

South African Tender Admin Readiness Checklist

Use this checklist to organise CSD, SARS, CIPC, B-BBEE and bid-specific documents before deadline day.

TenderKit helps organise tender admin readiness. It does not submit bids, find tenders, replace official portals, or verify legal or compliance status. Confirm final requirements in the official tender document and official portals.

1. Tender Basics

- ☐ Tender name, reference number and buyer or organ of state.
- ☐ Closing date, closing time and internal final-review date.
- ☐ Submission method, portal link, delivery address or email channel.
- ☐ Required final format: ZIP, PDF upload, email pack or physical pack.

2. Supplier Profile Basics

- ☐ Registered legal name, trading name and company registration number.
- ☐ VAT number and tax number where applicable.
- ☐ CSD supplier number and Unique Registration Reference Number if required.
- ☐ Authorised signatory, contact person, phone number and email address.

3. CSD Readiness

- ☐ Current CSD supplier profile report.
- ☐ Commodity categories and delivery locations checked against the bid.
- ☐ Bank, tax, contact and address details checked before submission.
- ☐ Director or member information reviewed for consistency with bid forms.

4. SARS Readiness

- ☐ Tax compliance status PIN or tender-specific tax proof requested by the bid.
- ☐ Tax number and VAT registration details where applicable.
- ☐ Reminder to verify tax compliance close to submission day.
- ☐ Owner assigned for any SARS follow-up before the internal review deadline.

5. CIPC Readiness

- ☐ Company registration certificate or relevant enterprise document.
- ☐ Annual returns status checked where relevant.
- ☐ Beneficial ownership records or notes tracked where applicable.
- ☐ Director, member or signatory authority documents matched to bid forms.

6. B-BBEE Readiness

- ☐ B-BBEE affidavit or certificate stored with validity date.
- ☐ Entity-size and scorecard assumptions checked before use.
- ☐ Preference-point or empowerment forms matched to the bid instructions.
- ☐ Owner assigned if the document needs renewal, correction or review.

7. Bid-Specific Documents

- ☐ Signed bid forms, declarations and compulsory returnable schedules.
- ☐ Pricing schedule, VAT treatment and supporting calculations.
- ☐ Technical response, references, project examples or capability statement.
- ☐ Resolution, power of attorney or signatory letter if the bid asks for it.

8. Final Pack Review

- ☐ Missing, needs-review and ready items separated clearly.
- ☐ Every unresolved item has an owner and due date.
- ☐ File names and ZIP contents reviewed against the official tender document.
- ☐ Final submission method confirmed before download or upload.

Next step: create a TenderKit workspace for one real tender, assign owners for every missing item, and preview the pack before deadline day.