SARS RFP 20/2020

The Procurement of Third Party Data and Related Services from a Credit Bureau or a Similar Service Provider

Non- Compulsory Briefing Session
23 November 2020

Zoom
RFP 20/2020

The Procurement of Third Party Data and Related Services from a Credit Bureau or a Similar Service Provider

Welcome and Introduction
# Agenda

<table>
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<tr>
<th>Start</th>
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<th>Topic</th>
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<tr>
<td>11:00</td>
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<td>Welcome</td>
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<td>11:05</td>
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<td>Governance, Rules and Procedures</td>
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<tr>
<td>11:15</td>
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<td>RFP Overview</td>
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<td>B-BBEE Overview</td>
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<td>12:45</td>
<td>Bidder’s Proposal</td>
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<td>12:45</td>
<td>13:00</td>
<td>Responses to questions</td>
</tr>
</tbody>
</table>
Governance, Rules and Procedures

SARS Procurement
Non-Compulsory Briefing Session

• **Purpose**
  – explain selected concepts, procedures and other aspects of the RFP
  – confirm formal registration of Bidders 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 RFP
  – replace any of the issued RFP material
  – change any of the RFP rules unless explicitly communicated in writing

• **The briefing session slides will be posted on the SARS website**

• **The RFP pack remains the primary source of information for the Bidder to respond.**
Questions during the session.
- SARS will take written questions submitted during the session.
- SARS will review and focus on most pertinent themes arising from the questions and provide answers where possible.
- All questions and answers will be published as part of the wider Q & A process.
- The published answers will take precedence over any verbal response given in the briefing session.

The session is being recorded.
Governance requirements

- Strict communication channels
  - Bidders will be disqualified for non-compliance
- No solicitation of information will be allowed other than by prescribed channels
- Deadlines to be strictly met
- Adhere to prescribed submission format to ensure queries are properly dealt with.
RFP Pack content
| Section 1 | The Procurement of Third Party Data and Related Services from a Credit Bureau or a Similar Service Provider for the South African Revenue Service Summary Guidelines Instructions and Conditions for SARS |
| Section 2 | Standard Bidding Documents (SBD’s) |
| Section 3 | Business Requirements Specification (BRS) documents for the Procurement of Third Party Data and Related Services from a Credit Bureau or a Similar Service Provider |
| Section 4 | Mandatory Response Templates for the Procurement of Third Party Data and Related Services from a Credit Bureau or a Similar Service Provider |
| Section 5 | Technical Response Template for the Procurement of Third Party Data and Related Services from a Credit Bureau or a Similar Service Provider |
| Section 6 | Pricing Template for the Procurement of Third Party Data and Related Services from a Credit Bureau or a Similar Service Provider |
| Section 7 | Software Licence Maintenance and Support Services Agreement for the Procurement of Third Party Data and Related Services from a Credit Bureau or a Similar Service Provider |
• The SARS website may indicate the use of Standard Bid documents not included in the RFP pack.
  – **DO NOT** SUBMIT THESE.
  – SUBMIT THE DOCUMENTS AS PER THE INSTRUCTIONS AND THE TEMPLATES INCLUDED IN THE RFP PACK.
RFP Overview
Background 1/2

• SARS’s Statutory Mandate
  – South African Revenue Service Act, 1997 (Act No 34 of 1997)
  – Verifying and ensuring that taxpayers’ information is correct is SARS primary function in administering the Tax Act

• SARS’s Strategic Objectives
  – To detect taxpayers and traders who do not comply and make non-compliance hard and costly and
  – To expand and increase the use of data to improve integrity, derive insight and improve outcomes
In order to optimise tax collection intertwined with increasingly sophisticated data evasion strategies of some non-compliant taxpayers, SARS has to procure innovative verification data and services to be utilised by Analysts, Researchers, Risk Profilers, Investigators and Collectors.

In addition, SARS has to enhance the accuracy and completeness of the Taxpayer Register. In order for SARS to increase taxpayer compliance and collect all revenue due, the base from which SARS is working on i.e. the Taxpayer Register has to be complete, accurate and current.
A complete and all-inclusive solution is required which can provide:
- Reliable
- Updated and
- Accurate tracing, searching and verification data

The solution is required for consumers and businesses:
- Individuals
- Companies
- Corporates
- Traders and
- Trusts
- Individual demographic data
  - E.g. identity verification data inclusive of ID photos

- Property, deeds and estate details inclusive of ownership details and transfers

- Vehicle and any other moveable asset data
  - E.g. vehicle make, model, finance, book value
  - E.g. vehicles, yachts and/or planes ownership (current and history)
• Consumer and commercial financial data
  – E.g. payment profiles
  – E.g. credit checks, credit report files, credit records and credit scores/profiles based on risk ratings

• All available data on companies, corporates and trusts
  – E.g. directorships (current and historic, local and international)
  – E.g. company and director status (active/inactive/suspended/estate/dormant)

• Lifestyle assessment and audit data
The Bidder must be currently registered in terms of the National Credit Act (NCA) 34 of 2005 with the National Credit Regulator (NCR).

