APPOINTMENT OF SERVICE PROVIDER(S) FOR THE SUPPLY, MAINTENANCE OF SANITARY, AND HEALTH CARE SERVICES FOR THE SARS OFFICES, COUNTRYWIDE FOR A RERIOD OF 36 MONTHS

RFP No:	**RFP 18/2026**
Q & A:	**9 – 28 October 2026**
Virtual Briefing Session:	**19 October 2026 at 11h00**
Closing Date:	**10 November 2026 at 11h00**

South African Revenue Service

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2. Purpose, Procedures and Governance Requirements

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1. INTRODUCTION: SARS TEAM

SARS Team
Sourcing Lead: Procurement
Price Specialist
B-BBEE Specialist
Governance, Risk and Compliance
Financial Analyst
Technical Members

2. PURPOSE

Non- Compulsory Briefing Session

- Purpose
  - Explain selected concepts, procedures and other aspects of the Specification requirements and main RFP
- 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 e-tender and SARS website
- The RFP pack remains the primary source of information for the Bidder to respond

2.1 PROCEDURES DURING BRIEFING SESSION

- Questions during the session.
  - SARS will take questions submitted at the end of the session
  - SARS will review and focus on most pertinent themes arising from the questions and provide answers where possible
  - Bidders are requested to submit written questions during the open Q&A period to Tender Office email published
  - 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.

2.2 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

3. BACKGROUND AND SCOPE OF WORK



Annexure A – BRS

BRS: Scope of Service

4. BID EVALUATION PROCESS

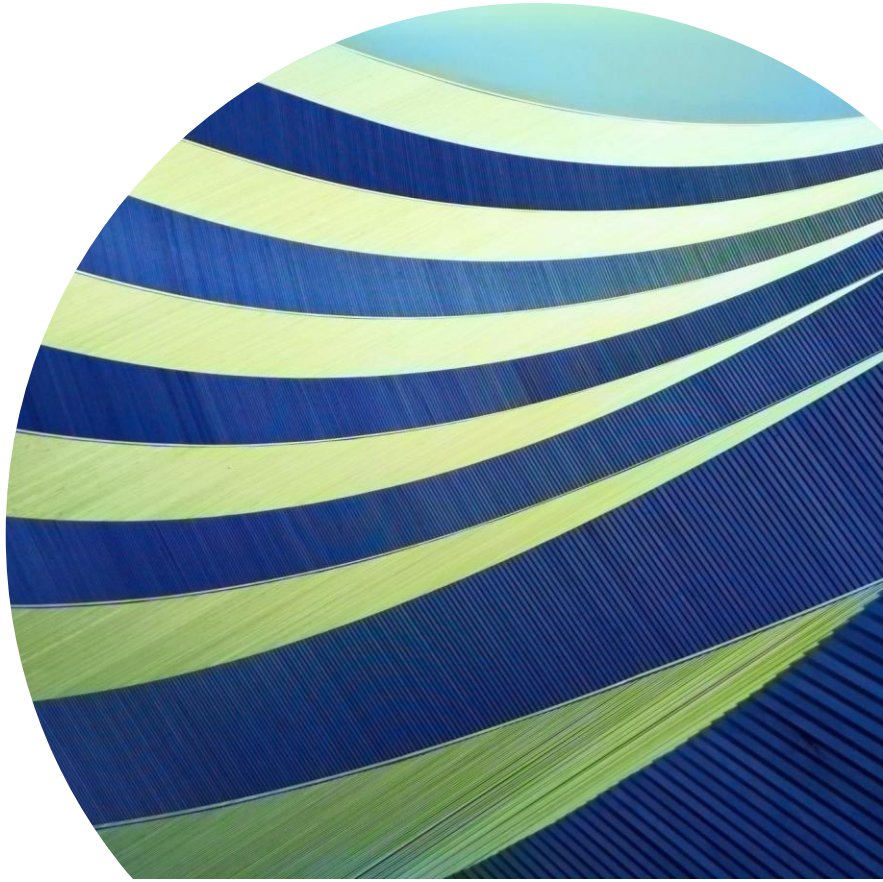
REFER TO SECTION 7 OF THE MAIN RFP DOCUMENT:

