

**APPOINTMENT OF SERVICE PROVIDERS FOR THE PROVISION OF PHYSICAL
SECURITY SERVICES (ARMED GUARDING, UNARMED GUARDING AND TACTICAL
RESPONSE SERVICES)**

RFP No:

RFP 45/2025

Virtual Briefing Session:

09 April 2026 at 11H00



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1. INTRODUCTION: SARS TEAM

SARS Team
Sourcing Lead: Procurement
Price specialist
B-BBEE Specialist
Governance, Risk and Compliance
Financial Analyst
Technical Members



2. PURPOSE

Non- Compulsory Briefing Session

- Purpose
 - explain selected concepts, procedures and other aspects of the Specification requirements and main RFP
- It may contain
 - 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



Annexure A - BRS

Annexure A: Business Requirements Specification (BRS)

4. BID EVALUATION PROCESS



REFER TO SECTION 7 OF THE MAIN RFP DOCUMENT:



Gate 0 – Prequalification Evaluation



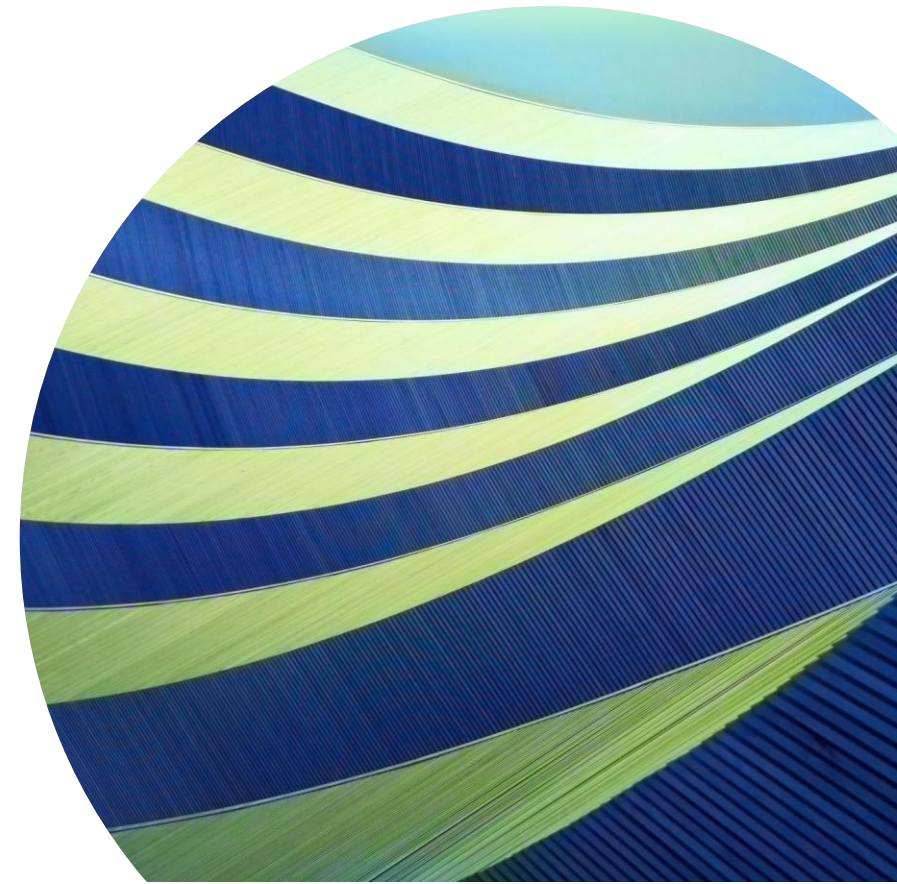
Gate 1 – Mandatory Evaluation



Gate 2 – Technical evaluation (Functionality)



