

ANNEXURE A1
(PRE-QUALIFICATION CHECKLIST)

1.1. **Gate 0: Pre-qualification Criteria**

Item	CRITERIA – GATE 0	Complied	Not Complied
1	Proof of Registration on Central Supplier Database (CSD) (MAAA number) which confirms that: <ul style="list-style-type: none"> The bidder is Tax compliant (if non-compliant bidders can be given 7 workings days to rectify tax compliance status) No government employee is employed by the bidder or is a significant shareholder or board member of the bidder. The bidder is not on the list of tender defaulters and is not on the list of restricted bidders. 		
2	Valid B-BBEE certificate or Affidavit (not older than 3 months), which confirms the Specific goals claimed (par 9.1): The B-BBEE certificate and Affidavit must be valid on the date the bid closed.		
3	The bidder has an office in (Gauteng with a 100km from DWYPD offices) that is staffed during normal office hours. (Par 14.3.16.2)		
4	Valid IATA (International Air Transport Association) certificate/licence		
5	Valid ASATA (Association of South African Travel Agents) certificate / Licence		
6	Fully completed price schedule as per Annexure A3 – Must be completed electronically, NOT by hand		
7	CV's of the project team (Account Manager, travel coordinator etc.) indicating relevant experience.		
8	At least three (3) trade references from other institutions including contact details. References include duration of contract, size of institution and indicated performance. The trade references must confirm that: <ul style="list-style-type: none"> The bidder has provided similar (to DWYPD scope) travel services to at least one organisation with 200 or more employees. All three trade references confirm that the service provided was satisfactory. The bidder has at least three years' experience in providing travel management services. NO orders/award letters will be accepted. 		

All documents must be completed and signed where required

Signature: _____ Date: _____

Print Name of Signatory: _____

Designation: _____

FOR AND ON BEHALF OF: _____ (Bidding Company's Name)