

# **COMPULSORY BRIEFING SESSION**

## **SARS**

### **RFP 08-2016**

#### **The Provision of Tracing and Searching.**

**Date: 08 June 2016 Time: 11:00**

**Venue: SARS Procurement Centre Linton House,  
Brooklyn**

**Closing Date: 30 June 2016 @11:00**

# Agenda

<u>Start</u>	<u>End</u>	<u>Topic</u>
11:00 - 12:30		<ol style="list-style-type: none"><li>1. Welcome</li><li>2. RFP Key Dates and Timelines</li><li>3. Governance, Rules and Procedures</li><li>4. Background and Objectives</li><li>5. Bid Evaluation Process</li><li>6. Contract and Service Level</li></ol>
		<b>-- Break --</b>
		<ol style="list-style-type: none"><li>7. Pricing</li><li>8. B-BBEE</li><li>9. National Treasury CSD Registration &amp; Tax Compliance</li><li>10. Bidder's Proposal Format and Organisation</li><li>11. Wrap-up</li></ol>

SARS Welcomes all interested bidders to the compulsory Briefing Session for the invitation to bid: RFP08/2016 for The Provision Of Tracing and Searching.

# RFP

## Key Dates and Timelines

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# RFP key date and timelines

No	Description	Start Date/Time	End Date/Time
1.	RFP published	27 May 2016	
2.	RFP available for download from SARS and National Treasury websites	30 May 2016	
3.	Compulsory Briefing Session	08 June 2016 11:00	08 June 2016 12:30
4.	Bidders to submit written questions	09 June 2016	21 June 2016
5.	SARS to respond to written questions	13 June 2016	24 June 2016 16:00
7.	<b>Proposal submission close (the “Closing Date”)</b>		<b>30 June 2016@ 11:00</b>

# Governance, Rules and Procedures

## Registration

- The session is being recorded.
- Attendance register signed by each attendee
- 2 x valid e-mail addresses, contact numbers and company address

- No questions will be answered during the session other than procedural matters relating to the briefing session.
- Slides will be uploaded on the website.



- Strict communication protocols
  - Bidders will be disqualified for non-compliance.
- No solicitation of information will be allowed other than through the prescribed channels.
- Deadlines must be strictly adhered to.
- Only prescribed submission format will be accepted.

- Other than the contact for the RFP below:
  - Bidders may not contact SARS staff.
  - Bidders who are existing service provider(s) to SARS may only engage SARS staff regarding operational matters.
- **All contact with SARS relating to RFP matters must only to be addressed to SARS Procurement**

**Tenderoffice@sars.gov.za**

- Any questions / queries regarding the RFP process or content must be submitted in writing (email) to the email addresses below.
- All questions / queries must be submitted no later than 21 June 2016.
- Any oral communication will be considered unofficial and non-binding to SARS.
- All questions / queries must be directed to:
  - [Tenderoffice@sars.gov.za](mailto:Tenderoffice@sars.gov.za)
  - Email format:

- **The answers will be provided**
  - without the details of who posed the question
  - by publishing 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 **24 June 2016**

# Background and Objectives

- **SARS's Mandate**

- South African Revenue Service Act, 1997 (Act No 34 of 1997)
- collection of all revenues that are due, ensuring maximum compliance with revenue legislation
- providing a customs service that will maximise revenue collection, facilitate trade and protect the borders of South Africa.

- **SARS's vision**

- innovative revenue and customs agency that enhances economic growth and social development
- 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.

- ❑ SARS has a statutory mandate which includes the effective and efficient collection of revenue using the possible enforcement and compliance within the legislation it administers. In pursuit of this objective, it is part of SARS function in administering the Tax Act to verify and ensure the correctness of taxpayer information.
- ❑ To achieve this, SARS will appoint an external vendor with reliable credit debtor's information to provide access to Commercial credit records and correct/current contact details. The vendor(s) appointed must offer a comprehensive credit history database, must be a scoring expertise and have a holistic deep penetrating solution to the South African credit granting industry

## The primary objective of the Provision of Tracing and Searching is to:

- ❑ Select and appoint a panel of vendors that have accurate, timely and sufficient data to provide SARS with an ongoing understanding of taxpayer credit movements, tracking and monitoring taxpayer economic activity at a micro level, and providing updates of taxpayers current and correct contacts details. The vendors should provide SARS with required data analyses and techniques.



