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

Between

**SOUTH AFRICAN REVENUE SERVICE**

An Organ of State established in terms of section 2 of the South African Revenue Service Act, 1997 (Act No. 34 of 1997) including the Office of the Tax Ombud;

(hereinafter referred to as “**SARS**”)

and

**SERVICE PROVIDER,** an entity incorporated as such in accordance with the laws of South Africa

(Registration No: **XXX**)

(herein represented by its authorised representative who warrants that s/he is duly authorised to do so)

(hereinafter referred to as “**the Service Provider**”)

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1. **INTRODUCTION**
   1. SARS invited proposals for the appointment of a Service Provider for the provision of marketing and advertising services through Request for Proposal No. 0051/2021 (“**RFP**”) as more fully described therein.
   2. The Service Provider submitted a proposal in response to the **RFP** (“Proposal”).
   3. SARS accepted the Proposal and appointed the Service Provider to provide the Services.
   4. The Service Provider has accepted the appointment, and the Parties herein record the terms and conditions of their agreement.
   5. The appointment of the Service Provider is subject to the availability and assumption of proposed roles of all Key Personnel. SARS reserves the right to cancel this Agreement if, for any reason, any of the Key Personnel become unavailable to fulfil the Service Provider’s obligations herein, and a substitute acceptable to SARS is not available.
2. **DEFINITIONS AND INTERPRETATION**
   1. The headings to the clauses in this Agreement are for reference purposes only and will not govern or affect the interpretation of or modify or amplify the terms in this Agreement.
   2. Unless inconsistent with the context, the words and expressions have the following meanings and similar expressions will have corresponding meanings
   3. “**Agreement**” means this Services Agreement, the RFP and all annexures hereto. Also included are all amendments, variations, and/or substitutions to the Agreement, which have been reduced to writing and signed by the Authorised Signatories;
   4. “**Applicable Law**” means any of the following to the extent applicable to the Service Provider and where applicable, to SARS or the Services-
      1. Any original or subordinate legislation;
      2. The common law;
      3. Any binding court order, judgment or decree;
      4. Any applicable industry code of conduct, policy or standard enforceable by law; or
      5. Any direction, policy or order that is given by a Regulatory Authority;
   5. “**Authorised Signatory**” means a signatory authorised by SARS and the Service Provider respectively to sign the Agreement, any amendments and/or addenda hereto;
   6. **“Brief”** means a specific written service instruction issued by SARS to the Service Provider to render the Services or part thereof, including *ad hoc* services as may be stipulated in the Brief;
   7. “**Business Day**” means any day other than a Saturday, Sunday or public holiday in South Africa;
   8. “**Commencement Date**” is … 2022, notwithstanding the date of signature of this Agreement;
   9. “**Commercially Reasonable Efforts**” means taking such steps and performing in such a manner as a well-managed entity would where such entity was acting in a prudent and reasonable manner to achieve the particular result for its own benefit: Provided always that such steps are within the reasonable control of the Party;
   10. “**Confidential Information**” means Personal Information defined as such in terms of POPIA; any proprietary or confidential information or data of any nature, tangible or intangible, oral or in writing, in any form or on any medium, whether received by direct communication or observation by the receiving party. It includes SARS Confidential Information and Taxpayer Information as defined in Chapter 6 of the Tax Administration Act, 2011 (Act No. 28 of 2011), as well as any information required to be kept confidential in terms of any other Applicable Law;

Information must be regarded as confidential if by its nature, content, or circumstances of disclosure of the information is, or ought reasonably to have been identified by a receiving party as such by reason of such information not being generally known to, or readily ascertainable by third parties generally. Such information includes-

1. information regarding Personnel, independent contractors and suppliers of the Disclosing Party, processes, procedures, projections, manuals, forecasts and analyses, security or intellectual property owned by or licensed to the Disclosing Party;

