Tender submission checklist

A preparation aid for South African government tenders. The tender document is the authority: its own list of returnable documents, and its instructions, take precedence over this one.

FORMS

- [ ] **SBD 1 / MBD 1 Invitation to Bid**
  Every blank filled, including the department's; signed
- [ ] **SBD 4 Bidder's Disclosure**
  Answers match the tables; related companies listed by MAAA number; signed
- [ ] **MBD 4 Declaration of Interest (municipal)**
  Every yes has particulars; every director listed with ID and any state employee number; signed
- [ ] **SBD 6.1 / MBD 6.1 Preference points**
  Points claimed only for goals you have evidence for
- [ ] **SBD 8 and SBD 9 / MBD 8 and MBD 9**
  Filled in if they are in the pack, even though SBD 8 and 9 were withdrawn in 2022

REGISTRATION

- [ ] **CSD registration (MAAA number)**
  Status complete; tax status in good standing; bank checked; directors match CIPC
- [ ] **SARS tax compliance status PIN**
  Status in good standing this week; PIN expiry after closing date
- [ ] **B-BBEE affidavit or certificate**
  Right evidence for your size and sector; sworn or issued within 12 months
- [ ] **COIDA letter of good standing**
  From the Fund or your mutual; expiry after closing date
- [ ] **CIDB registration**
  Grade meets or exceeds the tender in the right class; status active
- [ ] **Municipal rates and services statement**
  For the company and, if asked, each director; not in arrears
- [ ] **Sector registration (NHBRC, PSIRA, other)**
  Only where the tender asks; current at closing date

COMPANY

- [ ] **Company registration documents**
  Name and number match the CSD record exactly
- [ ] **Bank confirmation letter**
  In the company name; recent, if the tender sets an age limit

PROCEDURE

- [ ] **Compulsory briefing session**
  Attended; attendance register signed
- [ ] **Priced schedule**
  Every item priced; quantities unaltered; corrections initialled; signed
- [ ] **Format and delivery**
  Copies, envelopes and initialled pages as instructed; delivered to the right box before closing

Guides to each document: https://www.tenderfill.co.za/guides/tender-documents-required
TenderFill finds the paperwork problems that get bids disqualified, before you submit.