

SOUTH AFRICAN REVENUE SERVICE
REQUEST FOR PROPOSAL

RFP 16/2024

**APPOINTMENT OF A PANEL OF EXPERT ADVISORY SERVICES (FORENSIC
INVESTIGATIONS, VALUATIONS ADVICE AND DEBT MANAGEMENT)**

MAIN RFP DOCUMENT

INSTRUCTIONS, GUIDELINES, AND CONDITIONS OF TENDER

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REQUEST FOR PROPOSAL

Summary, Guidelines, Conditions and Instructions

1 PURPOSE OF THIS REQUEST FOR PROPOSAL

The purpose of this Request for Proposal (RFP) is for the South African Revenue Service (SARS) to invite suitably qualified service providers (bidders) to submit proposals (tenders) in accordance with the rules set out in this RFP for the appointment of a panel of Expert Advisory services as and when required for:

- Forensic Investigations;
- Valuations Advice; and
- Debt Management.

2 OVERVIEW OF SARS' REQUIREMENTS

2.1 BACKGROUND

The South African Revenue Service (SARS) is the nation's tax collecting authority established in terms of the South African Revenue Service Act 34 of 1997 as an autonomous agency. SARS is responsible for administering the South African tax system and customs service.

SARS's mandate is to:

- Collect all revenues due.
- Ensure optimal compliance with Tax, Customs and Excise legislation.
- Provide a customs and excise service that will facilitate legitimate trade as well as protect our economy and society.

In line with SARS' mandate and its strategic objectives, specific initiatives are implemented with the aim of improving overall compliance levels and collecting all revenue that is due. These initiatives align particularly with Strategic Objectives 3 and 5 (detect taxpayers who do not comply and make it hard and costly for them through increased use of 3rd party data to discern noncompliant behaviours).

2.2 SCOPE OF WORK

SARS may from time to time utilise the services of Advisory Services firms for the provision of Expert Advisory services, which includes:

2.2.1 Category A - Forensic Investigation;

Forensic Investigation may include but is not limited to:

- 2.2.1.1 Tax investigation (Forensic), scoping of possible financial/forensic investigations, as well as assistance

with the execution of financial investigations.

- 2.2.1.2 Forensic investigative work (including electronic and hard copy document management in respect of information) to search for the assets/money of the taxpayer which could be hidden in trusts, entities and/or individuals (SA or offshore based) linked to the taxpayer.
- 2.2.1.3 Preparation of tax computation which resulted from the forensic work.
- 2.2.1.4 Provide tax advice;
- 2.2.1.5 To provide expert witness testimony and assist SARS in preparing for both internal and court procedures;
- 2.2.1.6 To assess evidence gathered and provide a findings report;
- 2.2.1.7 Fraud and corruption investigations;
- 2.2.1.8 To provide examination of individual/entity's economic affairs with a view to uncover irregularities resulting in a report designed specifically for use in disciplinary proceedings and in courts of law; and
- 2.2.1.9 Demonstrate extensive knowledge and expertise in at least four (4) of the following fields:
 - Forensic Accounting;
 - Analytical Forensic Technology;
 - Business Intelligence Service;
 - Fraud Risk Management and Compliance Reviews;
 - Expertise in testifying in civil and criminal investigations; and
 - Litigation Support.
- 2.2.1.10 Bidders must ensure, where applicable, that the key personnel that may be assigned to SARS projects as and when required, have proof of membership with professional bodies such as:
 - South Africa Institute of Chartered Accountants (SAICA);
 - Association of Certified Fraud Examiners (ACFE);
 - The Independent Regulatory Board for Auditors (IRBA);
 - The Chartered Society of Forensic Sciences (The Society or CSFS);
 - Institute of Commercial Forensic Practitioners (ICFP); and
 - Law Society of South Africa (LSSA);

2.2.2 Category B - Valuation Advice;

Valuation Advice may include but is not limited to:

- 2.2.2.1 Evaluate the financial implications of corporate debt;
- 2.2.2.2 Restructuring;

- 2.2.2.3 Investments;
- 2.2.2.4 Mergers, acquisitions and joint ventures;
- 2.2.2.5 Liquidations and Sequestrations;
- 2.2.2.6 Capital Budgets and Financial Reporting;
- 2.2.2.7 Asset valuation; and
- 2.2.2.8 Deceased estates.

2.2.3 Category C - Debt Management

Debt Management may include but is not limited to:

- 2.2.3.1 Advice on collection strategies;
- 2.2.3.2 Advice on compliance strategies;
- 2.2.3.3 Business Rescue;
- 2.2.3.4 Insight e.g. Debt Management, taxpayers, taxpayer behaviour;
- 2.2.3.5 Impairments and provisioning;
- 2.2.3.6 Outsourcing advice;
- 2.2.3.7 Business intelligence (including asset searches);
- 2.2.3.8 Analysis;
- 2.2.3.9 Skills transfer;
- 2.2.3.10 Credit Management;
- 2.2.3.11 Preparation of financial position of the taxpayer which resulted from the forensic work;
- 2.2.3.12 To assist with tax Inquiries, assess evidence gathered and provide a findings report;
- 2.2.3.13 To provide expert witness testimony and assist SARS in preparing for both internal and court procedures, i.e. in personal liability claims for preservation orders, PAJA applications, arbitration matters;
- 2.2.3.14 Personal liability; and
- 2.2.3.15 Liquidations and sequestrations.

Bidders may submit proposals in respect of any one or a combination of the three (3) expert advisory service categories. In the event that an insufficient number of bidders are successful in a certain expert advisory service category, SARS reserves the right to utilize a different procurement process to appoint additional bidder/s for the specific service(s) to be rendered.

2.3 RESTRICTION OF SERVICES TO BE PROVIDED

It is envisaged that in the event that the consultant is allocated a matter during the course of an existing project which relates to, or involves a current or previous client of the consultant's employer, such consultant must notify the designated SARS official immediately of such potential conflict of interest upon which SARS will consider the matter and take appropriate action if necessary which may include removing/replacing the consultant to deal with the matter. In addition, the consultant may be prevented from working with clients with whom the consultant engaged whilst at SARS, for a period of 1 year following the conclusion of the particular RFX.