1. information relating to the knowledge, know-how, expertise, trade secrets and activities of the Disclosing Party;
2. any information which a Party (without creating a presumption that only so designated information is confidential), acting reasonably, may designate in writing, at the time of disclosure to the Receiving Party, as being confidential information;
   1. **“Deliverables”** means any report, results, documented analysis, strategy, findings, presentation, plan, product, creative conceptualisation, branding, skills transfer outputs, and other feedback contemplated in the RFP, produced / provided by the Service Provider for, or on behalf of SARS as part of the Services;
   2. “**Designated Representative**” means the SARS employee designated in terms of this Agreement, or his/her appointed delegate, as the person who will interface with the Service Provider on all matters relating to the general administration of this Agreement, and who will manage the overall performance of the Service Provider over the contract term and to whom all SARS directed communication regarding this Agreement must be addressed;
   3. “**Key Account Manager**” means a member of the Key Personnel designated as such by the Service Provider, as contemplated in the RFP, responsible for the oversight and overall management of this Agreement on behalf of the Service Provider; who shall also act as central point of contact between SARS and the Service Provider;
   4. **“Key Personnel”** means the “retainer resources” contemplated in the RFP, and other members of staff, engagement partners and/or agents of the Service Provider who have been presented and assigned to SARS in the Service Provider’s Proposal, to execute the Services;
   5. “**Losses**” means all losses, liabilities, costs, expenses, fines, penalties, damages and claims, and all related costs and expenses as determined in Law;
   6. “**Parties**” means SARS and the Service Provider and “party” ­­­­as the context requires, is a reference to any one of them;
   7. “**POPIA**” means the Protection of Personal Information Act, 2013 (Act No.4 of 2013);
   8. “**Regulatory Authority”** means any Organ of State, government agency or institution, International Body or Organisation which has–
      1. jurisdiction over the Services or parts thereof; or
      2. administrative or oversight responsibility pertaining to any Applicable Law;
   9. “**RFP**” means SARS’s invitation to service providers to submit proposals for the provision of marketing and advertising services dated …May 2022, with reference number RFP 0051/2021, which is incorporated herein by reference;
   10. “**SARS**” means the South African Revenue Service, an organ of state established in terms of section 2 of the South African Revenue Service Act, 1997 (Act No. 34 of 1997), with its principal address at 299 Bronkhorst Street, Nieuw Muckleneuk, Pretoria;
   11. “**Service Provider**” means xxx, a company incorporated as such in accordance with the Laws of South Africa with registration number xxx and with its principal place of business at xxx;
   12. “**Services**” means provision by the Service Provider to SARS of services as more fully outlined in the RFP and contemplated in this Agreement, and includes, to the extent contemplated in the RFP, *ad hoc* services and those services, functions or responsibilities not specifically mentioned herein but which are reasonably and necessarily required for the proper performance and provision of the Services; and
   13. **“Termination Date**” is …2025.
   14. Any reference in this Agreement to-
       1. A clause shall, subject to any contrary indication, mean reference to a clause in this Agreement; and
       2. A person refers to any person including juristic entities.
       3. Unless inconsistent with the context or save where the contrary is expressly indicated-
       4. If any provision in a definition is a substantive provision conferring rights or imposing obligations on any Party, notwithstanding that it appears only in the Definitions and Interpretation clause, effect shall be given to it as if it was a substantive provision of this Agreement;
       5. When any number of days is prescribed in this Agreement, same shall be calculated exclusively of the first and inclusively of the last day unless the latter falls on a day which is not a Business Day, in which case the last day shall be the next Business Day;
   15. In the event that the day for performance of any obligation to be performed in terms of this Agreement should fall on a day which is not a Business Day, the relevant day for performance will be the subsequent Business Day;
   16. Any reference in this Agreement to an enactment is to that enactment as at the signature date and as amended or re-enacted from time to time;
   17. Any reference in this Agreement to this Agreement or any other agreement or document shall be construed as a reference to this Agreement or, as the case may be, such other agreement or document as same may have been, or may from time to time be amended;
   18. No provision of this Agreement shall be construed to provide a benefit to any person who is not a party to this Agreement;
   19. References to day/s, month/s or year/s shall be construed as calendar day/s, month/s or year/s; and
   20. Reference to a Party includes that Party’s successor-in-title and permitted assigns.
   21. Unless inconsistent with the context, an expression which denotes-
       1. Any one gender, includes the other gender; and
       2. The singular, includes the plural and *vice versa*.
   22. The termination of this Agreement will not affect the provisions which are intended to operate after any such termination or which of necessity must continue to have effect after such termination, notwithstanding that the clauses themselves do not expressly provide for this.
   23. The Agreement is fully binding on the executors, administrators, trustees, permitted assigns or liquidators of the Parties as fully and effectually as if they had signed this Agreement in the first instance and reference to any Party is deemed to include such Party’s estate, heirs, executors, administrators, trustees, permitted assigns or liquidators, as the case may be.
   24. Where figures are referred to in numerals and in words, and there is a conflict between the two, the words shall prevail.
   25. The provisions of this Agreement shall not be construed against or interpreted to the disadvantage of the Party responsible for the drafting or preparation of such provisions.

1. **DURATION**

This Agreement commences on Commencement Date,and subsists untilTermination Date, unless terminated earlier in accordance with the terms of this Agreement.

