



LIMPOPO

PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

INTERNAL CONTROL AND COMPLIANCE BIDS CHECKLIST

BID NUMBER

NO.	PROCEDURES	COMPLY (✓) NOT COMPLY (X) NOT APPLICABLE (N/A)	DATE (IF APPLICAB LE)	COMMENT(S)
1.	Request from End-User			
	Approved request from end-user			
2.	Bid Specification Committee			
	Appointment letters of the committee			
	Attendance register & Minutes			
	Declaration of the interest			
	Oath of secrecy forms			
3.	Advertisement of bids			
	Tender bulletin and proof of advertising on the E-portal must be maintained			
	Request for bid advertisement should be submitted to Provincial Treasury 5 working days prior to the publication of the bid in the Tender Bulletin			
	Bids should be advertised for at least 21 days before closure or from the date of the invitation to bid or the date of availability of the bidding documents, whichever is later.			
	Only in emergency and urgent cases, the Accounting Officer/ Authority may approve advertisement of the bids for a shorter period than indicated in this			

	procedure. The Accounting Officer/ Authority must, amongst other things, take cognizance of the fact that the shortening of the closing date should not disadvantage any potential suppliers from bidding for the requirements. Where such cases occur the Accounting Officer/ Authority must ensure that the procedures for urgency and emergency procurements are met and that a detailed motivation is approved and reported to Provincial Treasury and placed on file for audit purposes.				
	The closing date, time and place for receipt of bids should be specified in the invitation to bid				
	The full and correct physical address where the bids are to be lodged must be clearly indicated in the bidding documents.				
	Institutions must ensure that accessible and permanent fixture bid boxes are established at place of closure. This bid box must preferably be accessible for the public to lodge bidding documents on a 24 hour per day, seven days a week				
	The date, time and venue of any proposed site meetings or briefing sessions must be included in the advertisement				
	Bidders should deposit bids into the bid box				
	Bid invitations for contracts must not be advertised between 15 th December and 15 th January				
4.	Opening and Closing of bids received				
	The tender box was opened on the closing date and time				
	The tender box was opened by authorised officials				
	An updated bid register is maintained.				
	The following details are recorded in the bid register: the bid number, the name of the bidder, description of the bid and the bid amount (bid amount is after evaluation)				
5.	The bid register is signed and closed off by authorized officials				
	Bid publication on the Institutional website				
	Confirm that the bid was published on the Institutional website				
	Confirm that the name of bidders who responded to the bid were published on the website.				

6.	Briefing session	Attendance register is signed by all the service providers and closed off by secretariat					
		Criteria for evaluation was clearly communicated to bidders during briefing session (Agenda & Minutes)					
7.	Bid Evaluation Committee	Appointment letters of the committee					
		Attendance register & Minutes					
		Declaration of the interest					
		Oath of secrecy forms					
8.	Bid Adjudication Committee	Appointment letters of the committee					
		Attendance register					
		Declaration of the interest					
		Oath of secrecy forms					
		Minutes of the meeting					
9.	Appointment of the service provider	CSD report					
		Certified copies of B-BBEE certificates or original B-BBEE certificates of recommended bidders					
		CIDB report					
		Annual Financial Statements					
		Registration with relevant Professional Body					
		COIDA report					
		Original and valid tax clearance certificates for recommended bidders					
		Verify vendor is not listed on the restriction list of National Treasury					
		Recommendation for approval by the Bid Adjudication Committee					
		Point Scoring 80/20 or 90/10					
10.	Award	Appointment letter					
		Service Level agreement signed by DG and service provider					
		Publication on the tender bulletin the appointed service provider					
		Publication on the departmental website the appointed service provider					

CONFIDENTIAL DOCUMENT

	Irregular Expenditure						
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Name of verifying official

Signature of verifying official

Date

Name of reviewer

Signature of reviewer

Date