# Scope

**The service providers must provide SARS with the following commercial and consumer information, but not limited to:**

- Personal identity (name, address, date of birth)
- Contact details
- Credit profile / Credit score
- Defaults or notices
- Property, bonds and notarial bonds
- eNatis
- CIPC

**SARS requires a bulk data provision for the delivery of information from the service providers.**

# Overview of Tracing and Searching

**SARS also requires a system initiated delivery of information from the service providers.**

## **Web Bases Queries**

- User access to query the different types of available data the service providers have for a specific consumer or commercial entity

## **System initiated transactions**

- The service provider must provide SARS with the ability to make specific transactional enquiries directly from SARS's systems to the service provider's databases over a secured link with secure delivery of the results of the enquiry.

# Bid Evaluation Process

The Bid evaluation process will be based on the following:

- Mandatory Evaluation Compliance
- Technical Functional Requirement (100 points)
- Recommendation and Appointment
- Contracting

- The bidder must be currently registered in terms of the National Credit Act 34 of 2005 (NCA) with the National Credit Regulator (NCR).
  
- Attendance of compulsory briefing session.

**Ref:** SARS RFP 08-2016 1-1 RFP Main Document – Table 1 (Page 11 of 18)

**Only Bidder(s) that have met the Pre-Qualification (mandatory) Criteria will be evaluated in respect of the technical criteria as follows:**

<b>Criterion</b>	<b>Description</b>	<b>Weight</b>	<b>Bid Reference</b>
<b>Operating Capability</b>	Established operating capability, Current client base and Current client reference	<b>20</b>	<b>SARS RFP 08-2016 2-2 Technical Response Template</b>
<b>ICT Capability</b>	Infrastructure, Data interchange interface, Web enquiry interface, Bulk data provision and System to system transitions	<b>30</b>	
<b>Information quality</b>	Local data sources, International data sources, Information fields- Consumer information, Information fields- Commercial information and Information fields- Credit scoring	<b>50</b>	

Bidder(s) will need to attain a minimum threshold of 75 points out 100 in respect of technical functional criteria to be considered for appointment to the panel.

# RFP Pricing



- **Pricing template**

- The Bidder is required to submit a completed pricing template.
- However, Bidders will not be evaluated and scored for Pricing as part of this tender process

- **Purpose**

- The pricing provided by the Bidder will be used for Budgetary Planning purposes.
- The Bidder's pricing will be held in the strictest confidence.

- **Panel RFP/Q pricing**

- The pricing that needs to be submitted in response to an RFQ process may be different from the pricing submitted by a Bidder in this RFP process
- Future requests for quotation (RFQ's) will be issued to the Panel either in terms of the 80/20 or 90/10 system depending on the anticipated value of the request for quotation

- **Preferential Procurement Regulation**

- 80/20 preference point system is applicable if all bids received are within R1 000 000
- 90/10 preference point system is applicable if all bids received exceed R1 000 000

- **Evaluation criteria:**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

$$P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

- **Where :**

- P<sub>s</sub>** = Points scored for comparative price of bid or offer under consideration.
- P<sub>t</sub>** = Comparative price of bid or offer under consideration.
- P<sub>min</sub>** = Comparative price of lowest acceptable bid or offer.

