6 Key Tender Evaluation Documents

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It is always to one’s advantage to attend a supply chain management information session. There you obtain inside information on how the tender processes work. These inside tips would help you to respond better to tenders and request for proposals.

During one of these supply chain management information sessions that took place last week, the following six key documents were mentioned as.

The six key tender evaluation documents that are crucial to any tender response. Should the bidder fail to submit any one of these six key documents the tender response will be disqualified. These documents that the Evaluation Committees look for in any tender response are:

1. Tax Clearance Certificate
   If you have ever responded to any tender, you will know that you must submit a Tax Clearance certificate. The importance of this certificate cannot be over emphasized. Remember that your Tax Clearance certificate must be an ORIGINAL certificate. No copies are allowed.

2. Standard Bidding Document 4 (SBD 4) - Declaration of interest
   The declaration of interest records any existing relationship and/or acquaintance with the organ of state’s employees. This ensures that employees of the organ of state are not involved in any way in your tender response.

   With this document, you will be able to claim Preference Points according to your Broad-based Black Economic Empowerment (B-BBEE) Status Level. This document must be fully completed. That includes the section on Sub-contracting.

4. B-BBEE Certificate
   You can obtain a B-BBEE certificate from your Registered Auditor or from a SANAS accredited Verification Agency. The certificate must either be an original or a certified copy and it must be valid during the tender evaluation process. B-BBEE certificates are only valid for a period of twelve months.

   This document must be completed to ensure that you have not abuse the Supply Chain System in the past and that you are not one of the seven hundred people listed on the National Treasury’s website as such.

   This document serves as a certificate of declaration that all reasonable steps have been taken to prevent any form of bid rigging. It also ensures that there is no bidding from parties who have interest in more than one tender response for that specific tender.

Remember that these six key evaluation documents only apply to tenders or request for proposal for Government tenders.

To learn more about this and many other tender conditions attend our “Become a Tender Expert” 2-Day workshops presented in Johannesburg, Pretoria, Durban, Port Elizabeth, and Cape Town. Book and pay online at https://howtotender.co.za/tender-expert-form/

Contact us at estellevr@howtotender.co.za should you require more information.