



RFP 23/2013: CLARIFICATION QUESTIONS AND ANSWERS

Question	Answer
1. 1st BRIEFING SESSION QUESTIONS AND ANSWERS – 13 DECEMBER 2013	
1.1. What is the validity period for pricing?	SBD 3.3 has validity period of 180 days.
1.2. When does the turnaround time of 5 days begin?	It starts the day after the information is received and it only considers SA working days.
1.3. What is the format of proof of turnaround?	Indicate what your turnaround in the proposal is and during demonstration bidders will prove how quick they can provide information.
1.4. What happens when information is not submitted within turnaround time?	There is penalty clause in the MSA.
1.5. Can an annexure for pricing be added?	Yes
1.6. How important is the closing date?	It is very important. If a bidder comes one minute late, say after 11h00, the tender box will be closed. Procurement Support closes the tender box immediately after 11h00. The tender box is accessible 24 hours and bidders must submit early.
1.7. When submitting tax clearance certificate does the bidder have to be vat registered?	It depends on the turnover for the company.
1.8. Do bidders submit one copy of each file?	Bidders must submit files as follows: <ul style="list-style-type: none"> • Exhibit 1-3 must be in file one • Exhibit 4-5 must be in file two • Both files must be duplicated
1.9. On pricing schedule there is ID verification and manual, what is the difference between the two?	<ul style="list-style-type: none"> • ID verification • Manual-Validation • Pricing schedule information will be changed to be clear
1.10. What is Matric manual?	It is pre-1992 Matric.
1.11. Do service providers have to be members of a certain body?	No

Question	Answer
1.12. Do service providers have to be registered on vendor database?	There is PROC1 form that has to be completed by all bidders that do not have SARS unique vendor number. Please attach all the supporting documents as indicated on page 2. The completed PROC1 Form must be submitted along with the pre-qualification documents.
1.13. How frequent do you require reporting?	Daily
1.14. What are your average candidates per month?	Between 250-300 enquiries/monthly
1.15. Will the briefing session presentation be available on website?	Yes
2. 2nd BRIEFING SESSION QUESTIONS AND ANSWERS – 15 JANUARY 2014	
2.1 No questions	
3. CLARICATIONS QUESTIONS RECEIVED AFTER THE BRIEFING SESSIONS	
<p>3.1 Please could you assist, I have provided the table below with the indication our understanding as to how to compile the correct response format. Our greatest concern is that we add a document in the incorrect file/section.</p> <p>Also please could you confirm – the volume of estimated 250 – 300 per month – is that the amount of candidates or the amount of checks done per month?</p>	<p>This is the number of checks/enquiries per month.</p>

Refer to 3.1 above for the below questions and answers

Document name	In which file should the Documents be included?	MIE Comments	SARS Comments
Invitation Letter	File 1: Section 1		File 1, Section 1
Tender Check list	File 1: Section 1		File 1, Section 1

Document name	In which file should the Documents be included?	MIE Comments	SARS Comments
SBD 1	File 1: Section 1		File 1, Section 1
SBD2	These tax forms to be added to File 1: Section 1	But Tax Certificate must be added in File 2: Section 1	File 2, Section 1
SARS Application for TCC SBD			
SBD 3.3	This form to be submitted in File 1: Section 1 but not to be completed	Pricing Schedule Annexure B – to be submitted in File 2: Section 2	File 2, Section 2
SBD 4	File 1: Section 1		File 1, Section 1
SBD 6.1	File 1: Section 1		File 2, Section 1
Proc_BEE Requirement	File 1: Section 11		
BEE Certificate	File 2: Section 2		
SBD 8	File 1: Section 1		File 1, Section 1
SBD 9	File 1: Section 1		File 1, Section 1
Supplier Cost and Risk Assessment Questionnaire	File 1: Section 1		File 1, Section 1
General Terms and Conditions	File 1: Section 3		File 1, Section 3
SARS_Oath of Secrecy	File 1 – Section 3		File 1, Section 1
PROC1 Vendor Application	Please confirm?	Please confirm if Supplier Registration form should be submitted together with the response? If Yes in which file and section?	MIE is a registered vendor, please ignore
RFP 23_2013_Pre-employment Screening	File 1: Section 1		File 1, Section 2

Document name	In which file should the Documents be included?	MIE Comments	SARS Comments
Copy of Annexure D – Compliance Checklist	File 1: Section 1	The Document name states Annexure D, however when opening the spread sheet the name in line one states Annexure A2 – please provide correct document name	File 1, Section 2
Pre-employment Screening service agreement	File 1: Section 3		File 1, Section 3
Briefing Session Presentation	File 1: Section 1		N/A – don't submit
Financial Statements	File 2: Section 2		N/A – don't submit
Annexure B-Pricing schedule	File 2: Section 2		File 2, Section 2
Annexure A	File 1: Section 2		File 1, Section 2 (This is your response to RFP 23/2013)