valid CSD report/s have been attached for all Subcontractors.	<input type="checkbox"/>

### 3. Pricing File

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

Document Name		Included
SARS RFP 23-2020 5-3 Pricing Response Template(s) per Region	All fields on worksheets have been populated All sheets have been initialled The Pricing file has been separately bound and sealed.	<input type="checkbox"/>
Bidder's current and valid B-BBEE certificate	Valid B-BBEE certificate included in the Pricing file	<input type="checkbox"/>
Subcontractor(s) B-BBEE certificates	Current and valid B-BBEE Certificates have been attached for all Subcontractors	<input type="checkbox"/>

### 4. Finalisation of Proposal.

Action	Check
Electronic copies have been written to USB Flash drive/CD/DVD and Bidder has checked that the USB/CD/DV D's can be read.	<input type="checkbox"/>
Bidder has checked that the electronic copies and the hardcopies have the same content.	<input type="checkbox"/>
Pricing and Non-Pricing parts of Tender have been separately bound and sealed.	<input type="checkbox"/>
The Proposal has been labelled as per the instructions in clause 12 of the <u>RFP Main Document</u>	<input type="checkbox"/>

This checklist has been completed and signed-off by:

Name: .....

Signature .....

(Authorised signatory of Bidder)

Designation .....

Date .....