



PROVISION OF TRAVEL MANAGEMENT AND RELATED SERVICES

Virtual Briefing Session: 30 May 2024 at 11H00

RFP No.: RFP 43/2023

Closing Date: 25 June 2024, 11H00

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- 1. Welcome and Introduction**
2. Governance, Rules and Procedures
- 3.RFP Timelines
4. Background and Scope of Work
5. Bid Evaluation Process
6. Price & B-BBEE
7. Services Agreements
8. RFP submission and contact details
9. Q&A

Bid Evaluation Committee

Procurement

Sourcing Lead: Professional Services – Project Oversight

Governance, Compliance & Risk Specialist

Tender Office – Bid Opening

Value Delivery Planning – Price Evaluator

B-BBEE Evaluator

Financial Analysis Evaluator

SARS Business Unit

Bid Specification Committee

Technical Evaluators

Corporate Legal Services

Legal Specialist

Internal Audit

Internal Audit Specialist

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SARS Procurement

Purpose

Non- Compulsory Briefing Session

- Purpose
 - explain selected concepts, procedures and other aspects of the 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 SARS website
- The RFP pack remains the primary source of information for the Bidder to respond.

Procedures during Briefing Session

- Questions during the session.
 - SARS will take written questions submitted during the session
 - SARS will review and focus on most pertinent themes arising from the questions and provide answers where possible
 - 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

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

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RFP TIMELINES

ACTIVITY	DATE DUE
Advertisement of Bid in the: <ul style="list-style-type: none"> National Treasury Tender Portal. SARS website 	23 May 2024
Non-compulsory virtual briefing session	30 May 2024 at 11h00
Last date for questions relating to RFP	6 June 2024
Bid Closing Date	25 June 2024 at 11h00
Notice to bidders	September/October 2024

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BACKGROUND & SCOPE OF WORK

Refer to paragraph 2 of the RFP document



Adobe Acrobat
Document

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BID EVALUATION PROCESS Refer to section 7 of the RFP doc

Gate 0

Pre-Qualification

- Invitation to Bid –SBD 1
- Declaration of Interest (SBD 4)
- Preference Point Claim Form – SBD 6.1
- Supplier Risk Questionnaire
- Proof of registration on the Central Supplier Database (CSD)
- General Conditions of Contract
- Complete set of 3 most recent audited/reviewed Annual Financial Statements

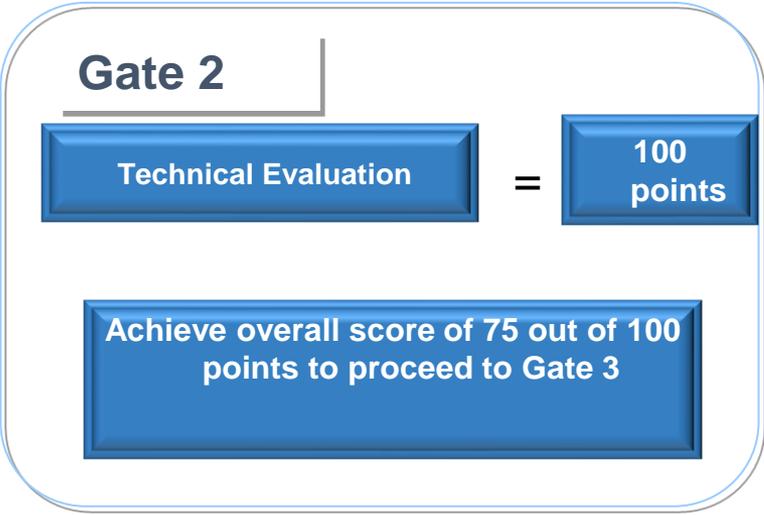
Gate 1

Mandatory Requirement

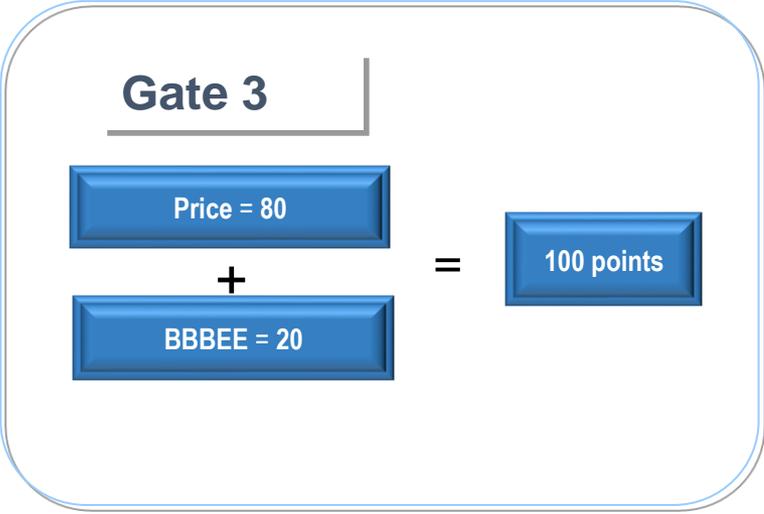
- Valid IATA Certificate of Accreditation

