

APPOINTMENT OF A SERVICE PROVIDER/S TO MANUFACTURE, SUPPLY, INSTALL AND DELIVER SARS OFFICE FURNITURE TO SPECIFIC INTEGRATED OFFICES

RFP No:

RFP 42/2024

Q & A

29 April 2025 to 19 May 2025

Virtual Briefing Session:

9 May 2025 at 11H00

Closing Date:

30 May 2025 at 11H00



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1. WELCOME & INTRODUCTION: SARS TEAM

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

2. PURPOSE

Non- Compulsory Briefing Session

- Purpose
 - explain selected concepts, procedures and other aspects of the Specification requirements and main RFP
 - confirm formal registration of Bidders for notices and other communications
- It may contain
 - additional information
 - additional rules that must be adhered to
- It does not
 - cover every item in the RFP
 - replace any of the issued RFP material
 - change any of the RFP rules unless explicitly communicated in writing
- The briefing session slides will be 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



Microsoft Excel
Worksheet



Adobe Acrobat
Document

3. BACKGROUND AND SCOPE OF WORK

Example Space Plan:
Vereeniging



4. BID EVALUATION PROCESS



REFER TO SECTION 7 OF THE MAIN RFP DOCUMENT:



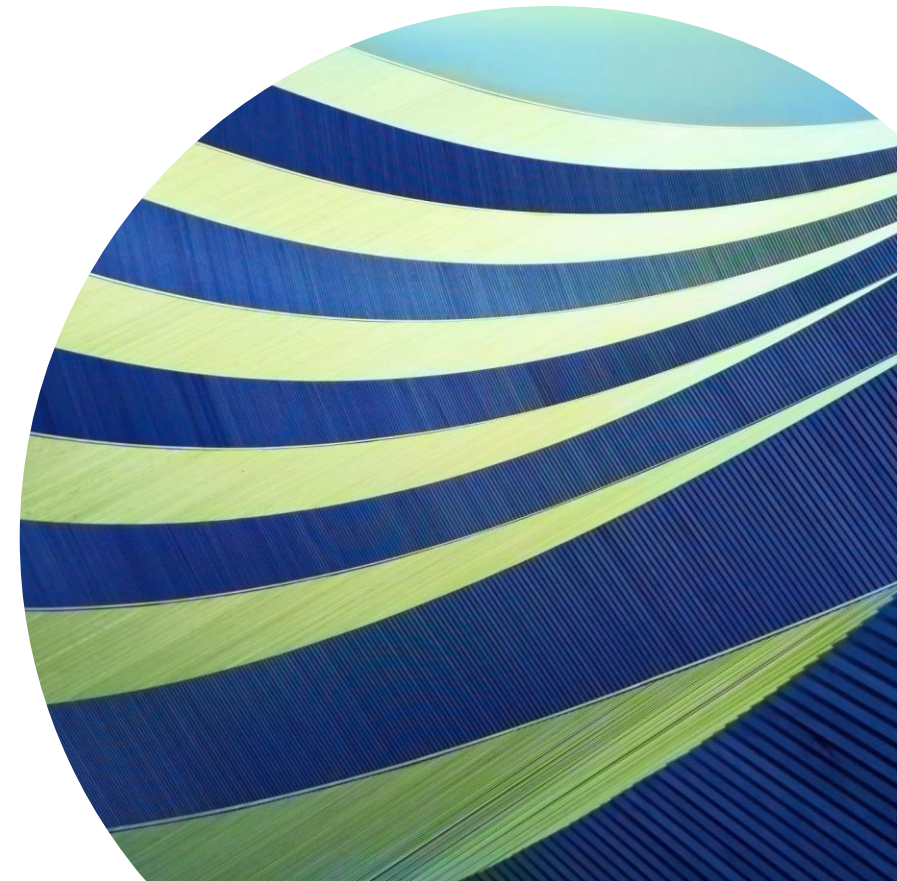
Gate 0 – Prequalification Evaluation



Gate 1 – Technical evaluation (Functionality)