1. **APPROACH TO SERVICES**
   1. This Agreement provides a framework for, and the general terms and conditions applicable to the Services.
   2. The Service Provider may only render the Services following a Brief, which must be executed subject to this Agreement. As contemplated in the RFP, the scope of Services envisages retainer based and *ad hoc* based Services. A Brief may therefore comprise of Services contemplated under retainer and/or *ad hoc* component(s) of the Services*.*
   3. The provisions of this Agreement shall apply to each and every Brief, and the Service Provider must comply therewith.
   4. The Service Provider must, when required to do so, provide the Services subject to the terms and conditions of this Agreement generally, and in particular subject to the specifications set forth in the relevant Brief.
   5. Each Brief shall contain, at the minimum, the information set out below, namely:
      1. Details, specifications and classification (i.e. whether retainer or *ad hoc* based) of the Services required from the Service Provider;
      2. the timeframe within which the Services must be performed together with the requisite Deliverables;
      3. the full names and signature of the Designated Representative;
      4. Service Levels applicable to the Services procured in terms of the Brief, together with corresponding penalties for performance failures;
      5. The costs of the Services, in so far as *ad hoc* Services are concerned, which must be in accordance with the SARS approved pricing schedule attached hereto as Annexure A; and
      6. any additional stipulations which SARS may consider relevant to the pertinent Brief.
   6. The Brief must be accepted by the Service Provider in writing before implementation.
   7. The Service Provider may not implement any Brief which does not comply with the provisions of **Clauses 4.4 and 4.5** above. For this purpose, it is expressly recorded that the Service Provider shall not have any right of recourse or claim against SARS, whether financial or otherwise, as a result of any Services rendered or work done without a duly signed off Brief.
2. **SERVICE PROVIDER’S OBLIGATIONS**
   1. The Service Provider must-
      1. ensure that the Key Account Manager contemplated in its bid proposal is duly assigned as such, and assumes the attendant role and responsibilities for the duration of this Agreement;
      2. ensure that Key Personnel is properly registered, licensed or accredited with the appropriate Regulatory Authorities and remain so registered for the duration of this Agreement;
      3. ensure that Key Personnel or other personnel observe confidentiality and do not use any information obtained pursuant to this Agreement for any reason other than for reasons envisaged in this Agreement;
      4. execute the Services, as contemplated in the RFP;
      5. present Deliverables which are free from disclaimers, conditions or qualification to SARS for acceptance and sign-off;
      6. ensure continuity of Services to SARS;
      7. observe and adhere to all the Service Levels that may be prescribed in the Briefs;
      8. ensure that the Key Personnel devote such time, attention and skill in executing the Services as may be reasonably required for the proper discharge of its duties under this Agreement;
      9. not change or replace the Key Personnel without the prior written consent of SARS, and in this regard-
         1. The Service Provider may make a written request to SARS to replace a member of its Key Personnel, where such member has become incapacitated and/or unable to perform his/her duties under the Agreement;
         2. The Service Provider’s request to SARS for the substitution of the Key Personnel shall include the reason for the request and a proposal to replace the Key Personnel with a person of equal or better qualification(s),skills and experience. Such proposal must include the *curriculum vitae* of the proposed substitute;
         3. SARS may only approve a substitute which has similar or better qualifications, skills and experience; and
         4. Should SARS in its discretion reasonably consider a member of the Key Personnel to be incompetent or unsatisfactory, the Service Provider will have to replace at its cost, that member with one having equal or better qualification(s), skills and experience and in line with the timeframes then stipulated by SARS;
      10. charge fees for Services rendered to SARS in accordance with the SARS approved pricing;
      11. provide the Services in accordance with the highest professional standards;
      12. act impartially and ethically at all times, and where applicable, act in accordance with the code of ethics / conduct of its profession;
      13. exercise reasonable care and diligence in the discharge of its obligations in terms of the Agreement;
      14. take Commercially Reasonable Efforts to prevent, overcome and mitigate any adverse effects that might ensue, to the extent required to achieve the relevant outcome;
      15. ensure that it adheres to written and reasonable requests or instructions of the Designated Representative, in so far as same are lawful and consistent with this Agreement;
      16. implement the approved skills transfer plan and transfer skills to designated employees of SARS throughout the life cycle of this Agreement in the manner envisaged in the RFP;
      17. maintain timesheets in so far as *ad hoc* Services are concerned, which shall be in a format approved by SARS in writing.
   2. The Service Provider must co-operate as may be requested by SARS, to enable SARS to, amongst other things, comply with an enquiry from a Regulatory Authority.
   3. For the duration of this Agreement and for a period of five (5) years after termination, and subject to Applicable Law, the Service Provider must maintain a record of the Services executed. The Service Provider must provide SARS and its auditors access at reasonable times, and subject to reasonable written notice, to information, records and documentation relating to the Services or this Agreement for the purpose of performing audits, examinations and inspections in order to verify the Service Provider’s compliance with the terms of this Agreement and/or to enable SARS to comply with the requirements of any Regulatory Authority. All costs incurred in performing audits under this clause will be borne by SARS, unless audit findings reveal the Service Provider’s non-compliance with the terms of this Agreement and/or requirements of a Regulatory Authority or similar institution having jurisdiction over SARS and/or the Service Provider, in which event such costs will be borne by the Service Provider.
   4. **Service Levels**
      1. SARS will, at the time of issuing a Brief, determine and/or prescribe certain performance standards (Service Levels) that the Service Provider must comply with in the execution of the requested Services, along with corresponding penalties applicable to any failure by the Service Provider to comply with the Service Levels. In the event that the Service Provider fails to adhere to the Service Levels due to reasons solely attributable to the Service Provider, SARS may, without prejudice to its other remedies under this Agreement, levy a financial penalty against the Service Provider for the performance failure.
      2. Applicable financial penalties will be levied against the first monthly invoice following the month in which the performance failure occurred. SARS may, at its election and with prior notice to the Service Provider, cause the financial penalty to be set off against the Service Provider’s payment or request the Service Provider to issue a credit note in favour of SARS.
      3. Multiple performance failures in a Brief will constitute a material breach of the Agreement.
      4. Notwithstanding the implementation of financial penalties, SARS reserves the right and without derogation from any other remedies it may have in law, to-
         1. terminate this Agreement for breach;
         2. cancel a Brief with immediate effect; or
         3. temporarily step in or and take over the Services either by itself or through a third party until such time as SARS is able to make a permanent alternative for the rendering of services. In such an event, the Service Provider shall be obliged, and for its own account, to assist with the seamless transition of the Brief to either SARS or the third party.
      5. Cancelation or step in or take over of a Brief as contemplated herein shall be without any liability to SARS except for payment for the Services already rendered by the Service Provider, less applicable financial penalties.
      6. A penalty is a non-performance, delayed performance or defective performance fee, and is payable regardless of the fact that the Service Provider ultimately delivers the pertinent performance.
3. **SARS’ OBLIGATIONS**
   1. SARS must-
      1. in writing, on Commencement Date, nominate a Designated Representative, and communicate the names and contact details of such person to the Service Provider in writing. SARS may from time to time change the Designated Representative, in which event SARS must give the Service Provider at least 24 hours’ written notice of such change;
      2. provide the Service Provider with timeous management decisions and any necessary approvals or authorisations to enable the Service Provider to fulfil its obligations under this Agreement;
      3. where relevant, approve and sign off on Deliverables;
      4. make available to the Service Provider all relevant information and data at its disposal, which is reasonably required for the rendering of the Services;
      5. ensure that it designates employees for skills transfer purposes, and furnishes the Service Provider with the names of such designated employees;
      6. ensure that the designated employees contemplated above avail themselves and cooperate with the Service Provider for skills transfer purposes;
      7. monitor and review the Service Provider’s performance in terms of this Agreement. SARS however, reserves the right subject to Applicable Law, to appoint a third party to monitor and review the Service Provider’s performance in terms of this Agreement.
      8. Subject to the Key Personnel’s compliance with SARS’s access and security policies, provide the Key Personnel with access to the premises and facilities of SARS if necessary for the purposes of rendering the Services: Provided that no telephone, email and/or internet facilities will be provided to the Service Provider by SARS.
4. **PRICING**
5. 1. The Service Provider must invoice SARS for Services rendered according to **Annexure A**. Apart from the pricing reflected in Annexure A, no other fee or cost will be covered by SARS.
   2. The monthly retainer fee stipulated in **Annexure A** represents the total amount payable per month to the Service Provider in respect of retainer based Services. The Service Provider will not be entitled to claim any additional payment in this regard, irrespective of the amount of time expended on such (retainer based) Services.
   3. Any fees or cost relating to *ad hoc* Services must be approved by SARS, prior to being incurred.
6. **INVOICING**
   1. The Service Provider shall invoice SARS for Services rendered monthly. It is specifically recorded that as an Organ of State, SARS does not pay fees upfront, but pays for services actually rendered. Payment of fees in respect of the Services will therefore be premised on this principle.
   2. Each invoice must contain-
      1. A description of the Services rendered;
      2. A document depicting sign-off by SARS on the pertinent Deliverables;
      3. The Service Provider’s timesheets, in so far as *ad hoc* Services are concerned; and
      4. Any such details as may be reasonably requested by SARS from time to time.
   3. The Service Provider must verify that each invoice is complete and accurate, and that it conforms to the requirements of this **clause** before issuing the invoice to SARS.
   4. The Service Provider must submit all invoices to the Designated Representative and where requested to do so by the Designated Representative, send copies to other SARS officials.
   5. Subject to **clause 9.1** below, SARS shall pay undisputed amounts in an invoice owed to the Service Provider within thirty (30) days after SARS receives such invoice, if the invoice is accurate and meets the requirements of this Agreement.
   6. Should SARS query an item in an invoice, the Service Provider must, within two (2) days after a written request by SARS, provide SARS with any documentation or information reasonably required by SARS in order to verify the accuracy of amounts indicated in an invoice.
   7. **Deliverables**
      1. The Service Provider shall present every Deliverable to SARS for acceptance and sign-off.
      2. SARS shall have the right to review and accept or reject all Deliverables and/or any components of such Deliverables to be provided by the Service Provider to SARS under this Agreement, or a Brief in particular.
      3. The Service Provider undertakes to avail itself to liaise with SARS regarding any queries arising with regard to a Deliverable.