The Bidder must attach documentary evidence of registration.

If a Bidder is not registered and/or evidence is not provided the Bidder will be disqualified.
Bidders to provide evidence of established operation capabilities and extensive experience in managing consumers and business credit information and payment behaviours

Bidders to provide evidence of the size, nature, sector (e.g. financial and/or retail) in which their clients belong and also indicate if their clients are corporate and JSE listed

Bidders to provide five (5) contactable references of clients where similar services are provided currently

Bidders to provide an all-inclusive solution of both credit-related information and contact details for individuals, companies and trusts as stipulated in the Business Requirements Specification (BRS)

Bidders to provide full explanations as well as print screens of the credit report examples, credit record examples as well as a further explanation of the credit scoring algorithm function
Bidders to provide detail on their various mechanisms for the delivery of information e.g. bulk data provision, system to system transactions and online web-based queries and indicate how it conform to the SARS requirements as contained in Annexure I of the BRS

Bidders to provide evidence of local and international data source providers and frequency of data updates

Bidders to provide evidence that they have the necessary procedures and mechanisms in place to provide accurate and complete data

SARS requires an overview of the availability features of the Bidder’s infrastructure. Bidders to provide actual availability figures for the past twelve (12) months

Bidders to specify and clearly indicate if they are able to provide searching options/mechanisms as listed in the BRS, e.g. by telephone numbers and/or address details in instances where the ID number or company registration number is not available
Bidders to provide details regarding the way in which data will be managed and interfaced by SARS according to the BRS and Annexure 1. Bidders may also be requested to provide additional demonstrations, presentations and/or a POC to demonstrate their proposed offering.

Bidders to adhere to all applicable governance requirements as set out in the BRS. Bidders to conform to ISO/IEC 27001 (Information Security Management System), ISO/IEC 27002 (Controls), ISO/IEC 27005 (Information Security Risk Management) and the prescribed King codes on good governance. Bidders to provide an overview of information security governance policies, standards and processes. Bidders to provide a detailed description on how they will fully comply with the Protection of Personal Information (POPI) Act, Act No. 4 of 2013 and the relevant regulatory requirements. In addition, Bidders to provide proof of how the POPI policy has been internalised and operationalised internally.
Bidders to provide all training and support offerings on how to ensure continual successful operation of the solution. A full description of all relevant training offerings and of non-classroom training options e.g. eLearning, webinars via WebEx are required. A list and examples of all relevant training guides/user manuals must also be provided.

Bidders to provide a full description on all available end user support functions.
RFP Process
• Open tender

• The RFP has mandatory pre-qualification requirements
  – Bidder must meet these before Bidder’s Proposal will be considered for evaluation.

Bidder is strongly advised to make sure it complies fully before making the decision to submit a Proposal.
Bid preparation phase – Q&A

