

## RFP 16/2024: Panel of Experts Advisory Services

### Question & Answers

**Advert Date: 01 October 2024**

**Briefing Session Date: 09 October 2024 at 11:00**

**Closing Date: 01 November 2024 at 11:00**

#	Question	Answer
1.	<p>Paragraph 2.6.2.2.3 – Category C – Debt Management:</p> <p>Proof of a valid professional registration with South African Restructuring and Insolvency Practitioners (SARIPA), SAICA, Independent Regulatory Board for Auditors (IRBA), Law Society of South Africa.</p> <p>Must the bidder be registered with each of the above professional bodies OR with at least one of the above?</p>	As explained during the briefing session, not all professional bodies registration is required, but at least one (1)
2.	Regarding RFP 16/2024, the case study (Annexure E1) is the same case study as provided in the 2019 Panel? (Annexure F in 2019).	That is correct – no changes were made
3.	Please confirm if the draft masters services agreement and the GCC need to be signed and submitted within the tender pack or do we just have to acknowledge the DMSA and GCC within our proposal.	The bidders to initial the GCC and the Draft Master Service Agreement and send it back to SARS with their proposal.
4.	With regards to the technical evaluation, and specifically regarding the client testimonials, we have letters of reference from the clients for forensics services provided at a point in time however the resourcing within those departments have moved on and the new resources will not issue the testimonials for the service undertaken. Can we submit the copies of the letters of reference that were issued?	This was addressed during the briefing session – the letters will be accepted
5.	With regards to the tender documents to be submitted, section 6.5.3 makes reference to 1 x hard copy and 1 x soft copy of tender submission.	Bidders are required to submit 1 hard copy and 1 soft copy (USB) with the bidder's name.

	However the presentation of 9 October 2024, makes reference to a duplicate hard copy to be submitted in addition to the 1 x hard copy and 1 x soft copy. Kindly clarify.	
6.	The minimum size of a team appears to be seven (7). Does this minimum also apply to all categories of work under this tender? (i.e., Category A – Forensic Investigations, Category B – Valuation Advice and Category C – Debt Management).	That is correct – SARS requires verification that the bidder has sufficient capacity to address the work that will be outsourced once a RTP is issued to a member on the panel The value of the estimated tax prejudice will in all likelihood exceed R100 million and relate to multiple taxpayers
7.	Is it possible to perform Forensic Investigations without the obligation to “Provide tax advice”? (In other words, could we exclude the requirement to provide “tax advice” as part of our services?).	The outcome of the forensic investigation will be the application of the SARS legislation and Acts administered by SARS. The requirement is also for expert witness support during the disputes. Therefore the services must include tax advice
8.	We note that as part of Annexure A Technical evaluation criteria, the criteria on A6 and A7 are identical. Can you please clarify how these two categories will be assessed separately from one another and whether there are any unique criteria that will be assessed under each of the two categories?	The criteria will be the same whether you applied for both or either of the categories.
9.	We note that under paragraph 2.6.2.2.2 the only professional registration that is mentioned is SACPVP. Will other relevant qualifications (e.g. SAICA) be accepted for this category or are you only looking for the teams to have qualifications in relation to property valuations?	Yes other qualifications will be accepted, as explained at the briefing session
10.	The presentations on the Case studies that are required - Will these be evaluated based on a copy of the 10 slide presentation submitted as part of the proposal pack, or will the criteria set out in Annexure A (i.e. Technical Evaluation) only be applied from the in-person presentation. Based on this, is it a requirement to submit a copy of the presentation (or other material to evaluate the technical capability) as part of this proposal pack?	Bidders are required to submit their powerpoint presentation. The presentations will be done in person and questions will be asked to the bidder to clarify the submission.

11.	<p>As per clause 2.5, SARS may request copies of qualifications and other additional information at RFX stage:</p> <p>In addition to the above, the snippets below from Annexure A3 provides that certified copies of qualifications for each professional needs to be attached to the bid:</p> <p>Furthermore, clause 2.6.3 provides that all pre-qualified bidders will be invited to present to SARS as per the snippet below:</p>	<p>Bidders are required to submit their proposals with the copies of qualifications. The clause was included in the RFP document as additional information to inform bidders that SARS may at the RFX stage request for such information.</p>
12.	<p>In addition to the CVs for professionals, should bidders also submit certified copies of their qualifications with the initial bid, or should these certified qualifications only be submitted at RFX stage?</p>	<p>Yes bidders are requested to submit certified copies of qualifications.</p>
13.	<p>As per the instructions on the case studies, should the slides be attached to the initial bid as well or only for presentation at RFX stage?</p>	<p>Bidders are required to submit their powerpoint presentation. The presentations will be done in person and questions will be asked to the bidder to clarify the submission.</p>
14.	<p>Please confirm if the briefing meeting was conducted on 09 October 2024? If so, kindly provide us with the briefing slides, questions raised and any recording of the briefing.</p>	<p>The briefing session presentation was uploaded on the SARS website and E-tender portal. Bidders to visit the website to access the presentation. The recording will not be published.</p>
15.	<p>Supplier Cost and Risk Assessment Questionnaire, page 3 question C. Financial Risk Assessment</p> <p>A copy of your financial statement should be attached</p> <p>Can we submit our financial declaration letter and provide our annual financial statements upon award?</p>	<p>Bidders can submit their financial declaration.</p>
16.	<p>With reference to paragraph 2.2.1.9 under the “2.2 SCOPE OF WORK”, should our knowledge and expertise in these areas be demonstrated in the case study or a separate write up?</p>	<p>It should be done in both the write up and the case study</p>
17.	<p>The Supplier Risk Questionnaire requires us to attach our financial statements. Given the</p>	<p>Bidders are required to submit their financial declaration.</p>