* + 1. SARS undertakes not to unreasonably withhold the sign-off of any Deliverable. However, should SARS not accept a Deliverable, SARS will provide the Service Provider with written notice of its non-acceptance, as well as reasons therefore. The Service Provider must correct any deficiencies raised by SARS within five (5) Business Days (or such other shorter period as the circumstances may require) of receiving SARS's notice, where after the Deliverable will be resubmitted to SARS for another review.
    2. If SARS finds that the Service Provider was still unable to correct a deficiency, then SARS may in its sole discretion elect to–
       1. direct the Service Provider to continue its efforts to make the Deliverable acceptable to SARS, in which case the Service Provider shall continue such efforts; or
       2. invoke step-in rights as contemplated in **Clause 24** below; or
       3. reject the Deliverable for non-conformity and declare a dispute to be dealt with in terms of **Clause 17** below.

1. **DISPUTED CHARGES AND INVOICING ERRORS**
2. 1. SARS may withhold payment of fees that SARS disputes in good faith or, if the disputed fees have already been paid, SARS may withhold an equal amount from a subsequent payment, including disputes in respect of an error in an invoice or an amount paid. If SARS withholds any such amount-

* + 1. SARS shall promptly notify the Service Provider that it is disputing such amount, providing a reasonable explanation of the rationale therefore and the Parties shall promptly first address such dispute in accordance with this **clause 9** of this Agreement;
    2. If the dispute relates to (or equals in the case of disputed amounts that have already been paid) only a percentage of the invoiced amount, then SARS shall pay the undisputed amount in accordance with **clause 8.5** above; and
    3. If an invoice is identified as incorrect, then the Service Provider shall either issue a correct invoice if the amount has not yet been paid, or make a correction on the next invoice if the amount has been paid.
  1. Any dispute arising in terms of **clause 9.1** above and which remains unresolved for five (5) Business Days after it has arisen, shall be referred by either Party to the SARS Head of Procurement and the Service Provider’s Key Account Manager or their designees for resolution.

* 1. The SARS Head: Procurement and the Service Provider’s Key Account Manager or their designees shall meet within five (5) Business Days of the referral of the dispute to resolve such dispute.
  2. In the event that the dispute remains unresolved after seven (7) days of its referral to the persons mentioned in **clause 9.3** , either Party shall be entitled to refer the dispute for resolution in accordance with the provisions of **clause 17.1** below: Provided that **clause 17.1** will not apply to disputes contemplated in this **clause**.

1. **THIRD PARTY COOPERATION**
   1. As part of the Services, where appropriate and when requested by SARS to do so, the Service Provider shall provide full co-operation to any third party that might be contracted by SARS on the same or related engagement or for purposes contemplated in **Clause 6.1.7** above, to the extent that the co-operation does not create a conflict of interests, breach of professional ethics or compromise the Service Provider’s Intellectual Property rights or interests.
   2. It is, however, agreed that the relationship between the Service Provider and any such third party will not constitute an alliance or partnership and that neither the Service Provider nor the third party will be required to perform quality checks on the work of the other party, except where the third party is appointed for purposes contemplated in **Clause 6.1.7** above.
2. **SECURITY VETTING OF THE KEY PERSONNEL**
   1. SARS may, subject to Applicable Law, at any time during the subsistence of this Agreement and in terms of its prevailing Policies, Procedures and Practices, request that the Service Provider, at its own costs –
      1. send any or all of its Key Personnel for security vetting with a competent service provider and provide SARS with security clearance certificates; and
      2. provide a personal background screening report from a reputable screening agency on personal status such as but not limited to the following:

a) citizenship status report;

b) criminal activity report; and

c) credit worthiness report,

of any or all of the Key Personnel.

* 1. SARS may also at its sole and absolute discretion perform a security check (vetting) or any personal background screening on any or all of the Key Personnel.
  2. Where SARS establishes the Key Personnel to be a security risk, SARS will inform the Service Provider accordingly and the Service Provider shall replace such Key Personnel with another one of equal or better qualification(s) and experience; and where such personnel is the Key Account Manager, the replacement shall be of the same position of employment with the Service Provider as the outgoing Key Account Manager.

