

SARS

RFI 02-2016

PROCUREMENT OF ECONOMIC DATA SETS AND A DUE
DILLIGENCE SOLUTION

Briefing Session

08 February 2017

B/Bridge, Linton House
Auditorium (2nd Floor)

RFI 02-2016

PROCUREMENT OF ECONOMIC DATA SETS AND A DUE
DILLIGENCE SOLUTION

Briefing Session

Welcome & Introduction

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Commodity Leader: ICT Procurement

Governance, Rules and Procedures

SARS Procurement

Purpose

Briefing Session

- **Purpose**
 - Explain selected concepts, procedures and other aspects of the RFI
 - Confirm formal registration of Respondents for notices and other communications
- **It may contain**
 - additional information
 - additional rules that must be adhered to
- **It does not**
 - cover every item in the RFI
 - replace any of the issued RFI material
 - relax any of the RFI rules unless communicated separately in writing
- **The briefing session slides will be distributed electronically to all registered respondents.**
- **The RFI pack remains the primary source of information for the Respondent to respond.**

Procedures during session

- **No questions will be answered during the session.**
- **SARS will review and focus on most pertinent themes during the session.**

[[Agenda]]

<u>Start</u>	<u>End</u>	<u>Topic</u>
10:00 - 10:10		Welcome & Introductions
10:10 - 10:15		Governance, Rules and Procedures
10:15 - 10:20		RFI Overview
10:20 - 10:25		RFI Model
10:25 - 10:35		RFI Pack Content
10:35 - 11:20		Respondent's Proposal Format
11:20 - 11:30		----Break----
11:50 - 12:00		Wrap-up

Registration and material

Registration

- Attendance register
- 2 x valid e-mail address, contact numbers and company

- **Strict communication channels**
 - Respondents will be disqualified for non-compliance
- **No solicitation of information will be allowed other than by prescribed channels**
- **Deadlines to be strictly met**
- **Only prescribed submission format will be accepted**

Rules of engagement

- **Other than the contact for the RFI below:**
 - Respondents may not have contact with SARS staff.
 - Respondents who are existing service provider(s) to SARS may only engage SARS staff regarding operational matters.
- **All contact relating to RFI matters are only to be addressed to SARS Procurement at tenderoffice@sars.gov.za.**

RFI Overview

- Sourcing of updated Economic datasets and the associated services and subscriptions
 - Sourcing of Due Diligence data (including International data) and the associated services and subscriptions
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Background

- **SARS's mandate under the South African Revenue Service Act 34 of 1997 includes the collection of all revenues that are due, ensuring maximum compliance with revenue legislation and providing a customs service that will maximise revenue collection, facilitate trade and protect the borders of South Africa. SARS's vision is to be an innovative revenue and customs agency that enhances economic growth and social development and supports South Africa's integration into the global economy in a way that benefits all citizens. SARS strives to exercise its mandate in an efficient and cost effective manner.**

Background

- **Accurate and reliable economic data are a precondition to effective macroeconomic and tax revenue modelling and forecasting. It is of paramount importance for SARS to proactively and with a high level of precision identify any adverse trends in its economy and revenue collections and to promptly recommend, and apply the appropriate corrective measures. This would be almost impossible in the absence of economic data that is complete, accurate and timely.**
- **Over the years, SARS has established the various business orientations required by these deliverables. It is now SARS' intention to maintain these capabilities.**
- **SARS receives data from external parties electronically or physically, and this therefore means that no new hardware components have to be purchased.**

Objectives of this RFI

- **The primary objective of this RFI is to determine if the current subscriptions (Economic Data and Due Diligence data) can be provided by a single SP. If the RFI identifies that the required services can be provided, then a RFP will be issued to select and appoint a SP that is capable of providing the services.**

RFI Model

RFI model

- **The RFI has mandatory requirements**
 - Respondent must meet these before response will be considered for evaluation.

Respondent is strongly advised to make sure it complies fully before making decision to respond.