Gate 2 – Price and specific goal evaluation

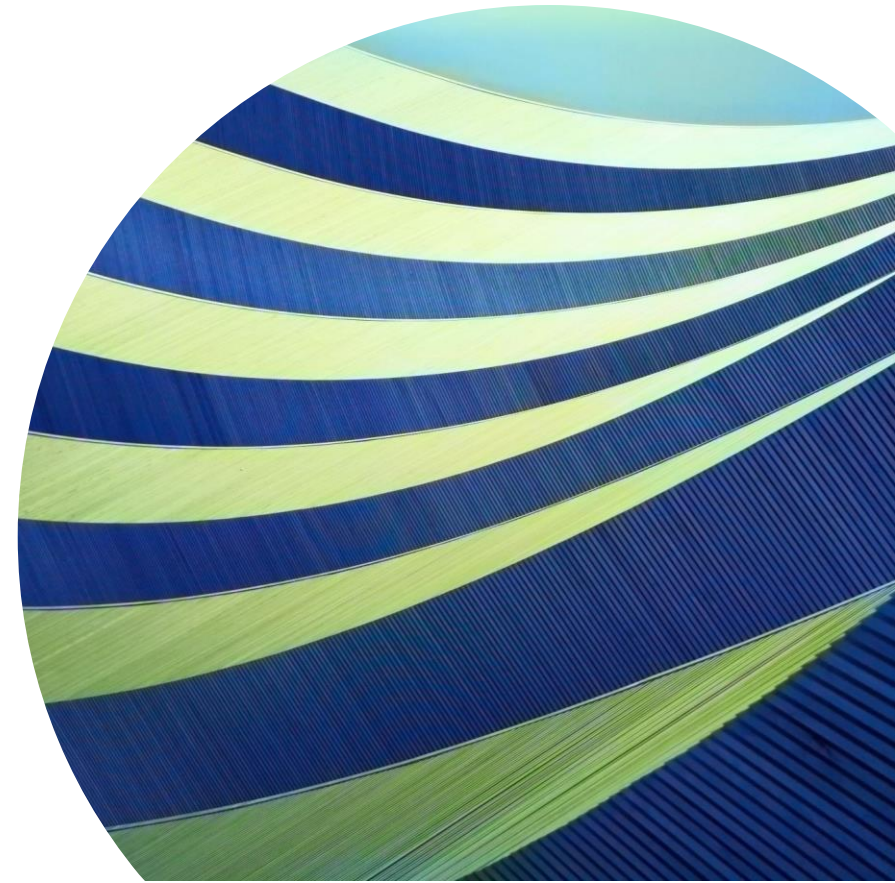


4.1 BID EVALUATION PROCESS



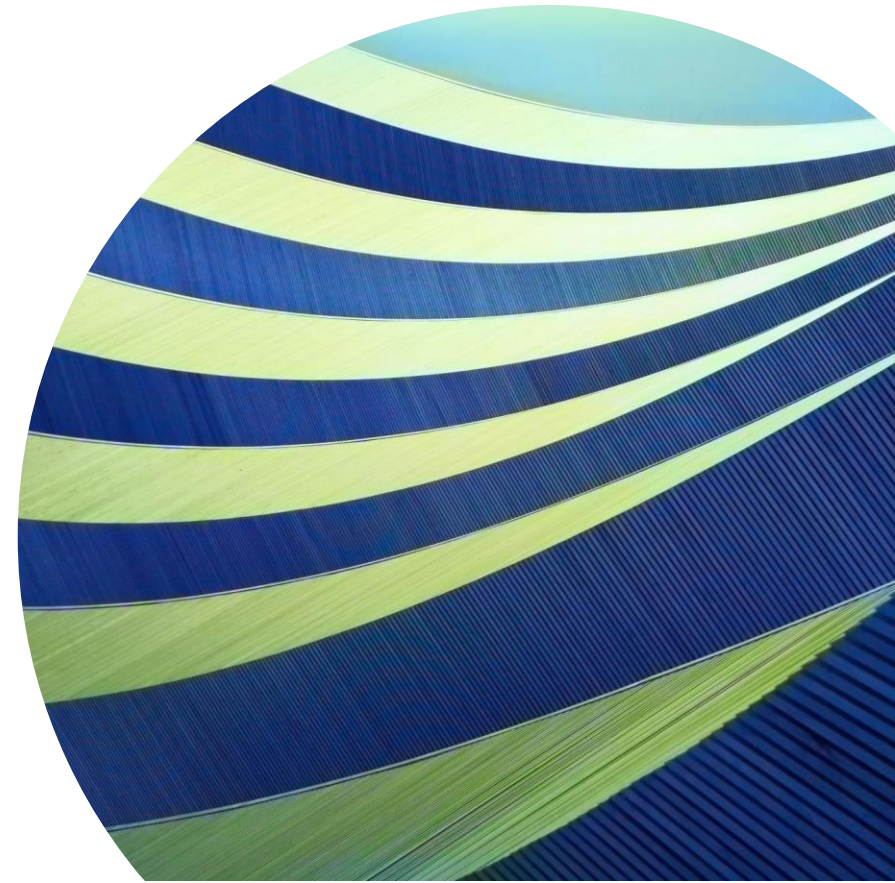
**Adobe Acrobat
Document**

Main RFP Document (Section 7)



