

**RFP 04/2017: Review GRAP accounting policies & procedures and provide SAP implementation assistance for reporting**

**Question and Answer**

**Closing date: 18 September 2017 at 11:00**

#	QUESTION	ANSWER
1	Could you please outline the SAP modules that are implemented on the current SAP platform?	Currently using SAP Financial Accounting for General Ledger, and Public Sector Collection and Disbursement (PSCD) / Treasury and Risk Management (TRM) (TRM using FICA for sub-ledger).
2	In the RFP document you refer to “Re-platform from an existing SAP platform to new SAP platform” – Please clarify if this statement refers to database migration to SAP HANA database and/or implementation of SAP S4/HANA enterprise application.	<p>SAP implementation and data migration is out of scope of RFP 04/2017. The purpose of RFP 04/2017 is to solicit information as per section 3 of the main RFP document.</p> <p>Interested bidders should indicate their experience in providing</p> <ul style="list-style-type: none"> <li>• The review of GRAP accounting policies and procedure; and</li> <li>• SAP reporting capability for ensuring compliance with the GRAP accounting policies and procedure.</li> </ul> <p>Specific answers to this and related questions will be covered in detail when SARS issues a subsequent tender regarding the transformation and extension of the SAP environment at SARS. Interest parties should visit the Government tender bulletin and SARS website regularly for any future tender opportunities.</p>
3	Please provide the systems that support the following processes outlined in the RFP: <ul style="list-style-type: none"> <li>• Mineral &amp; Petroleum Resources Royalties;</li> <li>• Value Added Tax;</li> <li>• Pay as You Earn;</li> <li>• Income Tax and other non-core taxes.</li> </ul>	Specific answers to this and related questions will be covered in detail when SARS issues a subsequent tender regarding the transformation and extension of the SAP environment at SARS. Interest parties should visit the Government tender bulletin and SARS website regularly for any future tender opportunities.
4	What is the expected level of involvement around SAP implementation? Do you need assistance with the actual SAP implementation (meaning as an implementation partner we are expected to perform configuration, testing and data migration activities) or we are only required for Project assurance and review;	<p>SAP implementation is out of scope of RFP 04/2017. The purpose of RFP 04/2017 is to solicit information as per section 3 of the main RFP document.</p> <p>No assistance required with regards to actual SAP implementation (meaning, no SAP implementation partner is required. No, performance of SAP configuration, testing and data migration activities is required).</p> <p>Interested bidders should indicate their experience in providing SAP reporting capability for ensuring compliance with the GRAP accounting policies and procedure.</p>
5	If we are not the SAP implementers have you sourced one or are we expected to assist SARS in sourcing one;	Refer to answers in question 2 and 4. No assistance is required in sourcing SAP implementers.

#	QUESTION	ANSWER
6	<p>What are the expected timelines for the implementation, as it impacts on the timing of when some of the assurance activities can be carried out (assuming we are not implementers);</p>	<p>The review of GRAP accounting policies and procedure is in scope on this tender. The review is required to be provided and finalised +- 6 months prior to the technical implementation.</p> <p><b>Note</b> that as per section 3 of the published RFP, this is stage 1 of the tender process. SARS will specify the expected timeliness when issuing its specific requirements/scope in stage 2 of the tender process.</p> <p>Interested bidders should indicate their envisaged timeliness in line with their experience in delivering/conducting review of GRAP accounting policies and procedure.</p>
7	<p>Is SARS looking to implement SAP HANA or continue on SAP ECC;</p>	<p>Specific answers to this and related questions will be covered in detail when SARS issues a subsequent tender regarding the transformation and extension of the SAP environment at SARS. Interest parties should visit the Government tender bulletin and SARS website regularly for any future tender opportunities.</p>
8	<p>What is the estimated User base to be trained and supported as part of post implementation activities.</p>	<p>Interested bidders should indicate their experience and capability in response to section 8 of the published RFP document.</p> <p>Note that as per section 3 of the published RFP, this is stage 1 of the tender process. SARS will specify the number of users to be trained when issuing its specific requirements/scope in stage 2 of the tender process.</p>
9	<p>Please can you assist our company with the following clarification question regarding the GRAP RFI – as this a 2 phase process, we assume that the compulsory subcontracting to contracts over R30 million to EMEs or QSEs will only become applicable in the next phase, as the subcontractor we choose will be dependent on the detailed requirements provided in Phase 2. Please advise if our assumption is acceptable.</p>	<p>The tender published is RFP not an RFI</p> <p>One of the mandatory requirement is that the bidder that does not have a minimum B-BBEE status of level 3 will be required to <b>subcontract 30% (NOT 30 million) of the total contract value</b> to a locally based entity who is an EME or QSE which is at least 51% owned by black people. Refer to section 11.1 of the main RFP document.</p> <p>Subcontracting will be applicable in phase 2 of the tender process, however SARS requires the bidder to complete Annexure B: Mandatory requirement in phase1, failure to complete the form will lead to a disqualification of a bidder.</p>
10	<p>We are considering bidding for the request for proposal (RFP 04 2017) for “Review GRAP Accounting Policies &amp; Procedures and provide SAP implementation assistance for reporting”. However, we would not be able to provide SAP Implementation Assistance as we do not have this expertise.</p> <p>Please would you confirm whether our bid would be considered if we were to propose our services for only the “Review of GRAP accounting policies and procedures” element of the RFP?</p>	<p>Refer to answers 2 and 4 above.</p>

