

# PART 4

Returnable documentation to be attached to the cover pages as indicated below.

Correct answers to the questions, to be circled in each case where applicable.

## Checklist for Returnable documents

To assist bidders to check that all required documents are included in the file.

ID	RETURNABLE DOCUMENTS	YES
1.	Proof of registration with National Treasury Central Supplier Database (Central Supplier Database)	
2.	Tax Compliance requirements	
3.	BBBEE Compliance requirements	
4.	Company Registration Documents	
5.	Supplier Credential Form Annexure I	
6.	Company Profile (Not more than 3 pages)	
7.	Completed pricing schedule (Annexure F).	
8.	Bidders must provide an undertaking ( on the bidders letter head) that all vehicles will be serviced and maintained by Original Equipment Manufacturer (OEM) approved dealerships per the region they are bidding for.	
9.	The bidders billing system must be capable to generate SAP compatible data files. Bidders must confirm on their company letterhead that their system has or will have the capability.	
10.	Bidders must submit a signed letter (on their company letterhead) that they will conform to the SAPO requirements as indicated in specification document (Annexure D).	
11.	The bidders must submit a proof of financial ability from a registered financial institution or Financial Service Provider to confirm that they will be able support the bidder to obtain the required vehicles for this contract. a) If the bidder is funded by the government the bidder must submit signed contract or letter from the government confirming funding.	
12.	Bidders are required to have a minimum of one (1) year experience (1 year or longer) in supplying light and/or heavy commercial vehicles with full maintenance lease. ✓ The bidders must provide proof of the one (1) year experience by completing and submitting Annexure K indicating all clients the service provider has rendered the service to.	
13.	Contractual Terms and Conditions	

# Proof of registration with National Treasury Central Supplier Database (Central Supplier Database)

**Attach the required documents to and immediately after this cover page and return with proposal documentation**

# Tax Compliance requirements

1. Bidders to attach to and immediately after this page.
2. If bidding company is a JV or Consortium then valid Tax Clearance Certificate for all the parties must be submitted with the proposal.

# BBBEE Compliance requirements

Bidders to attach to and immediately after this page

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# Company registration

Attach company registration documents to and immediately after this cover page and return with proposal documentation.

# Submit supplier Credential Form (Annexure I)

**Attach the required documents to and immediately after this cover page and return with proposal documentation**

# Company Profile (Not more than 3 pages)

## **PTY's (Circle the correct answer)**

i) Is your company a Pty? Yes / No

ii) Has the company been trading in the past 12 months? Yes/ No

If the answer to both the above is a yes, then attach (previous financial year) audited financial statements **signed** by auditors or registered accountants to and immediately after this cover page and return with proposal.

If the answer to (ii) is NO, then attach a signed confirmation letter from the auditor.

## **Close Corporations (Circle the correct answer)**

iii) Is your company a Close Corporation? Yes / No

iv) Has it been trading in the past 12 months? Yes/ No

If yes to both the above, attach (previous financial year) financial statements signed by the members to and immediately after this cover page and return with proposal.

If the answer to (iv) is NO, then attach a signed confirmation letter from the auditor.



# Completed Pricing Schedule (Annexure F)

**Attach the required documents to and immediately after this cover page and return with proposal documentation**

Bidders must provide an undertaking ( on the bidder's letter head) that all vehicles will be serviced and maintained by Original Equipment Manufacturer (OEM) approved dealerships per the region they are bidding for.

**Attach the required documents to and immediately after this cover page and return with proposal documentation**

The bidders billing system must be capable to generate SAP compatible data files. Bidders must confirm on their company letterhead that their system has or will have the capability.

**Attach the required documents to and immediately after this cover page and return with proposal documentation**

Submit a signed letter (on their company letterhead) that they will conform to the SAPO requirements as indicated in specification document (Annexure D).

**Attach the required documents to and immediately after this cover page and return with proposal documentation**

Submit a proof of financial ability from a registered financial institution or Financial Service Provider to confirm that they will be able support the bidder to obtain the required vehicles for this contract.

a) If the bidder is funded by the government the bidder must submit signed contract or letter from the government confirming funding.

**Attach the required documents to and immediately after this cover page and return with proposal documentation**

Bidders are required to have a minimum of one (1) year experience (1 year or longer) in supplying light and/or heavy commercial vehicles with full maintenance lease.

- ✓ The bidders must provide proof of the one (1) year experience by completing and submitting Annexure K indicating all clients the service provider has rendered the service to.

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# Contractual Terms and Conditions

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