

**RFP 26/2016: ESTABLISHMENT OF A LIST OF APPROVED SERVICE PROVIDERS FOR
RECRUITMENT SERVICES**

QUESTION AND ANSWER

#	QUESTION	ANSWER
1	How many service providers is SARS willing to appoint for the list service providers for recruitment service	All the bidders who have met the technical threshold of 70 out of 100 will be included on the panel.
2	Testimonial: Big companies are not willing to provide testimonials on their letter head.	Bidders are not restricted to provide testimonial from big companies only. Testimonials from small companies are also allowed.
3	Annexure C - The placement history of successful placement over the past 24 months - is it placement at SARS only or at any company.	At any company. Annexure C should be completed as part of the technical evaluation documents.
4	Service providers who has been in the industry for more than 15 years but has recently started their own company, how will they be evaluated?	Bidders will be evaluated on their level of experience in the industry as outlined in Annexure A1.
5	How will the bidders know how much each element in the evaluation criteria weight?	Bidders to refer to Annexure A1 of the RFP document.
6	Is SARS appointing only bidders who are B-BBEE level 1?	SARS will be appointing bidders across all B-BBEE levels.
7	How will SARS support microbusiness as the government agenda to support the micro business? EME and QSE will both be in the same Tier.	All entities will get the same scope and opportunities. The work will be allocated to the entity that introduces the best candidate for the position.
8	Why is briefing session not compulsory?	This is a national tender and not all bidders will be able to attend the briefing session at SARS Head Office. The briefing session presentation and question & answer will be posted on SARS website
9	When subcontracting, does SARS evaluate B-BBEE certificates on both companies or evaluate only the company that is bidding for the tender?	B-BBEE evaluations will only be done on the B-BBEE certificate of the bidding company. However the subcontracted company should also submit their B-BBEE certificate in order to ascertain compliance to PPPFA regulation 11(8) and 11(9).
10	If 2 companies have formed a joint venture and they are both EME's, do they have to consolidate their sworn affidavits and provide SARS with 1 affidavit or they provide separate affidavits?	They can provide SARS with 2 separate affidavits that indicate that they are EME's.
11	Can bidders choose to bid for certain grades that they have experience in?	Yes bidders can choose to bid for Grade 8A and 8B only or From grade 1 – 7 only.

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		These bidders will be excluded from request in the other grades.
12	Is pro rata billing on non-permanent employment or permanent placement?	Pro rata billing is only applicable for non-permanent employment
13	What type of spec is SARS looking at? Is it high level or low level spec?	Level of spec Grade 1-3: entry level positions Grade 4A-5B: coordinator, cost centre agent, tax consultant Grade 6: Junior Management and Operating specialist Grade 7: Management and Specialist Grade 8A: Senior Management or Senior Specialist Grade 8B: Executives
14	How will service providers bill SARS if they have a subsidiary of another company?	SARS will pay the parent company and the parent company will pay its subsidiaries. Invoice should be in the name of the parent company.
15	<p>General Conditions of Contract</p> <p>The GCC refers to product offerings. We offer a service which has no relevance to the GCC. Once we are awarded the tender we will enter into a specific GCC in line with our services and SLA's.</p> <p>By not signing the GCC, will this have a negative impact?</p> <p>Please clarify the penalty clause.</p>	<p>The GCC is a Treasury document that applies to all government departments including SARS.</p> <p>It is a tender <u>term and condition</u> that all bidders return the GCC signed.</p> <p>Returning an unsigned GCC will in all likelihood be regarded as rejecting a term and condition of a tender, and will most certainly lead to disqualification.</p> <p>The rule is that until it had been signed, the GCC will be applicable with necessary changes to the procurement of the services</p> <p>The 'SARS TERMS AND CONDITIONS OF ENGAGEMENT' will replace the GCC for bidders comment. Bidders should be paying particular attention to this document.</p>
16	<p>When will the SLA be loaded on SARS website?</p> <p>The RFP document states the SLA doesn't have to be signed as yet. Do we need to initial all the pages just to confirm we are taking note of it or are we just including the document without any signatures on it?</p>	<p>The SLA was uploaded on the 08th September 2016 on SARS website.</p> <p>NB: The SLA referred to in the RFP 26/2016 will be replaced with the "SARS TERMS AND CONDITIONS OF ENGAGEMENT"</p> <p>Yes, please review, comment and initial at the bottom of each page.</p>
17	Should the response to tender document be signed and submitted prior to our submission or can we submit the document with the rest of the bid documents?	The response to tender document must be submitted along with the rest of the documents
18	What "preference points system" will be applicable it is not indicated on the documents.	The 90/10 preference point system that will be applicable for this tender.
19	Should the technical proposal to also be included in file 2 or only the price and BEE?	No. Technical response should only be in File 1.

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20	<p>Supplier Risk and Cost Questionnaire</p> <p>Should this be submitted back and in which file should it be placed.</p> <p>I'm not sure how do I go about completing B1.</p> <p>I don't understand C1 'Going Concern Basis'</p>	<p>Yes bidders are required to complete and signed the document. The document should be include in File 1 Exhibit 1</p> <p>B1 – Bidders should be familiar with the King II recommendations for good Corporate Governance and answer the questions on this document.</p> <p>C1 – Going concern Basis is a basic underlying assumption in accounting. The assumption is that a company or other entity will be able to continue operating for a period of time that is sufficient to carry out its commitments, obligations, objectives, and so on.</p>
21	<p>SDB1</p> <p>'Total bid price' and 'Total number of items' on the form - what amount/number must we add considering we don't have any amount?</p> <p>Who should sign the SBD 1 form</p>	<p>In this section you can refer to Annexure B.</p> <p>The employee in the organisation that has been authorised to sign tender submissions</p>
22	<p>Annexure D do you require info regarding past placements or are they for future use?</p>	<p>Annexure D will be for future use</p>
23	<p>How do I complete Annexure A2</p>	<p>The bidder should indicate where the documents required in Section 9.5 can be found in the bidder's proposal.</p>
24	<p>Technical evaluation 14.1.4</p> <p>Is the guaranteed period for the candidate to stay at SARS and should they leave within that period we'll replace them at no cost?</p>	<p>The bidder should propose the Guaranteed period and process should a recommended employee leave the service of SARS</p>
25	<p>SARS has requested that we arrange the submission in a certain sequence. Is this according to the numbered documents or is there another sequence?</p>	<p>Refer to the table in section 10 of the main RFP document it clearly state how the tender should be packaged</p>
26	<p>If we understand correctly the completed product will have 4 lever arch files and x1 USB disk – how should we package to keep all together in the tender box?</p>	<p>Yes there should be 4 files and one electronic file.</p> <p>You can wrap the files together and attach the USB in any way to secure it to the files.</p> <p>Please ensure that you put your company name on the USB or name the USB</p>