# Calculation of total points scored for price and B-BBEE

## Incorrect ASSUMPTIONS with regards to PRICING

Incorrect ASSUMPTIONS	CONCLUSION
<p>1. PRICE IS REGARDED AS A DETERMINING FACTOR FOR AWARDING OF A TENDER, AS A RESULT:</p> <ul style="list-style-type: none"><li>• Bidders submit Lower quotations in an attempt to secure the bid and consequently are unable to render the service</li></ul>	<p>1. PRICE IS NOT THE ONLY DETERMINING FACTOR ON AWARDING A TENDER:</p> <ul style="list-style-type: none"><li>• Bidders should submit realistic quotations</li></ul>
<p>2. BIDDER' INTERPRETATIONS OF THE SPECIFICATIONS VARY WHICH LEADS TO:</p> <ul style="list-style-type: none"><li>• Incomplete quotations</li><li>• Alterations to the specifications by the bidder</li></ul>	<p>2. THE SPECIFICATION IS MEANT TO BE CLEAR AND UNAMBIGUOUS, WHERE IT MIGHT APPEAR TO BE UNCLEAR/UNAMBIGUOUS, BIDDERS ARE URGED <b>TO SEEK CLARIFICATION</b></p> <ul style="list-style-type: none"><li>• Your interpretation of the Specifications whether correct or incorrect will affect your pricing</li></ul>
<p>3. CALCULATION ERRORS</p> <ul style="list-style-type: none"><li>• Incorrect calculations</li></ul>	<p>3. COMMON ERRORS WHICH MAY LEAD TO COMPLICATIONS WHEN EVALUATING BIDS</p> <ul style="list-style-type: none"><li>• In case of calculation errors between hardcopy and soft copy, the signed hardcopy prevails</li></ul>

# B-BBEE

# BEE = 10 and/or 20 Points

**B-BBEE points may be allocated to Bidders on submission of documentation or evidence as follows:**

<b>ADJUDICATION CRITERIA</b>	<b>POINTS</b>
A duly completed Preference Point Claim Form: SBD 6.1 and a B-BBEE Certificate.	10
A duly completed Preference Point Claim Form: SBD 6.1 and a B-BBEE Certificate.	20

Bidders **MUST** complete and sign the SBD 6.1 form to claim the Bidder's B-BBEE preference points, failing which, the Bidder will be scored zero.

# B-BBEE Key Sections to complete in SBD

## BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

### 7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: ..... = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

## 8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted? .....%
- (ii) the name of the sub-contractor? .....
- (iii) the B-BBEE status level of the sub-contractor? .....
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

# B-BBEE Certificate

The table below indicates the specific B-BBEE certification documents that must be submitted for this tender. Failure to submit the required certification documents will also result in Bidders scoring zero for B-BBEE.

Classification	Turnover	Submission Requirement
<b>Exempted Micro Enterprise ( EME)</b>	Below R5 million p.a. - (Old Codes)	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by IRBA or a letter from an Accounting Officer as contemplated in the CCA. A sworn Affidavit or Certificate from CIPC
	Below R10 million p.a. - (Amended Codes)	
<b>Qualifying Small Enterprise (QSE)</b>	Between R5 million and R35 million p.a. (Old Codes)	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by IRBA. A sworn Affidavit or Certificate from CIPC
	Between R10 million and R50 million p.a. (Amended Codes)	
<b>Large Enterprise (LE)</b>	Above R35 million p.a. (Old Codes)	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by IRBA.
	Above R50 million p.a. ( Amended Codes)	

SARS will accept B-BBEE Certificate issued on the revised B-BBEE Codes.

# Use and acceptance of Affidavits

- It has been advised that the Verification Professional will need to test the affidavits submitted as part of a company's procurement rating. All companies will need to request the information which proves Black Ownership and Turnover in addition to the Affidavit, or request that their EME/QSE suppliers be verified and have this confirmed on the Affidavit.
- SARS reserves the right to request that bidders submit their Black ownership and turnover information in support of their Affidavits.



# B-BBEE

## Joint Ventures and Consortiums

- Incorporated JVs must submit the B-BBEE status of the entity. Unincorporated JVs must submit a consolidated B-BBEE certificate as if they were a group structure for every separate Bid.

## Sub-contracting

- Bidders who want to claim preference points will have to comply fully with regulations 11(8) and 11(9) of the Preferential Procurement Regulations, 2011 with regard to sub-contracting:

## Regulation 11(8)

- A person must not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an Exempted Micro Enterprise that has the capability and ability to execute the sub-contract.