- Any questions / queries regarding the RFP process or content must be submitted in writing (email) to the email address below.
- All questions / queries must be submitted by Bidders no later than 07 December 2020.
- 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 : “RFP 20-2020 – Question”
Body   : “Bidder: <Bidder name>”
        : “Question : <Question text>”
```
Bid preparation phase – Q&A

- The answers will be published on the SARS website without the details of who posed the question.
- SARS will endeavour:
  - to provide a response to questions as soon as possible after receipt.
  - to finalise all responses on or before 09 December 2020.
Bid preparation phase

• **SARS may:**
  – call one or more compulsory briefing sessions
    • issue communications
    • answering questions from Bidders
    • clarifying issues arising from questions
    • amending the RFP, including changing dates and times in the RFP process.
EVALUATIONS
Evaluation process

1. **Mandatory Requirements**
   - Qualify
   - **Disqualify**
     - Any mandatory ground *e.g.* Supplier with a B-BBEE level outside level 3
     - Incomplete SBD’s

2. **Functionality**
   - Qualify
   - **Disqualify**
     - Unacceptable solution / Don’t meet threshold points
     - Not competitive

3. **Price & B-BBEE**
   - Ranked
   - **Disqualify**
     - Not able to evaluate pricing *e.g.*
     - Incomplete pricing
     - Unable to calculate price
     - Etc.

   - **Financial health analysis**
   - **Due Diligence**
   - **Appoint**
     - Preferred Bidder
Gate 0- Prequalification

• History
  – No member of management / shareholding with history of collusive dealings or corruption.

• 3 year’s audited financial statements

• All Standard Bid Documents completed and signed

• Signed Oaths of Secrecy
  – By all members of the Bidder’s bid team
• SARS, at its sole discretion, may disqualify a Bidder from the evaluation process for:
  – Shareholder, indirect shareholder (>15%), director or senior management not fully tax compliant
  – Incomplete tender documentation
    • Oath of Secrecy / 3 year financial statements / required format / number of copies / omitted or incomplete responses
SARS, at its sole discretion, may disqualify a Bidder from evaluation for:

- Non-adherence to RFP rules
- Non-adherence to rules of engagement
- Non-compliance to ethics
# Gate 1 (Mandatory Requirements)

<table>
<thead>
<tr>
<th>No:</th>
<th>Mandatory Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The Bidder must be currently registered in terms of the National Credit Act (NCA) 34 of 2005 with the National Credit Regulator (NCR). The Bidder must submit a letter from NCR which confirms that the bidder is registered with NCR. If a Bidder is not registered and/or evidence is not provided, the Bidder must be disqualified at this stage of the evaluation process.</td>
</tr>
</tbody>
</table>
## Gate 2 (Technical Evaluation) : Functionality

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>VERIFIABLE TRACK RECORD</td>
<td>12</td>
</tr>
<tr>
<td>INFORMATION REQUIREMENTS</td>
<td>4</td>
</tr>
<tr>
<td>CREDIT REPORTS, CREDIT RECORDS AND CREDIT SCORING</td>
<td>4</td>
</tr>
<tr>
<td>DELIVERY OF INFORMATION MECHANISMS</td>
<td>12</td>
</tr>
<tr>
<td>INFORMATION ADEQUACY</td>
<td>12</td>
</tr>
<tr>
<td>SEARCHING OPTIONS</td>
<td>4</td>
</tr>
<tr>
<td>DATA MANAGEMENT AND INTERFACING</td>
<td>4</td>
</tr>
<tr>
<td>GOVERNANCE COMPLIANCE</td>
<td>4</td>
</tr>
<tr>
<td>TRAINING AND SUPPORT</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

NB: The points obtained for technical evaluation must be a minimum of 42 points (70 percent) out of 60 points (100 percent). Bidders who obtain less than 42 points (70 percent) out of 60 points (100 percent) will be declared non-responsive and therefore disqualified to proceed for further evaluations on Gate 3: Price and BEE evaluations stage.
Gate 2 (Technical Evaluation) : Functionality

• A Bidder’s Proposal may be disqualified at any stage during the evaluation of functionality if:
  – for whatever reason SARS is unable to evaluate the Bidder’s proposal.
  – the solution proposed by the Bidder will not meet SARS’s minimum requirements or will not achieve SARS’s objectives.

• A Bidder’s Proposal may be selected to progress to the Stage 2 (Price and BEE) evaluation if:
  • the Bidder has not been disqualified for any reason during the technical evaluation;
  • the Bidder’s Proposal’s aggregated weighted score for functionality equal or exceeds 42 points out of 60 points (70 percent).
### Gate 3 (Price and B-BBEE Evaluation)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting (ex 100)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-BBEE</td>
<td>10</td>
</tr>
<tr>
<td>Price</td>
<td>90</td>
</tr>
</tbody>
</table>

- 90/10 evaluation in terms of PPPFA\(^1\) on contract value.
- B-BBEE evaluation performed on the basis of the submitted B-BBEE certificate.\(^2\)
- Statutory formula\(^2\) applied to the Bidder’s submitted pricing.

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1 Preferential Procurement Policy Framework Act 5 of 2000
2 National Treasury Regulations 2017 to the PPPFA
Pricing Requirements
Preference Point Systems

In the second stage of the evaluation, Tenders that have submitted all the required mandatory documents will be evaluated in terms of the 90/10 preference points system under section 2 of the Preferential Procurement Policy Framework Act, 2000, read with the Preferential Procurement Regulations, 2017

- The 90/10 preference point system is applicable to bids* with a Rand value equal R50 million or above (all applicable taxes included).
• Only Bidders that have achieved the minimum technical threshold of 70 will be considered for price evaluation

