

# **SOUTH AFRICAN REVENUE SERVICE**

## **REQUEST FOR PROPOSAL**

**RFP 01-2025**

**APPOINTMENT OF ACCREDITED SERVICE PROVIDER TO FACILITATE ADULT BASIC  
EDUCATION AND TRAINING FOR SARS FOR A PERIOD OF 30 MONTHS**

## **MAIN RFP DOCUMENT**

**INSTRUCTIONS, GUIDELINES, AND CONDITIONS OF TENDER**

TABLE OF CONTENTS

1	PURPOSE OF THIS REQUEST FOR PROPOSAL .....	3
2	OVERVIEW OF SARS' REQUIREMENTS .....	3
3	STRUCTURE OF THE RFP PACK .....	12
4	KEY ACTIVITIES AND DATES.....	12
5	COMMUNICATION.....	13
6	TENDER PREPARATION AND SUBMISSION .....	13
7	EVALUATION OF PROPOSALS .....	16
8	TRUSTS, JOINT VENTURES, SUBCONTRACTING AND OTHER ARRANGEMENTS .....	24
9	COMPLAINTS AND ALLEGATIONS.....	26
10	GENERAL CONDITIONS OF BIDDING.....	26
11	CHECKLIST OF RETURNABLES .....	32

## REQUEST FOR PROPOSAL

### Summary, Guidelines, Conditions and Instructions

#### 1 PURPOSE OF THIS REQUEST FOR PROPOSAL

- 1.1 The purpose of this Request for Proposal (RFP) is for the South African Revenue Service (SARS) to invite suitably qualified service providers (bidders) to submit proposals (tenders) in accordance with the rules set out in this RFP for an appointment as a service provider(s) on a non-exclusive basis.

#### 2 OVERVIEW OF SARS' REQUIREMENTS

##### 2.1 Summary of the scope

- 2.1.1 Details of the scope of work and the required goods and services are defined in more detail in the background and scope of work.

##### 2.2 Background

- 2.2.1 In November 2021, SARS implemented an insourcing project for general assistants, resulting in the full-time employment of 364 individuals. As part of its commitment to employee development, SARS prioritised the training and upskilling of these newly hired general assistants to meet the organisation's general entry qualification requirements. From the employ of 364 employees, those that were offered bursaries were excluded from this training initiative. The total number of individuals considered for this training under initiative is 326.
- 2.2.2 A significant portion of this training will focus on the General Education and Training Certificate (GETC) at NQF Level 1. Within the Adult Basic Education and Training (ABET) framework, NQF1 comprises four Adult Education Training (AET) levels (Level 1 to 4), including a pre-ABET level (Level 0) which provides foundational learning to prepare individuals for grade 1 and continues up to grade 9.

#### 3 SCOPE OF WORK

SARS intends to appoint a qualified service provider to facilitate ABET NQF (GETC Phase) which includes (Pre-ABET), ABET NQF1 (AET level 1,2,3 and 4) training programme classes for all the provinces for SARS general assistants, over a period of three years. The target group of general assistants have undergone a placement assessment, and each assistant has been provided feedback on where they will be starting their learning journey.

An accredited training provider is required to provide SARS with South African Council for Educators (SACE)-accredited facilitators to deliver NQF1 ABET (AET Levels 1 to 4, including Pre-ABET) training in the learning areas of Communication Literacy and Mathematical Literacy.

### 3.1 Detail Scope of Work

- The learning path is developed in accordance with the **SAQA Qualification ID 73249**: General Education and Training Certificate (GETC), specifically within the ABET/AET academic curriculum.
- The service provider is expected to structure the training program to cover ABET NQF1, which includes AET Level 0 (Pre-AET), AET Level 1 (up to Grade 3) and progressing to AET Level 4 (up to Grade 9).
- The service provider must align the NQF1 ABET/AET Levels 1 to 4 training courses to meet SARS's specifications and requirements.
- The learning path emphasises two key areas: Mathematical Literacy and Communication Literacy, ensuring learners develop the foundational skills needed for their roles and future advancement.
- Only the fundamental subjects specified in the GETC qualification are required. Core and elective subjects are excluded.

The table below shows the pre-AET level 0 subject curriculum.

**Table 3A: Pre- AET Level 0**

SAQA ID	Required Subjects	AET Level	Outcome
<b>SAQA Qualification ID 73249</b>	Communication Literacy in English	0	Read and Write
	Mathematical Literacy (ML) in English	0	Basic Calculation

The table below shows the AET LEVEL 1 (GRADE 1-3) subject curriculum.

**Table 3B : AET Level 1 (Grade 1-3)**

SAQA ID	Required Subjects	AET Level	Credits	Outcome
<b>SAQA Qualification</b>	Communication Literacy in English	1	5	Explore and use a variety of strategies to learn

<b>ID 73249</b>	Mathematical Literacy (ML) in English	1	4	Work with numbers, operations with numbers and relationships between numbers
-----------------	---------------------------------------	---	---	--

The table below shows the AET LEVEL 1 (GRADE 4-5) subject curriculum.

**Table 3C : AET Level 2 (Grade 4-5)**

SAQA ID	Required Subjects	AET Level	Credits	Outcome
<b>SAQA Qualification ID 73249</b>	Communication Literacy in English	2	6	Engage in a range of speaking/signing and listening interactions for a variety of purposes
	Mathematical Literacy (ML) in English	2	5	Evaluate and solve data handling and probability problems within given contexts

The table below shows the AET LEVEL 3 (GRADE 6-7) subject curriculum.

**Table 3D : AET Level 3 (Grade 6-7)**

SAQA ID	Required Subjects	AET Level	Credits	Outcome
<b>SAQA Qualification ID 73249</b>	Communication Literacy in English	3	6	Write/Sign for a variety of different purposes; 6 credits
	Mathematical Literacy (ML) in English	3	5	Describe and represent objects in terms of shape, space and measurement

The table below shows the AET LEVEL 4 (GRADE 8-9) subject curriculum.

**Table 3E: AET Level 4 (Grade 8-9)**

SAQA ID	Required Subjects	AET Level	Credits	Outcome
<b>SAQA Qualification ID 73249</b>	Communication Literacy in English	4	6	Read/view and respond to a range of text types;
	Mathematical Literacy (ML) in English	4	2	Work with measurement in a variety of contexts

Notes:

To acquire a General Education and Training Certificate, students need to obtain a minimum of 39 credits at NQF1: ABET/AET level 1-4.

### 3.1.1 Duration

The delivery of training will require a minimum of 8 hours per week.

### 3.2 Number of Delegates and Levels

Individual feedback reports were provided to all three hundred and twenty-six (326) general assistants who were assessed and placed according to their respective levels of competency in the ABET NQF1 (AET Levels 1, 2, 3, and 4) including Pre-ABET.

The appointed service provider must be equipped to deliver services to all SARS Regional Offices, ensuring compliance with the specified number of delegates at each location. The diagram below illustrates the distribution of learners to be enrolled at each level. The total headcount of 326 general assistants will be enrolled based on their placement results and according to the office locations where they are based, as per the table below.