Bid preparation phase – Q&A

- Any questions / queries regarding the RFI process or content must be submitted in writing (email) to the email address below.
- All questions / queries must be submitted no later than 26 February 2017.
- Any oral communication will be considered unofficial and non-binding to SARS.
- The queries must be :
 - from registered representatives
 - to tenderoffice@sars.gov.za
 - Email format:

Subject : “RFI 02-2016 – Question”
Body : “Supplier : <supplier name>”
: “Question : <Question text>”

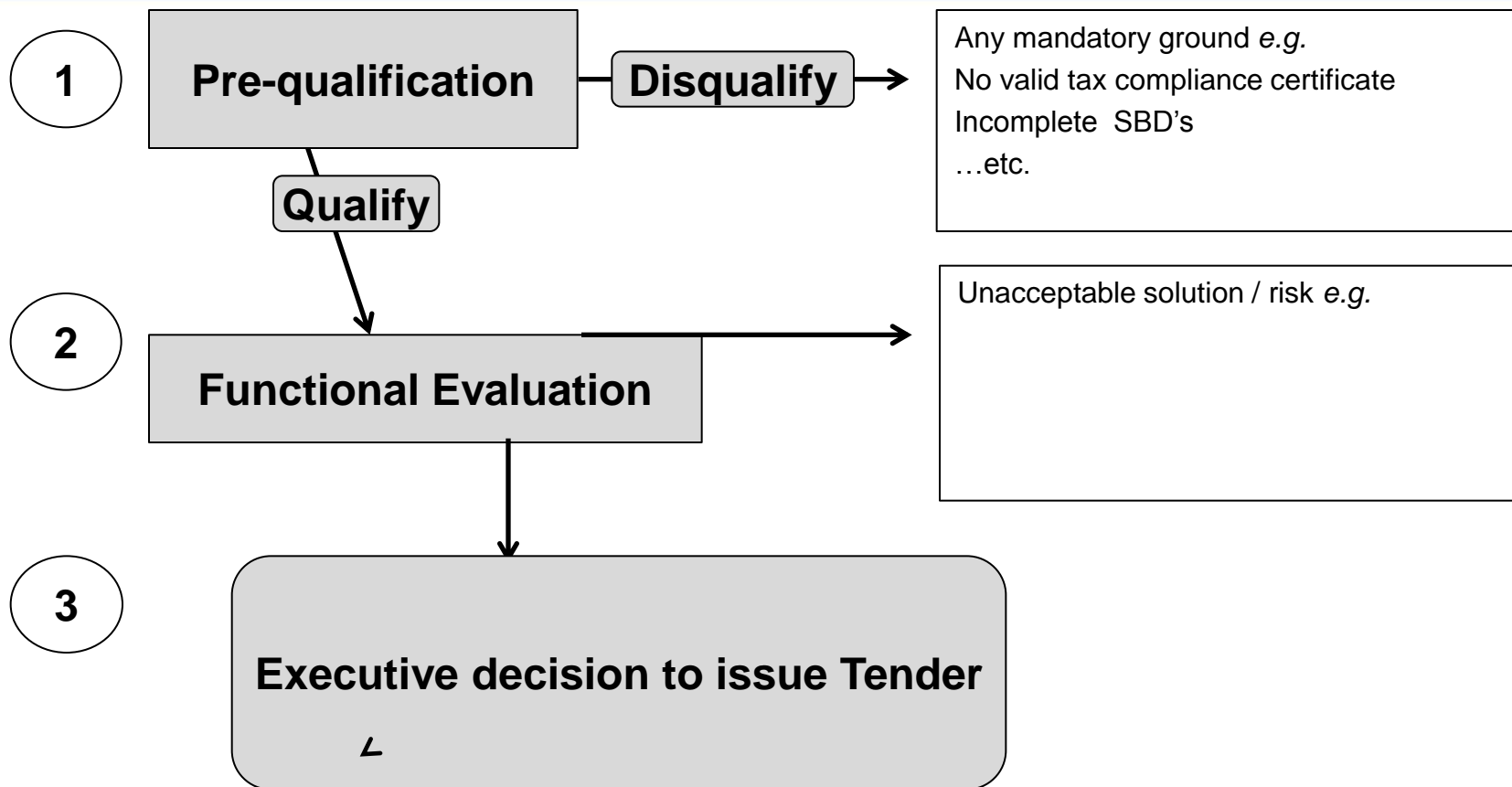
Bid preparation phase – Q&A

- **The answers will be provided**
 - without the details of who posed the question
 - to all the registered respondents
 - published on the SARS website
- **SARS will endeavour:**
 - to provide a response to questions as soon as possible after receipt
 - to finalise all responses on or before **27 February 2017**

Bid preparation phase

- **SARS may:**
 - call one or more briefing sessions
 - Compulsory or non-compulsory
 - issue communications
 - answering questions from Respondents
 - clarifying issues arising from questions
 - amending the RFI, including changing dates and times in the RFI process.

Evaluation process



Prequalification - Discretionary

- **SARS, at its sole discretion, may disqualify a Respondent from evaluation for:**
 - Non-adherence to RFI rules
 - Non-adherence to rules of engagement
 - Non-compliance to ethics

Evaluation : Functionality

- **Respondent may be deselected during the evaluation of functionality if:**
 - for whatever reason SARS is unable to evaluate the Bidder's proposal
 - the solution proposed by the Respondent will not meet SARS's minimum requirements or will not achieve SARS's objectives.
 - The proposal submitted by the Respondent presents an unacceptably high level of risk to SARS.

RFI Pack content

RFI Pack Contents

- **RFI pack is organised into 5 Sections**

Section 1	Summary, guidelines, instructions and Conditions.
Section 2	Standard Bid Documents
Section 3	Business requirements specification