1. **WARRANTIES**
   1. The Service Provider hereby represents and warrants to SARS that-
      1. this Agreement has been duly authorised and executed by it and constitutes a legal, valid and binding set of obligations on it;
      2. it is acting as principal and not an agent of an undisclosed principal;
      3. the execution this Agreement does not constitute a violation of any statute, judgment, order, decree or regulation or rule of any court, competent authority or arbitrator or competent jurisdiction applicable or relating to the Service Provider, its assets or its business, or its memorandum of incorporation or any other documents or any binding obligation, contract or agreement to which it is a party or by which it or its assets are bound;
      4. it has the necessary resources, skills, and capacity and to render the Services to SARS in a diligent manner;
      5. it will provide the Services in a cost-effective and expedient manner, thereby ensuring that no unnecessary or extraordinary costs are incurred and passed on to SARS;
      6. it has the capacity to timeously deliver the Services;
      7. it has the requisite insurance contemplated in this Agreement;
      8. it shall not, in executing the Services, breach or infringe any intellectual property right of a third party;
      9. no factual circumstances exist that may materially affect its capacity to perform its obligations under this Agreement;
      10. it, along with the Key Personnel, shall at all times have, and comply with all legal requirements and with the terms and conditions of all necessary licenses, certificates, authorisations and consents required under the laws of the Republic of South Africa or under any other applicable jurisdiction for the delivery of the Services;
      11. upon delivery, the Services will be fit for the purposes intended by SARS and communicated in the RFP; and
      12. it is familiar with and will comply with Applicable Law.
      13. It is expressly agreed between the Parties that each warranty and representation given by the Service Provider in its Proposal in and this Agreement is material to this Agreement and induced SARS to conclude this Agreement.
      14. The provisions of this clause shall survive termination of this Agreement.
2. **MEETINGS AND REPORTING**
   1. The Key Account Manager and the Designated Representative shall meet for meetings, in the manner prescribed in the RFP.
   2. The Parties may, in addition hold *ad hoc* meetings at the reasonable instance of either Party.
   3. Reporting shall done by the Service Provider in the manner prescribed in the RFP. The Service Provider shall, in addition, render a monthly report to SARS on progress made on the implementation of the skills transfer plan.
   4. The Service Provider shall be responsible for the correct recording of the meeting proceedings.

* 1. The Service Provider shall deliver the record of the meeting proceedings to SARS within two (2) Business Days after the date of the meeting or such shorter period as SARS may of necessity prescribe in writing, for SARS’ perusal and verification.

* 1. SARS shall have the right to comment on and amend the record. SARS’ comments and amendments shall be discussed and/or confirmed at the next meeting between the Parties.
  2. **Clauses 13.5** and **13.6 above**  are be subject to **Clause 29.11**.
  3. Any information provided by the Service Provider in reports or meetings should be accurate, relevant and sufficiently detailed to provide assurance that the Services are on schedule.

1. **CONFIDENTIALITY**
   1. Neither Party may, both during the term of this Agreement and after its expiration, disclose any Confidential Information to any third party without the prior written consent of the other.
   2. The Service Provider shall ensure that the Service Provider’s Personnel individually take the SARS Oath / Declaration of Secrecy before commencing with execution of this Agreement or a Service Request as may be required, and shall submit the original copies of such Oath / Declaration to the SARS Designated Representative.
   3. SARS reserves the right to continually monitor and verfiy that the Service Provider’s Personnel have individually taken the SARS Oath / Declaration of Secrecy.
   4. The Service Provider must protect the interests of SARS and its Confidential Information by-
      1. making available such Confidential Information only to those of the Service Provider’s Personnel who are actively involved in the execution of its obligations under this Agreement and then only on a “need to know” basis;
      2. putting in place information security practices and procedures reasonably acceptable to SARS to prevent unauthorised disclosure and taking all practical steps to impress upon the Service Provider’s Personnel who need to be given access to Confidential Information, the secret and confidential nature thereof;
      3. not using any Confidential Information of SARS, or disclosing directly or indirectly any Confidential Information of SARS to third parties, whether during the subsistence of this Agreement or thereafter; and
      4. ensuring that all Confidential Information of SARS which has or will come into the possession of the Service Provider and the Service Provider’s Personnel, will at all times remain the sole and absolute property of SARS.
   5. Where the Service Provider is served with a request, demand or court papers which seek the disclosure of Confidential Information of SARS, the Service Provider shall, without disclosing such Confidential Information, forthwith and no later than 24 hours from the time of receipt of such request, demand or court papers, transmit all such document(s) served on it to the SARS Designated Representative, and where a Service Request is involved, also to the SARS Designated Official, whereupon SARS will respond as necessary.
   6. The Service Provider shall not remove from SARS’ premises any documents or material relating to the Services or SARS’ business without first obtaining the written consent of SARS.
   7. Upon SARS’ request or completion of a Service Request, the Service Provider must promptly return all documents, material, information, or data relating to the Services to SARS.
   8. The Service Provider may not disclose/share any of SARS’ Confidential Information with any Person, including its affiliates, outside the borders of South Africa, unless it obtains prior, written consent from SARS, which consent will, if granted (at the sole discretion of SARS), be subject to section 72 of POPIA. In this regard and in the event the written consent is obtained, the Service Provider fully indemnifies SARS and its employees against all and any third party damages, liability claims, Losses or the like occasioned by or as a result of i) the Service Provider exchanging, sharing or having exchanged or shared SARS Confidential Information; ii) the Service Provider failing to comply with POPIA in its exchange / sharing of SARS Confidential Information or iii) breach by the recipient of the information of POPIA or POPIA equivalent laws.
   9. The Service Provider fully indemnifies SARS and its employees against all and any third party damages, liability claims, Losses or the like which may be occasioned by or as a result of any failure by the Service Provider and/or the Service Provider’s Personnel to comply with this **Clause 14**.
   10. The provisions of this Clause shall survive the termination or cancellation of this Agreement for any reason whatsoever.
2. **INTELLECTUAL PROPERTY**
   1. The Parties will each retain ownership of their pre-existing intellectual property rights.
   2. Subject to Applicable Law and pre-existing intellectual property rights of the Service Provider and/or any third party, all intellectual property rights to literary works created in the course of executing the Services shall vest exclusively in SARS.
   3. In the event of the Service Provider’s intellectual property being incorporated into any aspect of the Services being rendered in terms of this Agreement, the Service Provider hereby grants SARS a non-exclusive, royalty free license for the duration of this Agreement to use such intellectual property for its own purposes in connection with the Services.
   4. The Service Provider warrants to SARS that it holds the right, title and interest to the intellectual property it will be utilizing to render the Services, alternatively it has procured the necessary rights from the relevant third party and indemnifies SARS against any claim of infringement, which any third party may make or bring against SARS as a result of this Agreement.
3. **BREACH**
   1. If a Party (the “Defaulting Party”) is in default or breach of any term of this Agreement and that Defaulting Party fails to remedy such default or breach within seven (7) Business Days after receipt of a written notice given by the other Party (the “Aggrieved Party”) calling upon the Defaulting Party to remedy such default or breach, then the Aggrieved Party may, without prejudice to any other rights which it may have in terms hereof or at law-
      1. claim specific performance;
      2. cancel this Agreement and claim damages from the Defaulting Party, such cancellation to be effective immediately on receipt by the Defaulting Party of a written notice to that effect; or
      3. claim any money due and payable in terms of this Agreement and claim damages from the Defaulting Party.