**Table 3F: Number of learners for ABET(AET level 1,2,3 and 4) per site**

Regions	Site	Number of headcounts per each office	Communication level 1 B	ABET Level 1		ABET Level 2		ABET Level 3		ABET Level 4	
				CL 1	NL 1	CL 2	NL 2	CL 3	NL 3	CL 4	NL 4
Gauteng	Alberton	64	20	19	59	13	5	12			
	Randburg	17	4	7	13	5	5	2			
	Brooklyn	62	6	29	52	10	10	17			
	Doringkloof	52	13	9	45	13	7	15			
Free State	Bloemfontein	12	2	1	4	7	8	2			
KwaZulu Natal	Durban	28	13	4	27	3	3	5			
Western Cape	George	2			2	1		1			
	Bellville	18	5	7	17	3	2	4			
Northern Cape	Kimberly	6			4	2		3			
	Upington	4		2	4	1		1			
Northwest	Klerksdorp	4	2	2	4	1		2			
Eastern Cape	Mthatha	6	2	5	4		2				
	Gqeberha	22	5	6	12	4	10	6		1	
	East London	7		3	6	2	1	2			
Limpopo	Polokwane	13	2	3	10	4	4	2			
	Nelspruit	3			3	1		2			

Regions	Site	Number of headcounts per each office	Communication level 1 B	ABET Level 1		ABET Level 2		ABET Level 3		ABET Level 4	
				CL 1	NL 1	CL 2	NL 2	CL 3	NL 3	CL 4	NL 4
Mpumalanga											
	Standerton	6	3	2	5		2	2			

Notes\*

- CL means Communication Literacy.
- NL means Numeracy Literacy.
- NR means that the person would not have been competent in the subject.
- Communication level 1 B - Pre AET.
- The specified number of learners is subject to change and could be revised either upwards or downwards.

### 3.3 Progression

- Progression through NQF 1 ABET (AET Levels 1, 2, 3, and 4) depends on the successful completion of all required assessment tasks at each level. Learners must be deemed competent in the specified learning areas or subjects at the point of exit.
- Learners must be declared eligible to access academic learning at NQF Level 2 and beyond, as confirmed through the issuance of Statement of Results (SoR).

### 3.4 Class Attendance

- Each class can accommodate up to 20 individuals. This number may vary based on the facilitator's approach and the learners' pace of learning and progression.
- Training management allows flexibility in class sizes depending on the needs of the learners.

### 3.5 Training Management

- 3.5.1 Coordinate the registration process and facilitate engagements regarding the learning path and ABET training.
- 3.5.2 Conduct an orientation session on the first day to introduce learners to the learning journey, set expectations, address potential challenges and create a supportive learning environment.
- 3.5.3 Handle training administration tasks, including maintaining daily attendance registers for all learners.
- 3.5.4 Manage the entire examination process, including coordination of external examinations where applicable.
- 3.5.5 Deliver classroom training according to the designated weekly and monthly training schedule.

- 3.5.6 Prepare and submit progress reports for the ABET program, including weekly feedback to SARS.
- 3.5.7 Regularly assess learners' training progress and implement interventions as needed to provide effective support.
- 3.5.8 Compile and submit detailed progress reports upon request from SARS.
- 3.5.9 Notify SARS of any learner conduct issues or foreseeable risks that could affect program delivery or performance, as specified in the contractual agreement.
- 3.5.10 Develop and provide a catch-up plan when necessary, especially for learners who are unable to attend classes due to work-related reasons.
- 3.5.11 Prepare and submit progress reports for the ABET program, providing weekly feedback to SARS.
- 3.5.12 Continuously evaluate learners' training progress and implement interventions as needed to support learners effectively.
- 3.5.13 Compile and submit detailed progress reports upon request from SARS.
- 3.5.14 Inform SARS about the conduct of learners and any foreseeable risks that may impact the delivery of the program or the performance, as outlined in the contractual agreement.
- 3.5.15 Provide a catch-up plan, when necessary, particularly when learners are unable to attend classes due to work-related reasons.
- 3.5.16 Conduct both formative and summative assessments, providing evidence of employees' or trainees' knowledge and skill improvement.
- 3.5.17 Offer individualised feedback and maintain consistent engagement with learners to monitor and support their progress.
- 3.5.18 The provider must ensure that the program aligns with and adheres to the principles of Adult Learning.
- 3.5.19 The provider must present clear criteria for evaluating the learning outcomes of the program, including both formative and summative assessments.
- 3.5.20 The provider is required to guarantee quality assurance and secure sign-off for all learning materials.

### **3.6 Assessment**

- 3.6.1 All assessments and examinations must be conducted in line with the qualification requirements, relevant regulatory body principles and exit-level expectations for each outcome.



### 3.7 Venues

- 3.7.1 The appointed Bidder must be able to render the service to all SARS regional offices and in accordance with numbers of delegates.
- 3.7.2 SARS offices will serve as training venues unless communicated otherwise. The diagram below provides the addresses of the venues where the training will take place.

**Table 3C: Location for training venue**

Region	Regional Office	Address for learning campus
Gauteng	Gauteng South – Alberton	28 St Austell Street, New Redruth, Alberton
	Gauteng Central – Randburg	25 Hill Street, 2nd Floor, Randburg
	Head Office Pretoria – Brooklyn	HO Pretoria Brooklyn Bridge Linton House Venue
	Gauteng North Pretoria – Doringkloof	07 Protea Street, Doringkloof, Centurion
Free State	Bloemfontein	Central Government Building c/o Nelson Mandela and Aliwal Street
KwaZulu Natal	Durban	201 Dr. Pixley Kaseme Street
Western Cape	Bellville	23 Teddinton Road, Belville Central Cape town
Northern Cape	Kimberly	C/o Bean & Crossman Street, Old Oranje Toyota Building, Kimberley,
	Upington	
Northwest	Klerksdorp	21 Anderson Street, Klerksdorp
Eastern Cape	Mthatha	N2 Hillcrest Shopping Centre, Corner Durban Road & John Beer Drive, Hillcrest, Mthatha
	East London	
	Gqeberha	Winston Ntshona Street, Sanlam Building, Central, Port Elizabeth
Limpopo	Polokwane	40 Landros Maree Street, Polokwane
Mpumalanga	Nelspruit	31 Citrus Street, Nelspruit, Sitrus Crescent, Nelspruit New Branch Office
	Standerton	

### 3.8 Learning Resources

- 3.8.1 All materials will be supplied by the service provider and must be specifically designed for adult learners, focusing on reading, writing and communication skills. These materials must incorporate adult education principles and effective learning methods tailored to adult learners.

### **3.9 Facilitators**

- 3.9.1 All facilitators must be South African Council for Educators (SACE)-registered, dynamic and experienced professionals. They should possess the ability to effectively manage combined classes (e.g., CL1 and CL2, or CL2 and CL3) and must be well-versed in ABET content as specialists.
- 3.9.2 Service providers must provide a qualified facilitator for each teaching qualification.

### **3.10 Reporting**

- 3.10.1 Must be available for progress meetings with SARS officials (Project Sponsor ; Project Owner and Project Management/Co-ordinators).
- 3.10.2 Provide weekly and monthly progress reports to SARS Officials.
- 3.10.3 Provide attendance register within two (2) hours of the training session commencing.

### **3.11 Travel and Accommodation**

- 3.11.1 The costs incurred for traveling and accommodation are the responsibility of the appointed bidder.

## **4 BIDDERS' RESPONSES / DOCUMENTATION REQUIRED**

Bidders must respond to all the information required in this paragraph, in their bid proposals. Bidders should also refer to paragraph 2,3 and 6 which details the background, scope of service and technical requirements.

### **4.1 TECHNICAL REQUIREMENTS**

#### **4.1.1 Company Profile**

- 4.1.1.1 The bidder must submit a company profile demonstrating a minimum of three (3) years' experience in delivering training that encompasses the knowledge and practical skills components of ABET/AET.
- 4.1.1.2 The Bidder must provide details of the key contact person / key account manager including his/her role and responsibilities and a comprehensive Curriculum Vitae (CV) with three (3) years' experience in coordinating ABET training and provide a valid certified copy with a minimum of NQF 5 and or above. The CV must be signed by both the Bidder's authorised representative and the resource concerned, in order to confirm that all information provided in the CV is accurate and complete.

