

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISIONING OF COMPLETE FURNITURE SOLUTIONS FOR SARS OFFICES, NATIONALLY.

RFP No:

RFP 07/2025

Q & A

10 June 2025 – 27 June 2025

Virtual Briefing Session:

24 June 2025 at 11H00

Closing Date:

11 July 2025 at 11H00



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6. Q&A

1. INTRODUCTION: SARS TEAM

Procurement
Sourcing Lead: Procurement
Price Specialist
Financial Analysis Specialist
SARS Business Unit
Bid Specification Committee

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



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Document

3. BACKGROUND AND SCOPE OF WORK

Outcome of Tender:

- **Establish a Panel of Service Providers to provide complete furniture solutions for SARS offices nationally.**
- The Solution provides for:
 - All aspects required to replace existing furniture or provide new offices with furniture.
 - Will allow SARS to procure furniture from supplier's catalogue.
 - Procure SARS standardized furniture.

3. BACKGROUND AND SCOPE OF WORK

- **Scope of Works:**

- Consultation and advisory service related to office fit outs and furniture.
- Space planning advisory services.
- Pictorial presentations of furniture and goods. (Storyboards)
- Manufacturing/ Supply of furniture and related items.
- Delivery.
- Installations (Office set-up)
- Dismantling of furniture.
- Specific location to location transportation of furniture.
- Repair and Maintenance of furniture post the warranty period.
- Ad-Hoc services related to furniture and office fit outs.


3. BACKGROUND AND SCOPE OF WORK

- **Technical Requirements:**

- Minimum of 5 years warranty on workmanship, material/ product and manufacturing defects. (Excluding fabrics specified).
- Over and above warranty, a maintenance period of 7 years will be required on cost basis.
- Expected life span of 15 years and more.
- Design continuity of 10 years.
 - Collaboration for any possible design and product improvements.
- Items labeled with plasticized sticker with Supplier Name; Contact Details; Date of manufacture; Order Number.
- Specification sheet similar to the sample provided post award and prior product approval.
- PUNTO 80's (DOT 4) power sets will be required per desk.
- All worksurfaces/ desktops to be manufactured in a range of 16mm to 22mm thickness.
 - For chamfered edges 22mm - 25mm.
 - Square PVC Edging.

3. BACKGROUND AND SCOPE OF WORK

- Specification Sheet:**

Furniture Standards		SARS PHYSICAL FACILITIES SPACE PLANNING	
TPS FURNITURE SPECIFICATIONS			
Created: 08-05-2023			
BO - OFFICE DESK (T - 1,7x0,75 / C - 1,7x0,45)			
Code: BO-DESK-01-1700w			
BRANCH OFFICE - OFFICE DESK (L).		FINISHES	
		Tops - Entrawood Farrarah Oak. Charcoals- PG Bison Kalapana Peen. Leg System/Metalwork - Powder coated Matt Black. Credenza Sliding door - Charcoal Ferro Grain. Handles - 192mm Arch - Matt Black.	
Desk Top: 1,7 wide. 0,75 deep.		Tops: - E1 Board 20mm - Matching 3mm PVC edging to be used.	
Side Unit: 1,7 wide 0,45 dep.		Design-4 - InDesk - Blade EVO Finish - Titanium.	
NOTE: 10mm shadowline between top of frame and U/S desk top.		• 1x3 pin. • USB Type-A 18 Watt QC (Quick Charge) • USB Type-C 20 Watt PD (Power Delivery) • 2 x SA compact 2 Pin (SANS 164-2-1). • Data pass through. * All covers to match Charcoal (Titanium) finish.	
CAD Furniture Symbol:	CODE Description BO DESK 01 1700		
	BRANCH OFFICE Product Range: Office Desk Catalogue Number 1700 x 1700 System		
Barcode: SARS to apply barcodes - Not Vendor.			
TECHNICAL INFORMATION			
Dimensions:	Top - 1700 wide x 750 deep x 20h. 10mm SDL between top and frame. Vanity 300mm high. Side Unit - 1700 wide x 450 deep total - with 4 drawer, credenza and bookshelf combination unit. NB: Overall 1700x1700mm.		
Frame:	All steel min 1,5mm. Powder coated Matt Black. All steel levelling feet (x) to all corners and centres in Matt Black.		
PowerSet:	DI In Desk Blade EVO unit (as specified) by Furniture manufacture with 3m flylead.		
Boards:	All board E1. Tops from Entrawood Farrarah Oak. Dark greys from PG Bison Kalapana Peen E1 Melawood.		
Product:	90% plus.		
Local Content:	Plasticised sticker fixed out of sight, stating: Supplier, physical address and contact details.		
Supplier:	All units to carry a minimum 5 year warranty under normal office environment conditions. The specifications as contained in this document are the minimum SARS requirements. SARS manufacturing specifications take preference and may not be altered by supplier without prior engagement with SARS.		