* 1. The remedies set out in this clause shall not be construed to be exhaustive of any other remedies available to the Parties.

1. **DISPUTE RESOLUTION**
2. 1. In the event of any dispute arising out of or in connection with this Agreement, the Parties shall try to resolve the dispute by negotiation. This entails that the one Party invites the other in writing to a meeting and attempts to resolve the dispute within seven (7) days from date of the written invitation.
   2. If the dispute has not been resolved by such negotiation as contemplated above, or in **clause 9**,the Parties shall submit the dispute to the Arbitration Foundation of Southern Africa (“AFSA”) administered mediation, failing which the dispute shall be determined as below.
   3. Save in respect of those provisions of this Agreement which provide for their own remedies which would be incompatible with arbitration, any dispute arising from, or in connection with this Agreement and not resolved as contemplated above will finally be resolved by arbitration in accordance with the Rules of the AFSA or its successor, by an arbitrator or arbitrators appointed by AFSA.
   4. Neither Party shall be precluded from obtaining interim relief or an interim remedy from a court of competent jurisdiction pending the decision of the arbitrator.
   5. This clause is severable from the rest of the provisions of this Agreement so that it will operate and continue to operate notwithstanding any actual or alleged voidness, voidability, unenforceability, termination, cancellation, expiry or accepted repudiation of this Agreement.
   6. Subject to **clause 9.1** above, neither Party shall be entitled to withhold performance of any of its obligations in terms of this Agreement pending the settlement of, or decision in, any dispute arising between the Parties and each Party shall, in such circumstances, continue to comply with its obligations in terms of this Agreement: Provided that SARS shall not pay any invoice in respect of which there is a pending dispute.
3. **TERMINATION**
   1. **Termination for cause by SARS**

* + 1. SARS may, by giving notice to the Service Provider, terminate this Agreement or the rendering of the Services in whole or in part, as of a date set out in the notice of termination, in the event that the Service Provider–
       1. breaches the confidentiality provisions of this Agreement;
       2. breaches Applicable Law;
       3. is found guilty of an offence in terms of Applicable Law;
       4. commits an act of insolvency as defined in the Insolvency Act, 1936 (Act No. 24 of 1936) or is placed under provisional liquidation or under business rescue proceedings or is finally liquidated;
       5. commits an act of professional misconduct or professional or technical incompetence, which is substantial and serious; or
       6. commits or participates in any unlawful, dishonest or unethical act in executing this Agreement.
  1. SARS shall have no liability to the Service Provider with respect to a termination under this clause.

* 1. **Termination Upon Sale, Acquisition, Merger or Change of Control**

* + 1. In the event of a sale, acquisition, merger, or other change of control of the Service Provider (a “Change Event”) where such Change Event is achieved, directly or indirectly, in a single transaction or series of related transactions, or in the event of a sale of all or substantially all of the assets of the Service Provider in a single or series of related transactions, then the Service Provider shall notify SARS of such Change Event within ten (10) Business Days after the Change Event is achieved.
    2. No sale, acquisition, merger or other change of control shall be effective against and legally binding on SARS if the Service Provider failed to notify SARS, as required by **clause 18.3.1** above.
    3. SARS may terminate this Agreement, at any time after being notified by the Service Provider of the Change Event, by giving the Service Provider thirty (30) days’ written notice designating a date upon which such termination shall become effective.

* + 1. In the event that the Service Provider fails to notify SARS, as required by **clause 18.3.1** above, then SARS may upon discovery of the Change Event terminate the Agreement by giving the Service Provider thirty (30) days’ written notice and designating a date upon which such termination shall be effective.
    2. SARS shall have no liability to the Service Provider with respect to termination of the Agreement in terms of this clause.
    3. “Control” in terms of this clause means, with regard to any entity, the right or power to dictate the management of and otherwise control such entity by any of the following-
       1. holding directly or indirectly the majority of the issued share capital or stock (or other ownership interest if not a company) of such entity ordinarily having voting rights;
       2. controlling the majority of the voting rights in such entity; or
       3. having the right to appoint or remove directors holding a majority of the voting rights at meetings of the board of directors of such entity.
    4. Any termination of this Agreement pursuant to the provisions of this clause shall be without prejudice to any prior claim, which either Party may have.

