



BIDDER SUBMISSION CHECKLIST

Closing date: 11th of March 2026, 16h00: SAST

ANNEXTURE	DESCRIPTION	CHECKLIST Y/N
Annexure 1	Motivation / Cover Letter	
Annexure 2	Signed Declaration of Conflict of Interest - <i>(Refer to COI Form to be completed).</i>	
Annexure 3	Signed Global Fund Code of Conduct for Suppliers of Services <i>(Refer to CCI Website)</i>	
Annexure 4	Proof of CIPC Legal Entity	
Annexure 5	Valid SARS Tax clearance Certificate	
Annexure 6	VAT Registration Certificate	
Annexure 7	Valid B-BBEE certificate/Sworn Affidavit	
Annexure 8	List of the Project Management Team with abridged CVs and their roles and responsibilities in the Project	
Annexure 9	Technical Proposal and Implementation Plan Outlining approach, methodology, implementation plan as guided by the scope of work and should include value addition (3-pages)	
Annexure 10	Detailed cost proposal in Excel. □ Professional fees (daily rate) including communication (1-page). REFER TO THE PRICING SCHEDULE TEMPLATE INDICATED ON THE SOW DOCUMENT (Page 12)	
Annexure 11	• List of current and completed assignments (past 10 years) – 1 Page. • Minimum of three (3) Reference Letters on similar work (within the last 5 years). • Minimum of two (2) reports of similar work done in the past five 5 years.	