4.2 PRICING SCHEDULE

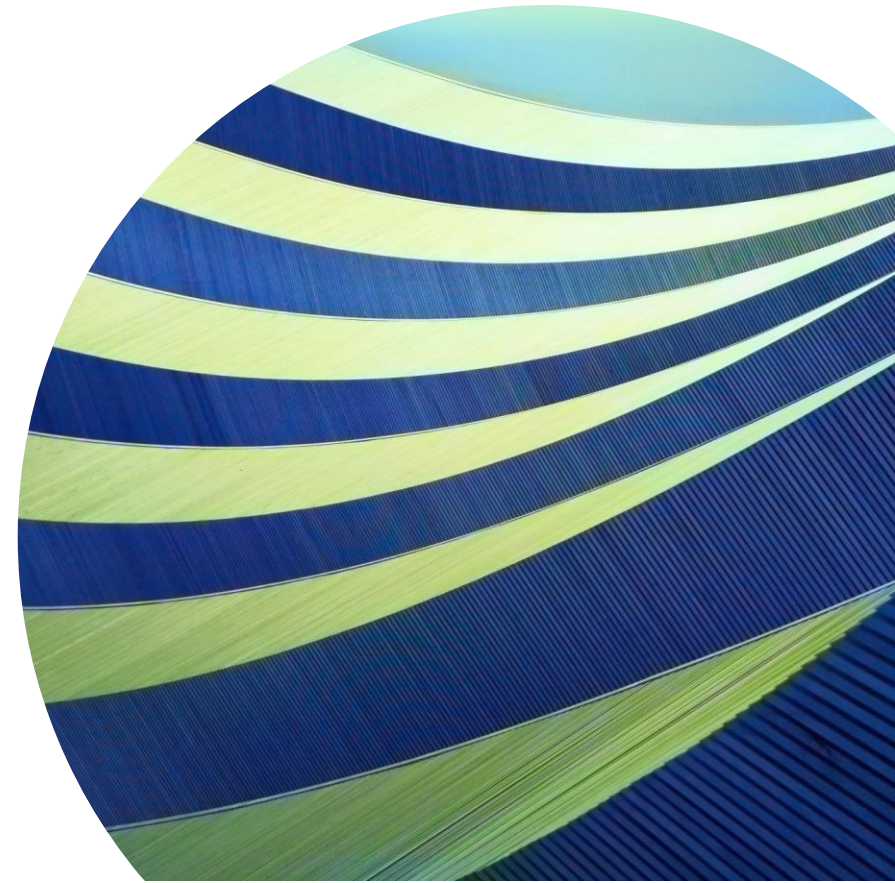
ANNEXURE C



4.3 SPECIFIC GOALS

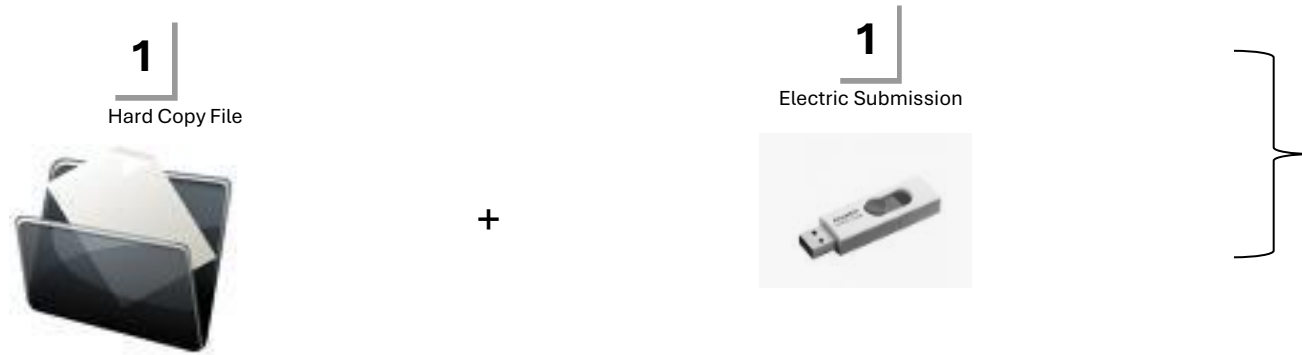
B-BBEE certificate or sworn affidavit

SBD 6.1 Preference point claim form



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	29 April 2025
Non-compulsory virtual briefing session	9 May 2025 @ 11h00
Last date for questions relating to RFP	19 May 2025
SARS response	20 May 2025
Closing Date	30 May 2025 at 11:00am

Thank you

Rea leboha

Re a leboga

Ndza Khenza

Dankie

Ndi a livhuwa

Ngiyabonga

Enkosi

Ngiyabonga



South African Revenue Service