



Document Compliance Checklist

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Issue No	01
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PLEASE TICK BELOW WHERE APPLICABLE

#	DOCUMENTS REQUIRED FOR VENDOR ASSESSMENT	SUBMITTED		
		YES	NO	N/A
1.	Certificate of Incorporation / Company Registration Certificate			
2.	Audited Financial Statements (less than two (2) years)			
3.	Trading Licence			
4.	VAT Registration Certificate			
5.	ERA Tax Clearance Certificate or SARS Tax Clearance Certificate			
6.	Workmen's Compensation Insurance Certificate			
7.	Public Liability Insurance Certificate			
8.	Eswatini National Provident Fund (ENPF) Compliance Certificate			
9.	Eswatini Construction Industry Council Certificate (CIC)			
10.	Labour Compliance Certificate or Letter of Good Standing			
11.	Company Profile – Include previous completed projects			
12.	List of Directors – Form J			
13.	List of Key Personnel – Include their qualifications and experiences			
14.	List of Fixed and Mobile Equipment			
15.	Proof of Banking Details – confirmation letter from the bank issued within a month			
16.	SHEQ Management Certificates (ISO, NOSA, etc)			
17.	Accreditation letters from Original Equipment Manufacturer			
18.	Supplier Self-Assessment Form			

Please submit this form together with your application and attachments

Name of supplier : _____

Checked and submitted by : _____

Date of submission : _____