

# SANBI

Biodiversity for Life

South African National Biodiversity Institute



## **SANBI SUPPLY CHAIN MANAGEMENT**

**BID NO: SANB: SANBI: NSCF 312/2018: APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, FACILITATE, MONITOR AND EVALUATE A TRANSFORMATION PROCESS FOR THE NATURAL SCIENCE COLLECTIONS FACILITY FOR A PERIOD OF 30 MONTHS.**

|    | CHECK LIST FOR QUOTE No:                                                                                                                                                                                                                                                                                         | ATTACHED |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1  | SBD 1 document completed and signed                                                                                                                                                                                                                                                                              |          |
| 2  | SBD 2: <b>A current copy of the Central Suppliers Database (CSD) registration report or registration number.</b>                                                                                                                                                                                                 |          |
| 3  | SBD3.3 Pricing ( only in the original document)                                                                                                                                                                                                                                                                  |          |
| 4  | SBD 4 document duly completed and signed                                                                                                                                                                                                                                                                         |          |
| 5  | SBD 6.1 document duly completed and signed. ( <b>Attach an original or certified copy of B-BBEE certificate or sworn affidavit. (Please note that failure to submit a valid original or certified B-BBEE; certificate/sworn affidavit mentioned above will result in the tender not being awarded points).</b> ) |          |
| 6  | SBD 8 documents duly completed and signed                                                                                                                                                                                                                                                                        |          |
| 7  | SBD 9 document duly completed and signed                                                                                                                                                                                                                                                                         |          |
| 8  | One set of <b>Original Tender documents/proposal</b> and three sets of copies ( <b>Very important if two envelops system is used</b> ).                                                                                                                                                                          |          |
| 9  | Compulsory Briefing Session Certificate                                                                                                                                                                                                                                                                          |          |
| 10 | <b>Reference list</b> of current and previous clients with contact details. (if required)                                                                                                                                                                                                                        |          |
| 11 | <b>CK Document (CIPRO Certificate)</b>                                                                                                                                                                                                                                                                           |          |

**NB\*Very important notice: failure to submit the above documents will lead to the disqualification of your bid/tender.**

Name: \_\_\_\_\_

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