2.4 BUSINESS CONTINUITY

The service provider should ensure business continuity in case the consultant assigned to the project is no longer available to provide services and/or the consultant is not performing to SARS required standards. The service provider must ensure that a new resource is provided and approved by SARS within 3 working days. Furthermore, the nominated replacement should hold the same (or higher) qualification and experience as the previous resource.

SARS reserves the right to:

- Request qualifications or any other document of the nominated resource deemed necessary.
- Accept or reject the nominated resource.

2.5 CONDITIONS APPLICABLE TO APPOINTMENT

The appointment of service providers to the SARS panel of expert advisory service is on a non-exclusive basis. SARS does not guarantee that successful Bidders will receive work during their appointment term. SARS will invite successful Bidders on the panel for standard services as described in the Request for Proposal on an as and when required basis through a Request for Quotations/Proposal process referred to hereinafter as RFX.

Where possible SARS will give preference to South African based service providers on the panel to quote on a specific RFX.

Note:

At RFX stage, service provider will be required to ensure that each candidate nominated has signed SARS consent form. If the service provider does not submit a signed consent form, then the candidate may not be considered by SARS.

SARS may request certified copies of qualifications and any other additional information at RFX stage.

Bidders are encouraged to support the development and employment of Historically Disadvantaged People.

2.6 SARS' REQUIREMENTS FROM BIDDERS / DOCUMENTATION REQUIRED

Bidders must provide all the information required in this section in their bid proposals.

2.6.1 COMPANY PROFILE

The bidders should provide in their response detailing:

- Company profile, organogram and clearly indicate company's years of experience in providing expert advisory services;
- The company's full contact details of key account manager who will be assigned to SARS including his/her role and responsibilities, with minimum of 5 years of experience and a copy of his/her CV;
- A proposal on how they will ensure business continuity in case the resources assigned to the project are not available and/not meeting performance standards to provide the service.

2.6.2 CAPABILITY

2.6.2.1 The service provider must demonstrate their capability to provide SARS with resources as per SARS's requirements by providing a one page CV for each of the following roles (i.e. one (1) Partner or equivalent, one (1) Director or equivalent, one (1) Senior Consultant or equivalent, one (1) Manager or equivalent, one (1) Consultant or equivalent, one (1) Junior Consultant or equivalent and one (1) Analyst or equivalent) with, Qualifications, Experience, Certification/Accreditation with professional body as per SARS requirements for the category they are bidding for.

2.6.2.2 The required certification/accreditation with professional bodies per category is as stated below :

2.6.2.2.1 Category A – Forensic Investigations

- Proof of a valid professional registration with The Association of Certified Fraud Examiners (ACFE) and/or
- The Chartered Society of Forensic Sciences (The Society or CSFS), SAICA, IRBA, ICFP, Law Society of South Africa.
- Accreditation with Digital Forensic bodies such as FTK, Axiom, and any other related digital forensic professional bodies. (NB: Certified copies attached)

2.6.2.2.2 Category B – Valuation Advice

- Proof of a valid professional registration with South African Council for the Property Valuers Profession (SACPVP).

2.6.2.2.3 Category C – Debt Management

- 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.

NB: The Bidder to attach the certified copies of qualifications and professional registration with the certification/accreditation bodies.

2.6.3 PRESENTATION

All bidders who have been pre-qualified as outlined in paragraph 7.2 will be invited to present to SARS in for the categories it has been pre-qualified for as listed below. The case studies that must be presented are referenced as follows:

- Annexure E1: Forensic Investigation (Category A)
- Annexure E2: Valuation Advice (Category B); and
- Annexure E3: Debt Management (Category C).

2.6.4 TESTIMONIALS

Bidders must request clients whom they have provided expert advisory services to in the past five (5) years to complete **Annexure C (Client Testimonial)**.

A minimum of three (3) testimonial letters (per category) showing experience in Forensic Investigation and/or Valuation Advice and/or Debt Management is required.

Each testimonial must include the following information for each client:

- Client name;
- The client's contact person and phone number;
- Contract period;
- Description of the services;
- Level of satisfaction;

The identified reference should complete Annexure C and authenticate it with a company stamp or transfer the information onto their company's letterhead.

NB: SARS reserves the right to contact the clients for a reference check. It is therefore important to ensure that the clients listed on the schedule are contactable.

3 STRUCTURE OF THE RFP PACK

3.1 Structure

3.1.1 This RFP pack is organised in 5 (five) sections consisting of one or more documents in each section.

Table 3A: RFP pack outline and contents

Section	Index	Description of section contents
1	Main RFP Document	Documents outlining the main RFP guidelines, instructions, conditions and documents necessary for a bidder to submit a proposal.
2	Business Requirements Specification	Document(s) outlining the business requirements specifications, technical requirements and other information required by a bidder to submit a proposal.
3	SBD Documents	Standard Bid Documents (SBDs) and other administrative documents that are required by National Treasury and SARS Procurement to be read, completed, and returned as part of a bidder's proposal.
4	Contract management	The General Conditions of Contract (GCC) and proposed Services Agreement under which SARS wishes to contract the services.
5	Response templates	Where applicable, response templates that are required to be completed and returned as part of a bidder's proposal.

4 KEY ACTIVITIES AND DATES

4.1 The table below lists certain key dates and activities relevant from the time of issue of the RFP up to and until the closing date:

Table 4A: Key activities and dates

No.	Activity	Date / Time / Details
1.	Bid Number:	RFP 16/2024
2.	Description:	Appointment of a panel of expert advisory services
3.	Duration of contract:	The successful bidders will be appointed for a period of five (5) years, subject to SARS' terms and conditions
4.	Validity period of proposals:	Bids submitted will be valid for a period of 180 calendar days from closing date. SARS may however, subject to the bidders' consent, extend the validity period prior to expiry thereof.
5.	Advertisement of the RFP:	a) National Treasury e-Tender Portal: 01 October 2024 b) SARS website: 01 October 2024
6.	RFP pack (complete set of bid documents) available for download from National Treasury e-Tender Portal and SARS website:	01 October 2024
7.	Virtual briefing session date and registration:	The non-compulsory briefing session will be held on 09 October 2024 at 11H00 virtually via Microsoft Teams meeting and can be accessed at the following link: Join the meeting now
8.	Bidders to submit written questions on or before:	15 October 2024
9.	SARS to respond to bidders' written questions on or before:	18 October 2024
10.	CLOSING DATE AND TIME (proposals due):	01 November 2024 at 11H00

4.2 All dates and times in this RFP are South African Standard Time. The establishment of a time or date in this RFP does not create an obligation on the part of SARS to take any action or create any right or expectation in any way for any bidder to demand that any action be taken on the date established, or on any other date. A bidder accepts that if SARS extends the deadline (closing date) for proposal submissions for any reason whatsoever, the requirements of this RFP will apply equally to the extended deadline.

