



South African Revenue Service

**APPOINTMENT OF A SERVICE PROVIDER FOR THE
PROVISION OF MARKETING AND ADVERTISING
SERVICES**

Virtual Briefing Session: 01 JUNE 2022 at 09H30

RFP No.: RFP 0051/2021

Closing Date: 23 June 2022, 11h00

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3. Background and Scope of Work
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Bid Evaluation Committee

Procurement

- Sourcing Lead: Professional Services – Project Oversight
- Governance, Compliance & Risk Specialist – Audit
- Tender Office – Bid Opening
- Value Delivery Planning – Price Evaluator
- B-BBEE Evaluator

SARS Business Unit

- Bid Specification Committee
- Technical Evaluators
- Finance

Corporate Legal Services

- Legal Specialist

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RFP TIMELINES

ACTIVITY	DATE DUE
Advertisement of Bid in the: <ul style="list-style-type: none"> • SARS website • OTO website • SARS eSourcing platform. • National Treasury Tender Portal. 	25 May 2022
Non-compulsory virtual briefing session	01 June 2022
Last date for questions relating to RFP	09 June 2022
Bid Closing Date	23 June 2022 at 11H00
Notice to bidders	October/November 2022

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BACKGROUND & SCOPE OF WORK

Refer to section 10 of RFP document for scope of work and requirements.



RFP 51 2021
Marketing and Advertising

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Gate 0

Pre-Qualification

- Invitation to Bid SBD 1
- Declaration of interest SBD 4
- SARS Preference Point Claim Form
- Supplier cost and risk assessment questionnaire
- General Conditions of Contract (GCC)
- Tax Compliance status pin
- Central Registration Report (Central Database System) from NT
- SARS Oath / Affirmation of Secrecy
- Financial Statements

BID EVALUATION PROCESS

Refer to section 16 of the RFP doc

Gate 1

Technical Evaluation 100 points

Achieve overall score of 70 out of 100 points to be considered on the panel

- Refer to:
- Annexure A1 : Technical Compliance Checklist
 - Annexure A2: Technical Evaluation Criteria
 - Annexure B: Testimonial Template

Gate 2

Price and BBEE

- Annexure C – Pricing Schedule
- B-BBEE Certificate/ Sworn Affidavit
- SARS Preference Point Claim Form

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Bid Evaluation Process Gate 2 – Price

Stage 1: Price Evaluation (80 points)

Bidders are required to submit a fully completed and signed pricing schedule (Annexure C).



Annexure C :
Pricing Template

Bid Evaluation Process Gate 2 – Price

- Bidders are required to complete "Green" columns only.
- All rates must be Inclusive VAT where applicable.
- Bidders must include all direct and indirect costs to their retainer fee quoted as no additional costs will be allowed.
- Bidders must note that SARS reserve's the right to negotiate all proposed rates with the recommended Bidder prior to award of the Contract and on an annual basis.
- Bidders must note and align their pricing proposal with the requirements of the Main RFP document.
- Table 4 - these rates will be used for ad hoc production requirements for projects and they are not part of the retainer fee, Bidders must refer to paragraph 10.2.2.2 "Ad hoc Resources" of the main RFP document under Scope of Work

Bid Evaluation Process Gate 2 – B-BBEE

SARS aspires to drive transformation by appointing Service providers that are within the BBEE level one (1) to four (4) or that are > 51% Black Owned or Black Women Owned.

B-BBEE points may be allocated to Bidders on submission of documentation or evidence as follows:

Adjudication Criteria	Maximum Points
A duly completed Preference Point Claim Form and a B-BBEE certificate.	20

Bidders MUST complete and sign the Preference Point Claim Form to claim the Bidder's B-BBEE preference points.

Bid Evaluation Process Gate 2 – B-BBEE

The table below indicates the specific B-BBEE certification documents that must be submitted for this tender:

Classification	Turnover	Submission Requirement
Exempted Enterprise (EME)	Micro Below R10 million p.a.	Sworn affidavit or a certified copy of a B-BBEE Rating Certificate from a SANAS accredited rating agency or a certificate from the Companies and Intellectual Property Commission (“CIPC”).
Qualifying Enterprise (QSE)	Small Between R10 million and R50 million p.a.	Sworn affidavit – Only 51% Black Owned (BO) and above, or certified copy of a B-BBEE Rating Certificate from a SANAS accredited rating agency.
Large Enterprise (LE)	Above R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency.

JOINT VENTURES

Incorporated JVs must submit the B-BBEE status of the entity. Unincorporated JVs must submit a **consolidated** B-BBEE certificate as if they were a group structure for every separate Bid.

Bid Evaluation Process Gate 2 – B-BBEE

SARS reserves the right to request that bidders submit their Black ownership and turnover information in support of their Affidavits.

- Affidavits must be sworn or affirmed before a person authorized to administer the oath or take the affirmation.
- The **deponent must then sign the affidavit in the presence of Commissioner of Oaths**
- It is not permissible to backdate or postdate an affidavit. The backdating or postdating makes the affidavit misleading and irregular.
- The date on the affidavit is the date on which the deponent is saying that the information stated in the affidavit is true.
- The signature of the deponent and the Commissioner of Oaths must be on the same day.
- The Commissioner must give their details on the affidavit.(Usually the commissioner stamp and signature)

JOINT VENTURES AND SUB-CONTRACTING

Joint Ventures and Consortiums

A trust, consortium or joint venture (including unincorporated consortia and joint ventures), will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their consolidated B-BBEE status level Verification Certificate scorecard and that such a consolidated BBEE scorecard is prepared for every separate bid.