• Evaluation criteria:

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

<table>
<thead>
<tr>
<th>Adjudication Criteria</th>
<th>Points</th>
</tr>
</thead>
</table>
| \[
P_s = 90 \left( 1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right)
\] | 90     |

Where
• \( P_s \) = Points scored for price of bid under consideration
• \( P_t \) = Rand value of bid under consideration
• \( P_{\text{min}} \) = Rand value of lowest acceptable bid
Notes to Price Submission

- Bidders must complete the Cover Sheet with the Bidder's NAME, refer to Cover Tab.
- Bidders must complete ALL the cells with GREEN FILL. If no price is filled in a cell with green fill, the price will be regarded as zero.
- Where a cost in a specific line item description is covered in a preceding one(or one after), a Bidder is advised to indicate that the line item is included.
- Bidders must enter all prices VAT INCLUSIVE. Unit Costs/Prices are to be provided across all Schedules of the price template.
- Bidders MUST NOT change the Pricing Template other than by providing values in the cells with GREEN FILL.
- Bidders must note that SARS may, at its sole discretion, disqualify a tender where the pricing template has been changed other than in terms of the instructions.
- After completing the Price Template, Bidders must print the spreadsheet, initial each page, sign and submit in Hardcopy as well as submitting in electronic (EXCEL) format.
- The quoted prices MUST be inclusive of all SARS' requirements as per the Business Requirements Specification Document(BRS) including Annexure 1. No additional costs will be considered post award.
- The pricing is to remain firm for 180 days from the closing date of this tender; SARS reserves the right to negotiate with the recommended bidder prior to signing of the contract and on annual basis.
- Bidders are allowed to provide comments if any, relating to the quoted amounts in the comments columns.
- Bidders are required to clearly indicate and provide basis of annual escalation.
Bidder’s Name

Bidders must carefully read the NOTES below before completing the Price Template:

1. Bidders must complete the Cover Sheet with the Bidder’s Name, refer to Cover Tab.
2. Bidders must complete ALL the cells with GREEN FILL. If no price is filled in a cell with green fill, the price will be regarded as zero.
3. Whence a cost in a specific line item description is covered in a preceding or succeeding line, a Bidder is advised to indicate that the line item is included.
4. Bidders must note all prices VAT INCLUSIVE. Unit Costs/Prices are to be provided across all Schedules of the price template.
5. Bidders MUST NOT change the Pricing Template other than by providing values in the cells with GREEN FILL.
6. Bidders must note that SARS may, at its sole discretion, adjust a tender where the pricing template has been changed other than in terms of the instructions.
7. After completing the Price Template, Bidders must print the spreadsheet, initial each page, sign and submit in Hardcopy as well as submitting in electronic (EXCEL) format.
8. Unit Costs/Prices are to be provided across all Schedules of the price template.
9. The pricing is to remain firm for 180 days from the closing date of this tender; SARS reserves the right to negotiate with the recommended bidder prior to signing of the contract and on an annual basis.
10. Bidders are allowed to provide comments if any, relating to the quoted amounts in the comments columns.
11. Bidders are required to clearly indicate and provide basis for annual escalation.
12. The contract duration as per the Main RFP document is for a period of three(3) years, however SARS reserves the right to extend the contract for an additional period of two(2) years – highlighted yellow. A Bidder is requested to provide pricing for a maximum period of five(5) years should SARS opt to extend the initial contract period.

### Table 1: Schedule 1 - BULK REQUESTS

<table>
<thead>
<tr>
<th>NUMBER OF BULK RECORDS REQUESTED</th>
<th>CONSUMER</th>
<th>COMMERCIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 000 - 200 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>200 001 - 400 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>400 001 - 600 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>600 001 - 800 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>800 001 - 1000 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000 001 - 1250 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1250 001 - 1500 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1500 001 - 1750 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1750 001 - 2000 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&gt; 2000 000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Table 2 (a) CONSUMER SEARCHES

<table>
<thead>
<tr>
<th>Search Type</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Individual demographic data</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 Individual identification</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2 ID number validity and verification inclusive of ID photo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3 Education level</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4 Race</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.5 Nationality</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.6 Gender</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.7 Deceased information and records</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Possible relatives/dependants detail(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. The quoted prices MUST be inclusive of all SARS’ requirements as per the Business Requirements Specification Document (BRS) including Annexure 1. No additional costs will be considered post award.