5 COMMUNICATION

5.1 All communications to SARS must be addressed to the SARS Tender Office, emailed to tenderoffice@sars.gov.za, and must contain a clear reference to this RFP. Communication sent by SARS must only be regarded as official communication if sent from tenderoffice@sars.gov.za, or a communication accompanied by a letter of authorisation signed by the SARS Procurement Executive.

5.2 A bidder may not make any communication to SARS regarding this RFP other than through the official contact provided in this

document. SARS may, at its sole discretion, disqualify a bidder if the bidder communicates or attempts to communicate any information regarding this RFP to any of SARS' employees; officials; or any third parties involved in the preparation, evaluation, or award of the RFP other than through the official contact provided.

6 TENDER PREPARATION AND SUBMISSION

6.1 Introduction

- 6.1.1 SARS has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under section 76 of the Public Finance Management Act, 1999 (Act No. 1 of 1999), which prescribes that SARS' procurement processes be:
- 6.1.1.1 economical, efficient, fair, equitable, transparent, competitive and cost effective; and
 - 6.1.1.2 consistent with the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), its Regulations, and the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).

6.2 Question and answer process

- 6.2.1 A bidder may submit questions to SARS as part of the question-and-answer process to gain a full understanding of any aspect of the RFP that is not clear to the bidder.
- 6.2.2 Between the dates given in paragraph 4, SARS will receive written questions sent by bidders by email through the official contact provided in this document. SARS will respond to these questions, but however is not obliged to respond to a question which in SARS' opinion is inappropriate and does not reasonably warrant an answer. The questions and answers will be published on the National Treasury e-Tender Portal and the SARS website. The identity of a bidder who has directed a question to SARS will not be disclosed by SARS in such responses.
- 6.2.3 SARS may issue updated versions of documents issued in the RFP pack and/or may issue additional documentation to form part of the RFP pack. Such reissued or additional documentation will be published on the National Treasury e-Tender Portal and SARS website. It is a bidder's responsibility to visit the National Treasury e-Tender Portal and SARS website at regular intervals to ensure that a bidder uses the latest versions of documents in the RFP pack.
- 6.2.4 **The National Treasury e-Tender Portal must be treated as the primary means of communication. In the event of any other communication that conflicts with communications posted on the National Treasury e-Tender Portal, the National Treasury e-Tender Portal communication will prevail.**

6.3 Central Supplier Database

- 6.3.1 All bidders wishing to do business with SARS must register on the Government's Central Supplier Database (CSD) at www.CSD.gov.za, and to include in their submission their CSD Master Registration Number. The recommended bidder(s) must be registered on the CSD prior to an award letter / purchase order / signed contract being issued.
- 6.3.2 Foreign suppliers with neither South African tax obligations nor history of doing business in South Africa must complete the questionnaire on the Standard Bidding Document (SBD) 1.

6.4 Proposal submission

- 6.4.1 For this RFP, SARS will accept proposal submissions in the form of physical proposal submissions, either deposited in the SARS tender box or posted to the SARS Tender Office.
- 6.4.2 The physical proposal submissions must be deposited in the SARS tender box on or before the closing date and time situated at the main entrance at the following address:

**SARS Procurement Tender Office,
Lehae La SARS,
299 Bronkhorst Street, Nieuw Muckleneuk, Brooklyn,
Pretoria, 0181.**

- 6.4.3 The proposals may also be couriered to the address provided in the afore mentioned paragraph.
- 6.4.4 Proposals will only be considered if received by the SARS Tender Office before the closing date and time, regardless of the method used.
- 6.4.5 Late proposals will not be accepted.
- 6.4.6 **The onus is on the bidder to ensure that its proposal submission and documentation received by SARS in this bid are submitted timeously and are accurate and complete. Failure by any bidder to discharge this onus will result in proposal submissions being disqualified for consideration.**

6.5 Instruction for submitting a proposal

- 6.5.1 This section details the instructions to bidders for preparing a proposal in response to this RFP, which must be followed in detail to enable the information contained in a bidder's proposal to be read, understood and evaluated in a common and consistent layout, and to ensure that the information submitted is correct, complete and well structured. Should a proposal be received that is not in the correct format, SARS reserves the right to disqualify the entire proposal or portions of the proposal depending on the extent of the deviation from the format described in this document.
- 6.5.2 All proposals and supporting documentation must be submitted in English.
- 6.5.3 A bidder's proposal is required to be submitted in two forms:

1 x Hardcopy submission	One (1) hardcopy submission clearly marked. A "hardcopy submission" means an A4 ring bound lever arch file.
1 x Electronic submission	One (1) electronic submission of a complete copy of the hardcopy submission. An "electronic submission" means a memory stick (USB stick) containing a complete copy of the hardcopy submission. The onus is on the bidder to ensure that the electronic submission submitted is a complete copy of the hardcopy submission.

