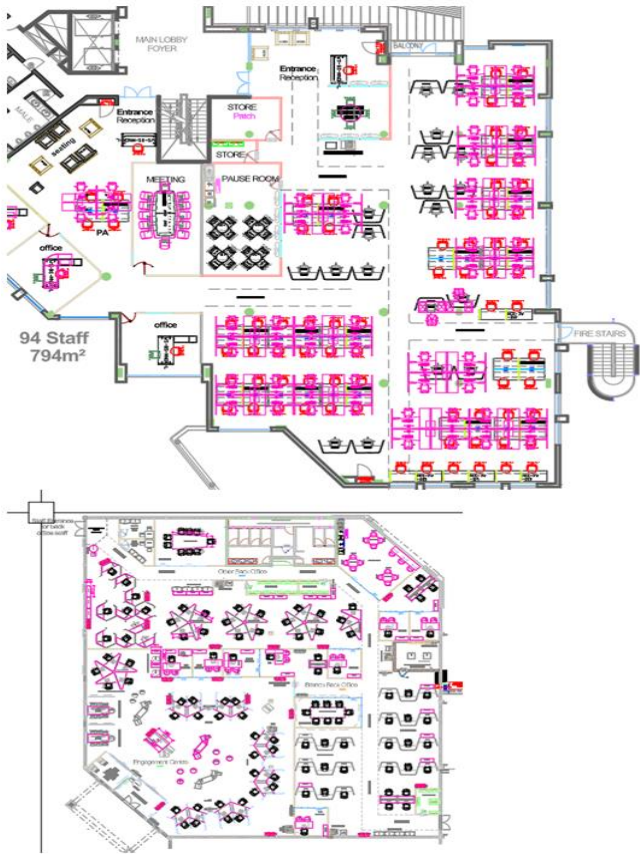



**RFP 07/2025 Questions and Answers.**


No.	Questions	Answers
1.	Is it important that bidders quote on every single item in the tender?	The tender provides for <b>similar to or equal to</b> , in terms of items SARS is asking. Bidders are requested to quote for all items at this stage.
2.	Are we doing a catalog that will be looking like the specification sheet?	SARS requires a company catalog that indicates the bidder's product offerings, for SARS' future explorations. The Specification sheet will only be required post award and upon receipt of an order. Should a bidder source it's offering from a 3rd party service provider/ manufacturer, the legal agreement between both parties are to be submitted as part of the tender.
3.	How many service providers does SARS plan to appoint into the panel?	SARS will appoint service providers regionally. Bidders will be required to indicate which regions they want to participate in. There is no limit as to how many regions a service provider can choose to participate in.
4.	SARS requires financial statements for the past three (3) financial years. If the financial statements for the 2024/25 financial year are not reviewed or audited as yet, what is the process when it comes to that?	If the bidder cannot provide the preceding year's audited / independently reviewed financial statements as part of its bid submission, the bidder should submit draft annual financial statements or its latest management accounts, together with the three (3) most recent years audited / independently reviewed annual financial statements. (Refer to 7.4.3 in the Main RFP).
5.	Should we submit a catalog with only the items SARS has requested or should we submit a catalog with all the items in our factory?	SARS requires that bidders submit a catalog with all of their product offerings.
6.	Can we submit a lever arch file, or does it have to be a bounded document?	A lever arch file will be accepted.


7.	On the space planning technical requirement. Does that need to be done by the space planner or manufacturer?	SARS will be contracted with a specific supplier in the panel. Part of the services that SARS requires the supplier to provide is space planning services. Bidders are at liberty to either use an internal or external resource for that exercise.
8.	In terms of filing, should we only submit lever arch files and does this then exclude other forms of filing?	Returnables will be acceptable in lever arch files, however, that does not render other forms of filing, i.e. binding unacceptable. Bidders can file in that manner if they choose to.
9.	Will space planning be allowed to be quoted for?	The costs must be included in the bidder's price proposal.
10.	On the price schedule, is the escalation a percentage escalation or an amount?	The yearly escalations to be proposed are percentage escalation. SARS uses CPI as guide on the anniversary of the date of the commencement of the contract.
11.	As per Table 6: Technical evaluation criteria: Dimension and Space plans - With regards to the floor plan layovers required. Are the items required in 2D or 3D on the layouts provided?	SARS requires 2D drawings; 3D will only be once an appointment has been done.
12.	Do I have to quote on the exact Ferrah Oak as this is unique to one supplier and I believe we will be at a disadvantage if they also bid for this tender. Could I supply something similar?	The bid provides for similar or equal options, similar options for HPL and CDL are available in the market: PG Bison Lanza Oak or similar. (The final grain and colour match will be done with ordering, and will be selected from available products in the South African market)
13.	Please confirm that there are only 2 spreadsheets being – integrated service centre and office furniture? On different portals, there are different documents that have been uploaded. SARS site has something different, and the tender portals have something different. Please kindly send me the correct excel spreadsheets and drawings.	SARS has issued two different kinds of schedules, one named “integrated service centre” and the other “office furniture”. These have been provided for in both PDF and excel format on both platforms where the bid is advertised. These will be used for evaluation purposes only.