#### **4.1.2 Capabilities and Experience of the proposed team**

- 4.1.2.1 The Bidder must provide CVs of ten (10) facilitators with a minimum number of three (3) years' experience in facilitating ABET/AET training or teaching experience.
- 4.1.2.2 The CVs must indicate ABET/AET facilitation or teaching experience.

Note\* Should the resource that have been evaluated not be available at time of award then the service provider must provide similar or higher in terms of qualification.

#### 4.1.3 **Qualifications**

4.1.3.1 The Bidder must submit valid certified copies of qualification for each of the ten (10) facilitators. Each facilitator must possess a minimum of NQF 5 or higher, in either ABET teaching qualification or any teaching qualification accredited by SAQA.

#### 4.1.4 **Registration**

4.1.4.1 The Bidder must provide valid proof of certification and registration for each of the ten (10) facilitators with the South African Council for Educators (SACE).

#### 4.1.5 **Project Outline**

4.1.5.1 The Bidder must provide a clear and comprehensive implementation plan including timelines, milestones, deliverables and three-year strategy for Pre-ABET to NQF 1 AET Levels 1 to 4 for the 326 general assistants over a three (3) year period. The plan must be informed by the current competency levels of the individuals and should outline the progression strategy to ensure that they achieve AET level 4.

4.1.5.2 The Bidder must provide a detailed outline of resource allocation and risk management for the execution of the project, including:

A clear plan for the allocation of resources (e.g., personnel, equipment, materials) to support successful project implementation.

A comprehensive risk management plan, identifying potential risks and outlining appropriate mitigation strategies.

NB: Full points will be allocated to a comprehensive resource allocation plan.

#### 4.1.6 **Reference letter**

4.1.6.1 The Bidder's must provide three (3) contactable references from clients to whom similar ABET/AET training services have been successfully rendered within the past three (3) years. Each reference letter must demonstrate the successful implementation of an ABET/AET training programme.

The identified reference should complete **Annexure C** and authenticate it with a company stamp or transfer the information onto their company letterhead.

## 5 STRUCTURE OF THE RFP PACK

### 5.1 Structure

5.1.1 This RFP pack is organised in 5 (five) sections consisting of one or more documents in each section.

**Table 1: RFP pack outline and contents**

Section	Index	Description of section contents
1	<b>Main RFP Document</b>	Documents outlining the main RFP guidelines, instructions, conditions and documents necessary for a bidder to submit a proposal.
2	<b>Business Requirements Specification</b>	Document(s) outlining the business requirements specifications, technical requirements and other information required by a bidder to submit a proposal.
3	<b>SBD Documents</b>	Standard Bid Documents (SBDs) and other administrative documents that are required by National Treasury and SARS Procurement to be read, completed, and returned as part of a bidder's proposal.
4	<b>Contract management</b>	The General Conditions of Contract (GCC) and/or proposed agreement under which SARS wishes to contract the services.
5	<b>Response templates</b>	Where applicable, response templates that are required to be completed and returned as part of a bidder's proposal.

## 6 KEY ACTIVITIES AND DATES

6.1 The table below lists certain key dates and activities relevant from the time of issue of the RFP up to and until the closing date:

**Table 2: Key activities and dates**

No.	Activity	Date / Time / Details
1.	<b>Bid Number:</b>	RFP 01/ 2025
2.	<b>Description:</b>	Appointment of accredited service provider to facilitate adult education and training for a period of thirty (30) months.
3.	<b>Duration of contract:</b>	The successful bidder will be appointed for a period of thirty (30) months, subject to SARS terms and conditions.
4.	<b>Validity period of proposals:</b>	Bids submitted will be valid for a period of 180 calendar days from closing date. SARS may however, subject to the bidders' consent, extend the validity period prior to expiry thereof.
5.	<b>Advertisement of the RFP:</b>	<b>a) SARS website: 23 May 2025</b> <b>b) National Treasury Tender Portal: 23 May 2025</b>

6.	RFP pack (complete set of bid documents) available for download from National Treasury e-Tender Portal and SARS website:	23 May 2025
7.	Virtual briefing session date and registration:	The <b>non-compulsory</b> briefing session will be held <b>30 May 2025</b> at 11:00 virtually via a Microsoft Teams meeting and can be accessed at the following link: <a href="#">Join the meeting now</a> Meeting ID: 374 913 945 005 2 Passcode: HT7e9Rv9
8.	Bidders to submit written questions on or before:	23 May 2025
9.	SARS to respond to bidders' written questions on or before:	18 June 2025
10.	<b>CLOSING DATE and TIME (Proposals Due):</b>	<b>Date: 24 June 2025</b> <b>Time: 11:00</b>

- 6.2** All dates and times in this RFP are South African Standard Time. The establishment of a time or date in this RFP does not create an obligation on the part of SARS to take any action or create any right or expectation in any way for any bidder to demand that any action be taken on the date established, or on any other date. A bidder accepts that if SARS extends the deadline (closing date) for proposal submissions for any reason whatsoever, the requirements of this RFP will apply equally to the extended deadline.

## 7 COMMUNICATION

- 7.1** All communications to SARS must be addressed to the SARS Tender Office, emailed to [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za), and must contain a clear reference to this RFP. Communication sent by SARS must only be regarded as official communication if sent from [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za), or a communication accompanied by a letter of authorisation signed by the SARS Procurement Executive.
- 7.2** A bidder may not make any communication to SARS regarding this RFP other than through the official contact provided in this document. SARS may, at its sole discretion, disqualify a bidder if the bidder communicates or attempts to communicate any information regarding this RFP to any of SARS' employees; officials; or any third parties involved in the preparation, evaluation, or award of the RFP other than through the official contact provided.

## 8 TENDER PREPARATION AND SUBMISSION

### 8.1 Introduction

- 8.1.1 SARS has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under section 76 of the Public Finance Management Act, 1999 (Act No. 1 of 1999), which prescribes that SARS' procurement processes be:

- economical, efficient, fair, equitable, transparent, competitive and cost effective; and
- consistent with the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), its Regulations, and the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).

## **8.2 Question and answer process**

- 8.2.1 A bidder may submit questions to SARS as part of the question-and-answer process to gain a full understanding of any aspect of the RFP that is not clear to the bidder.

- 8.2.2 Between the dates given in paragraph 6, SARS will receive written questions sent by bidders via email through the official contact provided in this document. SARS will respond to these questions, but is not obliged to respond to a question which in SARS' opinion is inappropriate and does not reasonably warrant an answer. The questions and answers will be published on the National Treasury e-Tender Portal and the SARS website. The identity of a bidder who has directed a question to SARS will not be disclosed by SARS in its responses.

- 8.2.3 SARS may issue updated versions of documents issued in the RFP pack and/or may issue additional documentation to form part of the RFP pack. Such reissued or additional documentation will be published on the National Treasury e-Tender Portal and SARS website. It is a bidder's responsibility to visit the National Treasury e-Tender Portal and SARS website at regular intervals to ensure that a bidder uses the latest versions of documents in the RFP pack.

- 8.2.4 **The National Treasury e-Tender Portal must be treated as the primary means of communication. In the event of any other communication that conflicts with communications posted on the National Treasury e-Tender Portal, the National Treasury e-Tender Portal communication will prevail.**

## **8.3 Central Supplier Database**

- 8.3.1 All bidders wishing to do business with SARS must register on the Government's Central Supplier Database (CSD) at [www.CSD.gov.za](http://www.CSD.gov.za), and must include in their submission their CSD Master Registration Number. The recommended bidder(s) must be registered on the CSD prior to an award letter / purchase order /and signed contract being issued.