- 6.5.4 The hardcopy and electronic submission must be marked and labelled correctly, and must be outer sealed, wrapped and packaged, for ease of reference during the evaluation process.
- 6.5.5 **Technical and Pricing information must be included in separate folders. The Technical information must be included in "Folder 1", and the Pricing information must be included in "Folder 2".**
- 6.5.6 A bidder is required to submit the contents of its submission (hardcopy and electronic) in the following format:

Table 6A: Format and organisation of proposal

Files		Section	Responses
Folder 1: TECHNICAL proposal	<ul style="list-style-type: none"> RFP reference Description 	1	<ul style="list-style-type: none"> Prequalification documents (SBD and other documents) excluding SBD 6.1 Preference point claim form
		2	<ul style="list-style-type: none"> Company profile

Files		Section	Responses
	• Bidder name		• Supplementary information
		3	• Response to technical requirements • Supporting documents for technical requirements
		4	• Draft Service Agreement
Folder 2: PRICE and B-BBEE/ specific goals proposal	• RFP reference • Description • Bidder name	1	• B-BBEE certificate or Sworn Affidavit • SBD 6.1 Preference point claim form
		2	• Pricing response template

7 EVALUATION OF PROPOSALS

7.1 Process after the closing date

- 7.1.1 After the closing date and time SARS, will evaluate the proposals with reference to SARS' evaluation criteria. SARS reserves the right to employ subject matter experts to assist in performing such evaluations.

7.2 Prequalification evaluation process (Gate 0)

- 7.2.1 SARS has defined minimum administrative prequalification criteria that must be met by a bidder. The table below contains the administrative prequalification documents that are required as part of a bidder's proposal, which must be completed and signed by the duly authorised representative of the prospective bidder(s).
- 7.2.2 Where a bidder's proposal fails to comply fully with any of the prequalification criteria, SARS may at its discretion allow the bidder an opportunity to submit and/or supplement the information and/or documentation provided within a grace period of **seven (7) working days** or such alternative period as SARS may determine to achieve full compliance with these criteria before disqualifying the bidder.
- 7.2.3 **SARS will disqualify a bidder who does not achieve full compliance of the prequalification Standard Bidding Documents (SBD) after the grace period provided by SARS.**

Table 7A: Prequalification criteria

	Prequalification documents to be submitted	Instructions	Non-submission will result in disqualification?
1.	SBD 1: Invitation to bid form	Bidder to complete and sign the supplied pro forma document.	YES
2.	SBD 4: Bidder's Disclosure	Bidder to complete and sign the supplied pro forma document.	YES
3.	SBD 6.1: Preference points claim form	Bidder to complete and sign the supplied pro forma document, to claim the points for B-BBEE / specific goals.	NO Non-submission will lead to a zero score on B-BBEE / specific goals.
4.	Supplier Risk Questionnaire	Bidder to complete and sign the supplied pro forma document.	YES

	Prequalification documents to be submitted	Instructions	Non-submission will result in disqualification?
5.	Proof of registration on the Central Supplier Database (CSD)	Bidder to submit the proof of registration on CSD.	NO However, a bidder must be registered on CSD in order to be considered for award.
6.	Draft Master Services Agreement (MSA) with comments in track changes and/or General Conditions of Contract (GCC)	Bidder to sign the supplied pro forma document. Bidder to indicate their acceptance of the terms and conditions set out in the draft MSA in their bid proposal covering letter.	NO The recommended bidder(s) will be required to sign the applicable Master Services Agreement on award.

7.3 Mandatory evaluation process (Gate 1)

7.3.1 There will be no mandatory evaluation in this tender.

7.4 Technical evaluation process (Gate 2)

7.4.1 Only bidders that have met the prequalification evaluation requirements will be evaluated for technical capability and functionality, strictly according to the technical evaluation criteria. A bidder is required to provide a technical solution for the required goods and services that meet SARS' requirements, and that is financially competitive and offers value for money.

7.4.2 The technical evaluations will be scored out of a total of 100 points and bidders are required to score a minimum threshold of [80] out of 100 points to be considered for the appointment in the Panel.

7.4.3 **If a bidder does not meet the technical evaluation minimum threshold, the bidder will be disqualified, and will not be considered for the panel.**

7.4.4 Bidders must refer to Annexure A: Technical Evaluation Criteria for a detailed technical evaluation that will be used to evaluate the bidder.

7.5 Price and B-BBEE/specific goals evaluation (Gate 3)

7.5.1 Price Evaluation

Bidders must submit **Annexure B - Rate card**. Price is not a disqualifier in this RFP. The bidders Rates will be evaluated for internal analysis and will form the basis for future engagement with the bidders during the MSA negotiations and as and when projects become available.

Methodology applicable to bidders' rates

- Bidders' proposed rates are subject to negotiations;

SARS will analyse and compare bidder's proposed rates to establish Rate schedule range per category. This rate schedule will form part of the Master Service Agreement. The Rate schedule range will be derived as follows:

- PMIN – The Rand value of the lowest acceptable bid;
- PAVE – The Rand value of the average number of bids received; and
- PMAX – where applicable, the Rand value that are outliers may be excluded in accordance with the above

calculation for PAVE.

- The bidder's MSA rate schedule will be reviewed on the second (2nd) and fourth (4th) anniversary of the Agreement, at the discretion of SARS, and if necessary after a thorough consultation with the bidders in each Category. The review process will commence six (6) months prior to the anniversary of the Agreement.

7.5.2 B-BBEE/Specific goals Evaluation

No	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Evidence Required
1	The entity is an Empowering Supplier/EME/QSE	2	1	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate In case of JV, a consolidated scorecard will be accepted).
2	An entity with at least 51% Black Ownership	5	3	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate In case of JV, a consolidated scorecard will be accepted).
3	The entity has at least 30% Black Women Ownership	5	2	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate In case of JV, a consolidated scorecard will be accepted).
4	The entity has at least 51% Black Youth representation	4	2	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate In case of JV, a consolidated scorecard will be accepted).
5	The entity that is owned by Persons With Disabilities.	4	2	Certified copy of ID Documents of the Owners and Doctor's note confirming the disability and/or Employment Equity Act 1(EEA1) form.