Section 4	Documents, templates, questionnaires and checklists required for the submission of the Bidder's Proposal

RFI Pack – Points to note

- **The SARS website may indicate the use of Standard Bid documents not included in the RFI pack.**
 - DO NOT SUBMIT THESE.
 - SUBMIT THE DOCUMENTS AS PER THE INSTRUCTIONS AND AS INCLUDED IN THE RFI PACK.

RFI Pack – Section 1

Section 1 of the RFI pack contains the documents necessary to gain an overview of the RFI and for attendance to the Briefing Session

1. [RFI 02-2016 1-1 Summary, Guidelines, Instructions and Conditions.](#) **This must be read in detail by all Bidders.**
2. The Oath of Secrecy / Solemn Declaration must be completed and signed by every member of the Bidder's team (including subcontractors) and submitted with the response.

RFI Pack – Section 2

Section 2 contains the Standard Bid Documents (SBDs)

**ALL THESE DOCUMENTS MUST BE COMPLETED SIGNED
AND SUBMITTED AS PER THE INSTRUCTIONS IN THE
FORMS**

RFI Pack – Section 3

Section 3 has one document which details the business and technical requirements of the RFI

1. **SARS RFI 02-2016 3-1 Business Requirement Specification. This document details the requirements of the business. It must be read in detail to understand SARS's requirements for all aspects of the service:**

RFI Pack – Section 4

Section 4 has one document

1. SARS RFI 02-2016 5-2 Technical Response Template.
This template must be completed in order for the Respondent to be evaluated for functionality.

Bidder's Proposal Format

Bidder's Proposal

- **This is covered in detail in the document:**
- [SARS RFI 02-2016 1-1 Summary, Guidelines, Instructions and Conditions](#)
- **Each Proposal must be separately wrapped and must contain:**
 - One hardcopy
 - A4, ring binders
 - One electronic copy
 - CD or DVD
- **The hardcopy must be signed and must contain the original signatures.**

B-BBEE Overview

- This is an RFI, not a tender

Wrap up

**Please submit all questions
electronically to SARS
Procurement at**

tenderoffice@sars.gov.za