

NON-COMPULSARY BRIEFING SESSION

RFP 05/2025: SUPPLY AND DELIVERY OF CISCO NETWORK EQUIPMENT AND RELATED SERVICES TO SARS

NON-COMPULSORY BRIEFING SESSION: 26 May 2025

RFP NO: RFP 05-2025

CLOSING DATE: 19 June 2025 AT 11:00 AM



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1. INTRODUCTION: SARS TEAM

Procurement
Sourcing Lead: Procurement
Price specialist
B-BBEE Specialist
Governance, Risk and Compliance
Financial Analyst
Contract Management
SARS Business Unit
Bid Specification Committee
Corporate Legal Services
Legal Specialist

2. PURPOSE

Non- Compulsory Briefing Session

- Purpose
 - explain selected concepts, procedures and other aspects of the RFP
 - confirm formal registration of Bidders for notices and other communications
- 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 uploaded to the SARS website and e-Tender platform.
- 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 BUSINESS REQUIREMENT



Bidders are requested to refer to the issued, **SARS RFP 05-2025**

2-1 Business Requirement

Specification, for purposes of understanding the SARS business requirement for this tender:



Adobe Acrobat
Document

4. BID EVALUATION PROCESS



REFER TO SECTION 7 OF THE MAIN RFP DOCUMENT:



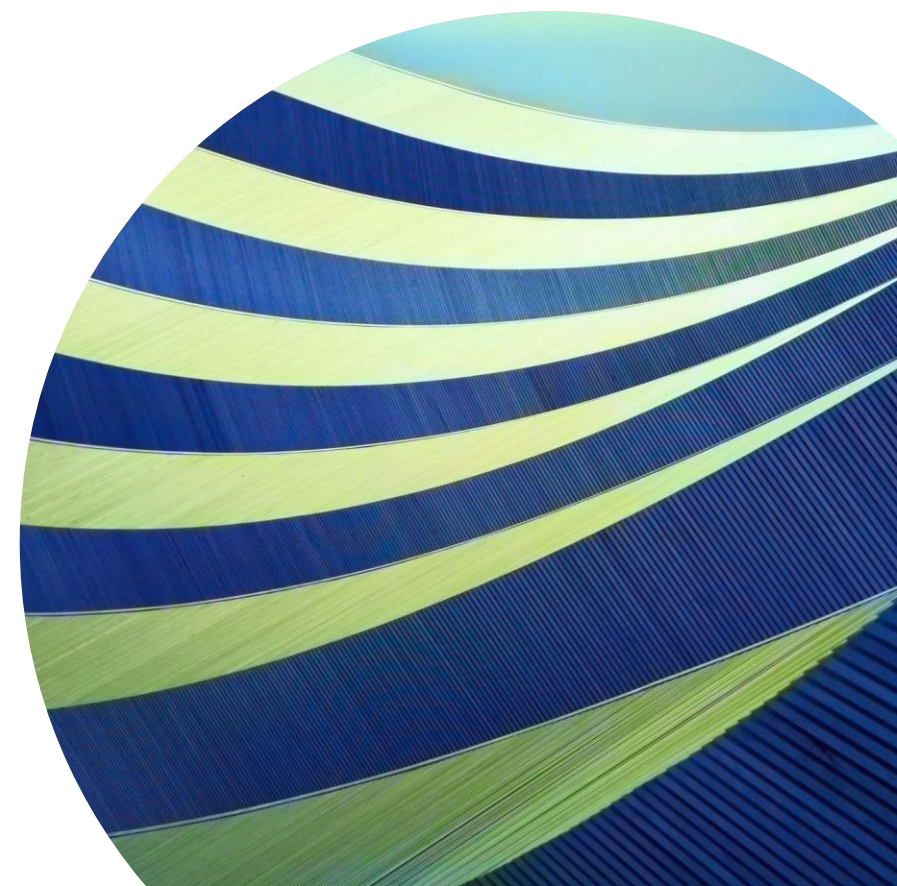
Gate 0 – Prequalification Evaluation



Gate 1 – Mandatory Evaluation



Gate 2 – Price & Specific Goals (90/10)