The maximum points that may be allocated for Specific Goals is 10 or 20 Points

Specific Goals Evaluation (Gate 3, Stage 2)

- a. Points for specific goals can only be awarded to a bidder who submits a valid B-BBEE certificate or affidavit, Share Certificate of the company or CIPC registration documents or letter from an attorney or registered accountant in their letterhead for the verification of ownership points claimed.
- b. Bidders who do not claim preference points may be scored zero for specific goals.
- c. Failure of a bidder to submit a B-BBEE certificate from a verification agency accredited by the South African Accreditation System (SANAS), a CIPC B-BBEE Certificate for Exempted Micro Enterprise (EME), or a sworn affidavit confirming annual turnover and level of black ownership in the case of an Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) together with the proposal, will be considered in a manner that preference points for Specific goals are not claimed.
- d. The B-BBEE certificate or affidavit should be submitted in the name of the bidding entity. If the proposal is submitted by an incorporated joint venture, the incorporated joint venture must submit their B-BBEE status level verification certificate or affidavit.
- e. If the proposal is submitted by an unincorporated joint venture arrangement, the unincorporated joint venture must submit a consolidated B-BBEE certificate or affidavit as if they were a group structure, and that such consolidated B-BBEE certificate or affidavit is prepared for every separate proposal.
- f. SARS reserves the right to request bidders to submit proof of any information, to substantiate claims made about their Specific goals.

7.6 Financial risk analysis

7.6.3.1 Financial analysis will not be conducted for the establishment of the panel.

7.7 Recommended bidders' due diligence and risk assessment prior to award

- 7.7.1 SARS has a legal and moral obligation to ensure that a supplier's financial position does not place public money or services at unacceptable risks and will therefore perform due diligence and risk assessment of recommended bidder(s) prior to award.
- 7.7.2 As part of due diligence and risk assessment, the bidder must ensure that the bidder is complying to all regulatory prescripts, including industry regulations specific to the commodity/services procuring, that are applicable to this tender, as well as ethical business practices. SARS has the right to request evidence of this compliance from the bidder, and third parties, for purposes of the due diligence exercise and for audit or contracting arrangements.
- 7.7.3 In the event that a due diligence exercise reveals that a recommended bidder does not comply with SARS' risk appetite or compliance requirements then SARS has the right not to make an award to the recommended bidder.
- 7.7.4 The recommended bidder(s) will be required to consent in the agreement to continuous and in-depth due diligence to ensure ethical business practices throughout the term of the tender.

7.8 Proposed legal agreement

- 7.8.1 Any award made to a bidder under this RFP is conditional, amongst other provisions, upon SARS and such bidder concluding a written agreement within twenty-one (21) working days of the bidder receiving the written agreement. The timeous finalisation of such an agreement will be an absolute pre-condition to the recommended bidder(s) being awarded the tender and providing the goods or services to SARS.
- 7.8.2 If the recommended bidder(s) fails to sign the proposed agreement within the time frame stipulated, SARS reserves the right to:
- 7.8.2.1 cancel the award to the recommended bidder; or
 - 7.8.2.2 take any other action SARS deems reasonable and appropriate.
- 7.8.3 Upon award, SARS and the successful bidders will conclude the Master Services Agreement (MSA). In this regard:
- 7.8.3.1 The draft MSA constitutes the specialised terms and conditions upon which SARS is prepared to contractually engage the prospective Bidder(s) to render the services under this bid.
 - 7.8.3.2 All successful bidders will be required to sign the same MSA, and no individual negotiations will occur between a Successful Bidder and SARS.
 - 7.8.3.3 Bidders are requested to indicate their acceptance of the terms and conditions set out in the draft MSA in their bid proposal covering letter.
 - 7.8.3.4 SARS will be entitled to cease contracting with a bidder if SARS, in its sole discretion, is of the opinion that: (i) the bidder has made misrepresentations in its proposal; (ii) the bidder is attempting to withdraw from positions or commitments made in its proposal; or (iii) an agreement may not be expeditiously concluded with the bidder for any other reason.
 - 7.8.3.5 SARS reserves the right to vary the terms and conditions of the proposed MSA prior to presenting the final draft of the MSA for signature to bidders at SARS' sole discretion.
- 7.8.4 A bidder should note that the terms of its proposal will be incorporated in the proposed MSA by reference and that SARS relies upon the bidder's proposal as a material representation in making an award to a successful bidder and in concluding a MSA with the bidder. It follows therefore that any misrepresentations in a proposal may result in legal action or other processes by SARS against the bidder, notwithstanding the conclusion of a MSA between SARS and the bidder for the provision of the goods and services in question. In the event of a conflict between the bidder's proposal and the MSA concluded between the parties, the MSA will prevail.

7.9 Performance Standards

- 7.9.1 The successful bidder will be required to comply with the Service Level Annexure attached to the Services Agreement as Annexure A. By bidding, a bidder agrees that it will be subject to the Service Levels contained therein, if successful, as the Service Levels are not subject to negotiation.

7.9.2 Insurance and Related Risk Monitoring

The successful bidder will be required to, for the duration of the Services Agreement with SARS, pursuant to this RFP –

- 7.9.2.1 have and maintain appropriate and adequate insurance cover with a financially sound and legally recognised insurance provider to cover itself against any claim, damages, losses or other expenses that may arise out of the services contemplated in this RFP or the execution thereof, and provide evidence of such cover upon request; and
- 7.9.2.2 in addition to the insurance cover contemplated in paragraph 7.9.2.1 above, continually monitor and assess all regulatory, commercial or business risk that may emerge or arise out of the services contemplated in this RFP or the execution thereof, and take appropriate, reasonably commensurate measures which may include additional or supplementary insurance to cover itself against any such risk.

7.10 Indemnity

- 7.10.1 If a bidder breaches any condition of this RFP and, as a result of that breach, SARS incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the RFP process and/or enforcement or defence of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds SARS harmless from any and all such costs which SARS may incur and for any damages or losses SARS may suffer.
- 7.10.2 A successful bidder shall indemnify, hold harmless and agree to defend SARS and its officers, employees, agents, successors and assigns, against all claims or Losses arising from, or in connection with, any of the following-
 - 7.10.2.1 Third party claims attributable to any breach of the provisions of the Services Agreement by the successful bidder;
 - 7.10.2.2 Third party claims attributable to theft, fraud or other unlawful activity or any negligent, wilful or fraudulent conduct by the successful bidder or its Personnel and claims attributable to errors and/or omissions;
 - 7.10.2.3 Third party claims arising from or related to the death or bodily injury of any agent, employee, customer, business invitee, or business visitor or other person on SARS' premises caused by the delictual conduct of the successful bidder or its Personnel; and
 - 7.10.2.4 Claims arising from damage to property owned or leased by SARS or belonging to a third party caused by the acts or omissions of the successful bidder or its Personnel.