Gate 0 – Prequalification Evaluation

Gate 1 – Mandatory evaluation

Gate 2 – Technical evaluation (Functionality)

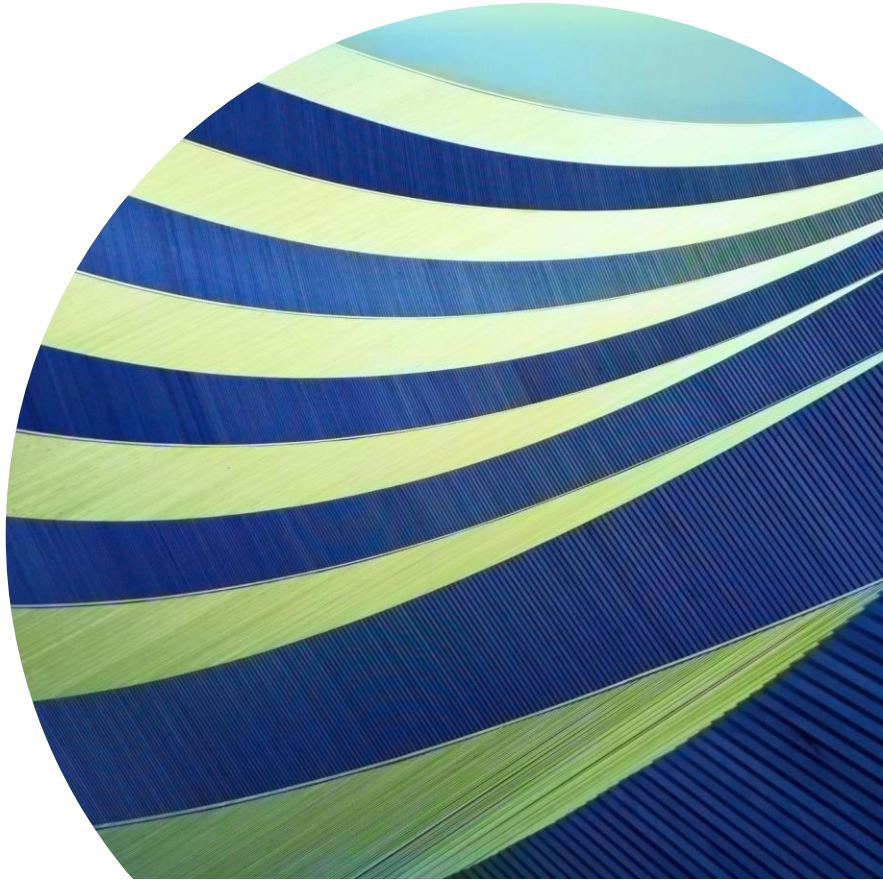
Gate 3 – Price and specific goal evaluation