BID EVALUATION PROCESS

Refer to section 12 of the RFP doc



- Refer to Annexure A2 (Technical Evaluation Criteria for desktop & presentation):
- Desktop Technical Evaluation = 64 points
 - Presentation/ demonstration = 36 points



- Annexure B – Pricing Schedule
- Valid B-BBEE Certificate/ Sworn Affidavit
- Preference Point Claim Form – SBD 6.1

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Bid Evaluation Process Gate 3 – Price

The Price and B-BBEE points will be added together to determine each bidder's overall score out of 100 points.

Stage 1: Price Evaluation (80 points)

Bidders must refer to Annexure B – Pricing Schedule

Adjudication Criteria	Points
Price Evaluation	80



Pricing Template

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

- P_s = Points scored for price of Bid under consideration
- P_t = Rand value of Bid under consideration
- P_{\min} = Rand value of lowest acceptable Bid

B-BBEE evaluation (Gate 3, Stage 2) Refer to section 7.5.4 of the RFP doc

Points for the B-BBEE/specific goals evaluation will be allocated in accordance with a bidder's size as per SBD 6.1 Preference points claim form claimed. Points for specific goals can only be awarded to a bidder who submits a valid B-BBEE certificate or sworn affidavit or 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 together with the SBD 6.1 Preference points claim form.

B-BBEE/specific goals evaluation criteria	Points
Bidders to submit: a) A duly completed SBD 6.1 Preference point claim form, and b) A valid B-BBEE certificate or sworn affidavit, and c) Or Share Certificate of the company or CIPC registration documents d) or letter from an attorney or registered accountant in their letterhead for the verification of ownership points claimed together with the SBD 6.1 Preference points claim form.	20

SPECIFIC GOALS

Points for the specific goals evaluation will be allocated in accordance with a bidder’s entity size as per SBD 6.1.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence Required
The entity with at least 51% Black ownership	15		B-BBEE certificate or Sworn Affidavit
The entity with at least 30% Black women ownership	5		B-BBEE certificate or Sworn Affidavit

REQUIREMENTS FOR SPECIFIC GOALS

- Bidders MUST complete and sign the SBD 6.1 form to claim the Bidder's B-BBEE preference points Bidders who do not claim preference points may be scored zero for Specific goals.
- The B-BBEE certificate or sworn affidavit should be submitted in the name of the bidding entity. Entities who are in a holding and subsidiary relationships must submit a list / annexure of the B-BBEE certificate indicating the subsidiaries to the holding company
- Incorporated JVs or Consortiums must submit the B-BBEE certificate or affidavit of the entity. Unincorporated JVs must submit a consolidated B-BBEE certificate as if they were a group structure for every separate bid
- JVs or Consortiums are also required to submit signed JV or Consortium agreements
- SARS reserves the right to request bidders to submit proof of any information, to substantiate claims made about their Specific goals

SPECIFIC GOALS POINTS ALLOCATION AND EVIDENCE

#	Classification	Turnover	Submission requirement
1.	Exempted Micro Enterprise (EME)	Below R10 million p.a.	<ul style="list-style-type: none"> • A sworn affidavit or certificate from CIPC. • Share Certificates of the company or CIPC registration documents or letter from an attorney or registered accountant in their letterhead
2.	Qualifying Small Enterprise (QSE)	Between R10 million and R50 million p.a.	<ul style="list-style-type: none"> • A sworn affidavit for entities with 51% Black Ownership and above; or • A copy of B-BBEE Rating Certificate from a SANAS accredited rating agency for entities with 50% and less black ownership.

SPECIFIC GOALS POINTS ALLOCATION AND EVIDENCE

#	Classification	Turnover	Submission requirement
3.	Large Enterprise (LE)	Above R50 million p.a.	<ul style="list-style-type: none">• A copy of B-BBEE Rating Certificate from a SANAS accredited rating agency.

VALID AFFIDAVITS

- Affidavits must be sworn or affirmed before a person authorized to administer the oath or take the affirmation.
- Name/s of deponent as they appear in the identity document and the identity number must be completed.
- Designation of the deponent as either the director, owner or member must be indicated in order to know that the person deposing to the sworn affidavit is duly authorised.
- **The deponent must then sign the affidavit in the presence of Commissioner of Oaths**
- It is not permissible to backdate or postdate an affidavit. The backdating or postdating makes the affidavit misleading and irregular.
- The date on the affidavit is the date on which the deponent is saying that the information stated in the affidavit is true.
- **The signature of the deponent and the Commissioner of Oaths must be on the same day.**
- The Commissioner must give their details on the affidavit.(Usually the commissioner stamp and signature)

SARS reserves the right to request that bidders submit their Black ownership and turnover information in support of their Affidavits.