7.11 Liability

- 7.11.1 The successful bidder shall be liable to SARS, where SARS has suffered any direct damages and/or Losses as a result of the successful bidder's failure to observe its obligations in terms of the Services Agreement.
- 7.11.2 The successful bidder shall further be liable to SARS for all indirect and consequential or special damages and/or Losses suffered by SARS as a result of gross negligence, wilful misconduct or breach by the successful bidder or its Personnel of confidentiality provisions in the Services Agreement, breach of Applicable Laws, infringement of third party intellectual property rights or a criminal act committed by the successful bidder, its Personnel or any employee of the successful bidder.

8 TRUSTS, JOINT VENTURES, SUBCONTRACTING AND OTHER ARRANGEMENTS

8.1 Proof of existence of a trust, joint venture, consortium and subcontracting arrangements

- 8.1.1 Where, for the purposes of this RFP, a bidder submits its proposal as a trust, such bidder must submit concrete proof of the existence of a trust. SARS will accept a registered trust deed as acceptable proof of the existence of a trust. The trust deed must include amongst others:
- 8.1.1.1 Details of the trustees of the trust; and
 - 8.1.1.2 Details of the beneficiaries of the trust. In instances where the beneficiary is a trust, the trust deed of that specific trust is required.
- 8.1.2 Where, for the purposes of this RFP, a bidder submits its proposal as a joint venture or consortium (incorporated or unincorporated), the bidder must submit the joint venture / consortium agreement, which sets forth the following details:
- 8.1.2.1 identification of each party to the agreement in full;
 - 8.1.2.2 the percentage ownership of the joint venture / consortium of each party to the agreement (if applicable);
 - 8.1.2.3 the precise functions and responsibilities which each party will fulfil in terms of the agreement. This should include details of the delimitations of scope within the goods and services to be assigned to such a party(ies);
 - 8.1.2.4 the anticipated percentage of the revenue that the party(ies) would receive (anticipated revenue that the party(ies) would receive as a percentage of the total revenue the bidder would anticipate receiving over the term of the agreement with SARS), if the bidder is successful; and
 - 8.1.2.5 clearly set out the roles and responsibilities of the Lead Partner and the remainder joint venture / consortium party(ies). The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party(ies) in respect of matters pertaining to the joint venture.
 - 8.1.2.6 If a bidder is submitting a proposal in the form of an unincorporated joint venture / consortium, the SBD 4 Bidder's disclosure form should be completed by each party participating in the joint venture / consortium agreement, and proof of CSD registration should be submitted for all parties participating in the joint venture / consortium for this RFP.
 - 8.1.2.7 Joint venture members should be advised that each member will be held jointly and severally liable for the performance of the joint venture.
- 8.1.3 Where, for the purposes of this RFP, a bidder has or intends to subcontract areas of scope of the goods and services, the bidder must submit the subcontracting agreement, and must note the following:
- 8.1.3.1 the bidder must indicate the name of the subcontractor(s), the percentage of the contract that will be subcontracted, the B-BBEE status level of the subcontractor(s) and whether the subcontractor(s) is an EME or QSE;
 - 8.1.3.2 a bidder awarded a contract, may only enter into a subcontracting arrangement with the approval of SARS;
 - 8.1.3.3 the agreement will be concluded between the main contractor(s) and SARS, therefore, the main contractor(s) and not its/their subcontractor(s) will be held liable for performance in terms of its contractual obligations;
 - 8.1.3.4 the successful bidder must, at all times, be solely and entirely accountable to SARS for the performance of its contractual obligations in terms of the agreement; and
 - 8.1.3.5 Without diminishing the bidder's accountability in any way for the delivery of the services, including the performance standards, SARS may require: access to and transparency in the subcontracting agreements; the full details of the functions which the subcontractor will fulfil in terms of the agreement including details of the delimitations of scope within the services to be assigned to such a subcontractor; monitoring and reporting of subcontractor's participation and performance to SARS; direct participation of subcontractor(s) in the account and project planning activities; and subcontractors' representation in governance structures and committees. SARS will, at all times, demand fair dealing in the relationship between a bidder and its subcontractor(s).

9 COMPLAINTS AND ALLEGATIONS

- 9.1** Should a Bidder have rational reasons to believe that the tender process is unfair or irregular, including the fact that the technical specifications are not open and/or are written for a particular bidder, brand or product; the bidder is urged to notify the Procurement Department within ten (10) days after publication of the bid and provide details of its complaint for SARS' consideration.
- 9.2** Any suspicious activity, including requests, approaches or calls asking for upfront payment to secure an award of a bid or in lieu of claims that the outcome of a tender can be influenced towards a particular bidder, bidders are requested to immediately inform the SARS Fraud / Anti-Corruption Hotline at 0800-002870 or email at anti-corruption@sars.gov.za for further investigation.
- 9.3** The "SARS hotline" further provides an anonymous reporting channel for any unethical behaviour that a bidder wants to report.

10 GENERAL CONDITIONS OF BIDDING

- 10.1** **By bidding, a bidder, is deemed to have accepted all terms and conditions of this RFP; and is further deemed to have accepted that if successful, any award made will be made subject to the terms and conditions of this RFP.**

