



ANNEXURE A1
(PRE-QUALIFICATION CRITERIA)

	CRITERIA (GATE 0)	Complied	Not Complied
1	Technical Proposal (1 original and 1 copy) submitted.		
2	Annexure A2: Part 1.1 (service requirements), completed and signed by the bidder		
3	Fully completed and signed documents listed below: <ul style="list-style-type: none">• Invitation Bid-SBD 1• Declaration of Interest-SBD 4• Preference Point Claim Form-SBD 6.1		
4	Proof of Registration on Central Supplier Database (CSD) (MAAA number) which confirms that: <ul style="list-style-type: none">• The bidder is Tax compliant (non-compliant bidders can be given 7 workings days to rectify tax compliance status)• No government employee is employed by the bidder or is a significant shareholder or board member of the bidder.• The bidder is not on the list of tender defaulters and is not on the list of restricted bidders.		
5	The bidder has an office in Gauteng that is staffed during normal office hours which will be subjected to a site visit. (Attach relevant proof)		
6	Valid IATA (International Air Transport Association) certificate/licence		
7	Valid ASATA (Association of South African Travel Agents) certificate/Licence		
8	Price schedule fully completed electronically as per Annexure A3 in a separate envelope		
9	Most recent audited annual financial statements attached		
10	CV's of the project team (Key Account Manager and travel coordinator) indicating a minimum of at least three(3) years 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">• The bidder has provider similar (to the DPME scope) travel services to at least one department/company/organisation with 500 or more employees.• All three trade references confirm that the service provided was satisfactory• The bidder has at least three years' experience in providing travel management services		
12	Bidder attended the compulsory briefing session.		



	CRITERIA (GATE 0)	Complied	Not Complied
13	Trained staff on call 24 hours per day, 7 days a week, 365 days a year (Provide evidence or indicate the specific page number/paragraph in the proposal where to find the criteria)		

Signature: _____ Date: _____

Print Name of Signatory: _____

Designation: _____

FOR AND ON BEHALF OF: _____ (*Bidding Company's Name*)