# B-BBEE

## Regulation 11(9)

- A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an Exempted Micro Enterprise that has the capability and ability to execute the sub-contract.

## **Proof of Existence: Joint Ventures and/or Sub-Contracting**

- Bidders must submit concrete proof of the existence of joint ventures and/or sub-contracting arrangements. SARS will accept signed agreements as acceptable proof of the existence of a joint venture and/or sub-contracting arrangement.
- The joint venture and/or sub-contracting agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or sub-contracting party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or sub-contracting arrangement.

# National Treasury CSD Registration and Tax Compliance

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- Bidders are required to be registered on the National Treasury database (CSD), failure to do so will result in SARS not being able to conduct business with the bidder as per NT SCM Instruction no.4A 2016/2017. (Refer to [www.csd.gov.za](http://www.csd.gov.za) for registration process).
- Bidders to submit proof of registration with the bid (preferable CSD report in a PDF format).



<b>Report Date:</b>
05 May 2016 11:14:16 AM
<b>Unique Registration Reference Nr:</b>
C3D97624-AAB5-4E62-AD86-347A5860B3AF

## CSD REGISTRATION REPORT

### SUPPLIER IDENTIFICATION

Supplier number	MAAAD [REDACTED]	South African company/CC registration number	[REDACTED]
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- **Tax compliance**

- Bidder (and subcontractors) must be fully tax compliant.
- Valid tax clearance certificate (TCC) not necessary, SARS will verify the tax compliance status of the bidders on the CSD.
- Selected service provider must be tax compliant during award and the term of the agreement.

## TAX INFORMATION

Income tax number	<del>XXXXXXXXXX</del>	Validation response received	Tax Clearance Compliance Status / Certificate Verified
VAT number	<del>XXXXXXXXXX</del>	Status	Active
Are you Registered with SARS?	Yes	Created by	<del>XXXXXXXXXX</del>
Is tax declaration accepted?	Yes	Created date	29 Apr 2016 16:37:15:000
Last validation date	5/6/2016 8:23:00 AM	Edit by	<del>XXXXXXXXXX</del>
Tax clearance certificate expiry date	14 Mar 2017	Edit date	29 Apr 2016 16:37:15:000
Would you like to receive notifications?	No		

## TAX INFORMATION

Income tax number	[REDACTED]	Validation response received	Non-compliant tax status found
VAT number	[REDACTED]	Status	Active
Are you Registered with SARS?	Yes	Created by	[REDACTED]
Is tax declaration accepted?	Yes	Created date	03 May 2016 19:24:08:000
Last validation date	5/3/2016 8:22:00 PM	Edit by	[REDACTED]
Tax clearance certificate expiry date	04 May 2015	Edit date	03 May 2016 20:21:38:000



# Bidder's Proposal Format and Organisation

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# Bid Submission

- ❑ Bidders must submit copies of each file (Original and Duplicate) and a CD-ROM with content of each file by the **30th of June 2016 at 11:00**



## •TENDER BOX

- ❑ SARS Brooklyn Bridge, 570 Fehrsen Street, Linton House, Brooklyn

•Any enquiries must be referred, in writing via email:

[tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za)

# File 1: Original/ Duplicate

## Section 1

- Pre-qualification documents (SBD documents)
- Mandatory Requirements



## Section 2

- Technical Responses
- Supporting documents for Technical responses
- References/testimonials
- 3 years audited/ reviewed Financial statements



## Section 3

- Company profile
- Supplementary information (if any)



## Section 4

- Signed Service Level Agreement (SLA)



# File 2 :Original/ Duplicate

Section 1

BBBEE Certificate



Section 2

Pricing Schedule



- NB** •Each file and CD-ROM must be marked correctly and sealed separately for easy reference during the evaluation process.

# Wrap up

Please submit all questions electronically to SARS procurement as early as possible to

**[tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za)**

All questions & answers and these briefing session slides will be published on the SARS procurement website