10.2 Reservation of rights

- 10.2.1** In addition to any rights which SARS has reserved to itself in this document or any other document in the RFP pack, SARS reserves the right in its sole discretion to:
- 10.2.1.1 make no award, or to accept part of a proposal rather than the whole;
 - 10.2.1.2 withdraw, or cancel this RFP;
 - 10.2.1.3 amend, vary, or supplement any of the information, terms or requirements contained in this RFP, any information or requirements delivered pursuant to this RFP, or the structure of the RFP process;
 - 10.2.1.4 schedule additional briefing sessions / site inspections, and to conduct site visits, site inspections, product evaluations, local content evaluations, and/or perform audits including due diligence exercises on any bidder whenever SARS deems it prudent to do so;
 - 10.2.1.5 no longer consider a bidder's proposal where adverse information about the bidder or its proposal submission has come to the attention of SARS, provided that such bidder is informed accordingly and afforded an opportunity to object;
 - 10.2.1.6 subject to applicable legislation and conditions of tender, award a proposal based on which bidder is offering the best value for money, even if such proposal has not scored the highest points during the evaluation;
 - 10.2.1.7 conduct a risk assessment of a bidder's capability to deliver the goods and perform the services in accordance with the specified service levels and/or achieve SARS' objectives;
 - 10.2.1.8 request clarification or verification in respect of any information contained in or omitted from a bidder's proposal, which SARS may do either in writing or at a meeting convened with the bidder for that purpose;
 - 10.2.1.9 conduct a due diligence on any bidder or its subcontractor, which may include interviewing customer references or performing other activities to verify information and capabilities submitted, claimed, or otherwise, (including visiting a bidder's, subcontractors, or customer reference premises, sites and/or facilities to verify certain stated facts or assumptions). The bidder will be obliged to grant SARS with all such access, assistance and/or information as SARS may reasonably request. The bidder must respond within the timeframes set by SARS, failing which SARS reserves the right not to consider the bidder's proposal any further; and/or
 - 10.2.1.10 request presentations from such short-listed bidders. All costs relating to the preparation of such presentations will be borne by the bidders.

- 10.2.2 SARS will disqualify any bidder, report to the National Treasury and take the necessary steps to restrict a bidder from doing business with the State, who:
- 10.2.2.1 engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this RFP;
 - 10.2.2.2 seeks any assistance, other than assistance officially provided by a government entity, from any employee, advisor or other representative of a government entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a government entity;
 - 10.2.2.3 makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of SARS' officers, directors, employees, advisors or other representatives;
 - 10.2.2.4 makes or offers any gift, gratuity, anything of any value or other inducement, to any government entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a government entity;
 - 10.2.2.5 accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a government entity;
 - 10.2.2.6 pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, which is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a government entity;
 - 10.2.2.7 has been found guilty in a court of law or administrative or regulatory authority having appropriate jurisdiction on charges of unethical or improper conduct, regardless of whether or not a prison term or penalty was imposed;
 - 10.2.2.8 is listed on the National Treasury's Register for Tender Defaulters or the National Treasury's Database of Restricted Suppliers; or
 - 10.2.2.9 whose tender contains a misrepresentation which is materially incorrect or misleading.
- 10.2.3 Bidders' own conditions
- 10.2.3.1 Bidders may not come up with their own terms and conditions, counter conditions, modify or vary any of the terms, conditions or requirements herein. SARS may disqualify any bidder who fails to comply with this clause.
- 10.3 Conflict of interest**
- 10.3.1 If at any time a bidder identifies an actual or potential conflict of interest, the bidder must immediately notify SARS in writing. SARS reserves the right to exclude the proposal submitted by such bidder from further consideration, unless the bidder is able to resolve the conflict to SARS' satisfaction. If it comes to SARS' knowledge that there was indeed a conflict of interest or a potential conflict of interest, same will be grounds for the immediate disqualification of the bidder.
- 10.4 Confidentiality**
- 10.4.1 Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, information contained in a bidder's proposal(s) may not be disclosed by any bidder, other than to a person officially involved with SARS' examination and evaluation of a proposal.
- 10.4.2 Throughout this RFP process and thereafter, the bidders must secure SARS' written approval prior to the release of any information that pertains to (i) the potential work or activities to which this RFP relates; or (ii) the process which follows this RFP. Failure to adhere to this requirement may result in disqualification from the RFP process and such legal action as SARS may deem suitable.
- 10.5 Fronting**
- 10.5.1 SARS supports the spirit of broad-based black economic empowerment and recognises that real empowerment can only

be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background SARS condemns any form of fronting.

- 10.5.2 SARS, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries / investigations to determine the accuracy of the representations made in the bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder / contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies SARS may have against the bidder / contractor concerned.

10.6 Intellectual property

- 10.6.1 SARS retains ownership of all intellectual property rights in the documents that form part of this RFP.
- 10.6.2 Bidders will retain the intellectual property rights in their proposals but grant SARS the right to reproduce any copyrighted works for the purposes of the tender process.
- 10.6.3 Subject to any specific provisions in any service level agreement, master services agreement, work orders or change orders or any other agreement concluded between SARS and a bidder in terms of this RFP, all intellectual property rights created, generated, coded or designed in terms of this bid to meet SARS' business requirements and needs will be, and remain the perpetual exclusive property of SARS. Successful bidders who so create, generate, code or design any intellectual property for SARS in terms of this RFP, undertake to provide SARS with full access to such intellectual property including the provision of security keys and access codes both during and after the bidders appointment as a service provider or vendor.
- 10.6.4 In the event that any bidder utilises any third party intellectual property, in terms of a license, to submit a bid, or that such third party intellectual property will be utilised to fulfil SARS' business requirements for the bid, bidders firstly warrant that they have the rights to do so, and secondly, agree to fully indemnify SARS against in any claims whatsoever arising from the application of third party intellectual property in the SARS environment and on the basis of SARS' indemnity rights in the Indemnity clause above.

10.7 Limitation of liability

- 10.7.1 A bidder participates in this RFP process entirely at its own risk and cost. SARS will not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the bidder's participation in this RFP process.

10.8 Preparation costs

- 10.8.1 A bidder will bear all its costs in preparing, submitting, delivering, and presenting any response or proposal to this RFP and all other costs incurred by it throughout the RFP process. No statement in this RFP will be construed as placing SARS, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidders in the preparation of their response to this RFP.

10.9 Precedence

- 10.9.1 The terms and conditions of this document will prevail over any information provided during any briefing session or communication, whether oral or written, unless such information is official written communication, as set out per the Communication paragraph in this document, and that such information expressly states that it amends this document.