	sensitivity of the information contained therein, will abbreviated statements be accepted?	
18.	Regarding the case study, paragraph 2.6.3 states that the case studies must be presented. Do we need to include a project plan for the case studies with our RFP submission, or only when invited to present?	See response to question 10  A project plan in terms of scoping of work to be done and timelines is required – it does not have to be in a MS Projects format
19.	Regarding references and testimonials, must these be on SARS' template, or may we submit references in other formats, as long as the necessary information is reflected? Clients are often reluctant to provide references in instances where they have already provided same.	The reference letter must be on the SARS template or The document may be copied to the client's company letterhead or authenticated with a company stamp.
20.	Regarding the proposed team, will we only receive points for only one resource per level, or are additional points awarded if we include more resources per level?	Having regard to question 6 above, consideration should be given to the number of resources – this will also address the issue of substitution.
21.	If we respond to more than one category, will each category require its own team and references/testimonials, or can the same team and references be used for multiple categories?	My suggestion would be that the team which references apply to the multiple categories should be noted and only one set provided. Bidder to indicate that they are using the same team across all categories.
22.	Are there any prescribed rates that we need to adhere to for this submission (for example AGSA rates)?	Yes. In line with the cost containment instruction issued by NT.
23.	Evaluation of presentations:  How many points do the bidders require be shortlisted for presentations?	SARS will conduct desktop evaluation to determine whether the bidders will make it into the panel post the presentation evaluation and invite only bidders that have the potential to obtain 80 points. As per the briefing session, 80 points need to be achieved to meet the panel inclusion.  The presentation score is set at a weight of 25
24.	However, para 2.6.3 states the following and does not indicate the minimum points required to proceed to this level:	See 23 response above
25.	Will we be required to provide written responses to the presentation question?	No notes will be made of the oral responses provided on the scoring sheet for the evaluation
26.	Section 2.1 ask for the valuation of financial implication of corporate debt, please clarify the	The debt is per assessments raised by SARS. The valuation relates to the assets and financial position of the taxpayer.

	<p>ask here, is it to evaluate the fair value of the debt as an example?</p> <p>Section 2.2 speaks to Restructuring please clarify the below with regards to this section:</p> <ul style="list-style-type: none"> <li>- What kind of debt is required to be restructured, for example is it retail, corporate bonds as per above etc?</li> <li>- Would an advisor be required to perform the restructuring and write a report in this instance or only provide advice as to how the restructure should be carried out?</li> </ul> <p>Under debt management is the ask to provide individuals who have all the requisite skills listed in section 2.2.3.1 to 2.2.3.15 or is it okay to have multiple individuals who have specific skillsets within this debt management?</p>	<p>The consideration here would in the case of Business Rescue and is based on the financial statements and could include other debt than just the SARS assessments</p> <p>In the case of Business Rescue for example, if the bidder makes the proposal that will ensure SARS's collection of the debt through the process, this would be beneficial in supporting the appointment of the bidder in that process.</p> <p>It is preferable to have multiple individuals who have specific skillsets within debt management, having regard for the provisions of the Tax Administration Act and Customs legislation in addressing collection of debt due to SARS.</p>
27.	<p>Section 2.6.2.1 highlights the team required to be included in the proposal, would this team be in relation to specific categories, for example one team comprising of 7 individuals (partner, director, senior consultant, manager, consultant, junior consultant and analyst) for Category C Debt Management, and another team for Category A and B?</p>	<p>See response to question 6 above</p>
28.	<p>Section 2.6.2.2.3 on Debt management capabilities mentions institutions individuals must be accredited or belong to in order to bid as South African Restructuring and Insolvency Practitioners experience, SAICA, IRBA, or Law Society. Please advise if individuals who have mathematics / statistics backgrounds would be considered, specifically referring to Credit Risk Management specialists who would be able to provide advice on collections strategies, impairments and provisioning, analytics and</p>	<p>The qualification will be accepted.</p>

	credit management. These individuals may belong to organisations such as the Actuarial Society of South Africa in the case the individual has an actuarial qualification.	
General and Important		