

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF MEDICAL AID BROKERAGE SERVICES TO SARS

Briefing Session: 05 November 2020 at 11H00

RFP Number: RFP 12/2020

RFP Closing Date: 23 November 2020, 11H00

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- 1. Welcome and Introduction**
2. RFP Timelines
3. Background and Scope of Work
4. Bid Evaluation Process
5. Price & B-BBEE
6. Financial Statements
7. Draft Services Agreement
8. RFP submission and contact details
9. Q&A

Bid Evaluation Committee

Procurement

Sourcing Lead: Professional Services – Project Oversight

Governance, Compliance & Risk Specialist – Audit

Contract Specialist

Tender Office – Tender Queries

Value Delivery Planning – Price Evaluator

B-BBEE Evaluator

SARS Business Unit

Bid Specification Committee

Technical Evaluators

Corporate Legal Services

Legal Specialist

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RFP Timelines

ACTIVITY	DUE DATE
RFP Advertisement in Government Tender Bulletin	30 October 2020
Tender documents on SARS website	30 October 2020
Non-compulsory briefing session	05 November 2020 at 11H00
Questions relating to RFP	30 October 2020 to 16 November 2020
RFP Closing Date	23 November 2020, 11H00
Notice to bidders	*February 2021

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Background and Scope of work

Refer to sections 9.1 and 9.2. of the RFP document (page 07 - 09).



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Bidders Responses/ Documentation Required

Refer to sections 9.3 of the RFP document (page 10 - 13).



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Evaluation and Selection Criteria: Gate 0 & 1 & 2

Refer to paragraph 11 of the RFP document (page 15 - 17).



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Bid Evaluation Process: Gate 3 – Price

Refer to sections 11.4 of the RFP document (page 17).



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Bid Evaluation Process: Gate 3 B-BBEE

Refer to sections 11.4 of the RFP document (page 17 - 19).



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Use and Acceptance of Affidavits

Section 1.6 of the SBD 6.1 form 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 their Black ownership and turnover information in support of their Affidavits.

B-BBEE KEY SECTIONS TO COMPLETE IN SBD 6.1

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)

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Financial Evaluation

Bidders are required to submit complete sets of audited or reviewed annual financial statements for the three (3) most recent financial periods in the name of the bidding entity.

The financial statement analysis will be conducted on the bidders that proceeded to Gate 3.

The annual financial statements must contain:

- Statement of Profit and Loss and Other Comprehensive Income;
- Statement of Financial Position;
- Statement of Cash Flows; and
- Accompanying Notes.

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Services Agreement

Refer to sections 13.2 of the RFP document (page 20).



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Bid Submission

Bidders must submit copies of each file (Original and Duplicate) and a USB with content of each file by the **23 November 2020 at 11:00am**. (Refer to section 10 of the main RFP document)



TENDER BOX

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

Any enquiries must be referred, in writing via email:

tenderoffice@sars.gov.za cc and rft-professionalservices@sars.gov.za

File 1: Original / Duplicate

Exhibit 1

Pre-qualification documents

- SBD documents and other



Exhibit 2

Technical Responses

- Company Profile as per 9.3.1.
- Capability as per 9.3.2
- National Footprint as per 9.3.3
- Customer Relationship Support Systems as per 9.3.4
- Business Continuity as per 9.3.5
- Reporting as per 9.3.6
- Year-end Revision Services as per 9.3.7
- Wellness Days as per 9.3.8
- Professional Indemnity Insurance as per 9.3.9



Exhibit 3

Agreements

- General Conditions of Contract (GCC)
- Draft Services Agreement



File 2: Original / Duplicate

Exhibit 1

- B-BBEE Certificate or Sworn Affidavit
- SBD 6.1



Exhibit 2

- Financial Statements (3 years audited annual statements)



NB! Bidders are required to mark their files correctly as indicated above. USB/CD-ROM must be marked with the Bidder's name.

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