



**ANNEXURE A1**  
**(PRE-QUALIFICATION CHECKLIST)**

	<b>CRITERIA</b>	<b>Complied</b>	<b>Not Complied</b>
1	Technical Proposal (1 original and 1 copy) submitted.		
2	Fully completed and signed documents listed below: <ul style="list-style-type: none"> <li>• Invitation Bid-SBD 1</li> <li>• Declaration of Interest-SBD 4</li> <li>• Preference Point Claim Form-SBD 6.1</li> <li>• Declaration of Bidder's Past SCM Practices-SBD 8</li> <li>• Certificate of Independence Bid Determination- SBD 9</li> </ul>		
3	Proof of Registration on Central Supplier Database (CSD) (MAAA number) which confirms that: <ul style="list-style-type: none"> <li>• The bidder is Tax compliant (non-compliant bidders can be given 7 workings days to rectify tax compliance status)</li> <li>• No government employee is employed by the bidder or is a significant shareholder or board member of the bidder.</li> <li>• The bidder is not on the list of tender defaulters and is not on the list of restricted bidders.</li> <li>• B-BBEE level on CSD matches certificate submitted (bidders can be given 7 working days to rectify this if not correct).</li> </ul>		
4	Valid B-BBEE certificate (certified copy), which confirms that: <ul style="list-style-type: none"> <li>• The bidder is B-BBEE compliant on the date the bid closed (B-BBEE contribution level greater than 0)</li> <li>• the bidder is at least 51% black owned and at least 30% black women owned.</li> </ul>		
5	The bidder has an office in Gauteng that is staffed during normal office hours.		
6	Valid IATA (International Air Transport Association) certificate/licence		
7	Valid ASATA (Association of South African Travel Agents) certificate / Licence		
8	Fully completed price schedule as per Annexure A3 <b>in a separate envelope – Must be completed electronically, NOT by hand</b>		
9	Most recent audited annual financial statements attached		
10	CV's of the project team (Account Manager, travel coordinator etc.) indicating relevant experience.		
11	At least three (3) signed trade references from other institutions including contact details. References include duration of contract, size of institution and indication performance. The trade references confirm that: <ul style="list-style-type: none"> <li>• The bidder has provider similar (to DPME scope) travel services to at least one organisation with 500 or more employees.</li> <li>• All three trade references confirm that the service provided was satisfactory</li> <li>• The bidder has at least three years' experience in providing travel management services</li> </ul>		
12	Bidder attended the compulsory briefing session		

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Signatory: \_\_\_\_\_

Designation: \_\_\_\_\_

FOR AND ON BEHALF OF: \_\_\_\_\_ (Bidding Company's Name)