

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"> • Invitation Bid-SBD 1 • Declaration of Interest-SBD 4 • Preference Point Claim Form-SBD 6.1 		
3	Proof of Registration on Central Supplier Database (CSD) (MAAA number) which confirms that: <ul style="list-style-type: none"> • The bidder is Tax compliant (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. 		
4	Proof that the bidder has an Online Booking Tool (OBT).		
5	Valid IATA (International Air Transport Association) certificate/licence		
6	Fully completed price schedule as per Annexure A3 – Must be completed electronically in full including pricing for outsourced services.		
7	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		
8	CV's of the project team (Key Account Manager, travel coordinator etc.) indicating relevant experience in managing travel account.		
9	At least three (3) 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"> • The bidder has provided similar (to DCOG 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.		
10	• Technical Proposal (1 original and 1 copy) submitted.		

Signature: _____ Date: _____

Print Name of Signatory: _____

Designation: _____

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