- 8.3.2 Foreign suppliers with neither South African tax obligations nor history of doing business in South Africa must complete the questionnaire on the Standard Bidding Document (SBD) 1.

## **8.4 Proposal submission**

- 8.4.1 For this RFP, SARS will accept proposal submissions in the form of physical proposal submissions, either deposited in the SARS tender box or posted to the SARS Tender Office.

- 8.4.2 The physical proposal submissions must be deposited in the SARS tender box on or before the closing date and time at the SARS Tender Office, situated at the main entrance at:

**SARS Procurement Tender Office,  
Lehae La SARS,  
299 Bronkhorst Street, Nieuw Muckleneuk, Brooklyn,  
Pretoria, 0181.**

- 8.4.3 The proposals may also be couriered to the address provided in the afore mentioned paragraph.
- 8.4.4 Proposals will only be considered if received by the SARS Tender Office **before the closing date and time**, regardless of the method used.
- 8.4.5 ***Late proposals will not be accepted.***
- 8.4.6 The onus is on the bidder to ensure that its proposal submission and documentation received by SARS in this bid are submitted timeously and are accurate and complete. Failure by any bidder to discharge this onus will result in proposal submissions being disqualified for consideration.

## **8.5 Instruction for submitting a proposal**

- 8.5.1 This section details the instructions to bidders for preparing a proposal in response to this RFP, which must be followed in detail to enable the information contained in a bidder's proposal to be read, understood and evaluated in a common and consistent layout, and to ensure that the information submitted is correct, complete and well structured. Should a proposal be received that is not in the correct format, SARS reserves the right to disqualify the entire proposal or portions of the proposal depending on the extent of the deviation from the format described in this document.
- 8.5.2 All proposals and supporting documentation must be submitted in English.
- 8.5.3 A bidder's proposal is required to be submitted in two forms:

<b>1 x Hardcopy submission</b>	One (1) hardcopy submission clearly marked.  A "hardcopy submission" means an A4 ring bound lever arch file.
<b>1 x Electronic submission</b>	One (1) electronic submission of a complete copy of the hardcopy submission.  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.

- 8.5.4 The hardcopy and electronic submission must be marked and labelled correctly, and must be outer sealed, wrapped and packaged, for ease of reference during the evaluation process.
- 8.5.5 **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".**
- 8.5.6 A bidder is required to submit the contents of its submission (hardcopy and electronic) in the following format:

Table 3: Format and organisation of proposal

Files		Section	Responses
Folder 1: TECHNICAL proposal	<ul style="list-style-type: none"><li>• RFP reference</li><li>• Description</li><li>• Bidder name</li></ul>	1	<ul style="list-style-type: none"><li>• Prequalification documents (SBD and other documents), <i>excluding SBD 6.1 Preference point claim form and SBD 3.1 / 3.2 / 3.3.</i></li></ul>
		2	<ul style="list-style-type: none"><li>• Response to mandatory requirements (if applicable)</li><li>• Supporting documents for mandatory requirements (if applicable)</li></ul>
		3	<ul style="list-style-type: none"><li>• Response to technical requirements</li><li>• Supporting documents for technical requirements</li></ul>
		4	<ul style="list-style-type: none"><li>• Company profile</li><li>• Supplementary information</li></ul>
		5	<ul style="list-style-type: none"><li>• Draft agreement</li></ul>
Folder 2: PRICE and B-BBEE/ specific goals proposal	<ul style="list-style-type: none"><li>• RFP reference</li><li>• Description</li><li>• Bidder name</li></ul>	1	<ul style="list-style-type: none"><li>• B-BBEE certificate or sworn affidavit</li><li>• SBD 6.1 Preference point claim form</li></ul>
		2	<ul style="list-style-type: none"><li>• Pricing response template</li></ul>
		3	<ul style="list-style-type: none"><li>• A complete set of three (3) most recent years annual financial statements as detailed in this RFP</li></ul>

## 9 EVALUATION OF PROPOSALS

### 9.1 Process after the closing date

- 9.1.1 After the closing date and time SARS, will evaluate the proposals with reference to SARS' evaluation criteria. SARS reserves the right to employ subject matter experts to assist in performing such evaluations.

### 9.2 Prequalification evaluation process (Gate 0)

- 9.2.1 SARS has defined minimum administrative prequalification criteria that must be met by a bidder. The table below contains the administrative prequalification documents that are required as part of a bidder's proposal, which must be completed and signed by the duly authorised representative of the prospective bidder(s).
- 9.2.2 Where a bidder's proposal fails to comply fully with any of the prequalification criteria, SARS may at its discretion allow the bidder an opportunity to submit and/or supplement the information and/or documentation provided within a grace period of **seven (7) working days** or such alternative period as SARS may determine to achieve full compliance with these criteria before disqualifying the bidder.
- 9.2.3 **SARS will disqualify a bidder who does not achieve full compliance of the prequalification Standard Bidding Documents (SBD) after the grace period provided by SARS.**



**Table 4: Prequalification criteria**

	Prequalification documents to be submitted	Instructions	Non-submission will result in disqualification?
1.	SBD 1: Invitation to bid form	Bidder to complete and sign the supplied pro forma document.	YES
2.	SBD 4: Bidder's Disclosure	Bidder to complete and sign the supplied pro forma document.	YES
3.	SBD 6.1: Preference points claim form	Bidder to complete and sign the supplied pro forma document, to claim the points for B-BBEE / specific goals.	NO Non-submission will lead to a zero score on B-BBEE / specific goals.
4.	Proof of registration on the Central Supplier Database (CSD)	Bidder to submit the proof of registration on CSD.	NO However, a bidder must be registered on CSD in order to be considered for award.
5.	Draft Agreement and/or General Conditions of Contract (GCC)	Bidder to sign the supplied pro forma document.	YES The recommended bidder(s) will be required to sign the applicable Agreement / GCC on award.
6.	A complete set of three (3) most recent years annual financial statements	Submit complete sets of three (3) most recent years annual financial statements in accordance with the requirements of the Financial Risk Analysis paragraph as detailed in this RFP.	NO

### 9.3 Mandatory evaluation process (Gate 1)

9.3.1 Only Bidders that have met the prequalification criteria in **Gate 0** will be evaluated in Gate 1 for mandatory evaluation. The table below contains the mandatory evaluation criteria.

9.3.2 **If a bidder does not meet any of the mandatory evaluation criteria, the bidder will be disqualified, and the bidder's proposal will not be evaluated further.**

**Table 5: Mandatory evaluation criteria**

	Mandatory evaluation criteria	Bidder to submit as proof
1.	Bidders must provide proof of registration with the Department of Higher Education and Training (DHET).	Bidders must submit a proof of registration with the Department of Higher Education and Training (DHET).
2.	Bidders must provide proof of registration with Umalusi.	Bidders must submit a valid certified as proof of registration with Umalusi.

#### 9.4 Technical evaluation process (Gate 2)

- 9.4.1 Only bidders that have met the prequalification and mandatory evaluation requirements will be evaluated for technical capability and functionality, strictly according to the technical evaluation criteria below. A bidder is required to provide a technical solution for the required goods and services that meet SARS' requirements, and that is financially competitive and offers value for money.
- 9.4.2 The technical evaluation will be scored out of a total of 100 points, and bidders are required to score a minimum threshold of [70] out of 100 points to proceed to the next stage of evaluation, namely price and B-BBEE/specific goals evaluation.
- 9.4.3 **If a bidder does not meet the technical evaluation minimum threshold, the bidder will be disqualified, and the bidder's proposal will not be evaluated further.**
- 9.4.4 Bidders must refer to **Annexure: B** for technical evaluation Criteria.