3. BACKGROUND AND SCOPE OF WORK

- **Clarification:**

- Farrarah Oak is a Melamine finish exclusive to Entrawood Office Furniture Solutions

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)

3. BACKGROUND AND SCOPE OF WORK

- **Notes on Returnable documentation:**
 - Bidders must provide a comprehensive fully priced catalogue.
 - Overlay Space plans.
Should proposed product templates be exactly similar or equal to the SARS provided templates / space and, bidders must still do the overlay on the space plan as separate layer onto the drawings for verification by the evaluators.
 - Bidders must provide SARS with the returnable space plan in DWG, DXF and PDF formats and hard copies as well. SARS will provide CAD drawings, Annexures A & B which will be used solely for the purpose of technical evaluation.

4. BID EVALUATION PROCESS



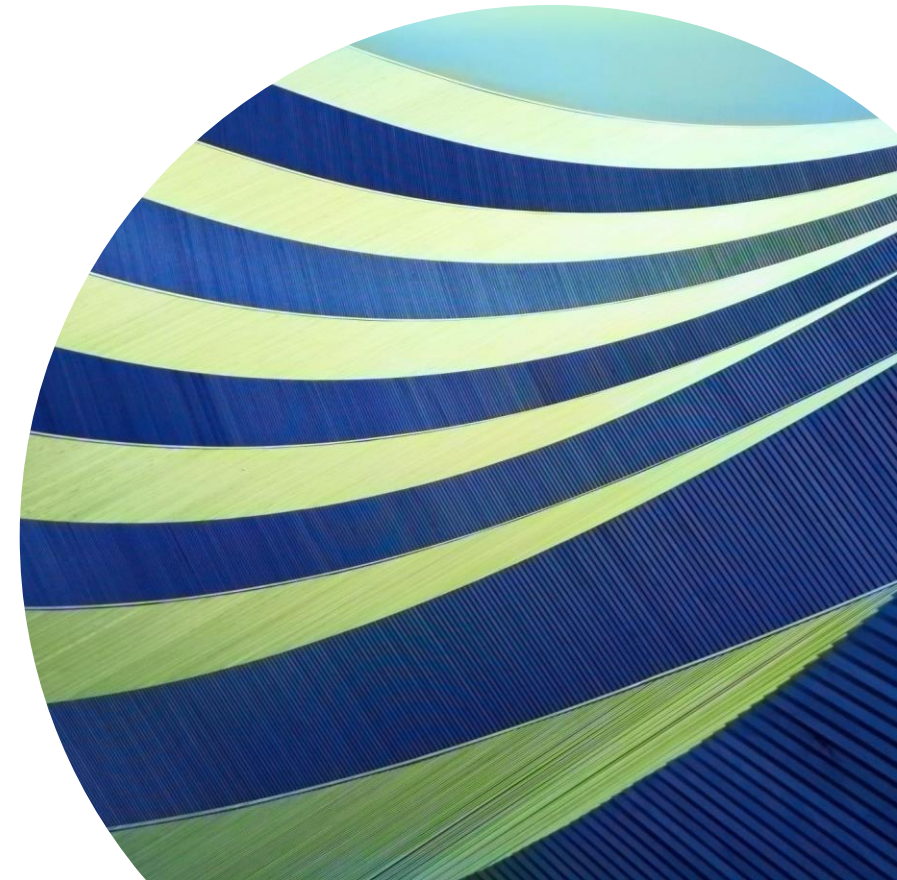
**REFER TO SECTION 7 OF THE
MAIN RFP DOCUMENT:**



Gate 0 – Prequalification Evaluation



Gate 1 – Technical evaluation
(Functionality)