4.1 BID EVALUATION PROCESS – Technical Evaluation

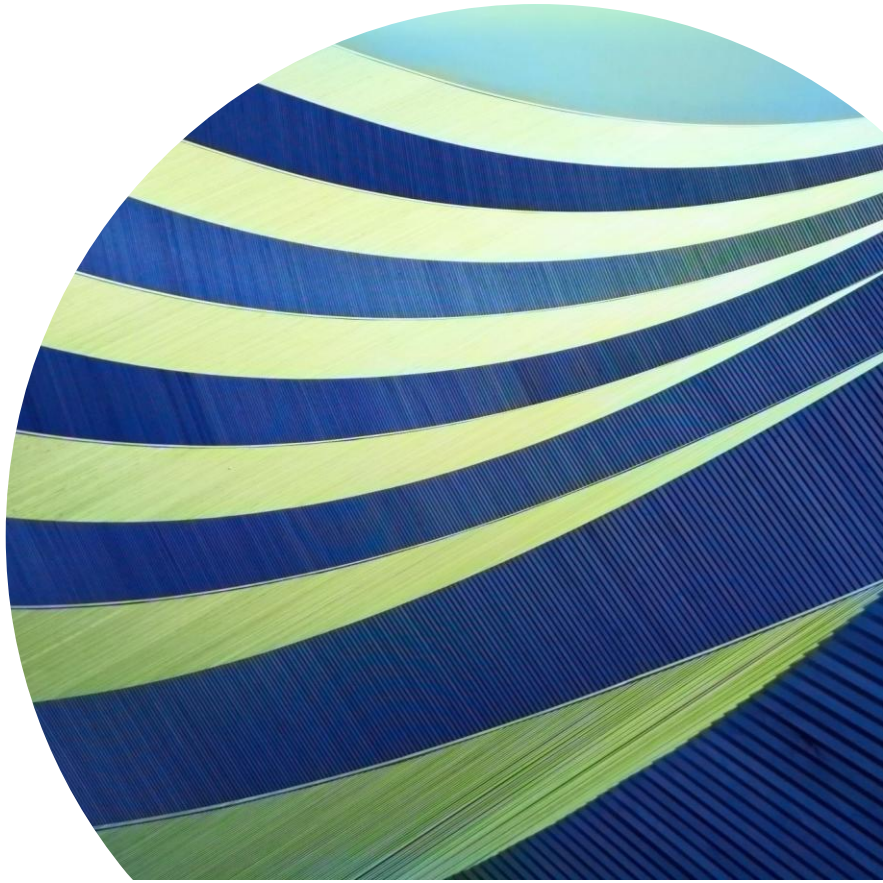
Main RFP doc

Main RFP Document (Section 7)



