

APPENDIX B – RETURNABLE DOCUMENTS

CHECKLIST OF RETURNABLE DOCUMENTS			
Item No.	Required Document	Tick	
		Yes	No
1.	Valid SARS Tax Clearance Pin Number, Tax number or original tax Clearance certificate		
2.	Central Supplier Database Registration with National Treasury (Unique Reference Number & Supplier Number)		
3.	Proof of Registration with Council / Professional Body (Attach Certified current membership certificate and Letter of Good standing with the relevant council if applicable dated during the year of Bid)		
4.	Proof of Registration with Companies and Intellectual Property Commission (CIPC) (printout not older than 1 month)		
5.	Declaration of interest by Consultant – SBD 4		
6.	Declaration of bidders Past Supply Chain Management practice – SBD 8 NOT APPLICABLE		
7.	Certificate of Independent Bid Determination – SBD 9 NOT APPLICABLE		
8.	Proof of Residential Address (Municipality Rates Bills, Telephone Bill, or current lease agreement letter from Ward councillor or affidavit from Commissioner of oaths, if office is in an area where rates are not paid)		
9.	Proof of the relevant professional Indemnity Insurance – Geotechnical, Civil and Structural Engineering: R 5,0 million each Electrical ,Mechanical Engineering: R 3,0 million each Architectural: R 5,0 million Other: R 3,0 million each		
10.	Bid from the Consultant (Attach Appendix A – Stamped and dated)		
11.	Company Profile / Quality Evaluation information (including provided all information requested for PHASE 2 of the evaluation criteria)		