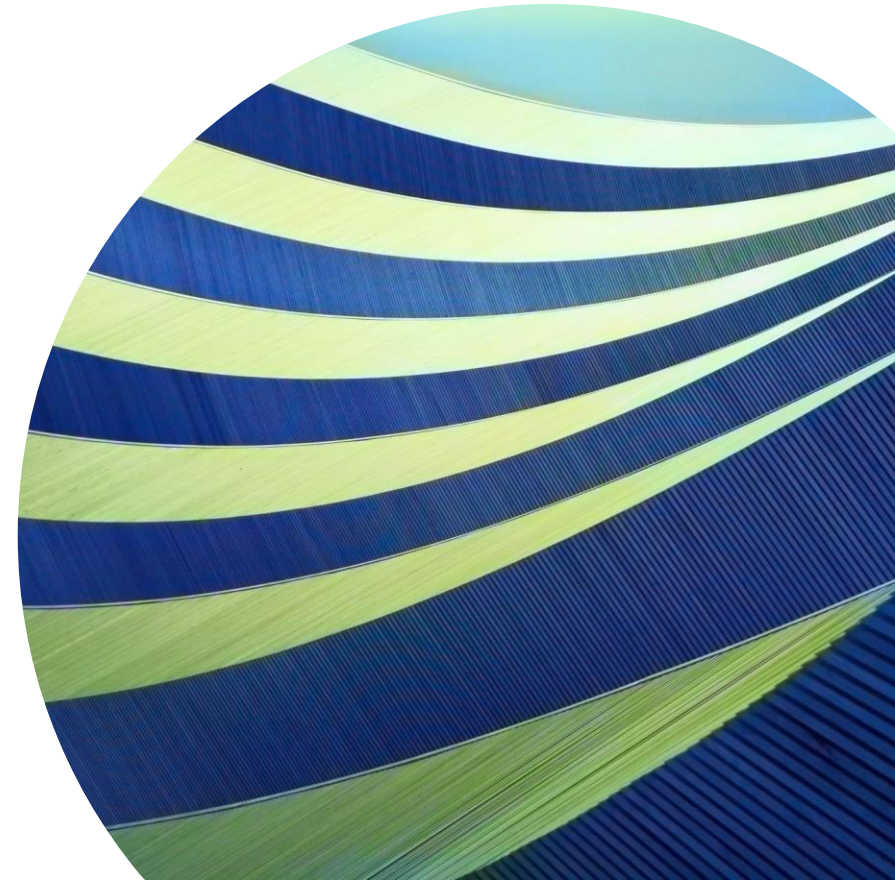


4.1 BID EVALUATION PROCESS



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Document

Main RFP Document (Section 7)