Proof of Existence: Joint Ventures

Bidders must submit proof of the existence of joint ventures arrangements. SARS will accept signed agreements as acceptable proof of the existence of a joint venture arrangement.

The above-mentioned joint venture agreement must clearly set out the roles and responsibilities of the Lead Partner and the joint venture party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture arrangement.

Subcontracting

Bidders may not subcontract the provision of the services contemplated in this Request for Proposal.

Preference Point Claim Form p3

7. SUB-CONTRACTING (Not/Applicable)

7.1 Will any portion of the contract be sub-contracted?
(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Bid Evaluation Process Gate 2 – B-BBEE

Points Awarded for B-BBEE Status Level

BBBEE Status	Number of points
EME/QSE/LE 100%BO	20
EME/QSE=>51%BO	18
Level 1	10
Level 2	9
Level 3	8
Level 4	6
Level 5	4
Level 6	3
Level 7	2
Level 8	1
Non-Compliant	0

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AGREEMENTS

SERVICE LEVEL AGREEMENT (SLA)

- The draft Service Level Agreement (MSA) constitutes the specialised terms and conditions upon which SARS is prepared to contractually engage the prospective Bidder(s) to render the services under this bid.
- Bidders are requested to indicate their acceptance of the terms and conditions set out in the draft SLA.

APPROACH IN THE PERFORMANCE OF THE SERVICES

- SARS and OTO will issue a brief to the Successful Bidder as and when there is a campaign to be assigned. The Brief must be accepted by the Successful Bidder by signing and dating the document before implementation

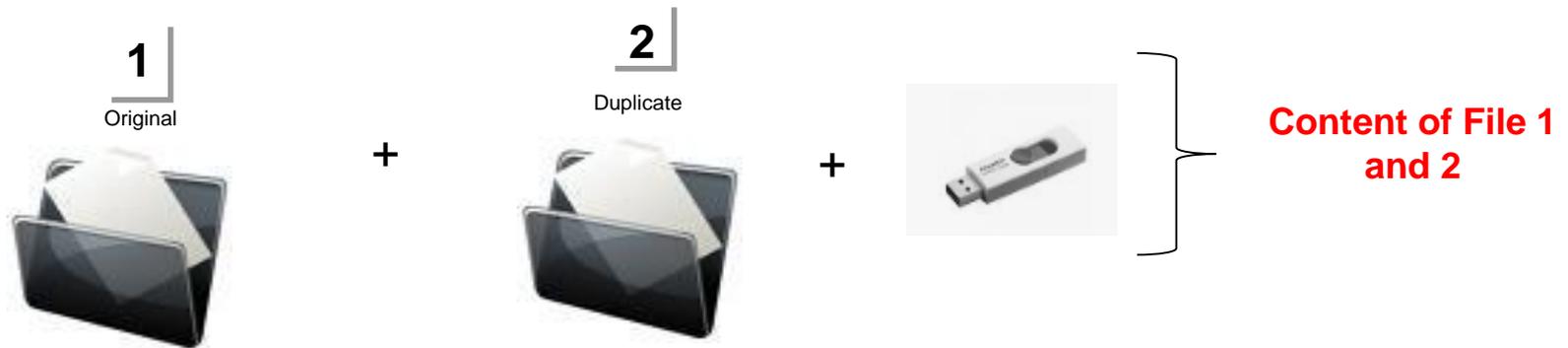
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BID SUBMISSION

Bidders must submit copies of each file (Original and Duplicate) and a USB with content of each file by the **23 June 2022 at 11:00**

Bid documents will only be considered if received by SARS before the Closing Date and time, regardless of the method used to send or deliver such documents to SARS and Bid documents must also be uploaded on the SARS e-Sourcing portal, go to the SARS website to access the link and register on <https://www.sars.gov.za/procurement/esourcing/>



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 cc rft-professionalservices@sars.gov.za

FILE 1: ORIGINAL / DUPLICATE

Exhibit 1

Submit only once

- Pre-qualification documents (Refer to table 16A of the RFP)



Exhibit 2

Technical Responses

- Bidders compliance checklist Annexure A1
- Bidders technical response to Annexure A2
- Bidders completed Annexure B
- Supporting documents for the technical responses as per paragraph 11 of the RFP document.



Exhibit 3

Any supplementary / additional information as part of technical response, inclusive of Annexure B.



Exhibit 4

General Conditions of Contract (GCC)

Draft Services Level Agreement (Bidders to indicate their acceptance)



File 2: Original/ Duplicate

Exhibit 1	B-BBEE Certificate SARS' Preference Point Claim Form	
Exhibit 2	Pricing Schedule	

Note:

- ✓ SARS request that bidders use Lever Arch files to package their proposals.
- ✓ Each file must be marked correctly and sealed separately for ease of reference during evaluations.
The USB must be marked with the bidders name

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QUESTION AND ANSWERS



Thank you
Re a leboha
Re a leboga
Ndza Khensa
Dankie
Ndi a livhuwa
Ngiyabonga
Enkosi
Ngiyathokoza