

Appointment of a Service Provider for Psychometric Assessment and Related Services

Briefing Session	11 October 2016, 14h00
RFP No	RFP 20/2016
Closing Date	31 October 2016, 11h00

Bid Evaluation Committee

Procurement

Sourcing Lead: Professional Services – Project Oversight

Price Evaluator

BBBEE Evaluator

Governance, Compliance & Risk Specialist – Audit

Contract Specialist

Tender Office – Pre-Qualification

SARS – Human Capital & Development

Specialist: Assessment – Technical Evaluator

Ops Specialist: Assessment – Technical Evaluator

Ops Specialist: Assessment – Technical Evaluator

Corporate Legal Services

Legal Specialist

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4. Scope of Work

5. Bid Evaluation Process

6. Price and BBBEE

7. Draft SLA

8. RFP submission and contact details

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RFP Timelines

ACTIVITY	DUE DATE
RFP Advertisement in Government Tender Bulletin	30 September 2016
Tender documents on SARS website	03 October 2016
Non-compulsory briefing session	11 October 2016, 14H00
Questions relating to RFP	21 October 2016
RFP Closing Date	31 October 2016, 11h00
Notice to bidders	Dec / Jan 2017

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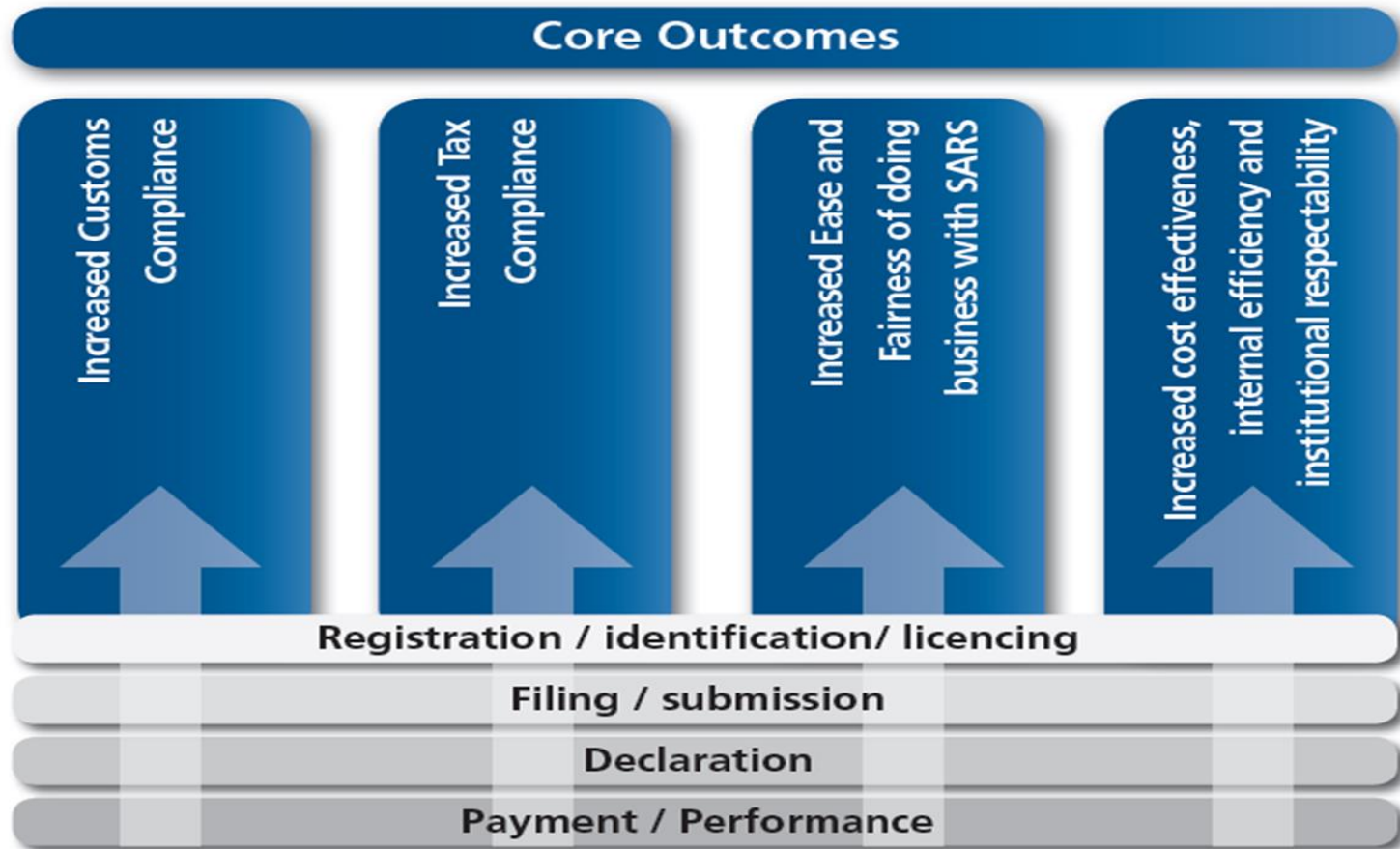
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Background

As an organ of state, SARS's mandate outlines its obligations towards the state and its people by:



[RFP 20-2016 Appointment of a Service Provider for Psychometric Assessment and Related Services.pdf](#)

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Gate 0

Pre-Qualification

- Tax Clearance Certificate SBD 2
- Invitation to Bid SBD 1
- Central Registration Report (Central Database System) from National Treasury
- Response to Bid Letter
- GCC
- SARS Oath of Secrecy
- Declaration of interest SBD 4
- Preference Point Claim form- SBD 6.1
- Declaration of Bidder's Past SCM Practices – SBD 8
- Certificate of Independent Bid Determination – SBD 9
- Service Provider Compliance Form for Technical Evaluation