4.2 PRICING SCHEDULE

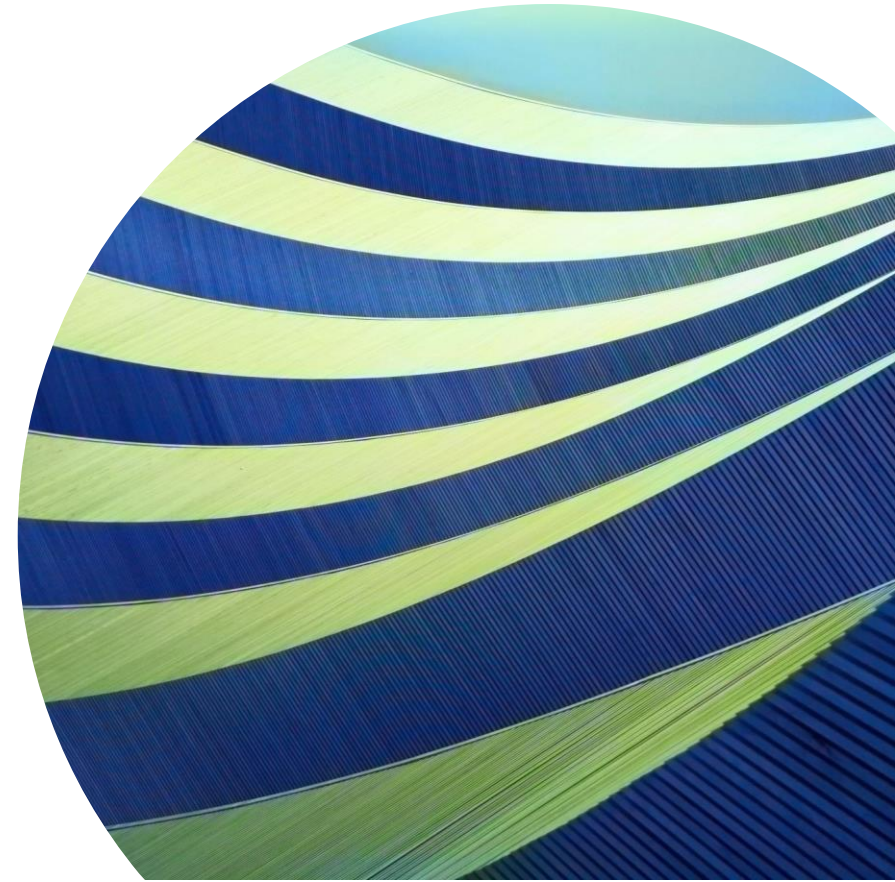


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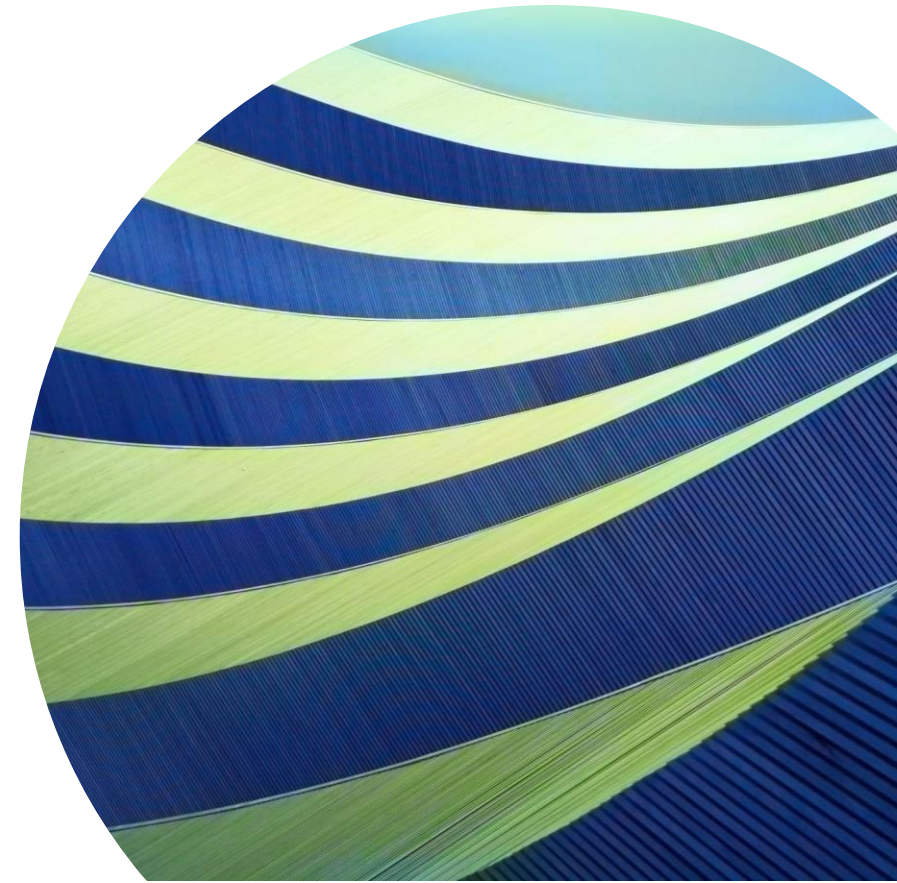
Annexures A & B



4.3 FINANCIAL ANALYSIS

4.3.1 PURPOSE:

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



4.3 FINANCIAL ANALYSIS

4.3.2 FINANCIAL REQUIREMENTS:

- **Three recent complete sets of Audited/Reviewed Annual Financial Statements comprising of:**
 - ✓ Statement Of 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**
 - ✓ Explanatory Letter – Providing reasons why the entity has been trading for less than three years signed by the Financial Director
- Part of overall risk management strategy of SARS
- One of multiple governance steps to assess financial fitness of bidders
- Assess financial stability
- Identify financial risks that SARS as an organisation is exposed too
- Recommend appropriate mitigating strategies