#	QUESTION	ANSWER
11	<p>We noted that although the tender requests that detailed pricing must be provided (on page 8 of the Main RFP Document) this is not considered as part of the evaluation criteria in order to proceed to Phase 2. The RFP does not provide business processes and business requirements and key sizing factors (as an example, number of tax accounts, users, and external interfaces) for the SAP solution, in order to estimate each of the phases. As a result we do not have a basis for providing costing.</p> <p>Please advise if such requirements and business processes will be provided in this phase to enable the requested costing?</p>	<p><b>Note</b> that as per section 3 of the published RFP, this is stage 1 of the tender process. SARS will specify the expected timeliness when issuing its specific requirements/scope in stage 2 of the tender process.</p> <p>Interested bidders should demonstrate the pricing model and hourly rates in line with their experience in delivering/conducting</p> <ul style="list-style-type: none"> <li>• The review of GRAP accounting policies and procedure; and</li> <li>• SAP reporting capability for ensuring compliance with the GRAP accounting policies and procedure.</li> </ul> <p>Refer to section 8.5 of the published RFP document.</p>
12	<p>Please refer Section 8.1: Experience in supporting organisations with the implementation relating to reporting on GRAP requirements and application utilising new SAP; Clarification requested: Please provide detail of the version of SAP mentioned as new SAP. Our understanding of the requirement of RFP is to have an organisation having experience in</p> <ul style="list-style-type: none"> <li>• migrating from cash basis to GRAP and</li> <li>• also implementation of new SAP. These 2 experiences may be in separate projects and not necessarily as a one project. Please clarify.</li> </ul>	<p>Refer to answers 2 and 4 above.</p>
13	<p>We would like to find out if it's possible to get the GRAP assessment report, please indicate if the items below are on SAP system or not: Phase 1 Mineral and Petroleum Resource Royalties; Phase 4 Value Added Tax; Phase 5 Pay As You Earn; and Phase 6 Income Tax and other non-core taxes.</p>	<p>Refer to answers 2 and 4 above.</p>
14	<p>What is the current number of SAP users for the items below:</p> <ul style="list-style-type: none"> <li>• Phase 2 Customs &amp; Excise (Re-platform from an existing SAP platform to a new SAP platform);</li> <li>• Phase 3 Transfer Duty and Withholding Tax on Interest (Re-platform from an existing SAP platform to a new SAP platform);</li> </ul> <p>Please indicate if the geographical locations of the users.</p>	<p>Refer to answers 2 and 4 above.</p> <p>SARS will specify the geographic locations of the users when issuing its specific requirements/scope in stage 2 of the tender process.</p>
15	<p>Clarification is requested on the following for data migration:</p> <ol style="list-style-type: none"> <li>a. How many years of data need to be migrated?</li> <li>b. The nature and type of databases- technology stack.</li> </ol>	<p>Refer to answers 2 and 4 above.</p>