6. Bidders must note that SARS may, at its sole discretion, disqualify a tender where the pricing template has been changed other than in terms of the instructions.

7. After completing the Price Template, Bidders must print the spreadsheet, initial each page, sign and submit in Hardcopy as well as submitting in electronic (EXCEL) format.

9. The pricing is to remain firm for 180 days from the closing date of this tender; SARS reserves the right to negotiate with the recommended bidder prior to signing of the contract and on an annual basis.

10. Bidders are allowed to provide comments if any, relating to the quoted amounts in the comments columns.

11. Bidders are required to clearly indicate and provide basis for annual escalation.

12. The contract duration as per the Main RFP document is for a period of three(3) years, however SARS reserves the right to extend the contract for an additional period of two(2) years – highlighted yellow. A Bidder is requested to provide pricing for a maximum period of five(5) years should SARS opt to extend the initial contract period.

13. Bidders are required to clearly indicate and provide basis for annual escalation.

14. The contract duration as per the Main RFP document is for a period of three(3) years, however SARS reserves the right to extend the contract for an additional period of two(2) years – highlighted yellow. A Bidder is requested to provide pricing for a maximum period of five(5) years should SARS opt to extend the initial contract period.
**B-BBEE = 10 Points**

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

<table>
<thead>
<tr>
<th>ADJUDICATION CRITERIA</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A duly completed Preference Point Claim Form: SBD 6.1 and a B-BBEE Certificate/Affidavit.</td>
<td>10</td>
</tr>
</tbody>
</table>

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.
The table below indicates the specific B-BBEE certification documents that must be submitted for this tender.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Turnover</th>
<th>Submission Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempted Micro Enterprise (EME)</td>
<td>Below R10 million p.a.</td>
<td>A sworn Affidavit or Certificate from CIPC</td>
</tr>
<tr>
<td>Qualifying Small Enterprise (QSE)</td>
<td>Between R10 million and R50 million p.a.</td>
<td>Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency. A sworn Affidavit – only 51% BO and above</td>
</tr>
</tbody>
</table>

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.
Use and acceptance of Affidavits

Section 1.6 SBD 6.1 states.. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

SARS reserves the right to request that bidders submit proof of their Black ownership and turnover information in support of their Affidavits.
BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 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 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7 SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

7.1.1 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 or QSE?

(Tick applicable box)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>
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.

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

• 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.
Financial Analysis
Requirements
Required Documents

• Complete Sets of Audited/Reviewed Annual Financial Statements
  • Signed Auditors / Accounting Officers Opinions
  • Statement Of Comprehensive Income (Income Statement)
  • Statement of Financial Position (Balance Sheet)
  • Statement of Cash Flows (Cash Flow Statement)
  • Accompanying Unabridged Notes for ALL of the above documents

• Less than 3 Financial Periods
  • Explanatory Letter

• Joint Ventures
  • Unincorporated JVs must submit separate F/S for each party to the JV
  • Signed JV legal agreement

• Financial statements in Bidding Companies Name
  • Subsidiary submitting holding company’s F/S must also furnish a Performance Guarantee
Background

• Public Finance Management Act (PFMA)
  – Fair
  – Equitable
  – Transparent
  – Competitive
  – Cost-effective
Purpose

• Financially Stable

• Financially Viable

• Identify Financial Risks

• Apply Appropriate Mitigating Strategies
Agreement

Requirements
Bidder’s Proposal Format
Bidder’s Proposal

• Each Proposal section 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.
**Bidder’s Proposal contents**

**Common File A - Sections**

- Invitation to Bid (SBD1)
- Declaration of Interest (SBD 4)
- Declaration of Past SCM Practices (SBD 8)
- Certificate of Independent Bid Determination (SBD 9)
- Supplier Cost and Risk Assessment Questionnaire

- Signed Oaths of Secrecy
- Central Supplier Database (CSD)
- A completed and signed mandatory template (as well as the References)
- Annual Financial Statements

The sections are separated by file dividers labelled with the section names in the hardcopy version. On the CD/DVD the files must be placed in directories named after the sections.
Bidder’s Proposal contents

Non-Pricing – Sections

Technical Responses as well as References

Agreement

Subcontractor CSD registration

Pricing - Section

Pricing template

Preference Points Claim Form (SBD 6.1)

Bidder’s B-BBEE Certificate

Subcontractor B-BBEE Certificates

The sections are separated by file dividers labelled with the section names in the hardcopy version. On the CD/DVD the files must be placed in directories named after the sections.
WRAP UP

• Tender Closing date 15 December 2020 at 11:00

• Reminder to submit all follow-up questions electronically to SARS Procurement before close of business 07 December 2020 to tenderoffice@sars.gov.za