1. **ADDRESSES**
2. 1. Each Party chooses the addresses set out below its name as its address to which all notices and other communications must be delivered for the purposes of this Agreement and its *domicilium citandi et executandi (“domicilium”)* at which all documents in legal proceedings in connection with this Agreement must be served.
   2. SARS’s physical address for ***service of notices and legal processes*** is as indicated in **clause 2.20** above-
   3. Service Provider’s physical address for ***service of notices and legal processes*** as indicated in clause **2.21** above***.***
   4. SARS’s email address for communications, and/or correspondences in connection with the execution of the Services: **(TO BE ADDED)**
   5. The Service Provider’s email address for communications, and/or correspondences in connection with the execution of the Services: **(TO BE ADDED)**
   6. Any notice or communication required or permitted to be given to a Party pursuant to the provisions of this Agreement shall be valid and effective only if in writing and sent to a Party’s chosen address of *domicilium*, provided that documents in legal proceedings in connection with this Agreement may only be served at a Party’s physical address.
   7. Any Party may by written notice to the other Party, change its chosen address to another address, provided that-
      1. the change shall become effective on the tenth (10th) Business Day after the receipt or deemed receipt of the notice by the addressee; and
      2. any change in a Party’s *domicilium* shall only be to an address in South Africa, which is not a post office box or a *poste restante.*
   8. The Parties record that whilst they may correspond via email for operational reasons, no formal notice required in terms of this Agreement, nor any amendment or variation to this Agreement may be given or concluded via email.
3. **LIABILITY**
   1. The Service Provider shall be liable to SARS, where SARS has suffered any direct damages and/or Losses as a result of the Service Provider’s failure to observe its obligations in terms of the Agreement.
   2. The Service Provider shall further be liable to SARS for all indirect and consequential or special damages and/or Losses suffered by SARS as a result of gross negligence, wilful misconduct or breach by the Service Provider or its Key Personnel of confidentiality provisions in this Agreement, breach of Applicable Laws, infringement of third party intellectual property rights or a criminal act committed by the Service Provider, Key Personnel or any employee of the Service Provider.
4. **INDEMNITY BY THE SERVICE PROVIDER**

* 1. The Service Provider hereby indemnifies, holds harmless and agrees to defend SARS and its officers, employees, agents, successors and assigns, against all claims or Losses arising from or in connection with, any of the following-
     1. Third party claims attributable to any breach of the provisions of this Agreement by the Service Provider;
     2. Third party claims attributable to theft, fraud or other unlawful activity or any negligent, wilful or fraudulent conduct by the Service Provider or the Key Personnel and claims attributable to errors and/or omissions;
     3. Third party claims arising from or related to the death or bodily injury of any agent, employee, customer, business invitee, business visitor or other person on SARS premises caused by the delictual conduct of the Service Provider or the Key Personnel; or
     4. Claims arising from damage to property owned or leased by SARS or belonging to a third party caused by the acts or omissions of the Service Provider or the Key Personnel.

1. **INSURANCE**

* 1. The Service Provider must, on or before the Commencement Date and for the duration of this Agreement, have and maintain adequate insurance cover consistent with acceptable and prudent business practices and acceptable to SARS, which must include, without limitation, professional indemnity cover against all actions, suits, claims or other expenses arising in connection with damages or Losses for which it may be liable in terms of this Agreement.
  2. The Service Provider must, on Commencement Date, provide SARS with certificates of insurance evidencing that the insurance covers and policy endorsements required under this Agreement are in place, and thereafter provide evidence of renewal of such insurance at least three (3) Business Days prior to expiration thereof.
  3. The Service Provider must provide SARS with at least thirty (30) days’ notice prior to any material modification of the insurance policies contemplated in this Agreement.
  4. In the event of loss or damage or other event that requires notice or other action under the terms of any insurance coverage indicated herein, the Service Provider shall be solely responsible to take such action. The Service Provider shall provide SARS with contemporaneous notice and with such other information as SARS may request regarding the event.
  5. Without limiting the generality of SARS’ rights and remedies in this Agreement, in the event of a failure by the Service Provider to take out or maintain any insurance required hereunder, or to provide evidence of renewal within the period indicated herein, SARS may purchase the requisite insurance and deduct or offset the costs thereof from any monies due to the Service Provider by SARS under this Agreement.

1. **FORCE MAJEURE**
   1. In the event of any circumstance arising or action taken beyond the reasonable control of a Party or the Parties hereto, such as but not limited to war, rebellion, riot, civil commotion, lockout, fire, accident, operation of law, Applicable Law, epidemic, pandemic or any other circumstance preventing the Parties or any of them from the performance of any obligation hereunder (any such event hereinafter called “*force majeure* event”) then the Party affected by such *force majeure* event shall, subject to **clauses 23.2** and **23.3** herein, be relieved of its obligations hereunder during the period that such *force majeure* subsists.
   2. Should a *force majeure* event arise, the affected Party shall within seven (7) days of the commencement of the event notify the other Party of the event, giving sufficient details thereof, including details of how the event has impacted the affected Party’s ability to perform in terms of the Agreement, as well as the estimated duration of the event or disturbing circumstances.
   3. The affected Party’s relief is only to the extent so prevented and to the extent that the affected Party is not the cause of the *force majeure* event. Such Party shall not be liable for any delay or failure in the performance of any obligations hereunder or loss or damage which the other Party may suffer due to or resulting from the *force majeure* event.
   4. The affected Party shall use Commercially Reasonable Efforts to remove the disturbance with the least possible delay so that its obligations can be fulfilled as soon as reasonably possible, in the manner provided for in this Agreement.
   5. SARS shall be entitled to use the services of other parties during *force majeure* events declared by the Service Provider.
2. **STEP IN RIGHTS**
   1. In addition to any other rights and remedies that it may have in terms of this Agreement or otherwise, including the right to terminate this Agreement, SARS may in its sole discretion elect to temporarily step in and take over the Services as contemplated below, immediately upon SARS’ identification or the Service Provider's notification to SARS of the occurrence of any adverse event caused by the Service Provider, which SARS considers, in its reasonable opinion, to be an event which may affect continuity of the Services.
   2. For the purposes of this clause, SARS may (at its option), either itself or by the procurement of an alternative third party service provider, temporarily take over the provision of the Services until such time that SARS is able to make permanent alternative arrangements for the provision of the Services: Provided that any take over by SARS as envisaged in this clause shall apply for a period of no more than one hundred and eighty (180) days, reckoned from the date that SARS temporarily takes over the provision of the Services. The Service Provider must, upon the request of SARS, fully co-operate with and assist SARS during any temporary take-over of the Services.
   3. To the extent that SARS exercises its right to assume the rendering of the Services or part thereof itself, or by a third party service provider, the Service Provider shall not be entitled to any fees and/or payment during the period for which SARS or the third party assumes the Services. SARS shall not, under any circumstances, by virtue of any assumption, be obliged, deemed or required to take over or assume responsibility for the conduct of the Service Provider's business operations.
3. **RELATIONSHIP BETWEEN THE PARTIES**
   1. The Service Provider is an independent contractor and under no circumstances will it be considered a partner, joint venture partner or employee of SARS in the execution of this Agreement.
   2. Key Personnel and other personnel engaged by the Service Provider will be the Service Provider’s employees, contractors or agents, and the entire management, direction and control of all such persons will be the responsibility of the Service Provider. The Service Provider is liable to SARS for the performance, malperformance, acts and or omissions of any of its Key Personnel or other personnel involved in the execution of this Agreement.
4. **CONFLICT OF INTERESTS**
   1. Neither the Service Provider or the Key Personnel must have any interest

