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"ANNEXURE A"

LIST OF REQUESTED RECORDS:

SERVICES SECTOR EDUCATION AND TRAINING AUTHORITY ("SSETA"):

Grayson Reed Consulting (Pty) Ltd ("Grayson Reed") – Bid Reference: PROC T434 ("the tender")

1. Copy of SSETA's latest Supply Chain Management Policy.
2. A copy of the Needs Analysis Assessment conducted by SSETA in respect of the above-mentioned tender.
3. Copy of the Tender Advertisement in respect of the above-mentioned tender that was published on or about 21 August 2017.
4. Copy of the Tender Compliance Checklist in respect of the above-mentioned tender.
5. Copy of the documents submitted by Grayson Reed in response to SSETA's Request for Bids in respect of the above-mentioned tender, the contents of which include, but are not limited to the:
 - a. Invitation to Bid;
 - b. Tax Clearance Requirements;
 - c. Pricing Schedule;
 - d. Declaration of Interests;
 - e. Preference Points;
 - f. Contract Form;
 - g. Declaration of Bidder's Past SCM Practices;
 - h. Certificate of Independent Bid Determination;
 - i. Authority for Signatory;
 - j. Terms of Reference/Specifications;

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- k. General Conditions of Contract;
 - l. Supplier Declaration Form;
 - m. Bid Document Checklist.
6. Grayson Reed's Companies and Intellectual Property Commission's ("CIPC") Certificate submitted by them in respect of the above-mentioned tender.
7. Copies of the following documents, submitted by Grayson Reed, including the:
- a. Original cancelled cheque or letter from the bank verifying bank details;
 - b. Certified copy of the identity document of shareholder/directors/members;
 - c. Certified copy of certificate of incorporation, CM29/CM9 (name changes);
 - d. Certified copy of the Certificate of Shareholder;
 - e. A letter with the company's letterhead confirming physical and postal address;
 - f. Original or certified copy of SARS Tax Clearance certificate and VAT registration certificate;
 - g. Proof of company registered with National Treasury Central Supplier Database ("CSD");
 - h. Proof company was compliant on CSD prior to the award of the tender;
 - i. Proof of B-BBEE status of contributor.
8. Copy of the Recommendation of the Bid Specification Committee to appoint Grayson Reed as the service provider in respect of the above-mentioned tender.
9. Copy of the Recommendation of the Bid Evaluation Committee to appoint Grayson Reed as the service provider in respect of the above-mentioned tender.
10. Copy of the Recommendation of the Bid Adjudication Committee to appoint Grayson Reed as the service provider in respect of the above-mentioned tender.

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11. Copy of the minutes of the Board meeting in which the Accounting Authority approved the appointment of Grayson Reed as the service provider in respect of the above-mentioned tender.
12. Copy of the Letter of Award sent to Grayson Reed in respect of the above-mentioned tender.
13. Copy of the Master Service Level Agreement between Grayson Reed and the SSETA signed on 13 December 2017.
14. Copies of the billing documentation for the period 1 November 2017 to 31 January 2019 in terms of the Master Service Level Agreement mentioned in paragraph 12, including the:
 - a. Order/Requisition forms;
 - b. Quotes;
 - c. Invoices;
 - d. Proof of payment/remittance;
 - e. Proof of delivery notes;
 - f. Deliverance reports;
 - g. Payment Advice Forms.
15. Copy of the Database or Register of learners and entities who received a stipend in terms of the Master Service Level Agreement mentioned in paragraph 12.
16. Copy of the schedule of payments made by SSETA to Grayson Reed during the period 1 November 2017 to 31 January 2019.
17. Copies of the Biometrics attendance reports generated by the biometric units supplied by Grayson Reed in terms of the Master Service Level Agreement mentioned in paragraph 12, during the period 1 November 2017 to 31 January 2019.

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18. The names and CIPC registration numbers, if any, of any companies which were subcontracted to provide services in respect of the above-mentioned tender.

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