4.2 PRICING SCHEDULE

Tick sheet

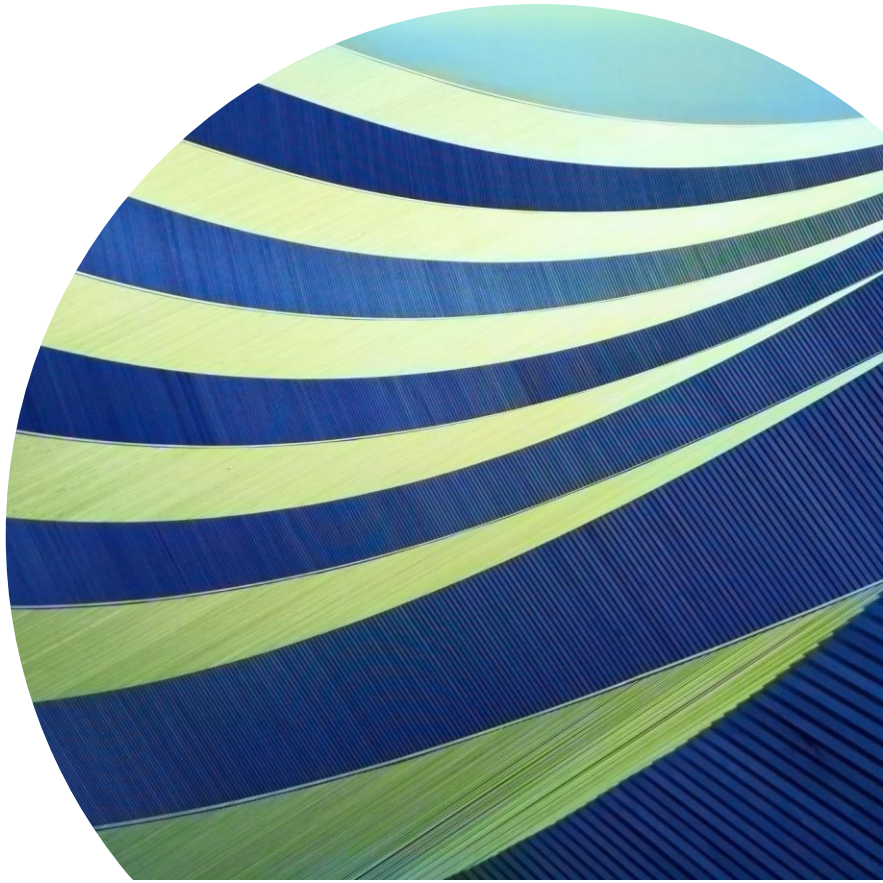


4.3 SPECIFIC GOALS

B-BBEE certificate or sworn affidavit

SBD 6.1 Preference point claim form

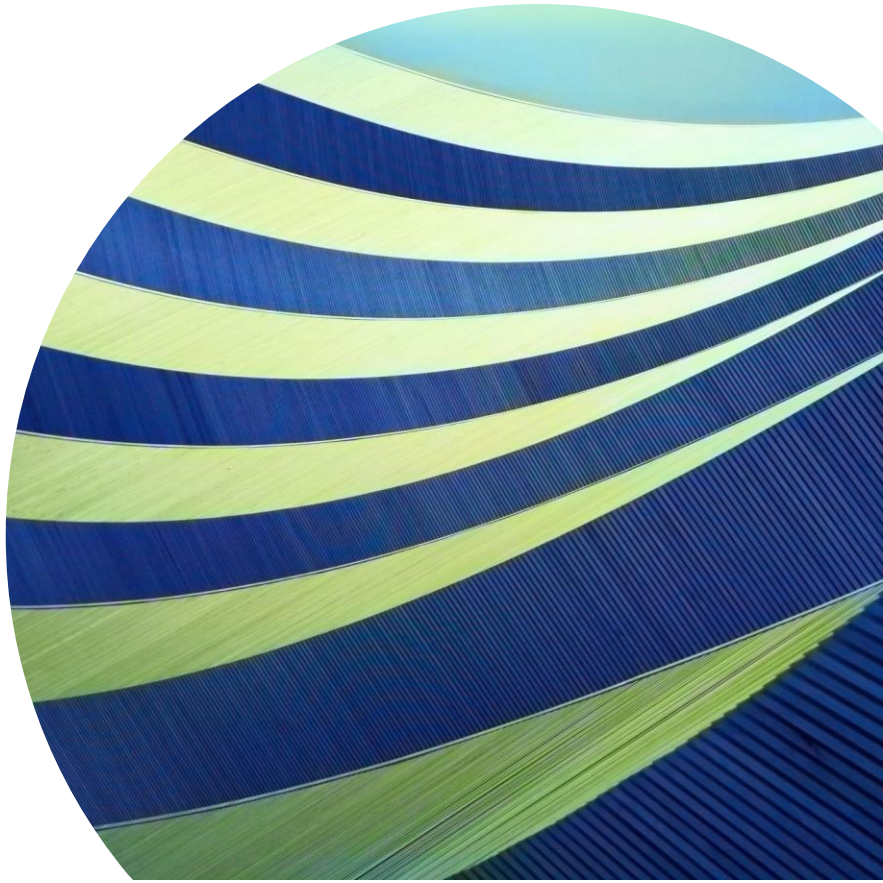
SBD6.1



4.4 FINANCIAL ANALYSIS

4.4.1 PURPOSE:

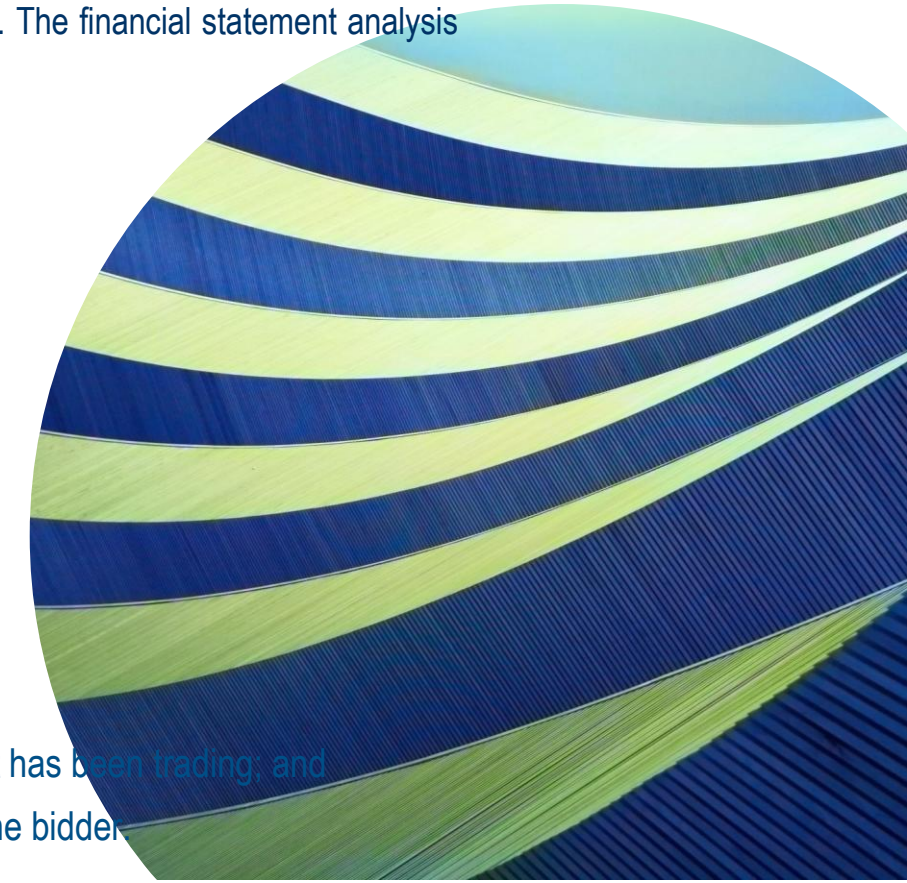
- Part of overall risk management strategy of SARS
- One of multiple governance steps to assess financial fitness of bidders
- Assess financially stability
- Identify financial risks that SARS as an organisation is exposed too
- Recommend appropriate mitigating strategies



4.4 FINANCIAL ANALYSIS CONT.

4.4.2 FINANCIAL REQUIREMENTS:

Bidders are required to submit the public interest score and complete sets of audited / independently reviewed annual financial statements in compliance with the Companies Act for the three (3) most recent financial periods in the name of the bidding entity. The financial statement analysis will be conducted on the shortlisted bidder.



- **Three recent complete sets of Audited/Reviewed Annual Financial Statements comprising of:**
  - ✓ Statement Of Profit and Loss 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
  - ✓ Any supplementary information

