



**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**

**Questions & Answers**

**Closing Date: 22 May 2026 at 11:00**

Question	Answer
On the delivery vehicle can we use lease agreements we have with other private persons/companies that we are currently working with?	Yes, SARS will accept lease agreements that the bidder has with other companies that they are currently working on. Refer to section 3.1 in the technical evaluations criteria in the RFP document.
They are 10 (ten) various Ciro Filter Coffee. Which specific Ciro Filter Coffee are you looking for? How many grams required? 15g, 60g, 75g, 100g, 250g, 1kg?	Line Item 57: Ciro Filter Coffee 12 per box, as contained in Annexure B: SARS Catalogue, is hereby removed from the tender. This line item will not be considered or evaluated as part of the bid process.
Do small businesses compete with large businesses in this tender, considering that their quotations are based on pricing obtained from wholesalers?	This is an open tender that is open to all suppliers in the market.
Kindly confirm whether Annexure C – List of Clusters should be included under Folder 1 (Compliance) or Folder 2 (Financial Proposal)	Annexure C (The list of clusters selection) should be included in folder 1.
Is North West province included.	Yes, Northwest is included. Refer to Annexure C.
Kindly confirm whether the bid box insertion slot can accommodate A4 ring-bound lever arch files as specified in the tender document?	Yes, the opening is big enough for 1x file only. The suggestion is that bidders prepare each file separately and clearly mark each file eg. File 1 of 4; file 2 of 4. Etc.
Kindly clarify which annexures must be submitted in the same envelope, and how many files must be submitted?	Refer to section 7.5.3 regarding the submission format.
Where can we get this briefing recording?	The briefing session presentation is available on e-Tender and SARS website.
Regarding the footprint part must we submit the proof of address of all the regions?	Refer to section 8.3 of the RFP document regarding the Mandatory evaluation process (Gate 1)



Question	Answer
Can we deliver the tender documents at any SARS office or must it be specifically the one stated on the document?	Refer to section 7.4 proposal submission of the RFP document.
Are we allowed to bid for all the provinces as we have offices nationwide?	Yes, please ensure to complete annexure C (list of clusters for bidding) and that you comply with section 8.3 for each cluster.
May you kindly repeat the USB part, we only submit USB	Refer to section 7.5.3 regarding the submission format.
Please provide clarity on the Markup section. Should it be already included in the listed price and only indicated for SARS purposes, although not to be included / added to the already listed price?	The quoted prices (costs) in Table 2 should include the mark-up. The mark-up is provided in Table 4, is for SARS statistics purposes.
Please send / email me Annexure D of the tender document that deals with Pricing for this RFP as there is no attachment for the Free State Province, Bloemfontein in particular.	<p>The services are not required in the Free State. In line with Annexure C, bidding is limited to the following clusters:</p> <p>Gauteng, Limpopo, Mpumalanga, Western Cape, Eastern Cape, North West, KwaZulu-Natal.</p>
This RFQ states that it is for all regions. We only supply in Gauteng and have been awarded various RFQ's for supply to SARS in Pretoria. Can we participate in this RFP for only Gauteng supply?	<p>Bidders are not required to submit bids for all regions/ clusters. Service providers may bid for one or more regions/ clusters, depending on their delivery footprint and capacity.</p> <p>Accordingly, you are welcome to participate in this RFP for Gauteng only.</p>
In relation to 5.2 technical evaluation in the RFP document, please advise if a delivery note will suffice, as not all companies issue purchase orders.	A Purchase order or any other form of instruction to supply that <u>meets the Purchase Order elements as described in 5.2 of the technical evaluation criteria</u>
On the delivery vehicle can we use lease agreements we have with other private persons/companies that we are currently working with?	Yes, SARS will accept lease agreements that the bidder has with other companies that they are currently working on. Refer to section 3.1 in the technical evaluations criteria in the RFP document.



Question	Answer
Regarding the pricing schedule, would it be acceptable to type the prices and print them in black ink to ensure clarity, visibility, and to avoid any discrepancies, considering that the quoted amount is a critical factor in the allocation to a prospective bidder?	It is allowed (recommended) to type in the excel price template.
In what form of file are the quotes required to be in pdf, excel or word?	The Pricing Template has to be submitted in both Hardcopy (PDF) and also in electronic (EXCEL) format.