

Infrastructure Tender Checklist South Africa

**2025**

# Must-Have Compliance Documents

- CIDB Grading – Is your grade matched to the tender value?
- Tax Clearance (TCC or PIN) – Include a real-time SARS link.
- B-BBEE Certificate – Frame your level as a local procurement benefit.
- CSD Summary – Ensure commodity codes match your services.
- Letter of Good Standing (COIDA) – Flag if expiring within 30 days.



# High-Scoring Supporting Docs

- Localised Methodology & Timeline
- Named Project Team Structure
- 3x Past Projects (with outcomes)
- Pricing Schedule + optional cost-saving proposals
- Branded Company Profile with public sector experience

Pro Tip: End with a “What’s at Stake” paragraph, few do.





# Technical Engineering Documents

- ECSA Proof + Design Role Summary
- Quality Control Plan (site-specific)
- OHS File Index (flag high-risk items)
- Insurance Certificates (Contract + Public Liability)
- Highlight Innovative Tools (e.g. drone surveys, 3D mapping)

# Stand-Out Submission Elements

- “Why Us” 1-pager (stats, impact, skills dev)
- LED Commitment (for municipal tenders)
- Pro PDF layout or branded binder
- 1-pg summary: “How We Mitigate Risk”



# Bonus :The Items Most Teams Forget that Make a Big Difference

- Tender team availability calendar
- Proof of equipment/resources
- Past completion letters with performance scores
- Letter of intent for SMME subcontracting



# Need Expert Help?

Inhlakanipho's Tender Acceleration Pack includes:

- Full compliance check
- CIDB + risk matching
- Bid document scoring review
- Pricing alignment strategy
- Submission checklist + reminders

Book your pre-submission review today at [www.inhlakanipho.co.za](http://www.inhlakanipho.co.za)

The background of the image shows two construction workers shaking hands. The worker on the left is wearing a yellow high-visibility vest over a dark plaid shirt. The worker on the right is wearing an orange high-visibility vest over a white t-shirt. They are standing in front of a construction site with wooden scaffolding and stacks of bricks. The image has a warm, orange-toned filter. A large orange triangle is in the bottom left corner, and a blue triangle is in the bottom center.

**Thank You**