10.10 Responsibility for bidder's personnel and subcontractors

- 10.10.1 A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives of a bidder), its subcontractors (if any), and personnel of its subcontractors comply with all the terms and conditions of this RFP.
- 10.10.2 If SARS allows a bidder to make use of subcontractors, such subcontractors will at all times remain the responsibility of the bidder and SARS will not under any circumstances be liable for any losses or damages incurred by such subcontractors.
- 10.10.3 The proposal shall however be awarded to the bidder as a primary contractor who shall be responsible for the management of the awarded proposal. No separate contract shall be entered into between SARS and/or its client and any such subcontractors.
- 10.10.4 If a bidder includes evidence of experience of individuals that are not currently employed by the said bidder, then the bidder is required to include in their submission a letter or agreement from the respective individual whose evidence of experience is included in the proposal, that the individual is aware and is in agreement that their evidence of experience may be included for tendering purposes, and that the said individual confirms to commit and will make him/herself available for the contract period should the contract be awarded.
- 10.10.5 If a bidder includes experience of an entity other than the bidder itself, then the bidder must include in their submission a letter or agreement from the respective entity that the entity is aware and agrees that their experience may be included for tendering purposes. Copies of the signed agreements between the relevant parties must be attached to the proposal responses.

10.11 Prohibition of participation in resultant tender

- 10.11.1 Any bidder, whether participating in a trust, joint venture, consortium and/or subcontracting arrangement, who participates in preparatory work on the basis of which another tender will flow, may not participate in the resultant tender because of the advantage of having been privy to the underlying preparatory work.

10.12 RFP not an offer

- 10.12.1 This RFP does not constitute an offer to do business with SARS, but merely serves as an invitation to bidders to facilitate a requirements-based decision process. Nothing in this RFP or any other communication made between SARS (including its officers, directors, employees, advisers and representatives) is a representation that SARS will offer, award or enter into an agreement with the bidder.

10.13 SARS' oath / affirmation of secrecy

- 10.13.1 SARS has a Policy in terms of which the successful bidder; key personnel or any other personnel as may be determined by SARS will be required, upon award, to individually take a mandatory oath/ declaration/ affirmation of secrecy. The award will therefore be made subject to the condition that the successful bidder along with the personnel referred to above comply with the afore mentioned Policy.

10.14 Screening and vetting of a bidder

- 10.14.1 Acceptance of a bidder's proposal is subject to the condition that both the successful bidder and its personnel providing the goods and services, must be screened and cleared by the appropriate authorities to the grade of clearance in line with SARS' applicable policies.
- 10.14.2 Obtaining the necessary clearance is the responsibility of the successful bidder concerned. If the successful bidder appoints a subcontractor, the same provisions and measures will apply to the subcontractor.
- 10.14.3 The bidders shall supply and maintain a list of personnel involved on the project indicating their clearance status.

10.15 Tax compliance

- 10.15.1 It is a requirement that any supplier conducting business with SARS is tax compliant at the date of award of a contract / bid and remains tax compliant throughout the duration of their contracts with SARS.
- 10.15.2 No contract / bid may be awarded to a supplier who is not tax compliant. SARS reserves the right to withdraw an award made, or cancel a contract concluded with a supplier / successful bidder in the event that it is established that such supplier / bidder was in fact not tax compliant at the time of the award. SARS further reserves the right to cancel a contract with a supplier / successful bidder in the event that such supplier/bidder does not remain tax compliant for the full term of its contract.
- 10.15.3 Where the recommended supplier / bidder is not tax compliant, it must be notified in writing of their non-compliant status and be granted a minimum of seven (7) working days to rectify their tax compliance status with SARS. Thereafter the supplier / bidder is responsible to provide SARS with proof of its tax compliance status which must be verified through CSD and / or Tax Compliance System.
- 10.15.4 In line with SARS's strategic objectives, the directors / owners of the bidding entity who are not tax compliant may be referred to the SARS tax compliance unit for further investigation in order to achieve full tax compliance.

10.16 Tender defaulters and restricted suppliers

- 10.16.1 No bid will be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appears on the National Treasury's Register for Tender Defaulters or the National Treasury's Database of Restricted Suppliers.

10.17 Local production and content

- 10.17.1 SARS supports and promotes local production and local content, environmentally friendly products, and sustainable sourcing.
- 10.17.2 To enable this objective to be adequately assessed and as part of contract management, bidders shall advise SARS of its local and regional strategy and its initiatives to involve, support and use local/regional entities and workforce.
- 10.17.3 The appointed supplier shall provide and use, for the performance of this contract, local subcontractors or locally acquired materials, equipment and facilities, to the extent available and within reasonable costs, to produce the quality and quantity of work and materials required by this contract.

10.18 Validity of information

- 10.18.1 SARS has made reasonable efforts to ensure the accuracy of the information contained in this RFP. However, neither SARS, nor its employees, officers, advisers or agents will be liable (directly or otherwise) to a bidder or any third party for any inaccuracy or omission of any information in the RFP or in respect of any additional information SARS may provide to a bidder as part of the RFP process.
- 10.18.2 A bidder is deemed to have examined this RFP and any other information supplied by SARS to the bidder and to have satisfied itself as to the correctness and sufficiency of such information before submitting any of its responses.

10.19 Governing law

- 10.19.1 This RFP and any resultant agreement shall be governed by the laws of the Republic of South Africa.

11 CHECKLIST OF RETURNABLES**Table 11: Checklist of returnable documents**

	Checklist of returnable documents	Comply	Do not comply	Section
1.	A hardcopy and an electronic copy RFP proposal submission has been submitted for this RFP.			
2.	The pricing information is included as a separate file (File 2) and is not included in the technical file (File 1).			
3.	The tender proposal has been organised as per the format required for this tender (paragraph 6.5).			
4.	SBD 1: Invitation to bid form has been completed and signed.			
5.	SBD 4: Bidder's Disclosure has been completed and signed.			
6.	SBD 6.1: Preference points claim form has been completed, points for B-BBEE / specific goals claimed, and signed.			
7.	Proof of registration on the Central Supplier Database (CSD) has been submitted.			
8.	Draft Master Service Agreement / General Conditions of Contract (GCC) has been completed and signed.			
9.	All the technical evaluation requirements have been submitted with this bid.			
10.	All the pricing evaluation requirements have been submitted with this bid and the pricing template / Bill of Quantities has been completed in full and signed.			
11.	All the B-BBEE/specific goals evaluation and specific goal requirements have been submitted with this bid.			