#### 9.5 Price and B-BBEE/specific goals evaluation (Gate 3)

- 9.5.1 In line with the requirements of the Preferential Procurement Policy Framework Act, 2000, and its Regulations and SARS Preferential Procurement Policy, only bidders that have met or exceeded the minimum threshold for functionality in the technical evaluation, will be evaluated further.
- 9.5.2 SARS will apply the applicable preference point system in accordance with published preference point system. Should actual pricing proposals submitted by the bidders differ from the estimated costs prescribing the system to be used, the lowest acceptable tender will be used to determine the applicable preference point system.

**Table 7: Price and B-BBEE/specific goals evaluation**

	Criteria	Points
1.	Price	80
2.	Specific goals	20
	<b>TOTAL</b>	<b>100</b>

##### 9.5.3 Price evaluation (Gate 3, Stage 1)

- Points for the price evaluation will be calculated in accordance with the formula stated below.
- Bidders are required to complete all line items in the pricing response template/bill of quantities provided by SARS, which will be used for the price evaluation. The price should be all-inclusive for all the goods and services required in the scope of work, and bidders must ensure the completeness and accuracy of the pricing figures provided in the pricing response template. Failure to complete the pricing response template/bill of quantities may lead to a bidder scoring zero for the pricing evaluation or disqualification of the bidder.
- [In completion of the bill of quantities, bidders should note that where on a specific line item a cost has already been included in a previous line item, then the bidder should indicate as such on that specific line item.]

**Table 8: Pricing evaluation formula**

Price evaluation formula	Points
$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$	80

Where

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

#### 9.5.4 B-BBEE/specific goals evaluation (Gate 3, Stage 2)

The following table indicates the specific goals and points to be claimed for this RFP:

No	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence Required
1	An Entity that is an Empowering Supplier	2	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate In case of JV, a consolidated scorecard will be accepted).
2	An entity with at least 51% Black Ownership	5	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate In case of JV, a consolidated scorecard will be accepted).
3	The entity has at least 30% Black Women Ownership	5	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate In case of JV, a consolidated scorecard will be accepted)
4	The entity has at least 51% Black Youth representation	4	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate In

No	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence Required
			case of JV, a consolidated scorecard will be accepted).
5	The entity that is 51% Black owned by Persons with Disabilities.	4	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate In case of JV, a consolidated scorecard will be accepted).  SARS reserves the right to request the submission of Certified copy of ID Documents of the Owners and Doctor's note confirming the disability and/or Employment Equity Act 1(EEA1) form.

**Points for the specific goals evaluation will be allocated in accordance with the evidence requested as per Table 1 of the SBD 6.1.**

#### 9.5.4.1 REQUIREMENTS FOR SPECIFIC GOALS

- i. Bidders **MUST** complete and sign the SBD 6.1 form to claim the Bidder's B-BBEE preference points. Bidders who do not claim preference points may be scored zero (0) for Specific goals.
- ii. The B-BBEE certificate or sworn affidavit should be submitted in the name of the bidding entity. Entities who are in a holding and subsidiary relationships must submit a list/ annexure of the B-BBEE certificate indicating the subsidiaries to the holding company. The bidding subsidiary must be clearly indicated.
- iii. Incorporated JVs or Consortiums must submit the B-BBEE certificate or affidavit of the entity. Unincorporated JVs must submit a consolidated B-BBEE certificate as if they were a group structure for every separate bid.
- iv. JVs or Consortiums are also required to submit signed JV or Consortium agreements.
- v. SARS reserves the right to request bidders to submit proof of any information, to substantiate claims made about their Specific goals.

The table below demonstrates how the different entities, based on size and ownership will be scored.

#### 9.5.4.2 Evidence required per entity classification

No	Classification	Turnover	Submission requirement
1.	Exempted Micro Enterprise (EME)	Below R10 million p.a	<ul style="list-style-type: none"> <li>• A sworn affidavit or certificate from CIPC.</li> <li>• Share Certificates of the company or CIPC registration documents or letter from an attorney or registered accountant in their letterhead</li> </ul>
2.	Qualifying Small Enterprise (QSE)	Between R10 million and R50 million p.a.	<ul style="list-style-type: none"> <li>• A sworn affidavit for entities with 51% Black Ownership and above; or</li> <li>• A copy of B-BBEE Rating Certificate from a SANAS accredited rating agency for entities with 50% and less black ownership.</li> <li>• Share Certificates of the company or CIPC registration documents or letter from an attorney or registered accountant in their letterhead</li> </ul>
3.	Large Enterprise (LE)	Above R50 million p.a.	<ul style="list-style-type: none"> <li>• A copy of B-BBEE Rating Certificate from a SANAS accredited rating agency.</li> <li>• Share Certificates of the company or CIPC registration documents or letter from an attorney or registered accountant in their letterhead</li> </ul>

#### 9.5.5 Consolidation of price and B-BBEE/specific goals evaluation (Gate 4)

- The points scored by a bidder for the price evaluation and the B-BBEE/specific goals evaluation will be added together to determine the overall points a bidder's proposal will score out of 100 points for the consolidated price and B-BBEE/specific goals evaluation and ranking of the bidders.

### 9.6 Financial Risk Analysis

9.6.1 SARS may conduct a Financial Risk Analysis on bidders and SARS has the right not to make an award to a bidder(s) if its risk analysis indicates a high financial risk.

9.6.2 The bidders are required to submit complete sets of annual financial statements, for the three (3) most recent financial periods in the name of the bidding entity. The annual financial statements must either be audited or independently reviewed in accordance with the public interest score (PIS) in compliance with the Companies Act, Act 71 of 2008, and the bidders are required to submit the public interest score (PIS) in compliance with the Companies Act, Act 71 of 2008. The annual financial statements must contain:

- A statement of profit and loss and other comprehensive income;
- A statement of financial position;
- A statement of cash flows;
- A statement of changes in equity / net assets; and
- Accompanying notes.

9.6.3 If the bidder cannot provide the preceding year's audited / independently reviewed financial statements as part of its bid submission, the bidder should submit draft annual financial statements or its latest management accounts, together with the three (3) most recent years audited / independently reviewed annual financial statements.

9.6.4 Bidders who have been trading for less than three (3) financial periods must provide:

- A letter detailing the fact, signed by a duly authorised representative of the entity;
- The annual financial statements that the entity can provide, considering the period that it has been trading; and
- Any other information or documentation which would provide more clarity on the financial history of a bidder.

9.6.5 SARS reserves the right to request further information regarding the annual financial statements of a bidder at a later stage to demonstrate the potential bidder's financial capability. These will include, but are not limited to:

- Holding company's / Parent company's accounts;
- Management accounts;
- Signed letter from a recognised financial institution confirming capital availability and bank statements.

9.6.6 In the event of a subsidiary being the bidding entity and it submits the holding company's financial statements for financial analysis purposes, the holding company must furnish a Performance Guarantee that is signed by a Financial Service Provider (Guarantor) of the holding company, stating that the Guarantor will undertake to cover any or all risks associated with a bidder, in the event the

bidder is awarded the RFP.

9.6.7 If the proposal is submitted by an incorporated joint venture, the incorporated joint venture is required to submit annual financial statements of the joint venture. If the proposal is submitted by an unincorporated joint venture / consortium arrangement, the unincorporated joint venture / consortium is required to submit annual financial statements of each of the parties to the arrangement.

9.6.8 SARS reserves the right to request a financial guarantee from the recommended bidder(s) prior to award, based on the financial risk evaluation outcome.

## **9.7 Recommended bidders' due diligence and risk assessment prior to award**

9.7.1 SARS has a legal and moral obligation to ensure that a supplier's financial position does not place public money or services at unacceptable risks and will therefore perform due diligence and risk assessment of recommended bidder(s) prior to award.

