

**APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR PROVISION OF A
“TURN-KEY” OFFICE ACCOMMODATION SOLUTION FOR THE LEASE AND FIT-
OUT OF A NEW SARS DURBAN REGIONAL CAMPUS.**

RFP No: RFP 44/2025

Tender Publication: 10 March 2026

Virtual Briefing Session: 17 March 2026 at 11h00



Table of Content

- 1. Welcome and Introduction of SARS Team**
- 2. Purpose, Procedures and Governance Requirements**
- 3. Scope of Work**
- 4. Bid Evaluation Process**
- 5. RFP submission and contact details**
- 6. Q&A**



1. INTRODUCTION: SARS TEAM

SARS Team

Sourcing Lead: Procurement

Governance, Risk and Compliance

Technical Members



2. PURPOSE

Non- Compulsory Briefing Session

- Purpose
 - To 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. SCOPE OF WORK



ANNEXURE A - BRS

Annexure A: Business Requirements Specification (BRS)

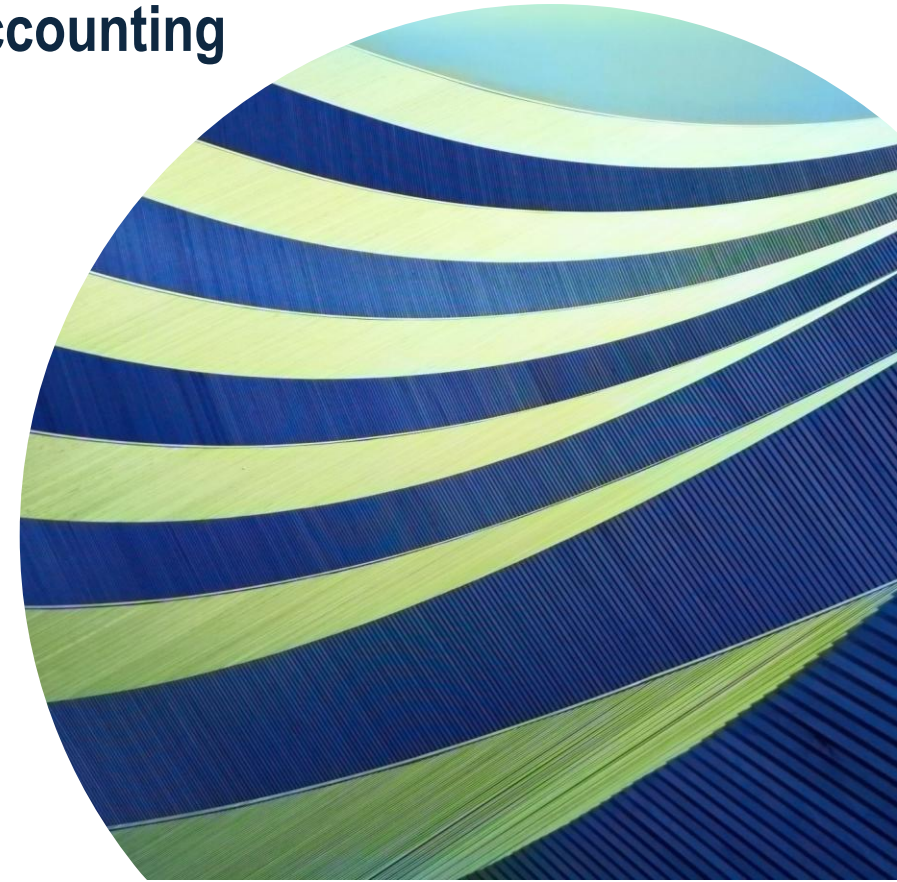
4. BID EVALUATION PROCESS

The tender will be evaluated in line with principles contained in paragraph 4.7.9 of the National Treasury Supply Chain Management Guidelines for Accounting Officers/Authorities published in 2004.

In line with these principles a two (2) stage bidding process will be followed for this tender and is outlined in Paragraph 2.3 of the Main RFP Document.



SARS MAIN RFP
DOCUMENT



4.1 BID EVALUATION PROCESS – Stage 1

Ref Stage 1: Office Space Proposal, Pre-qualification and Mandatory Evaluations

2.3.1 In summary the bidders should comply with the following for stage 1 of the process:

- Submit unpriced technical proposal of the property offered to SARS.
- Comply with Gate 0: Pre-qualification evaluation requirements (as stated in Paragraph 7.2 of this document).
- Comply with Gate 1: Mandatory evaluation requirements (as stated in paragraph 7.3 of this document).

NOTE: Prospective bidders must submit separate technical proposals and mandatory responses for each premises offered, should more than one premise be offered for consideration by a bidder.

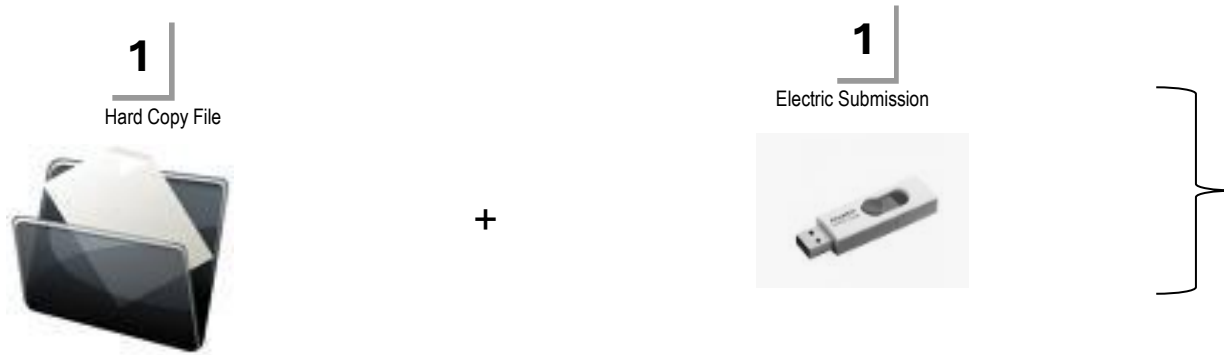


4.2 BID EVALUATION PROCESS – Stage 2

Ref	Stage 2: Mandatory, Technical, Price and Specific Goals Evaluation
2.3.2	<p data-bbox="152 285 2542 335">SARS will invite bidders that met all mandatory requirements in Stage 1 to submit priced technical proposals for Stage 2 of the tender process.</p> <p data-bbox="152 364 1337 414">The following information is required for Stage 2 of the tender process:</p> <ul data-bbox="152 514 1274 1092" style="list-style-type: none"><li data-bbox="152 514 1274 564">• Professional team individual reports with costs related.<li data-bbox="152 592 1274 642">• Consolidated Cost Plan.<li data-bbox="152 671 1274 721">• Indicative Project Plan (Reality check on timeframes).<li data-bbox="152 749 1274 799">• Responses related to the mandatory criteria.<li data-bbox="152 828 1274 878">• Responses related to the lease technical criteria.<li data-bbox="152 906 1274 956">• Responses related to the fit-out technical criteria.<li data-bbox="152 985 1274 1035">• Pricing proposals for office and fit-out.<li data-bbox="152 1063 1274 1113">• Response to specific goals requirements.

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 Nieu Mucleneuk, 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 March 2026
Non-compulsory virtual briefing session	17 March 2026
Last date for questions relating to RFP	31 March 2026
SARS response	01 April 2026
Bid Closing Date	13 April 2026 at 11H00



Thank you

Rea leboha

Re a leboga

Ndza Khenza

Dankie

Ndi a livhuwa

Ngiyabonga

Enkosi

Ngiyabonga