14.	On the two spreadsheets, some of the items do not have pictures for reference.	Bidders must kindly stretch the column widths on excel to see the pictures in full. Failure to do so, SARS has also loaded PDF versions of the spreadsheets which can be used for picture reference
15.	There is also a PDF pricing schedule that has 33 items on the page only.	Correct. The Office Furniture template has a total of 33 items
16.	I want to confirm if there are only 2 drawings that we have access to, being corporate office and service centre. Is this correct?	Correct. Only two (2) drawings.

17.	<p>Please could I have an example of a space layout where a bidder overlaid the plans. I would like to see a reference in order to do the overlay correctly on the current floor plan.</p>	
18.	<p>Could I have an empty floor plan in order to populate both areas?</p>	<p>Bidder to kindly switch the SARS furniture layer off and create their own layer on CAD for the overlay.</p>

19.	<b>Questions pertaining to integrated service centre</b>	
	Item 5 - Please confirm thickness and dimensions of steel	Rectangular tubular steel of approx. 20 - 25mm x 50mm in 1,6 to 2 mm steel powder coated in charcoal colour.
	Item 6 - Please confirm specs of the worktop – how many mm?	16 to 22mm thick worktop with square PVC edge.
	How do I configure a 5 leaf cluster – what exactly goes into the cluster?	The 5-leaf cluster consists of 5 single units of size fitted with frameless desk base screen, 16mm thick Fabric Screens, Dot 4 power set and reticulation channel underneath worktop.
	What is the size of the desk – per desk	

	<p>Item 7 - How do I configure a 2 leaf desk?</p> <p>On the plan I see a 3 leaf desk and no 2 leaf desks. Please clarify?</p>	 <p>A 2 leaf will be using only two units placed together.</p>
	<p>Item 8 &amp; 9 - Please confirm specs of steel and thickness of the desktop?</p>	<p>i. The bid provides for similar or equal options, similar options for HPL and CDL are available in the market: PG Bison Lanza Oak or similar to be used. (The final grain and colour match will be done with ordering, and will be selected from available products in the South African market)</p> <p>ii. Worktop 16 to 22mm thickness</p> <ul style="list-style-type: none"> <li>Leg system: Rectangular tubular steel of approx. 20 - 25mm x 50mm in 1,6 to 2 mm steel powder coated in charcoal colour.</li> </ul>
	<p>Item 10 &amp; 11 - Please confirm specs of steel</p>	<p>Leg system: Rectangular tubular steel of approx. 20 - 25mm x 50mm in 1,6 to 2 mm steel powder coated in charcoal colour.</p>
	<p>Item 12 - A 30mm mini pedestal has been spec'd. Please confirm where it goes?</p>	<p>The 300mm wide mini pedestal is mainly used at the "Flow Desks"</p>
	<p>Item 12 - Please confirm thickness of screen</p>	<p>Upholstered desk base screens 16mm – 20mm in fabric</p>
	<p>Item 13 - Please confirm thickness of the screen</p>	<p>PET (Similar or equal to Weaversworld, Enviro PET screen, Flame retardant, Polyester, Acoustic Panels) 9mm in thickness.</p>

	Item 15 - Please confirm finish of the lockers – steel or wood?	Ducoed and melamine wood product.
	Item 21 - Please clarify the dimensions and configuration. Is 3365mm the total size of the desk?	Desk width is 1365mm by 750mm deep
	Item 21 - Depth of the desk?	750mm deep
	Item 21 - How many screens per configuration?	 <p>4 screens per desk and 3 for adjacent unit</p>
	Item 22 & 23 - Please confirm specs of the steel	Leg system: Rectangular tubular steel of approx. 20 - 25mm x 50mm in 1,6 to 2 mm steel powder coated in charcoal colour.
	Item 36 - On the description, it says coffee table but there are no specs. Please confirm specs of the coffee table.	Coffee table approx. 465mm wide to form part of the modular set-up
	Item 36 - Please confirm size of the seat and spec of the steel	Each seat approx. 465mm wide with round tubular feet of approx. 16 to 12mm Diameter in 1,6 to 2mm steel