9.7.2 As part of due diligence and risk assessment, the bidder must ensure that the bidder is complying to all regulatory prescripts, including industry regulations specific to the commodity/services procuring, that are applicable to this tender, as well as ethical business practices. SARS has the right to request evidence of this compliance from the bidder, and third parties, for purposes of the due diligence exercise and for audit or contracting arrangements.

9.7.3 In the event that a due diligence exercise reveals that a recommended bidder does not comply with SARS' risk appetite or compliance requirements then SARS has the right not to make an award to the recommended bidder.

9.7.4 The recommended bidder(s) will be required to consent in the agreement to continuous and in-depth due diligence to ensure ethical business practices throughout the term of the tender.

## **9.8 Proposed legal agreement**

9.8.1 Any award made to a bidder under this RFP is conditional, amongst other provisions, upon SARS and such bidder concluding a written agreement within twenty-one (21) working days of the bidder receiving the written agreement. The timeous finalisation of such an agreement will be an absolute pre-condition to the recommended bidder(s) being awarded the tender and providing the goods or services to SARS.

9.8.2 If the recommended bidder(s) fails to sign the proposed agreement within the time frame stipulated, SARS reserves the right to:

- cancel the award to the recommended bidder;
- or
- take any other action SARS deems reasonable and appropriate.

9.8.3 Bidders are requested to-

- Comment on the terms and conditions set out in the draft agreement and where necessary, propose required changes to such terms and conditions.
- Each comment and/or amendment must be explained.
- All changes and/or amendments to the agreement must be in an easily identifiable colour font and tracked for ease of reference.

9.8.4 Upon award, SARS and the successful bidder will conclude the agreement which regulates the

specific terms and conditions applicable to the goods and services being procured by SARS. In this regard:

- SARS will enter into negotiations with the bidder with a view to concluding the agreement.
- SARS will be entitled to cease negotiating with a bidder if SARS, in its sole discretion, is of the opinion that: (i) the bidder has made misrepresentations in its proposal; (ii) the bidder is attempting to withdraw from positions or commitments made in its proposal; (iii) the bidder is not negotiating in good faith; or (iv) an agreement may not be expeditiously concluded with the bidder for any other reason.
- SARS reserves the right to vary the terms and conditions of the proposed agreement during the course of negotiations with a bidder at SARS' sole discretion.
- SARS reserves the right to accept or reject any or all amendments or additions proposed by the successful bidder if such amendments or additions are unacceptable to SARS or pose a risk to the organisation.

9.8.5 A bidder should note that the terms of its proposal will be incorporated in the proposed agreement by reference and that SARS relies upon the bidder's proposal as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder. It follows therefore that any misrepresentations in a proposal may result in legal action or other processes by SARS against the bidder, notwithstanding the conclusion of an agreement between SARS and the bidder for the provision of the goods and services in question. In the event of a conflict between the bidder's proposal and the agreement concluded between the parties, the agreement will prevail.

## 9.9 Performance Standards

9.9.1 SARS may prescribe certain performance standards (Service Levels) that a successful bidder must comply with in the performance of the services.

9.9.2 Failure to adhere to the Service Levels will result in SARS levying a financial penalty for the Service Level Failure.

9.9.3 Multiple Service Level Failures with the SARS' prescribed Service Levels will constitute a material breach of the Service Level Agreement.

9.9.4 Notwithstanding the implementation of the Service Levels and Financial Penalties, SARS reserves the right and without derogation to any other remedies it may have in law, to terminate the Service Level Agreement for breach (persistent non-compliance) by the successful bidder.

## 10 TRUSTS, JOINT VENTURES, SUBCONTRACTING AND OTHER ARRANGEMENTS

10.1 Proof of existence of a trust, joint venture, consortium and subcontracting arrangements

10.1.1 Where, for the purposes of this RFP, a bidder submits its proposal as a trust, such bidder must submit concrete proof of the existence of a trust. SARS will accept a registered trust deed as acceptable proof of the existence of a trust. The trust deed must include amongst others:

- Details of the trustees of the trust; and
- Details of the beneficiaries of the trust. In instances where the beneficiary is a trust, the trust deed of that specific trust is required.

10.1.2 Where, for the purposes of this RFP, a bidder submits its proposal as a joint venture or consortium



(incorporated or unincorporated), the bidder must submit the joint venture / consortium agreement, which sets forth the following details:

- identification of each party to the agreement in full;
- the percentage ownership of the joint venture / consortium of each party to the agreement (if applicable);
- the precise functions and responsibilities which each party will fulfil in terms of the agreement. This should include details of the delimitations of scope within the goods and services to be assigned to such a party(ies);
- the anticipated percentage of the revenue that the party(ies) would receive (anticipated revenue that the party(ies) would receive as a percentage of the total revenue the bidder would anticipate receiving over the term of the agreement with SARS), if the bidder is successful; and
- clearly set out the roles and responsibilities of the Lead Partner and the remainder joint venture / consortium party(ies). The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party(ies) in respect of matters pertaining to the joint venture.
- If a bidder is submitting a proposal in the form of an unincorporated joint venture / consortium, the SBD 4 Bidder's disclosure form should be completed by each party participating in the joint venture / consortium agreement, and proof of CSD registration should be submitted for all parties participating in the joint venture / consortium for this RFP.
- Joint venture members should be advised that each member will be held jointly and severally liable for the performance of the joint venture.

10.1.3 Where, for the purposes of this RFP, a bidder has or intends to subcontract areas of scope of the goods and services, the bidder must submit the subcontracting agreement, and must note the following:

- the bidder must indicate the name of the subcontractor(s), the percentage of the contract that will be subcontracted, the B-BBEE status level of the subcontractor(s) and whether the subcontractor(s) is an EME or QSE;
- a bidder awarded a contract, may only enter into a subcontracting arrangement with the approval of SARS;
- the agreement will be concluded between the main contractor(s) and SARS, therefore, the main contractor(s) and not its/their subcontractor(s) will be held liable for performance in terms of its contractual obligations;
- the successful bidder must, at all times, be solely and entirely accountable to SARS for the performance of its contractual obligations in terms of the agreement; and
- Without diminishing the bidder's accountability in any way for the delivery of the services, including the performance standards, SARS may require: access to and transparency in the subcontracting agreements; the full details of the functions which the subcontractor will fulfil in terms of the agreement including details of the delimitations of scope within the services to be assigned to such a subcontractor; monitoring and reporting of subcontractor's participation and performance to SARS; direct participation of subcontractor(s) in the account and project planning activities; and subcontractors' representation in governance structures and committees. SARS will, at all times, demand fair dealing in the relationship between a bidder and its subcontractor(s).

## 11 COMPLAINTS AND ALLEGATIONS

- 11.1.1 Should a Bidder have rational reasons to believe that the tender process is unfair or irregular, including the fact that the technical specifications are not open and/or are written for a particular bidder, brand or product; the bidder is urged to notify the Procurement Department within ten (10) days after publication of the bid and provide details of its complaint for SARS' consideration.
- 11.1.2 Any suspicious activity, including requests, approaches or calls asking for upfront payment to secure an award of a bid or in lieu of claims that the outcome of a tender can be influenced towards a particular bidder, bidders are requested to immediately inform the *SARS Fraud / Anti-Corruption* Hotline at 0800-002870 or email at [anti-corruption@sars.gov.za](mailto:anti-corruption@sars.gov.za) for further investigation.
- 11.1.3 The "SARS hotline" further provides an anonymous reporting channel for any unethical behaviour that a bidder wants to report.

## 12 GENERAL CONDITIONS OF BIDDING

- 12.1 By bidding, a bidder, is deemed to have accepted all terms and conditions of this RFP; and is further deemed to have accepted that if successful, any award made will be made subject to the terms and conditions of this RFP.

