

RFP 48/2025: Provision of Pre-employment screening Services

Question & Answers

Closing Date: 04 May 2026 at 11:00

#	Question	Answer
1.	<p>It is have noted that certain line items appear to include two separate verification types, for example:</p> <ul style="list-style-type: none"> • ID/Passport Number Verification • Citizenship / Permanent / Temporary Residence Permit Verification <p>Please confirm whether it would be acceptable for us to combine the pricing for these checks into a single line item and indicate in the comments that it comprises two distinct verification types.</p>	<ul style="list-style-type: none"> • Bidders must complete All the cells highlighted in "Green". If no value is inserted, it will be regarded as Zero cost to SARS. • All prices to be standardised and transparent Inclusive of VAT. No hidden or ad-hoc costs. Bidders must highlight the items whereby the third-party charges are applicable. Third-party/surcharges costs to be disclosed to SARS. • Bidders can highlight any points to SARS to ensure transparency. (Comments and any points of clarification must be attached to the pricing template). • Bidders are not allowed to change the format of this price template; any changes by bidders may result in their bid being regarded as non-responsive.
2.	<p>In addition, academic qualification verifications may attract variable third-party fees, as costs differ depending on the institution utilised. As such, we may not be able to provide fully accurate pricing upfront.</p> <p>Could you please confirm whether it would be acceptable to provide estimated amounts for the following line items:</p> <ul style="list-style-type: none"> • Management/Facilitation Fee: Academic Qualification (Global) • Management Fee: Outsourced Verification (Third Party) – National 	<ul style="list-style-type: none"> • For National/International/global verification; bidders are required to provide price for management/facilitation only. SARS understands that cost for verifications from different institutions differs and these costs will be treated as pass through costs where applicable.
3.	<p>Letter/SLA/Contract/MOU</p> <p>Due to confidentiality and data protection obligations under the Protection of Personal Information Act, we are unable to share full SLAs,</p>	<ul style="list-style-type: none"> • Please note that you are required to either provide a Letter/SLA/Contract/MOU. For more details please refer to the main RFP page 13 of 41 (the technical evaluation).

	<p>contracts, or MOUs that contain sensitive client or third-party information.</p> <p>Would it be acceptable for us to provide a formal confirmation on our company letterhead, stating that we are integrated with the relevant data sources and are able to deliver the required services?</p>	
<p>4.</p>	<p>Submission format of the bid</p> <p>It is our understanding that the submission should consist of two (2) lever arch files and one (1) USB, structured as follows:</p> <p>File 1 (Original):</p> <ul style="list-style-type: none"> • Section 1: Prequalification documents (SBD and other required documents), excluding SBD 6.1 Preference Point Claim Form • Section 2: Response to mandatory requirements, including all supporting documentation and a completed Annexure A1 (Testimonial Template) • Section 3: Company Profile • Section 4: Draft SLA <p>File 2 (Original):</p> <ul style="list-style-type: none"> • Section 1: B-BBEE Certificate or Sworn Affidavit, including SBD 6.1 Preference Point Claim Form • Section 2: Pricing Response Template • Section 3: A complete set of the three (3) most recent annual financial statements, as specified in the RFP <p>USB:</p> <ul style="list-style-type: none"> • Electronic copies of both File 1 and File 2 <p>Could you kindly confirm whether only the two original lever arch files are required for</p>	<p>A bidder's proposal is required to be submitted in two forms</p> <p>Hardcopy submission</p> <p>One (1) hardcopy submission clearly marked.</p> <p>A "hardcopy submission" means an A4 ring bound lever arch file.</p> <p>Electronic submission</p> <p>One (1) electronic submission of a complete copy of the hardcopy submission.</p> <p>An "electronic submission" means a memory stick (USB stick) containing a complete copy of the hardcopy submission. The onus is on the bidder to ensure that the electronic submission submitted is a complete copy of the hardcopy submission.</p> <p>NB: Bidders are more than welcome to submit an extra hard copy of the original.</p> <p>Technical and Pricing information must be included in separate folders. The Technical information must be included in "Folder 1", and the Pricing information must be included in "Folder 2".</p>

	submission, and that no additional copies are needed?	
General and Important		
16.	Bidders must carefully read the RFP document and its annexures.	
17.	Bidders are advised to regularly visit the SARS website for any updates.	