

## Documents that must be submitted for Pre-qualification

Document that must be submitted	Non-submission may result in disqualification?	
<b>Invitation to Bid</b>	<b>YES</b>	Complete in full and sign the supplied pro forma document.
<b>Tax Status Tax Clearance Certificate</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>i. Written confirmation that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status.</li> <li>ii. Proof of the Registration on the Central Supplier Database</li> <li>iii. Vendor number</li> <li>iv. In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, it will be confirmed before award.</li> </ul>
<b>Preferential Procurement Preference Point Claim Form</b>	<b>YES</b>	<p>Non-submission will lead to disqualification. Submit an original or certified copy.</p> <p>Complete and sign the supplied pro forma document.</p>
<b>Declaration of Bidder's Past Supply Chain Management Practices</b>	<b>YES</b>	Complete and sign the supplied pro forma document
<b>Resolution Board of Directors/ Consortia JV's/ Special Resolution</b>	<b>YES</b>	Complete in full and sign the supplied pro-forma
<b>Certificate of Independent Bid Determination</b>	<b>YES</b>	Complete and sign the supplied pro forma document
<b>Bidder's Technical Scorecard and Compliance Checklist for Functional Evaluation</b>	<b>YES</b>	Complete in full and sign
<b>Registration on Central Supplier Database (CSD)</b>	<b>YES</b>	<p>The Travel Management Company (TMC) must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number.</p> <p>Submit proof of registration.</p>

<b>IATA Licence / Certificate</b>	<b>YES</b>	<p>I. Bidders are required to submit their International Air Transport Association (IATA) license/ certificate (<b>Certified Copy</b>) at closing date.</p> <p>II. Where a bidding company is using a 3rd party IATA license, proof of the agreement must be attached and a <b>Certified Copy</b> of the certificate to that effect at closing date.</p>
<b>ASATA License / Certificate</b>	<b>YES</b>	This is mandatory to be submitted at closing date. Provide proof (Certified Copy) of the license / certificate.
<b>Pricing Schedule</b>	<b>YES</b>	Submit completed in full details of the pricing proposal as per schedule in the tender documentation