or receive any remuneration in connection with the execution of the Services, except as provided for in this Agreement.

* 1. The Service Provider must not have or undertake duties or interests that create or might reasonably be anticipated to create an actual or perceived conflict with its duties and interests in executing this Agreement. The Service Provider must have systems in place to identify potential conflicts and to bring them to the attention of SARS.
  2. The Service Provider warrants that there are no contracts, restrictions or other matters which would interfere with its ability to discharge its obligations under this Agreement. If, while executing its duties and responsibilities under this Agreement, the Service Provider becomes aware of any potential or actual conflict between its interests and those of SARS, the Service Provider must immediately inform SARS. Where SARS forms the view that such a conflict does or could exist, it may direct the Service Provider to take action(s) to resolve that conflict, and the Service Provider shall comply with that instruction.

1. **TAX COMPLIANCE**

* 1. The Service Provider represents and warrants that, as of Commencement Date, it is and will remain compliant for the duration of this Agreement with all Applicable Law relating to taxation in the Republic of South Africa.

1. **NON-SOLICITATION**
   1. Neither party may, either during the term of this Agreement and for twelve (12) months after termination for whatever reason, without the prior written consent of the other Party, either directly or indirectly, solicit or attempt to solicit, any person employed by a Party: Provided that, either Party may employ any person employed by a Party, where the person employed responded to a publicly accessible advertisement or similar online publicity without being directly solicited by the other Party.
2. **GENERAL**
   1. **Advertising and Marketing**

Except in so far as herein expressly provided, the Service Provider shall not make or issue any formal or informal announcement (with the exception of Stock Exchange announcements), advertisement or statement to the media in connection with this Agreement or otherwise disclose the existence of this Agreement or the subject matter thereof to any other person without the prior written consent of SARS.

* 1. **Authorised Signatories**

This Agreement shall not be valid unless signed by the Authorised Signatories.

* 1. **Costs**

Each Party shall bear its own costs in respect of the negotiation, preparation and finalisation of this Agreement.

* 1. **Counterparts**

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, and all of which together shall constitute one and the same Agreement as at the date of signature of the Party last signing one of the counterparts. The Parties undertake to take whatever steps may be necessary to ensure that each counterpart is duly signed by each of them without delay.

* 1. **Covenant in Good Faith**

Each Party agrees that, in its respective dealings with the other Party under or in connection with this Agreement, it shall act in good faith.

* 1. **Governing Law and Jurisdiction**
     1. This Agreement shall be governed by and construed in accordance with the laws of the Republic of South Africa and all disputes, actions and other matters relating thereto will be determined in accordance with such law.
     2. The Service Provider hereby consents to the jurisdiction of the High Court of the Republic of South Africa (Gauteng Division, Pretoria), in regard to all matters arising from this Agreement.
  2. **No Cession or Assignment Without Consent**

Subject to Applicable Law, neither Party may assign, cede, sub-contract, delegate, or in any other manner transfer any benefit, rights and/or obligations arising from this Agreement, without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

* 1. **No Withholding of Consents**

Where agreement, approval, acceptance, consent, or similar action by either Party is required under this Agreement, such action shall not be unreasonably delayed or withheld. An approval, acceptance, consent or similar action by a Party under this Agreement shall not relieve the other Party from the responsibility of complying with the requirements of this Agreement, nor shall it be construed as a waiver of any rights under this Agreement.

* 1. **Severability**

If any clause or provision of this Agreement is found to be invalid, illegal or unenforceable in any way, such clause or provision shall be deemed to be separate and severable from the remaining provisions of this Agreement, and the validity and enforceability of such remaining provisions shall not be affected. If, however, any invalid term is capable of amendment to render it valid, the Parties agree to negotiate in good faith an amendment to remove the invalidity.

* 1. **Waiver**

No change, waiver or discharge of the terms and conditions of this Agreement shall be valid unless in writing and signed by the Authorised Signatories, and any such change, waiver or discharge will be effective only in that specific instance and for the purpose given. No failure or delay on the part of either Party hereto in exercising any right, power, or privilege under this Agreement will operate as a waiver thereof, nor will any single or partial exercise of any right, power, or privilege preclude any other or further exercise thereof, or the exercise of any other right, power, or privilege.

* 1. **Whole Agreement and Amendment**

This Agreement constitutes the whole of the Agreement between the Parties relating to the subject matter hereof and no amendment, alteration, addition, disclaimers, qualifications, variation or consensual cancellation will be of any force or effect unless reduced to writing and signed by the Authorised Signatories. Any document executed by the Parties purporting to amend, substitute or revoke this Agreement or any part hereof, shall be titled an “Addendum” to this Agreement.

**SIGNED AT PRETORIA FOR AND BEHALF OF SARS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signatory as per DoA**

**Date:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signatory as per DoA**

**Date:**

**FOR THE SERVICE PROVIDER**

**Full Names : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Capacity : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**