Gate 3 – Price and specific goal evaluation

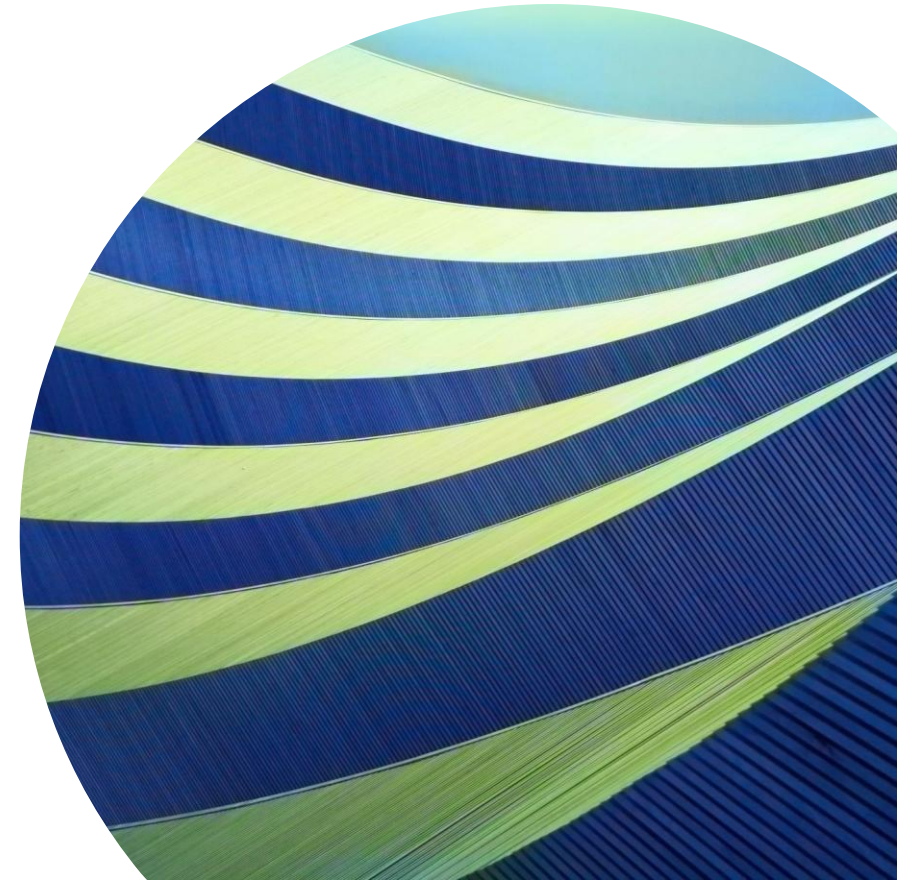


4.1 BID EVALUATION PROCESS



Main RFP

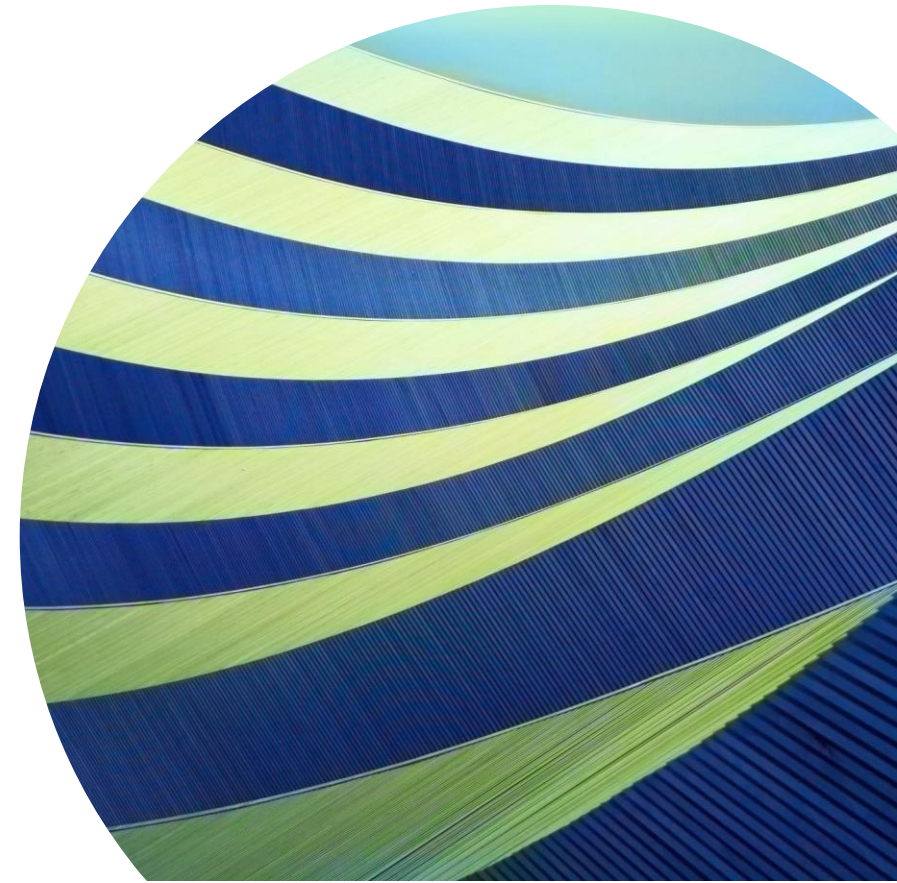
Main RFP Document (Section 7)



