



## **Annexure B: MANDATORY RETURNABLE DOCUMENTS**

**Provision of Professional Services to the Import /  
Export Department at the CSIR for a period of  
twelve (12) months**

**RFQ No. 5816/26/04/2022**

**RETURNABLE DOCUMENTS**

Failure to provide all Mandatory Returnable Documents at the closing date and time of this RFQ may result in a Respondent’s disqualification. Bidders are therefore urged to ensure that all these documents are returned with their RFQ.

Please confirm submission of the mandatory Returnable Documents detailed below by so indicating [Yes or No] in the table below:

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
<b>Electronic File 1</b>	
Qualification and experience details (CVs) of the two resources.	
Valid letter of good standing with the Compensation for Occupational Injuries and Disease Act (COID) relevant to the scope of work	
Completed Pricing Schedule (Paragraph 3 above)	
Annexure A - Signed Non-Disclosure Agreement	
Annexure B - Mandatory Returnable Documents	
Company Profile	
Three (3) company contactable reference letters from previous clients	
<b>Electronic File 2</b>	
Official quotation in the pricing schedule provided in the RFQ must be in the bidder’s letterhead	
Valid copy of a B-BBEE Certificate or valid sworn affidavit.	
Annexure C – SBD 1	
Annexure D – SBD 4	

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

<b>WITNESSES</b>	
1	.....
2	.....
DATE: .....	