



**BRIEFING SESSION:**

**RFP 47/2025: APPOINTMENT OF SERVICE PROVIDERS  
FOR THE SUPPLY AND DELIVERY OF REFRESHMENTS  
AND/OR OFFICE CONSUMABLES TO SARS  
REGIONALLY A PERIOD OF 3 YEARS**

**CLOSING DATE: 22 MAY 2026 AT 11H00**

**SARS**

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2. Governance, Rules and Procedures
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# 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

## SARS Business Unit

Bid Specification Committee

Technical Evaluators

## Corporate Legal Services

Legal Specialist



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# 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 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

- The session is being recorded
- Questions during the session.
  - SARS will take questions during the session, and respond to that in writing
    - ✓ 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
  - SARS will review and focus on most pertinent themes arising from the questions and provide answers where possible



# Communication Requirements

- **Strict communication channels to be adhered to (refer to RFP document)**
  - 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: • Issuing of the RFP documents SARS	20 April 2026
<b>Non - Compulsory virtual briefing session</b>	<b>5 May 2026 AT 11:00</b>
Last date for questions relating to RFP	8 May 2026
Bid Closing Date	22 May 2026 AT 11:00



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# BACKGROUND & SCOPE OF WORK

The scope of work and the required services are detailed in the Business Requirements Specification (BRS) document that form an integral part of RFP 47/2025. Refer to Annexure A.



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# BID EVALUATION PROCESS Refer to section 8 of the RFP doc

Gate 0

Pre-Qualification

- Invitation to Bid (SBD 1)
- Central Registration Report (Central Database System) from NT
- Standard Bidding Document (SBD 4)
- Preference Point Claim Form (SBD 6.1)
- Supplier Risk Questionnaire
- General Conditions Contract



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# BID EVALUATION PROCESS Refer to section 8 of the RFP doc

Gate 1

Mandatory

- Only Bidders that have met the administrative prequalification Criteria in Gate 0 will be evaluated in Gate 1 for mandatory evaluation.
- If a bidder does not meet the mandatory evaluation criteria, the bidder will be disqualified, and the bidder's proposal will **not** be evaluated further.



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# BID EVALUATION PROCESS Refer to section 8 of the RFP doc

## Gate 2

Technical Evaluation

100 points

Achieve overall score of 65 out of 100 points to proceed to the next gate

### 7.3 Technical Requirements

Bidders are required to submit all documents as per the published technical evaluation criteria

## Gate 3

Price = 80

100 points

BBBEE = 20

- B-BBEE Certificate/ Sworn Affidavit
- Preference Point Claim Form (SBD 6.1)
- Annexure D – Pricing Template



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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 C – Pricing Schedule

Adjudication Criteria	Points
Specific Goals	20

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



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## B-BBEE evaluation (Gate 3, Stage 2) Refer to section 8.5.2 of the RFP doc

Points for the B-BBEE/specific goals evaluation will be allocated in accordance with a bidder's B-BBEE compliance 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/ sworn affidavit for the verification of points claimed together with the SBD 6.1 Preference points claim form.

#	Criteria	Points
1	Specific goals	20



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# SPECIFIC GOALS

Points for the specific goals evaluation will be allocated in accordance with a bidder's B-BBEE compliance as per SBD 6.1.

The specific goals allocated points in terms of this tender as per SBD6.1	Number of points allocated (20)
The abovementioned points are broken down as per below	
An entity that is an Exempted Micro Enterprise (EME)/Qualifying Small Enterprise (QSE)	4
An entity with at least 51% Black Ownership	6
The entity has at least 30% Black Women Ownership	6
The entity has at least 51% Black Youth Ownership	2
The entity that is at least 51% Black owned by Persons with Disabilities.	2



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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 **22 May 2026 at 11:00**
- Bid documents will only be considered if received by SARS by the **22 May 2026 at 11:00**, regardless of the method used to send or deliver such documents to SARS.



## TENDER BOX

Email submission

Any enquiries must be referred, in writing via email: [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za)



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# FILE 1: ORIGINAL / DUPLICATE

## Exhibit 1

### Pre-qualification documents

- SBD documents and other documents

## Exhibit 2

### Technical Response

- Response to technical requirements
- Supporting documents for technical requirements



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## FILE 2: ORIGINAL / DUPLICATE

Exhibit 1

### Pricing

- Annexure D : Pricing Schedule

Exhibit 2

### B-BBEE

- B-BBEE Certificate/ Sworn Affidavit
- SBD 6.1

**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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# QUESTIONS & ANSWERS



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Thank you  
Siyabulela  
Siyabonga  
Siyathokoza  
Dankie  
Re a leboga  
Re a leboha  
Ro livhuwa  
Ha khensa



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