



WGL Advisory Services

# Tender Compliance Pack Checklist

Client Readiness Checklist

Version / date	Version 1.1   2026-05-04
Document label	Client Readiness Checklist
Website area	Public-sector support, contractor pages, Home CTA, tender readiness
Priority	High
Purpose	Help clients assemble tender returnables and avoid avoidable disqualification or administrative non-compliance.

## Who this checklist is for

Suppliers, contractors and SMMEs preparing for public-sector, mining, engineering or corporate supplier registration and tenders.

## When to use this checklist

Use it before submitting a tender, registering on supplier databases, renewing registrations or responding to procurement requirements.

## Client / Matter Details

Client / business name	Client to complete	Company registration number	Client to complete
Tender / supplier reference	Client to complete	Procuring entity / platform	Client to complete
CSD number (if applicable)	Client to complete	Closing date / renewal deadline	Client to complete
Responsible client contact	Client to complete	WGL responsible person	Client to complete
Date completed	Client to complete		

## How to use this checklist

Work through each requirement and tick one of the separate status boxes: Ready, Not Ready or N/A. Add notes/gaps, assign an owner and insert a due date. Attach or organise supporting documents before submitting the checklist to WGL. Where a requirement does not apply, mark N/A and explain why in the Notes / gaps column.

## Main readiness checklist

Requirement	Why it matters	Evidence / documents to prepare	Ready	Not Ready	N/A	Notes / gaps	Owner	Due date
Tender instruction review	Reduces avoidable administrative non-compliance and supports a complete tender or supplier-readiness pack.	Tender documents, CSD report, TCS PIN, CIPC documents, B-BBEE affidavit/certificate, bank confirmation and signed forms.	[ ]	[ ]	[ ]	Client to complete	Client to complete	Client to complete
CSD registration and MAAA number	Reduces avoidable administrative non-compliance and supports a complete tender or supplier-readiness pack.	Tender documents, CSD report, TCS PIN, CIPC documents, B-BBEE affidavit/certificate, bank confirmation and signed forms.	[ ]	[ ]	[ ]	Client to complete	Client to complete	Client to complete
Tax Compliance Status PIN	Supports SARS visibility, reduces avoidable compliance delays, and helps WGL identify matters requiring professional review.	SARS profile, eFiling access/authority, returns, reconciliations, statements of account, TCS PIN status and supporting schedules.	[ ]	[ ]	[ ]	Client to complete	Client to complete	Client to complete
CIPC documents	Confirms that company records, authority and statutory obligations are current before external use or submission.	CIPC registration documents, annual return confirmation, BO records, director/member records, registers and resolutions.	[ ]	[ ]	[ ]	Client to complete	Client to complete	Client to complete
B-BBEE affidavit/certificate	Reduces avoidable administrative non-compliance and supports a complete tender or supplier-readiness pack.	Tender documents, CSD report, TCS PIN, CIPC documents, B-BBEE affidavit/certificate, bank confirmation and signed forms.	[ ]	[ ]	[ ]	Client to complete	Client to complete	Client to complete
Bank confirmation	Improves reliability of financial information and helps identify cash, working-capital and reconciliation gaps.	Bank statements, bank confirmations, reconciliations, debtor/creditor age analysis, loan schedules and inventory reports.	[ ]	[ ]	[ ]	Client to complete	Client to complete	Client to complete
Municipal/lease/address proof	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[ ]	[ ]	[ ]	Client to complete	Client to complete	Client to complete
CIDB grading where applicable	Reduces avoidable administrative non-compliance and supports a complete tender or supplier-readiness pack.	Tender documents, CSD report, TCS PIN, CIPC documents, B-BBEE affidavit/certificate, bank confirmation and signed forms.	[ ]	[ ]	[ ]	Client to complete	Client to complete	Client to complete
SBD forms and declarations	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[ ]	[ ]	[ ]	Client to complete	Client to complete	Client to complete
Company profile	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[ ]	[ ]	[ ]	Client to complete	Client to complete	Client to complete

Requirement	Why it matters	Evidence / documents to prepare	Ready	Not Ready	N/A	Notes / gaps	Owner	Due date
Financial statements or management accounts	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[ ]	[ ]	[ ]	Client to complete	Client to complete	Client to complete
References and experience	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[ ]	[ ]	[ ]	Client to complete	Client to complete	Client to complete
Bid submission sign-off.	Reduces avoidable administrative non-compliance and supports a complete tender or supplier-readiness pack.	Tender documents, CSD report, TCS PIN, CIPC documents, B-BBEE affidavit/certificate, bank confirmation and signed forms.	[ ]	[ ]	[ ]	Client to complete	Client to complete	Client to complete

#### Before submitting a tender or supplier pack

- Confirm the tender returnable schedule and compulsory documents.
- Use the latest bid documents and check all addenda.
- Check every compulsory form, declaration, signature and date.
- Confirm tax compliance status and CSD status before final submission.
- Keep a final submission index and proof of submission.
- Submit before the deadline; do not rely on last-minute uploads or delivery.

## Red flags

- The tender returnable schedule has not been mapped to actual documents.
- TCS PIN, CSD report or B-BBEE documents are expired or inconsistent.
- Compulsory forms are unsigned, undated or completed by the wrong person.
- CIDB or other registrations do not match the tender requirement.
- Financial statements, bank confirmations or references are not current.
- The final pack has no submission index or quality-control sign-off.

## Risk rating

Risk rating	Readiness interpretation	Recommended next step
GREEN	Mostly ready. Key records are available, current, complete, and internally consistent.	Proceed with normal review and keep evidence organised.
AMBER	Gaps require attention. Work can proceed, but issues may delay completion or increase review time.	Prioritise the action plan and agree responsibilities with WGL.
RED	Urgent remediation needed. Significant missing records, compliance gaps, unresolved risks, or contradictions exist.	Book a scoping session with WGL before external submission, reliance, or use.

## Next-step action plan

Gap	Action required	Responsible person	Target date	WGL support needed
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete

### WGL Review Outcome

Ready for submission / use  Minor gaps to resolve  Significant remediation required  Scope discussion required  Not suitable for submission / reliance yet

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Key comments: \_\_\_\_\_

Recommended next step: \_\_\_\_\_

### WGL call-to-action

Send this completed checklist and supporting documents to WGL Advisory Services for review and practical next steps. Where urgent deadlines apply, contact WGL before submitting documents externally.

## Disclaimer

This checklist is a practical readiness guide for discussion and preparation purposes only. It does not constitute legal, tax, audit, assurance, engineering, safety, regulatory certification, or investment advice. Client circumstances, current laws, current regulatory requirements, and source documents must be reviewed before reliance is placed on any output.

## Source note

Prepared as a practical readiness aid using National Treasury / CSD guidance, tender returnable schedules, cidb guidance and CIPC/SARS terminology where relevant. Requirements may change. Always confirm current official requirements and client facts before external use.