4.2 PRICING SCHEDULE



Annexure C
Pricing Template

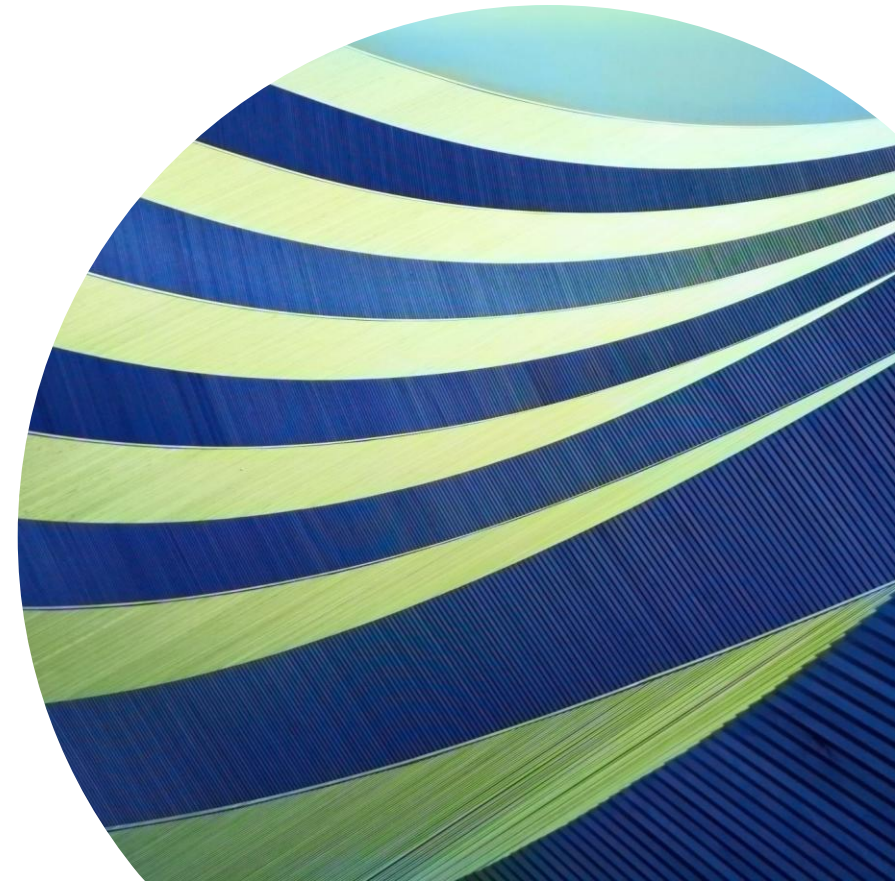


4.3 SPECIFIC GOALS

SBD 6.1 Preference point claim form



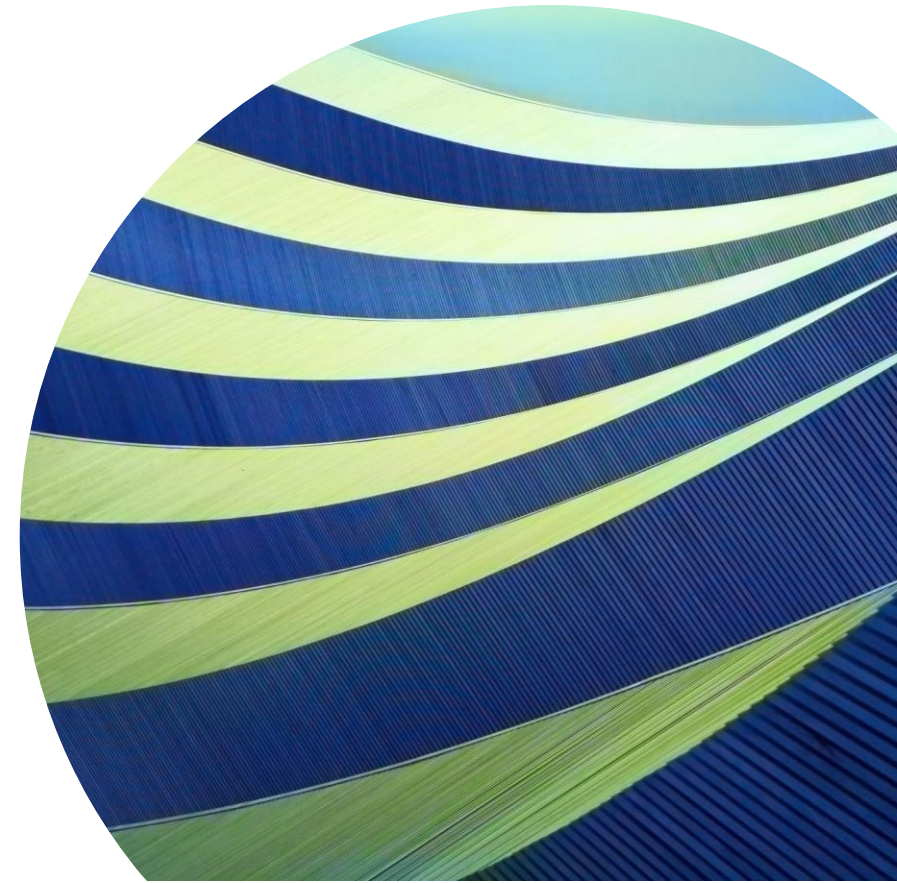
SBD 6.1 Form



4.4 FINANCIAL ANALYSIS

4.4.1 PURPOSE:

- Part of overall risk management strategy of SARS
- One of multiple governance steps to assess financial fitness of bidders
- Assess financial stability
- Identify financial risks that SARS as an organisation is exposed too
- Recommend appropriate mitigating strategies



4.3 FINANCIAL ANALYSIS

4.4.2 FINANCIAL REQUIREMENTS:

Bidders are required to submit the public interest score and complete sets of audited / independently reviewed annual financial statements in compliance with the Companies Act for the three (3) most recent financial periods in the name of the bidding entity. The financial statement analysis will be conducted on the shortlisted bidder.

- **Three recent complete sets of Audited/Reviewed Annual Financial Statements comprising of:**
 - ✓ Statement Of Profit and Loss Comprehensive Income (*Income Statement*)
 - ✓ Statement of Financial Position (*Balance Sheet*)
 - ✓ Statement of Cash Flows (*Cash Flow Statement*)
 - ✓ Accompanying Unabridged Notes for ALL of the above documents
 - ✓ Any supplementary information
- **Less than three years Financial Periods**