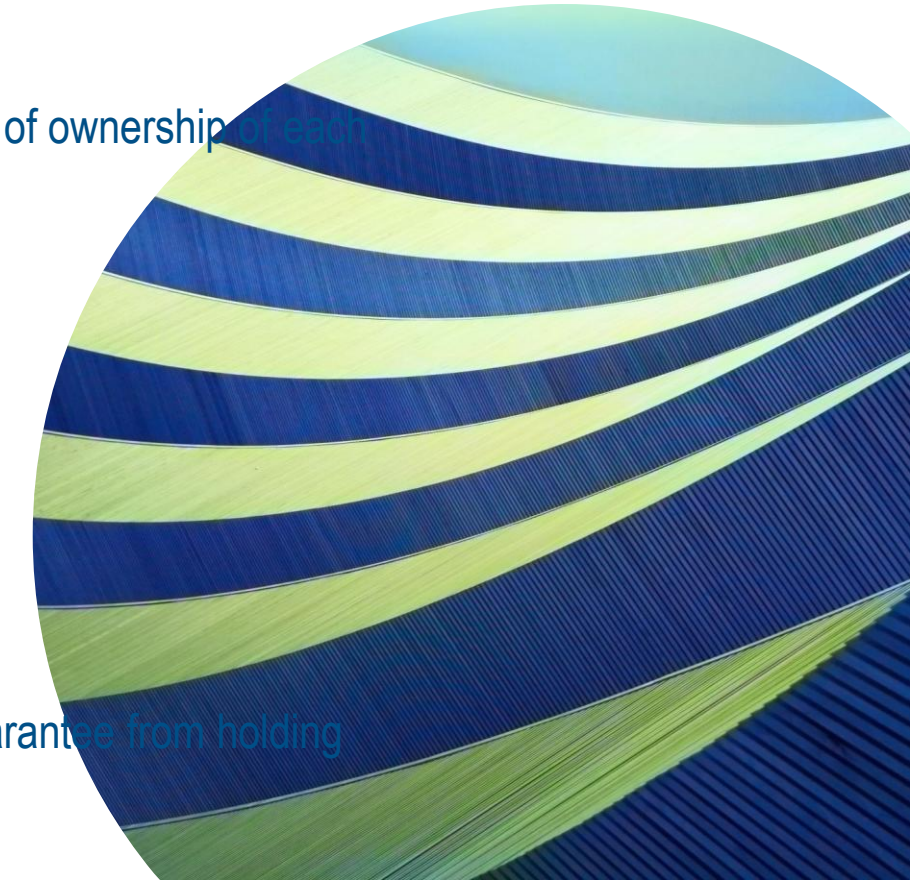
- **Less than three years Financial Periods**
  - ✓ A letter detailing that fact, signed by a duly authorised representative of the entity;
  - ✓ The annual financial statements that the entity is able to provide, taking into account the period that it has been trading; and
  - ✓ Any other information or documentation which would provide more clarity on the financial history of the bidder.

4.4 FINANCIAL ANALYSIS CONT.

4.4.3 FINANCIAL REQUIREMENTS CONT:

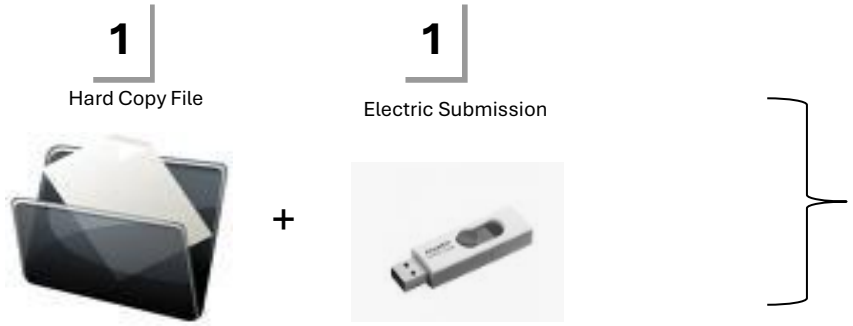
- **Joint Arrangements (JA)**
  - ✓Annual financial statements of the JA and legal agreement detailing the percentage of ownership of each entity.
  - ✓Unincorporated JAs must submit separate F/S for each party to the JA.
  - ✓Signed JA legal agreement.

- **Financial statements in Bidding Companies Name**
  - ✓Financial statements must be in name of the bidding entity.
  - ✓Subsidiary submitting holding company's AFS must also furnish a Performance Guarantee from holding company.



5. RFP submission and contact details

- Bidders must submit one (1) hard copy file and a USB with content of each file. **Refer to paragraph 6.5 of the Main RFP document**



TENDER BOX

Tender Office SARS Procurement, Lehae La SARS Head Office,299 Bronkhorst Street Nieuw Muckleneuk, Pretoria

Any enquiries must be referred, in writing via email: tenderoffice@sars.gov.za

5.1 RFP TIMELINES

ACTIVITY	DATE
Advertisement of Bid in the: • National Treasury e-Tender Portal. • SARS website	9 October 2026
Non-compulsory virtual briefing session	19 October 2026 at 11:00am
Q&A Open Period	9 – 28 October 2026
SARS response	30 October 2026
Bid Closing Date	**10 November 2026 at 11:00am**

Thank you

Rea leboha

Re a leboga

Ndza Khenza

Dankie

Ndi a livhuwa

Ngiyabonga

Enkosi

Ngiyabonga

South African Revenue Service