



## Comprehensive Tender Compliance Checklist

### Fetch Tenders - Comprehensive Compliance Checklist

#### 1. Company Registration & Legal Documents

- CIPC Registration Certificate (CK/CM/CoR documents)
- Valid Tax Clearance Certificate (TCC) or Pin Letter from SARS
- VAT Registration Certificate (if applicable)
- Proof of Bank Account (e.g., stamped letter from the bank)
- Certified ID copies of directors (not older than 3 months)
- B-BBEE Certificate or Affidavit
- Company resolution/authority to sign (if not sole prop)
- Lease Agreement / Proof of Business Address

#### 2. Compliance & Registration

- Central Supplier Database (CSD) Registration
- CSD Summary Report with valid banking, tax, B-BBEE info
- CIDB Registration (for construction tenders)
- Professional Body Registrations (e.g., PSIRA, NHBRC)

#### 3. Financial Documents

- Annual Financial Statements
- Bank rating letter or 3-6 months bank statements
- Declaration of solvency
- Proof of no judgments or blacklisting

#### 4. Technical Capability

- Company Profile / Capability Statement
- Project Experience or Portfolio
- At least 3 References with contact details
- CVs of Key Personnel with qualifications
- Equipment List (if applicable)
- Organogram and Methodology



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## 5. Health, Safety & Environmental Compliance

- Health & Safety Policy (OHS compliant)
- Letter of Good Standing (COID)
- Environmental Policy
- Risk Mitigation or SHEQ documents

## 6. Tender-Specific Requirements

- Completed and Signed SBD Forms (SBD 1, 4, 6.1, 8, 9 etc.)
- Pricing Schedule (SBD 3.1/3.2/3.3)
- Technical Proposal or Scope Response
- Bill of Quantities (if applicable)
- Declaration of Interest
- JV or Consortium Agreements if applicable

## 7. Administrative Requirements

- All forms signed and dated
- Pages initialled where required
- Correct tender number and envelope labelling
- Submission before deadline
- Correct submission location

## 8. Post-Submission Readiness

- Prepared for interviews or site visits
- Available working capital or cash flow forecast
- Valid business insurance (PLI, PI, CAR)
- Reviewed draft SLA if shared

## 9. Professional Brand & Presentation

- Business Logo (clean and scalable)
- Business Letterhead with contact details
- Branded Quote/Invoice Template
- Company Profile (2-4 page visual summary)
- Professional Website with project showcase
- Domain-Based Email (e.g. info@company.co.za)
- Branded Email Signature
- Branded Cover Page for Tender Responses
- Digital Signature or Stamp
- Centralised Tender Folder (Google Drive/Dropbox)