 - ✓ A letter detailing that fact, signed by a duly authorised representative of the entity;
 - ✓ The annual financial statements that the entity is able to provide, taking into account the period that it has been trading; and
 - ✓ Any other information or documentation which would provide more clarity on the financial history of the bidder.



4.3 FINANCIAL ANALYSIS

4.4.3 FINANCIAL REQUIREMENTS CONT:

- **Joint Arrangements (JA)**

- ✓ Annual financial statements of the JA and legal agreement detailing the percentage of ownership of each entity.
- ✓ Unincorporated JAs must submit separate F/S for each party to the JA.
- ✓ Signed JA legal agreement.

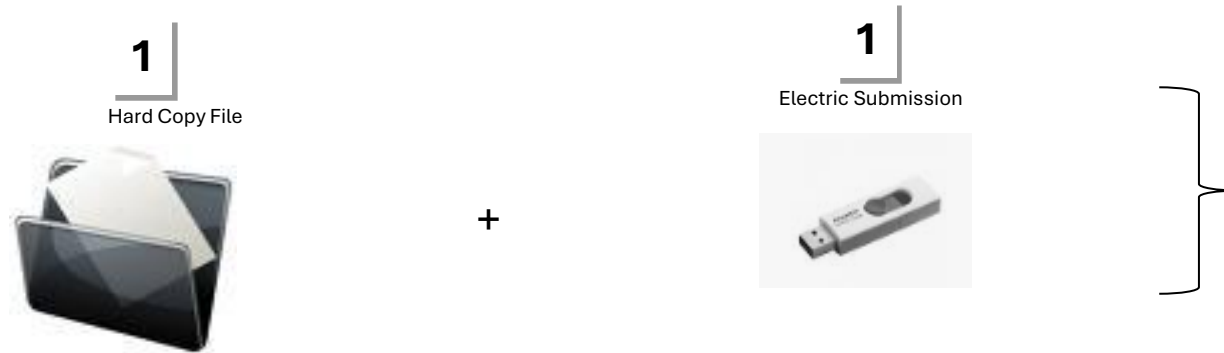
- **Financial statements in Bidding Companies Name**

- ✓ Financial statements must be in name of the bidding entity.
- ✓ Subsidiary submitting holding company's AFS must also furnish a Performance Guarantee from holding company.



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
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	01 April 2026
Non-compulsory virtual briefing session	09 April 2026
Last date for questions relating to RFP	24 April 2026
SARS response	30 April 2026
Bid Closing Date	11 May 2026 at 11:00am



Thank you
Rea leboha
Re a leboga
Ndza Khenza
Dankie
Ndi a livhuwa
Ngiyabonga
Enkosi
Ngiyabonga