4.3 FINANCIAL ANALYSIS

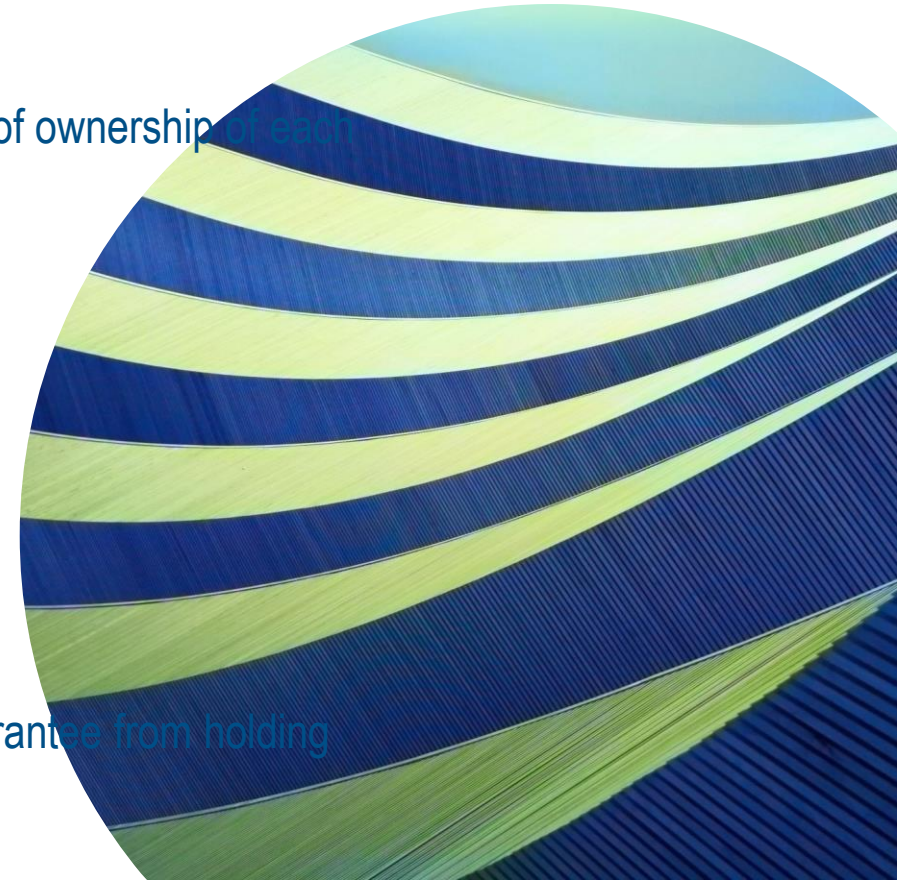
4.3.2 FINANCIAL REQUIREMENTS CONT:

- **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.

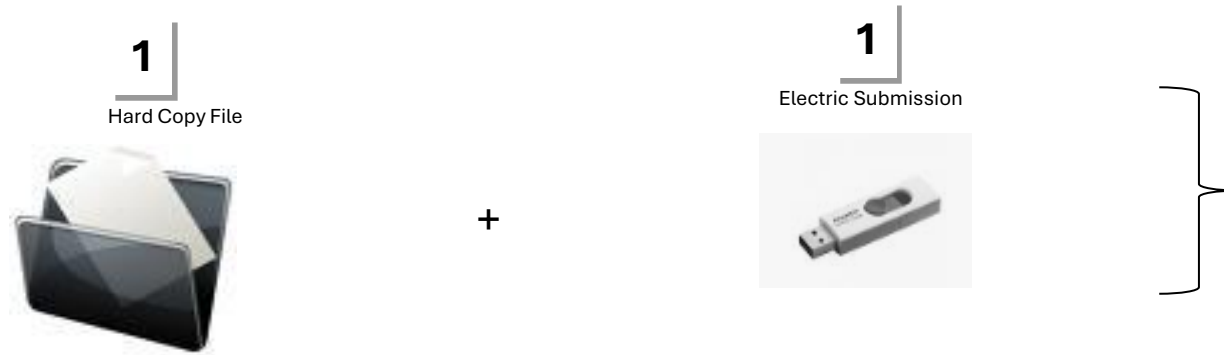
- **Financial statements in Bidding Companies Name**

- ✓ 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: <ul style="list-style-type: none">• National Treasury e-Tender Portal.• Tender documents on SARS website	10 June 2025
Non-compulsory virtual briefing session	24 June 2025
Last date for questions relating to RFP	27 June 2025
SARS response	30 June 2025
Bid Closing Date	11 July 2025 at 11:00am

Thank you

Rea leboha

Re a leboga

Ndza Khenza

Dankie

Ndi a livhuwa

Ngiyabonga

Enkosi

Ngiyabonga