4.1. PREQUAL & MANDATORY

SARS CONFIDENTIAL



SOUTH AFRICAN REVENUE SERVICE REQUEST FOR PROPOSAL

RFP 05/2025

**SUPPLY AND DELIVERY OF CISCO NETWORK
EQUIPMENT AND RELATED SERVICES TO SARS**

MAIN RFP DOCUMENT

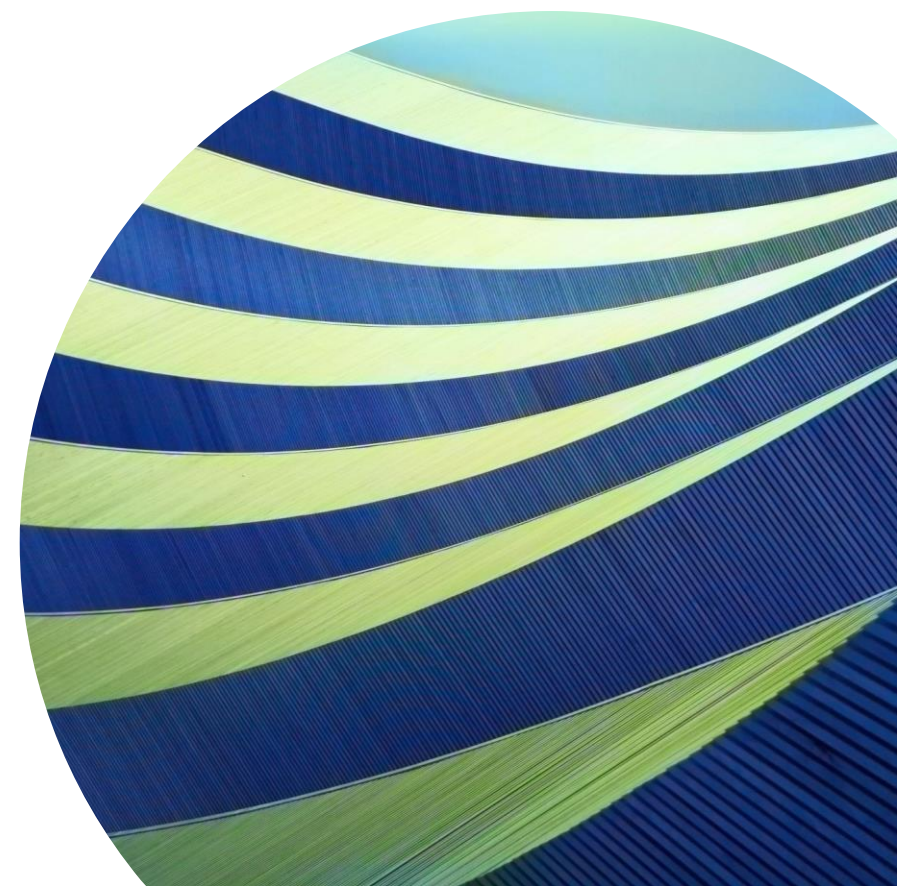
INSTRUCTIONS, GUIDELINES, AND CONDITIONS OF TENDER