#	QUESTION	ANSWER
16	How do we fill out the abovementioned tender document? Do we have to fill it online on word document or do we have to print out and fill with a pen?	Bidders may complete the tender documents on word document or print out and complete them using a pen. Bidders are required to submit the documents as per section 10 under table 2 of the main RFP document.
17	What system is the current GRAP policies residing on for SARS?	The question is unclear. Refer to the published RFP document
18	Can SARS please share the system information or landscape architecture? I.e. is it SAP or Oracle, MS SQL etc.	Refer to answers 2 and 4 above.
19	Is SARS looking to move to HANA or S/4 HANA in the future & what does that roadmap look like?	Refer to answers 2 and 4 above.
20	Is SARS currently using the BW reporting with the BOBJ Suite or are they looking at using any other reporting tool?	SAP direct and BW (currently using BEX and in the process to move to Business Objects).
21	Is there an analytics strategy for SARS and how best would SARS want this system to integrate and fulfil the needs?	Refer to answers 2 and 4 above.
22	How long is SARS expecting this programme to take?	<p>The question is unclear.</p> <p>Note that as per section 3 of the published RFP, this is stage 1 of the tender process. SARS will specify the expected timeliness when issuing its specific requirements/scope in stage 2 of the tender process.</p>
23	Is SARS expecting the service provider to assist with the Data Migration exercise (i.e. moving from legacy to new platform)?	Refer to answers 2 and 4 above.
24	Would SARS want the licence/s related to this project to be included in the proposal costing/structures by vendors or not?	Refer to answers 2 and 4 above.
25	<p>Kind request for the following information to enable our company to estimate the size / length / complexity of the policy and process documentation that needs to be reviewed as part of the RFP's scope so that we can come up with a realistic cost estimate.</p> <p>For instance, approximately X number of separate policy documents per taxation type, each policy approximately X pages in length? Similarly, the approximate number of business processes supporting each taxation type (would this, for</p>	<p>Note that as per section 3 of the published RFP, this is stage 1 of the tender process. SARS will specify the list of policies and the extend thereof will be specified requirements/scope in stage 2 of the tender process.</p> <p>Interested bidders should demonstrate the pricing model and hourly rates in line with their experience in delivering/conducting:</p> <ul style="list-style-type: none"> <li>• The review of GRAP accounting policies and procedure; and</li> <li>• SAP reporting capability for ensuring compliance with the GRAP accounting policies and procedure.</li> </ul> <p>Refer to section 8.5 of the published RFP document.</p>

#	QUESTION	ANSWER
	<p>example, be:</p> <ul style="list-style-type: none"> <li>• Revenue accrual estimation</li> <li>• Receipt of tax returns</li> <li>• Processing of returns</li> <li>• Assessment</li> <li>• Audit of returns</li> <li>• Receipt of supporting documentation</li> <li>• Audit of returns</li> <li>• Finalisation of assessments</li> <li>• Refund to taxpayer (payables) /collect taxation receivables</li> </ul>	
26	<p>Request for the following inputs for our company to develop the project plan and cost:</p> <ul style="list-style-type: none"> <li>• How many reports need to be developed.</li> <li>• Preferred tool and technology stack for report.</li> <li>• SARS uses SAP- BPC. Will this also be migrated or freshly implemented in the new SAP?</li> </ul>	Refer to answers 2 and 4 above.
27	Please indicate if you have SAP CRM and COE	Refer to answers 2 and 4 above.
28	May we request for providing us with the policy & procedure Manual or the files that need to be verified, validated to assess the quantum of work to develop the commercial estimate	Refer to answer 25 above.
30	Given the complexity presented from the clarifications provided and the further clarification – in continuation of the earlier request for extension, we would once again request for 2 weeks extension to the date of submission. This will allow us to develop an appropriate response	The closing date of RFP 04/2017 cannot be extended as this is a 2 stage bidding process, another RFP will be issued to the bidders who have responded to the first stage of the bidding process.
31	Development of project plan, skill allocation, commercial estimates require a target technology platform. In the present case this is difficult. Given that at this stage the key evaluation criteria is solely based on 'technical competence' and commercial information is for information purposes. We would request waiver of the condition to provide commercials and your advice on skills /resource for S4H or ECC?	<p>In responding to section 8.3 of the published RFP document.</p> <p>Interested bidders should demonstrate their capability and experience in delivering/conducting:</p> <ul style="list-style-type: none"> <li>• The review of GRAP accounting policies and procedure; and</li> <li>• SAP reporting capability for ensuring compliance with the GRAP accounting policies and procedure.</li> </ul>
32	Does the scope of work involve implementation of SAP TRM/PSCD or reporting from GL.	Refer to answers 2 and 4 above.
33	<p>There is a section in the bid documents that requires completion i.e. Annexure B - Pricing Schedule.</p> <p>Within this schedule, there is an area that refers to ill-health leave and retirement policies while on the project. It has 3 pages included in it and needs to be</p>	This question is not related to RFP 04/2017

#	QUESTION	ANSWER
	<p>filled in however we are a bit concerned that we cannot see the relation to this specific RFP. Please can you kindly clarify and advise on the relation it has to the RFP response that we are currently drafting? Can you confirm that this needs to be filled in and what considerations need to be included in this?</p>	