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SME Supplier Readiness Checklist

The 25 Checks Corporate Buyers Perform Before Awarding Contracts. Score your tender readiness in 15 minutes.

Target Audience: For emerging suppliers, contractors, and entrepreneurs targeting corporate tenders and supply chains.

> **The Unfiltered Reality of Corporate Procurement**
> Corporate buyers don't reject small suppliers because of lack of passion—they reject bids because of missing compliance documents, opaque costing models, or unmanaged cash runways. Score your business honestly across these 25 checks before you bid on your next corporate tender. — Kamamoja Consulting Team

Scoring System

- 0 Points = Not Yet / Non-Compliant (Missing)
- 1 Point = In Progress / Partial (Outdated or incomplete)
- 2 Points = Fully Compliant & Documented (Current, stamped, in cloud vault)

Section A: Statutory, Legal & Tax Compliance

Check	Procurement Readiness Requirement	Score (0, 1, 2)	Evidence Location
C01	CIPC Company Registration is active, annual returns up to date, correct directorship details reflected.	[ ]	Drive folder...
C02	SARS Tax Compliance Status (TCS PIN) is active and verified 'Good Standing' on eFiling with zero outstanding debt.	[ ]	Drive folder...
C03	COIDA Letter of Good Standing (Compensation Fund) is current, valid, and available for site access.	[ ]	Drive folder...
C04	Valid B-BBEE Sworn Affidavit or SANAS Certificate is signed, stamped, and strictly within 12-month validity.	[ ]	Drive folder...
C05	Official Bank Account Confirmation Letter (stamped, less than 3 months old) confirming registered business account.	[ ]	Drive folder...
C06	Public & General Liability Insurance policy in place (appropriate to industry risk, e.g. R5M to R10M cover).	[ ]	Drive folder...

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Section B: Commercial, Costing & Cash-Flow Rigour

Check	Procurement Readiness Requirement	Score (0, 1, 2)	Evidence Location
C07	Transparent Unit Cost Breakdown model exists, calculating materials, direct labour, transport, and factory overheads.	[ ]	Drive folder...
C08	Target Gross Profit Margin is explicitly calculated and defended rather than undercutting just to win bids.	[ ]	Drive folder...
C09	Working Capital Runway can absorb standard corporate 30-to-60 day payment terms without defaulting on wages/suppliers.	[ ]	Drive folder...
C10	Professional, branded Quotation and Invoice templates with registration, VAT number (if applicable), and terms.	[ ]	Drive folder...
C11	Dedicated business banking account that is 100% separated from personal and household living expenses.	[ ]	Drive folder...
C12	Formal Credit Control & Debtor Aging policy with automated payment reminders sent at 7, 14, and 30 days.	[ ]	Drive folder...

Section C: Operational Delivery Capacity & Quality Assurance

Check	Procurement Readiness Requirement	Score (0, 1, 2)	Evidence Location
C13	Documented Monthly Production / Service Capacity that proves team can fulfill contracted purchase orders.	[ ]	Drive folder...
C14	Written Quality Control Checklist and Defect Log tracking product/service specifications before delivery.	[ ]	Drive folder...
C15	Reliable Delivery Vehicles or formal Third-Party Logistics SLA agreements with guaranteed turnaround times.	[ ]	Drive folder...
C16	Backup Supplier Agreements established for critical raw materials to prevent supply-chain stockouts.	[ ]	Drive folder...
C17	Standard Operating Procedures (SOPs) documented for core production and service delivery.	[ ]	Drive folder...
C18	Tool and equipment preventative maintenance schedule in place with documented service history.	[ ]	Drive folder...

Section D: Corporate Communication, Systems & Safety

Check	Procurement Readiness Requirement	Score (0, 1, 2)	Evidence Location
C19	Professional Business Email Domain (e.g. info@yourcompany.co.za) rather than free personal @gmail.com.	[ ]	Drive folder...

Check	Procurement Readiness Requirement	Score (0, 1, 2)	Evidence Location
C20	Professional Corporate Profile (clean 2-to-4 page PDF) showcasing core capabilities, past projects, and contact info.	[ ]	Drive folder…
C21	Dedicated Account Manager or Point of Contact available during corporate procurement working hours (08:00–17:00).	[ ]	Drive folder…
C22	Basic SHEQ (Safety, Health, Environment & Quality) compliance manual, Risk Assessments, and staff PPE protocols.	[ ]	Drive folder…
C23	Centralized Cloud Storage (Google Drive / OneDrive) holding all company compliance files accessible within 60 seconds.	[ ]	Drive folder…
C24	Cyber Hygiene & POPIA Compliance: Secure password policies, Two-Factor Authentication, and encrypted customer data.	[ ]	Drive folder…
C25	Verifiable Trade References: At least 3 signed client completion certificates or reference letters.	[ ]	Drive folder…

Results Summary & Tender Banding

Readiness Section	Your Score	Max Points	Compliance Status
Section A: Statutory, Legal & Tax Compliance	_____	12	Compliant (11-12) · At Risk (7-10) · Disqualified (0-6)
Section B: Commercial, Costing & Cash Flow	_____	12	Compliant (11-12) · At Risk (7-10) · Vulnerable (0-6)
Section C: Operational Capacity & Quality	_____	12	Compliant (11-12) · At Risk (7-10) · Unprepared (0-6)
Section D: Communication, Systems & Safety	_____	14	Compliant (13-14) · At Risk (8-12) · Deficient (0-7)
TOTAL SUPPLIER READINESS SCORE	_____	50	Check your procurement rating below

What Your Score Means

Rating 1: 0 – 20 Points: Tender Vulnerable — Submitting bids in your current state risks disqualification or working capital collapse during 60-day corporate payment cycles. Fix compliance hygiene first.

Rating 2: 21 – 39 Points: Procurement Contender — Strong technical capability with governance gaps. Ideal candidate for corporate ESD supplier development cohorts while closing remaining gaps.

Rating 3: 40 – 50 Points: Corporate Preferred Supplier — Fully compliant, documented, and financially sound. Ready to win and deliver Tier-1/Tier-2 corporate supply contracts.

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Turn Your Score into Action: Next Steps with Kamamoja Consulting

A score tells you where you stand. A conversation tells you what to do about it. Book a free, no-obligation 30-minute diagnostic session with our team to review your scores, benchmark against peer businesses, and map your 90-day execution plan.

Schedule Your Free Strategy Session

- Online Booking: Visit https://kamamoja.com/ and click 'Schedule Strategy Session'
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