© SARS Procurement

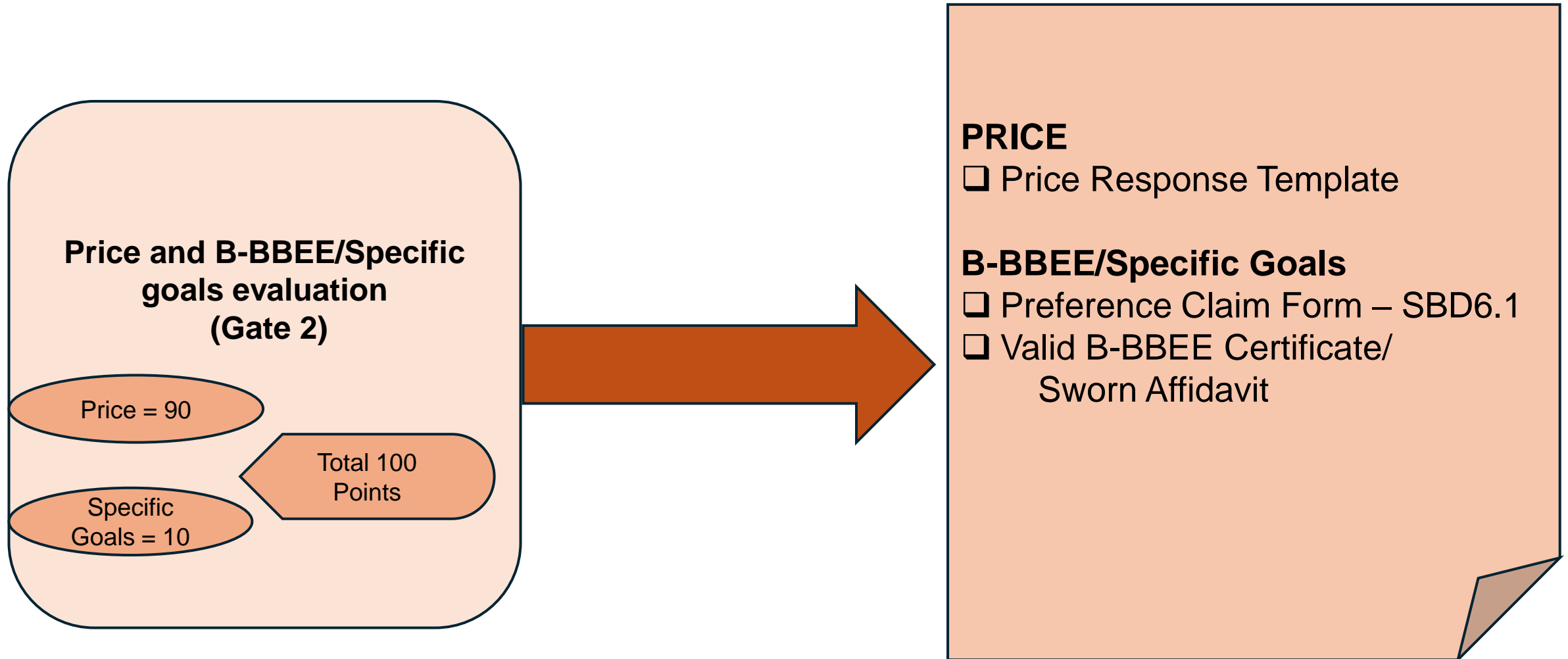
Confidential

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Main RFP Document (Section 7)



4.2. PRICE & SPECIFIC GOALS EVALUATION



4.2.1. SPECIFIC GOALS EVALUATION

Specific goals points may be allocated to Bidders on submission of documentation or evidence as follows:

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Evidence Required	Number of points claimed (90/10 system) (To be completed by the tenderer)
An entity with at least 51% Black Ownership	3	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate In case of JV, a consolidated scorecard will be accepted).	
The entity has at least 30% Black Women Ownership	3	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate In case of JV, a consolidated scorecard will be accepted)	
The entity has at least 51% Black Youth representation	2	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate In case of JV, a consolidated scorecard will be accepted).	
The entity that is owned by Persons with Disabilities.	2	Certified copy of ID Documents of the Owners and Doctor's note confirming the disability and/or Employment Equity Act 1(EEA1) form.	

Bidders MUST complete and sign the SBD 6.1 form to claim the points for Specific goals, failing which, the Bidder will be scored zero.

4.2.1. SPECIFIC GOALS EVALUATION

The table below indicates the specific B-BBEE certification documents that must be submitted for this tender.

Classification	Turnover	Submission requirement
Exempted Micro Enterprise (EME)	Below R10 million p.a.	<ul style="list-style-type: none">• A sworn affidavit or certificate from CIPC.
Qualifying Small Enterprise (QSE)	Between R10 million and R50 million p.a.	<ul style="list-style-type: none">• A sworn affidavit only 51% Black Ownership and above; or• A copy of B-BBEE Rating Certificate from a SANAS accredited rating agency.
Large Enterprise (LE)	Above R50 million p.a.	<ul style="list-style-type: none">• A copy of B-BBEE Rating Certificate from a SANAS accredited rating agency.

USE AND ACCEPTANCE OF AFFIDAVITS

Section 1.6 of SBD6.1 states that “The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.”

SARS reserves the right to request that bidders submit proof of their Black ownership and turnover information in support of their Affidavits.

4.2.1. PRICE EVALUATION



Bidders are requested to refer to the issued, **SARS RFP 05-2025 6-1 Price Template**, for purposes of understanding, filling in and signing off the Price Template for this tender:



Microsoft Excel
Worksheet

4.3. FINANCIAL ANALYSIS

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 bidders.

The annual financial statements must contain:

- Statement of Profit and Loss and Other Comprehensive Income;
- Statement of Financial Position;
- Statement of Cash Flows;
- Statement of changes in equity/ net assets ; and
- Accompanying Notes.

Entities which are trading for less than three (3) financial periods must provide:

- A letter detailing that fact, signed by a duly authorised representative of the entity;

4.3. FINANCIAL ANALYSIS

- 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.

In the event of the bid being in the form of a Joint Venture (JV), the following is required:

- Annual financial statements of the JV for a registered JV and for unincorporated JV annual financial statements of each company;
- A JV legal agreement detailing the percentage ownership of each entity; and
- A consolidated B-BBEE Certificate.

SARS reserves the right to request further information with regards to the annual financial statements of a bidder at a later stage.

4.4. SERVICE AGREEMENT

Bidders should note that, SARS issued a General Condition of Contract (GCC) and that Bidders would be expected to sign off and submitted the GCC.

Bidders should however note that, the appointed Bidder would then be given a draft Contract where they would then be expected 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 the successful bidder if such amendments or additions are unacceptable to SARS or pose a risk to the organisation.

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
Mucleneuk, 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: <ul style="list-style-type: none">• National Treasury e-Tender Portal.• Tender documents on SARS website	15 May 2025
Non-compulsory virtual briefing session	26 May 2025
Last date for questions relating to RFP	09 June 2025
SARS response	11 June 2025
Bid Closing Date	19 June 2025 at 11:00am

Thank you

Rea leboha

Re a leboga

Ndza Khenza

Dankie

Ndi a livhuwa

Ngiyabonga

Enkosi

Ngiyabonga



South African Revenue Service