### 12.2 Reservation of rights

- 12.2.1 In addition to any rights which SARS has reserved to itself in this document or any other document in the RFP pack, SARS reserves the right in its sole discretion to:
- make no award, or to accept part of a proposal rather than the whole;
  - withdraw, or cancel this RFP;
  - amend, vary, or supplement any of the information, terms or requirements contained in this RFP, any information or requirements delivered pursuant to this RFP, or the structure of the RFP process;
  - schedule additional briefing sessions / site inspections, and to conduct site visits, site inspections, product evaluations, local content evaluations, and/or perform audits including due diligence exercises on any bidder whenever SARS deems it prudent to do so;
  - no longer consider a bidder's proposal where adverse information about the bidder or its proposal submission has come to the attention of SARS, provided that such bidder is informed accordingly and afforded an opportunity to object;
  - subject to applicable legislation and conditions of tender, award a proposal based on which bidder is offering the best value for money, even if such proposal has not scored the highest points during the evaluation;
  - conduct a risk assessment of a bidder's capability to deliver the goods and perform the services in accordance with the specified service levels and/or achieve SARS' objectives;
  - request clarification or verification in respect of any information contained in or omitted from a bidder's proposal, which SARS may do either in writing or at a meeting convened with the bidder for that purpose;
  - conduct a due diligence on any bidder or its subcontractor, which may include interviewing customer references or performing other activities to verify information and

capabilities submitted, claimed, or otherwise, (including visiting a bidder's, subcontractors, or customer reference premises, sites and/or facilities to verify certain stated facts or assumptions). The bidder will be obliged to grant SARS with all such access, assistance and/or information as SARS may reasonably request. The bidder must respond within the timeframes set by SARS, failing which SARS reserves the right not to consider the bidder's proposal any further; and/or

- request presentations from such short-listed bidders. All costs relating to the preparation of such presentations will be borne by the bidders.

**12.2.2 SARS will disqualify any bidder, report to the National Treasury and take the necessary steps to restrict a bidder from doing business with the State, who:**

- engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this RFP;
- seeks any assistance, other than assistance officially provided by a government entity, from any employee, advisor or other representative of a government entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a government entity;
- makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of SARS' officers, directors, employees, advisors or other representatives;
- makes or offers any gift, gratuity, anything of any value or other inducement, to any government entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a government entity;
- accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a government entity;
- pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, which is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a government entity;
- has been found guilty in a court of law or administrative or regulatory authority having appropriate jurisdiction on charges of unethical or improper conduct, regardless of whether or not a prison term or penalty was imposed;
- is listed on the National Treasury's Register for Tender Defaulters or the National Treasury's Database of Restricted Suppliers; or
- whose tender contains a misrepresentation which is materially incorrect or misleading.

**12.2.3 Bidders' own conditions**

- Bidders may not come up with their own terms and conditions, counter conditions, modify or vary any of the terms, conditions or requirements herein. SARS may disqualify any bidder who fails to comply with this clause.

**12.3 Conflict of interest**

**12.3.1 If at any time a bidder identifies an actual or potential conflict of interest, the bidder must immediately notify SARS in writing. SARS reserves the right to exclude the proposal submitted by such bidder**

from further consideration, unless the bidder is able to resolve the conflict to SARS' satisfaction. If it comes to SARS' knowledge that there was indeed a conflict of interest or a potential conflict of interest, same will be grounds for the immediate disqualification of the bidder.

## **12.4 Confidentiality**

- 12.4.1 Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, information contained in a bidder's proposal(s) may not be disclosed by any bidder, other than to a person officially involved with SARS' examination and evaluation of a proposal.
- 12.4.2 Throughout this RFP process and thereafter, the bidders must secure SARS' written approval prior to the release of any information that pertains to (i) the potential work or activities to which this RFP relates; or (ii) the process which follows this RFP. Failure to adhere to this requirement may result in disqualification from the RFP process and such legal action as SARS may deem suitable.

## **12.5 Fronting**

- 12.5.1 SARS supports the spirit of broad-based black economic empowerment and recognises that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background SARS condemns any form of fronting.
- 12.5.2 SARS, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries / investigations to determine the accuracy of the representations made in the bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder / contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies SARS may have against the bidder / contractor concerned.

## **12.6 Insurance**

- 12.6.1 The successful bidder will be required, on or before the effective date of the agreement and for the duration of the agreement, to have and maintain in force adequate insurance cover consistent with acceptable and prudent business practices and acceptable to SARS, which shall include, without limitation, professional indemnity insurance cover as appropriate.

## **12.7 Indemnity**

- 12.7.1 If a bidder breaches any condition of this RFP and, as a result of that breach, SARS incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the RFP process and/or enforcement or defence of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds SARS harmless from any and all such costs which SARS may incur and for any damages or losses SARS may suffer.
- 12.7.2 A successful bidder shall indemnify, hold harmless and agree to defend SARS and its officers, employees, agents, successors-in-title, and assigns, from any and all Losses arising from, or in connection with, any of the following -
- Third party claims attributable to any breach of the provisions of the Services Agreement by the successful bidder;
  - Third party claims attributable to theft, fraud or other unlawful activity or any negligent, wilful

or fraudulent conduct by the successful bidder or its employees and claims attributable to errors and/or omissions;

- Third party claims arising from or related to the death or bodily injury of any SARS agent, employee, business invitee, or business visitor or other person on SARS's premises caused by the negligent acts or omissions of the successful bidder or its employees; and
- Third party claims arising from damage to property owned or leased by SARS or a third party caused by the successful bidder's or its employees' negligence or misconduct.

## **12.8 Intellectual property**

- 12.8.1 SARS retains ownership of all intellectual property rights in the documents that form part of this RFP.
- 12.8.2 Bidders will retain the intellectual property rights in their proposals but grant SARS the right to reproduce any copyrighted works for the purposes of the tender process.
- 12.8.3 Subject to any specific provisions in any service level agreement, master services agreement, work orders or change orders or any other agreement concluded between SARS and a bidder in terms of this RFP, all intellectual property rights created, generated, coded or designed in terms of this bid to meet SARS' business requirements and needs will be, and remain the perpetual exclusive property of SARS. Successful bidders who so create, generate, code or design any intellectual property for SARS in terms of this RFP, undertake to provide SARS with full access to such intellectual property including the provision of security keys and access codes both during and after the bidders appointment as a service provider.
- 12.8.4 In the event that any bidder utilises any third party intellectual property, in terms of a license, to submit a bid, or that such third party intellectual property will be utilised to fulfil SARS' business requirements for the bid, bidders firstly warrant that they have the rights to do so, and secondly, agree to fully indemnify SARS against in any claims whatsoever arising from the application of third party intellectual property in the SARS environment and on the basis of SARS' indemnity rights in the Indemnity clause above.

## **12.9 Limitation of liability**

- 12.9.1 A bidder participates in this RFP process entirely at its own risk and cost. SARS will not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the bidder's participation in this RFP process.

## **12.10 Preparation costs**

- 12.10.1 A bidder will bear all its costs in preparing, submitting, delivering, and presenting any response or proposal to this RFP and all other costs incurred by it throughout the RFP process. No statement in this RFP will be construed as placing SARS, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidders in the preparation of their response to this RFP.

## **12.11 Precedence**

- 12.11.1 The terms and conditions of this document will prevail over any information provided during any briefing session or communication, whether oral or written, unless such information is official written communication, as set out per the Communication paragraph in this document, and that such information expressly states that it amends this document.

