

## BRIEFING SESSION QUESTIONS AND ANSWERS

RFP 28/2015 Appointment of a panel of Debt Collection service providers for SARS

Briefing date : 19 October 2015

Briefing time : 14H00

Briefing venue : Linton House Auditorium

Last updated : 21/10/2015

#	QUESTION	SARS RESPONSE
	<b>Questions received during briefing session</b>	
1	Will a system be required from a legal point of view?	Not necessarily.
2	Will the information on how the debt arose be provided?	No, it won't be necessary to provide it.
3	Would you please clarify the issue of meetings?	We would like the taxpayers to come to SARS if there are any queries.
4	How many service providers are required in the panel?	6
5	What about the issue of the registration with the law society?	There is an ERRATUM made on the RFP. See section 10.3 of the main RFP document. Bidder must submit registration with Debt Collection of SA <b>OR</b> Letter of Good Standing with Law Society.
6	What are names of the service providers who are currently on the panel?	SARS does not have a panel currently.
8	What about the online access for reports?	Bidders are required to provide as much information as possible on their use of technology for reports.
9	Can you please clarify the issue of the rate-card?	Take note that price is not a disqualifier in this tender. Bidders are required to submit the pricing schedule in Annexure B. The Pricing schedule/ rate card will be used for internal analysis, and will form part of future engagement with the successful bidders as and when the services are required.
10	What kinds of files are preferred and how should they be prepared?	You can use Arch lever files to make it easier for the tender room to scan the documents and remember that you must separate file 1 and file 2
11	Can you provide more information on the make-up of the debts?	Overall the estimates are as follows;

		60% on Personal Income Tax (PIT) 10% on Companies Income Tax (CIT) 20% on Value Added Tax (VAT) 10% on Pay As You Earn (PAYE)
12	How can I locate the documents from the website?	Below is the link <a href="http://www.sars.gov.za/Procurement/Pages/Published-Tenders.aspx">http://www.sars.gov.za/Procurement/Pages/Published-Tenders.aspx</a>
13	Attorneys are exempt from registering with Debt Collection Council, and yet they are allowed to provide the services of debt collection, so are they disqualified from bidding?	ERRATUM was published on the SARS website on 20 October. Attorneys must submit a letter of good standing with Law Society
<b>Questions received post briefing session</b>		
10	What is the position of SARS in terms of the Legal process i.t.o matters that must go for litigation, should approval first be obtained before we proceed or not etc.?	SARS will not expect the vendors to perform any legal collections. SARS will retract the cases before the legal process and will institute legal proceedings itself.
11	Should funds recovered be deposited directly into SARS' bank account or our Trust account?	Yes, No moneys should be paid to the vendors accounts. They should only provide the SARS bank details that will be provided to them
12	How many panellists will be selected?	6
13	And when we draft our financial proposal, what amount should we use - the total estimated outstanding debt book or should we divide it with the number of panellist and work from there?	Refer to pricing schedule. The debt book is an indication of what may be allocated to a bidder. Your response should not be dependent on what will be allocated to others.
14	<p>Aser, our brief telephonic discussion a little earlier refers; The attached Annexure B: Pricing schedule / Rates card forms part of the submission documentation for RFP 28/2015 and is required to be completed in the bidder's submission.</p> <p>The spread-sheet however contains two sheets, the first requires the bidder to quote commission rates as a function of book size and recover rate. The</p>	You only need to complete Sheet 1. Please ignore sheet 2. We will amend and delete sheet 2. In any case, just complete the first worksheet.

	<p>second tab in the spread-sheet (called shee2), requires the bidder to quote rates on recovery only.</p> <p>Can you please clarify which of the two sheets is required to be completed?</p>	
15	<p>RFP 28/2015 page 7 Para 8.1.1.5 (h) and (i)</p> <p>Would this indicate that we would also have to get the debtors to complete their tax returns, keep track of such promises to complete their tax returns and even collect such returns?</p> <p>Please advise what your expectancy is with regard to the above.</p> <p>Can you please give us an idea of how we will be updated with regard to returns done with SARS or on SARS eFilling?</p>	<p>The aim would be to notify the taxpayers of all outstanding returns through all channels used by the vendor(s), whether you call, send notices, or email demands etc. SARS will track the submission and will provide updated details of such submission to the vendor(s) on an ongoing basis.</p> <p>No returns need be completed by the vendors as we only want them to urge taxpayers to submit outstanding returns.</p>
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## ADDENDUM