

LIST OF RETURNABLE DOCUMENTS (Checklist for Bidders)

Project title:	Appointment of a service providers for the supply, installation and commissioning of Heating, Ventilation and Air conditioning systems, including the manufacture and installation of ducting and associated ventilation controls at SENTECH's Datacentre site at NASREC Facility.
Tender no:	SENT/011/2023-24

1. THE TENDERER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

(Tenderers may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick) **and scan the documents into a memory stick/usb.**

Tenderers must ensure that they complete and return all the below mentioned mandatory documents.

Tenderers that do not return and complete ALL the documents may be considered non-responsive.

Tender Document Name:	Document Returned Yes	Document Returned No	Document Returned N/A
Envelope 1 Technical Proposal			
Cover Page (Envelope 1 – Technical Proposal)			
List of returnable documents (Envelope 1 – Technical Proposal)			
SBD 1 Notice and invitation (Envelope 1 – Technical Proposal)			
Completed & Signed Tender Data (Envelope 1 – Technical Proposal)			
Bidder's response to tender specifications. (Proof of Compliance - Envelope 1 – Technical Proposal)			
Valid and original TAX clearance certificate (Envelope 1 – Technical Proposal)			
Completed & Signed Service Level Agreement (Envelope 1 – Technical Proposal)			
SBD 2 and Application for TAX clearance certificate (Envelope 1 – Technical Proposal)			
BEE Certificate (Envelope 1 – Technical Proposal)			
Resolution of board of directors to enter into consortia or joint ventures (Envelope 1 – Technical Proposal)			
Resolution of Authority of JV (Envelope 1 – Technical Proposal)			
Resolution of Board of Director for Bid participation (Envelope 1 – Technical Proposal)			
SBD 4 Declaration of interest (Envelope 1 – Technical Proposal)			
SBD 5 National Industrial Participation Programme (Envelope 1 – Technical Proposal)			
SBD 6.1 Preference Points Claim Form (Envelope 1 – Technical Proposal)			
SBD 8 Declaration of bidder's past supply chain management practices (Envelope 1 – Technical Proposal)			
SBD 9 Certificate of independent bid determination (Envelope 1 – Technical Proposal)			
Record of addenda for Bids (Envelope 1 – Technical Proposal)			
Compulsory Enterprise Questionnaire (Envelope 1 – Technical Proposal)			
General Conditions of Contract (Envelope 1 – Technical Proposal)			
Company Registration documents (Envelope 1 – Technical Proposal)			
Annexure A (Envelope 1 – Technical Proposal)			

Drawing (Envelope 1 – Technical Proposal)			
Company Profile (Envelope 1 – Technical Proposal)			
USB(scan both envelope 1 &2)			

Tender Document Name:	Document Returned Yes	Document Returned No	Document Returned N/A
Envelope 2 Financial Proposal			
BOQ (Envelope 2- Financial Proposal)			
Completed and signed Contract Data with all pricing tables (Envelope 2- Financial Proposal)			
BEE Certificate (Envelope 2- Financial Proposal)			

Name of Tenderer	Signature	Date