

## ANNEXURE A1 (PRE-QUALIFICATION CHECKLIST)

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

Item	CRITERIA – GATE 0	Complied	Not Complied
1	Technical Proposal (1 original and 1 copy) submitted.		
2	Fully completed and signed documents listed below: <ul style="list-style-type: none"> <li>• Invitation Bid-SBD 1</li> <li>• Bidder's Disclosure -SBD 4</li> <li>• Preference Point Claim Form-SBD 6.1</li> </ul>		
3	Proof of Registration on Central Supplier Database (CSD) (MAAA number) which confirms that: <ul style="list-style-type: none"> <li>• The bidder is Tax compliant (non-compliant bidders can be given 7 workings days to rectify tax compliance status)</li> <li>• No government employee is employed by the bidder or is a significant shareholder or board member of the bidder.</li> <li>• The bidder is not on the list of tender defaulters and is not on the list of restricted bidders.</li> </ul>		
4	The bidder has an office in Gauteng that is staffed during normal office hours.		
5	Valid IATA (International Air Transport Association) certificate/licence		
6	Valid ASATA (Association of South African Travel Agents) certificate / Licence		
7	Fully completed price schedule as per Annexure A3 – <b>Must be completed electronically, NOT by hand</b>		
8	Audited annual financial statements of two (2) immediate prior financial years and a confirmation letter from a registered audit firm(s) that the financial statements were audited are attached.		
9	CV's of the project team (Account Manager, travel coordinator etc.) indicating relevant experience.		
10	At least three (3) signed trade references from other institutions including contact details. References include duration of contract, size of institution and indication performance. The trade references confirm that: <ul style="list-style-type: none"> <li>• The bidder has provided similar (to DCOG scope) travel services to at least one organisation with 200 or more employees.</li> <li>• All three trade references confirm that the service provided was satisfactory.</li> <li>• The bidder has at least three years' experience in providing travel management services.</li> </ul>		

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Signatory: \_\_\_\_\_

*Designation:* \_\_\_\_\_

FOR AND ON BEHALF OF: \_\_\_\_\_ (*Bidding  
Company's Name*)

DCOG -2022/23 – TMC for 36 Months