Gate 1

Desktop Technical Evaluation

70 points

Achieve minimum threshold of 49 out of 70 points to proceed to Presentation

Presentation

30 points

There is no minimum threshold

- Company profile
- Experience of resources (Expertise)
- National Footprint
- Methodology
- Insurance
- References

Overall Combined Score

100 points

Achieve minimum threshold of 70 out of 100 to proceed to Gate 2

Bid Evaluation Process Gate 0: Pre-Qualification Criteria

CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

- Service providers and suppliers who wish to render services to SARS will no longer register at SARS directly. Suppliers will have to register on National Treasury Central Supplier Database (CSD) as per National Circular No 3 of 2015/6 – Central Supplier Database;
- National Treasury will maintain the database for all suppliers for Government and its institutions; and
- All existing and prospective suppliers are requested to register on the CSD by accessing the National Treasury website at www.CSD.gov.za.

Bid Evaluation Process

Refer to section 12 of the RFP doc

Gate 0

Pre-Qualification

- Tax Clearance Certificate SBD 2
- Invitation to Bid SBD 1
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Gate 1

Desktop Technical Evaluation

70 points

Presentation

30 points

Achieve 49 of 70 points
Overall score of 70 out of 100 points to proceed to Gate 2

- Company profile
- Experience of resources (Expertise)
- National Footprint
- Methodology
- Insurance
- References

Annexure A1,

Gate 2

BBBEE

10 points

Price

90 points

- BBBEE certificate
- Pricing Schedule – Annexure B

Annexure B
(Pricing Schedule)

Technical Requirements

Bidders are required to complete Annexure A2 to assist the evaluators to locate technical responses.

Section No	Technical Criteria	Compliant	Partially Compliant	Non-Compliant	Reference page in Proposal	Comments
1.2	Experience of the bidder	Yes			Page 9 to 12 - exhibit 2	
2.1	Provide the approach, processes and methodology that will be applied by demonstrating the alignment to the SARS requirements and scope of work.	EXAMPLE	Yes		Page 13 to 15 - exhibit 2	Bidder to state reason for partial compliance
2.2	Demonstrate the capability and capacity to deliver the service			No	Page 17 to 20 - exhibit 5	Bidder to state reason for non-compliance

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RFP 20-2016 Annexure B Pricing Schedule.

BEE = 10 Points

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

ADJUDICATION CRITERIA	POINTS
A duly completed Preference Point Claim Form: SBD 6.1 and a BBEE Certificate.	10

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

Bid Evaluation Process Gate 2 – B-BBEE (cont.)

B-BBEE key Sections to complete in SBD 6.1

5. 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 5.1

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 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 a sworn affidavit.

7. SUB-CONTRACTING

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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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.

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Bid Evaluation Process Gate 2 – B-BBEE (cont.)

B-BBEE Certificate

The table below indicates the B-BBEE documents that must be submitted for this bid. Failure to submit the required documents will result in bidder(s) scoring zero (0) for B-BBEE.

No.	Classification	Turnover	Submission Requirement
1.	Exempted Micro Enterprise (EME)	Below R10 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by the Independent Regulatory Board for Auditors (“IRBA”) or a letter from an Accounting Officer as contemplated in the CCA.
2.	Qualifying Small Enterprise (QSE)	Between R10 million and R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by the IRBA.
3.	Large Enterprise (LE)	Above R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by the IRBA.

NB: SARS will accept B-BBEE Certificates issued under the revised B-BBEE Codes.

Points Awarded for BBEE Contribution

B-BBEE Contributor Level	Number of Points (80/20 system)	Number of Points (90/10 system)
1	20	10
2	18	9
3	16	8
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-Compliant Contributor	0	0

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Service Level Agreement

Service Providers are requested to:

- Comment on the terms and conditions set out in the services agreement and where necessary, make proposals to the terms and conditions;
- Each comment and/or amendment must be explained; and
- All changes and/or amendments to the services agreement must be in an easily identifiable colour font and tracked for ease of reference.
- SARS reserves the right to accept or reject any or all amendments or additions proposed by a service provider if such amendments or additions are unacceptable to SARS or pose a risk to the 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 **31 October 2016 at 11:00 am**



TENDER BOX

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

Any enquiries must be referred, in writing via email to:
rft-professionalservices@sars.gov.za or tenderoffice@sars.gov.za

File 1: Original/ Duplicate

Exhibit 1

Pre-qualification documents (SBD documents)

- CSD Registration Report (Central Supplier Database) from National Treasury
- Tax Clearance Certificate – SBD 2
- SARS Oath of Secrecy
- Invitation to Bid – SBD 1
- Declaration of Interest – SBD 4
- Preference Point Claim Form – SBD 6.1
- Declaration of Bidders Past SCM Practices – SBD 8
- Certificate of Independent Bid Determination – SBD 9



Exhibit 2

- Bidder Compliance Checklist – Annexure A2
- Response to Technical Requirements
- Supporting documents for technical responses
- References/ testimonials



Exhibit 3

- Company profile
- Supplementary information



Exhibit 4

- General Conditions of Contract
- Draft Services Agreement



File 2 :Original/ Duplicate

Exhibit 5

- BBBEE Certificate



Exhibit 6

- Pricing Schedule (Annexure B)



NB !

Each file must be marked correctly and sealed separately for easy reference during the evaluation process. CD-ROM / USB marked with Bidder Name

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