JOINT VENTURES AND CONSORTIUMS

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:

1. identification of each party to the agreement in full;
2. the percentage ownership of the joint venture / consortium of each party to the agreement (if applicable);
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);
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
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.

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SERVICE AGREEMENTS

Bidders are requested to:

- Comment on the terms and conditions set out in the draft agreement and where necessary, propose required changes to such terms and conditions;
- Each comment and/or amendment must be explained; and
- All changes and/or amendments to the Services Agreement must be in an easily identifiable colour font and tracked for ease of reference.
- SARS reserves the right to accept or reject any or all amendments or additions proposed by the successful bidder if such amendments or additions are unacceptable to SARS or pose a risk to the organisation.

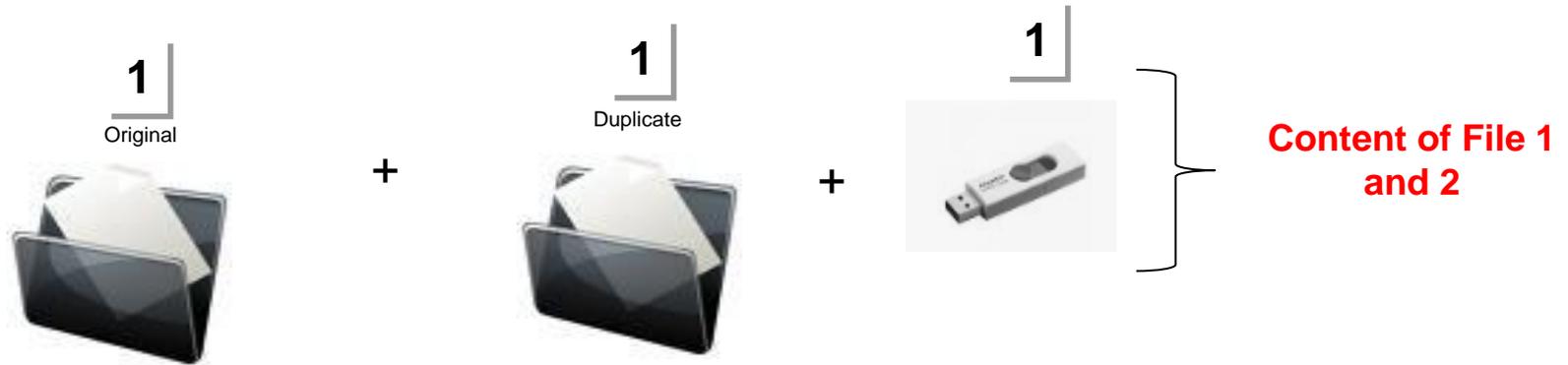
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BID SUBMISSION

Bidders must submit copies of each file (Original and Duplicate) and a USB with content of each file by the
25 June 2024 at 11:00

Bid documents will only be considered if received by SARS before the Closing Date and time, regardless of the method used to send or deliver such documents to SARS and Bid documents must also be uploaded on the SARS e-Sourcing portal, go to the SARS website to access the link and register Link: https://esourcing.sars.gov.za/sap/bc/webdynpro/sap/zeso_csd_create_supplier#



TENDER BOX

Tender Office SARS Procurement, Lehae La SARS
Head Office, 299 Bronkhorst Street Nieu
Mucleneuk, Pretoria

Any enquiries must be referred, in writing via email: tenderoffice@sars.gov.za

FILE 1: ORIGINAL / DUPLICATE

Exhibit 1

Pre-qualification documents

- SBD documents and other documents



Exhibit 2

Mandatory Requirements Response

- Response to Mandatory Requirements
- Supporting documents for mandatory requirements



Exhibit 3

Technical Response

- Response to technical requirements
- Supporting documents for technical requirements



Exhibit 4

Draft Services Agreement

- General Conditions of Contract
- Draft Services Agreement



FILE 2: ORIGINAL / DUPLICATE

Exhibit 1

Pricing

- Annexure B: Pricing Schedule



Exhibit 2

B-BBEE

- B-BBEE Certificate/ Sworn Affidavit
- SBD 6.1



Exhibit 3

Annual Financial Statements

- 3 most recent years audited/ independently reviewed financial statements



NB ! Each file must be marked correctly and sealed separately for easy reference during the evaluation process. USB must be marked with Bidder Name

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QUESTION AND ANSWERS



Thank you
Re a leboha
Re a leboga
Ndza Khensa
Dankie
Ndi a livhuwa
Ngiyabonga
Enkosi
Ngiyathokoza