**12.12 Responsibility for bidder's personnel and subcontractors**

- 12.12.1 A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives of a bidder), its subcontractors (if any), and personnel of its subcontractors comply with all the terms and conditions of this RFP.
- 12.12.2 If SARS allows a bidder to make use of subcontractors, such subcontractors will at all times remain the responsibility of the bidder and SARS will not under any circumstances be liable for any losses or damages incurred by such subcontractors.
- 12.12.3 The proposal shall however be awarded to the bidder as a primary contractor who shall be responsible for the management of the awarded proposal. No separate contract shall be entered into between SARS and/or its client and any such subcontractors.
- 12.12.4 If a bidder includes evidence of experience of individuals that are not currently employed by the said bidder, then the bidder is required include in their submission a letter or agreement from the respective individual whose evidence of experience is included in the proposal, that the individual is aware and is in agreement that their evidence of experience may be included for tendering purposes, and that the said individual confirms to commit and will make him/herself available for the contract period should the contract be awarded.
- 12.12.5 If a bidder includes experience of an entity other than the bidder itself, then the bidder must include in their submission a letter or agreement from the respective entity that the entity is aware and agrees that their experience may be included for tendering purposes. Copies of the signed agreements between the relevant parties must be attached to the proposal responses.

**12.13 Prohibition of participation in resultant tender**

- 12.14 Any bidder, whether participating in a trust, joint venture, consortium and/or subcontracting arrangement, who participates in preparatory work on the basis of which another tender will flow, may not participate in the resultant tender because of the advantage of having been privy to the underlying preparatory work.

**12.15 RFP not an offer**

- 12.15.1 This RFP does not constitute an offer to do business with SARS, but merely serves as an invitation to bidders to facilitate a requirements-based decision process. Nothing in this RFP or any other communication made between SARS (including its officers, directors, employees, advisers and representatives) is a representation that SARS will offer, award or enter into an agreement with the bidder.

**12.16 SARS' oath / affirmation of secrecy**

- 12.16.1 SARS has a Policy in terms of which the successful bidder; key personnel or any other personnel as may be determined by SARS will be required, upon award, to individually take a mandatory oath/ declaration/ affirmation of secrecy. The award will therefore be made subject to the condition that the successful bidder along with the personnel referred to above comply with the afore mentioned Policy.

**12.17 Screening and vetting of a bidder**

- 12.17.1 Acceptance of a bidder's proposal is subject to the condition that both the successful bidder and its personnel providing the goods and services, must be screened and cleared by the appropriate authorities to the grade of clearance in line with SARS' applicable policies.

12.17.2 Obtaining the necessary clearance is the responsibility of the successful bidder concerned. If the successful bidder appoints a subcontractor, the same provisions and measures will apply to the subcontractor.

12.17.3 The bidders shall supply and maintain a list of personnel involved on the project indicating their clearance status.

## **12.18 Tax compliance**

12.18.1 It is a requirement that any supplier conducting business with SARS is tax compliant at the date of award of a contract / bid and remains tax compliant throughout the duration of their contracts with SARS.

### **12.18.2 Verification of tax compliance status prior to award**

12.17.2.1 SARS must verify supplier/ bidder's tax compliance status prior to the awarding of a contract.

12.17.2.2 No contract / bid may be awarded to a supplier who is not tax compliant.

12.17.2.3 Where the recommended supplier / bidder is not tax compliant, it must be notified in writing of their non-compliant status and be granted a minimum of seven (7) working days to submit written proof regarding their tax compliance status with SARS or proof that arrangement has been made with SARS to meet their outstanding tax obligations.

12.17.2.4 Should the recommended bidder/ supplier fail to provide written proof of their tax compliance status as contemplated in paragraph 10.17.2.3 above, SARS as the procuring entity must reject the bid submitted.

12.17.2.5 Accordingly, the supplier / bidder is responsible to provide SARS with proof of its tax compliance status which must be verified through the Central Supplier Database or eFiling.

### **12.17.3 Verification and/or confirmation of tax compliance status during the course and scope of executing awarded contract**

12.17.3.1 SARS reserves the right to request the supplier or successful bidder to provide written proof of tax compliance status at any time during the execution of the awarded contract.

12.17.3.2 Further, SARS reserves the right to withdraw an award made, or cancel a contract concluded with a supplier / successful bidder in the event that it is established that such supplier / bidder was in fact not tax compliant at the time of the award.

12.17.3.3 Furthermore, SARS reserves the right to cancel a contract with a supplier / successful bidder in the event that such supplier/bidder does not remain tax compliant for the full term of its contract.

12.17.4 In line with SARS's strategic objectives, the directors / owners of the bidding entity who are not tax compliant may be referred to the SARS tax compliance unit for further investigation in order to achieve full tax compliance.

12.17.5 In terms of section 3 of the Tax Administration Act, Act No. 28 of 2011, SARS is responsible

for the administration of a tax Act under the control or direction of the Commissioner for SARS. Accordingly, SARS may as part of the administration of a tax Act exercise its powers, *inter alia*, to collect revenue due to the fiscus and enforce compliance with legislation administered by the Commissioner for SARS.

#### 12.19 Tender defaulters and restricted suppliers

- 12.19.1 No bid will be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appears on the National Treasury's Register for Tender Defaulters or the National Treasury's Database of Restricted Suppliers.

#### 12.20 Local production and content

- 12.20.1 SARS supports and promotes local production and local content, environmentally friendly products, and sustainable sourcing.
- 12.20.2 To enable this objective to be adequately assessed and as part of contract management, bidders shall advise SARS of its local and regional strategy and its initiatives to involve, support and use local/regional entities and workforce.
- 12.20.3 The appointed supplier shall provide and use, for the performance of this contract, local subcontractors or locally acquired materials, equipment and facilities, to the extent available and within reasonable costs, to produce the quality and quantity of work and materials required by this contract.

#### 12.21 Validity of information

- 12.21.1 SARS has made reasonable efforts to ensure the accuracy of the information contained in this RFP. However, neither SARS, nor its employees, officers, advisers or agents will be liable (directly or otherwise) to a bidder or any third party for any inaccuracy or omission of any information in the RFP or in respect of any additional information SARS may provide to a bidder as part of the RFP process.
- 12.21.2 A bidder is deemed to have examined this RFP and any other information supplied by SARS to the bidder and to have satisfied itself as to the correctness and sufficiency of such information before submitting any of its responses.

#### 12.22 Governing law

- 12.22.1 This RFP and any resultant agreement shall be governed by the laws of the Republic of South Africa.

### 13 CHECKLIST OF RETURNABLES

**Table 11: Checklist of returnable documents**

	Checklist of returnable documents	Comply	Do not comply
1.	A hardcopy and an electronic copy RFP proposal submission has been submitted for this RFP.		
2.	The pricing information is included as a separate file (File 2) and is not included in the technical file (File 1).		
3.	The tender proposal has been organised as per the format		



	Checklist of returnable documents	Comply	Do not comply
	required for this tender (paragraph 6).		
4.	SBD 1: Invitation to bid form has been completed and signed.		
5.	SBD 4: Bidder's Disclosure has been completed and signed.		
6.	SBD 6.1: Preference points claim form has been completed, points for B-BBEE / specific goals claimed, and signed.		
7.	Proof of registration on the Central Supplier Database (CSD) has been submitted.		
8.	Draft Agreement / General Conditions of Contract (GCC) has been completed and signed.		
9.	A complete set of three (3) most recent annual financial statements has been included.		
10.	All the mandatory evaluation requirements have been submitted with this bid.		
11.	All the technical evaluation requirements have been submitted with this bid.		
12.	All the pricing evaluation requirements have been submitted with this bid and the pricing template / Bill of Quantities has been completed in full and signed.		
13.	All the B-BBEE/specific goals evaluation and specific goal requirements have been submitted with this bid.		