

REFERENCE: RFI 03/2012

REQUEST FOR INFORMATION (RFI)

**DESCRIPTION:
ESTABLISHMENT OF LIST OF
PRE-APPROVED TRAINING SERVICE
PROVIDERS FOR SARS**

DATE ISSUED: 01 MARCH 2013

CLOSING DATE: 08 April 2013, 11H00

**TENDER BOX:
570 FEHRSEN STREET
BROOKLYN BRIDGE
GROUND FLOOR, LINTON HOUSE
BROOKLYN, PRETORIA**

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1 INTRODUCTION

The South African Revenue Service (SARS) is uniquely placed to contribute to government's plan of action to address socio-economic growth and development, poverty alleviation and job creation. Through the vital role of providing the revenue to fund the full spectrum of initiatives, plans, programmes and strategies of national and provincial government departments, SARS plays a crucial enabling role for government delivery.

1.1 OVERVIEW OF SARS

Our Mandate

In terms of the South African Revenue Service Act (No. 34 of 1997), SARS is mandated to:

- Collect all revenues due;
- Ensure maximum compliance with tax and customs legislation; and
- Provide a customs service that will maximise revenue collection, protect our borders and Facilitate trade.

Our Vision

SARS is an innovative revenue and customs agency that enhances economic growth and social development, and that supports the country's integration into the global economy in a way that benefits all South Africans.

Our Mission

To optimise revenue yield, to facilitate trade and to enlist new tax contributors by promoting awareness of the obligation to comply with tax and customs laws, and to provide a quality, responsive service to the public.

Our Values

Mutual respect and trust; equity and fairness; integrity and honesty; transparency and openness; courtesy and commitment.

Our Core Outcomes

- Increased Customs Compliance
- Increased Tax Compliance
- Increased ease and fairness of doing business with SARS
- Increased cost effectiveness, internal efficiency and institutional respectability.

2 PURPOSE OF THIS REQUEST FOR INFORMATION (RFI)

The purpose of this Request for Information (RFI) is to request information from potential Bidder(s) for the establishment of a list of pre-approved training service providers for SARS.

This bid document details and incorporates, as far as possible, the tasks and responsibilities of the potential "Bidder(s)", required by SARS for the establishment of a list of pre-approved training service providers for SARS.

This Bid 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.

3 LEGISLATIVE FRAMEWORK OF THE BID

3.1 TAX LEGISLATION

- a) Income Tax Act, 1962 (Act No. 58 of 1962)
- b) Demutualisation Levy Act, 1998 (Act No. 50 of 1998)
- c) Skills Development Levies Act, 1998 (Act No. 9 of 1999)
- d) Second Small Business Amnesty and Amendment of Taxation Laws Act, 2006 (Act No. 10 of 2006)

3.2 PROCUREMENT LEGISLATION

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), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000) and the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003).

3.3 TECHNICAL LEGISLATIONS

Bidder(s) should be cognisant of the legislation applicable to services rendered, this include but not limited to:

Acts (this list is not exhaustive)

- 3.3.1 Adult Basic Education and Training (Act 52 of 2000)
- 3.3.2 Further Education and Training Colleges (Act 16 of 2006)
- 3.3.3 General and Further Education and Training Quality Assurance Amendment (Act 50 of 2008)
- 3.3.4 Higher Education (Act 101 of 1997)
- 3.3.5 National Qualification Framework (Act 67 of 2008)
- 3.3.6 Skills Development Levies (Act 9 of 1999)
- 3.3.7 Skills Development (Act 97 of 1998)
- 3.3.8 South African Qualifications Authority (Act 58 of 1995)
- 3.3.9 Basic Conditions of Employment (Act 75 of 1997)
- 3.3.10 Further Education and Training (Act 98 of 1998)

3.4 POLICY DOCUMENTS (RELATED TO THE TRAINING SERVICES)

- 3.4.1 National Skills Development Strategy

4 BRIEFING SESSION

A non-compulsory briefing session will be held at Brooklyn Bridge, Linton House, Boardroom 2.3; 2ND Floor; 570 Fehrsen Street, Brooklyn, Pretoria, on: 12 March 2013 at 11H00 to clarify to Bidder(s) on the scope and extent of work to be executed.

The briefing presentation will be uploaded on the SARS internet website www.sars.gov.za click on Tenders.

5 VALIDITY PERIOD

The list of pre-approved training service providers for SARS will be valid for a period of 36 months with an option to renew for an additional 24 months. SARS will conduct regular service provider's performance review and the option to renew will be subject to the performance outcomes.

6 TIMELINE OF THE BID PROCESS

This RFI bidding process is valid for a period of 180 business days from date of publication.

The project timeframes of this BID are set out below:

Activity	Date Due
Advertisement of BID on government tender bulletin	08 March 2013
Advertisement of BID on Sunday times	03 March 2013
Distribution of BID documents on SARS website	04 March 2013
Non-compulsory Briefing session	12 March 2013 at 11H00
Questions relating to BID from Bidder(s)	26 March 2013
BID Closing date	08 April 2013 at 11H00
Notice to Bidder(s)*	SARS will endeavour to inform bidders of the progress until conclusion of the tender.

*Date subject to change

All dates and time in this BID are based on South African Standard Time

Any time or date stipulated in this bid is subject to change at SARS discretion. The establishment of a time or date in this bid does not create an obligation on the part of SARS to take any action, or create any right in any way for any Bidder to demand that any action be taken on the date established. The Bidder accepts that, if SARS extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid will otherwise apply equally to the extended deadline.

7 CONTACT

A nominated official of the Bidder(s) can make enquiries in writing, to the specified person, Mr Aser Makgate (Procurement Tender Office) via email tenderoffice@sars.gov.za and CC rft-professionalservices@sars.gov.za. Please note all enquiries must be in writing to the email address above as telephonic enquiries will not be addressed, these should be reduced to writing for audit purposes.

8 SCOPE OF WORK/SPECIFICATION/BUSINESS REQUIREMENTS

No Prices should be populated under Technical responses. This bid will apply the two envelope tender administration method.

In this bid, SARS invites interested, experienced and capable parties to respond to the requirements detailed below. Para 8.1 applies to all bidders, whereas, in Para 8.2 to 8.4 bidders should consider their service offering and bid specifically to meet SARS's requirements in those areas where the bidder has capability to deliver i.e. not necessarily in all three Categories and/or Schools of Learning.

8.1 EXPERIENCE OF THE BIDDER

The following requirements are applicable to all bidders across the categories. In response to SARS, bidders are required to clearly mark this section **EXPERIENCE OF THE BIDDER**.

Provide a summary of the bidder's experience (maximum 1 Page). Specify the years of experience in providing training services.

Client references, three (3) contactable client references where similar training services and qualifications were provided in the last 2 years (2011 to 2012)

8.2 CATEGORY A - SARS Qualifications Compendium

Category A is aimed at Academic Institutions such as Universities, Universities of Technology, Business Schools, Colleges of Education, Technical Colleges and FET's, who are able to provide academic courses as outlined in the SARS Qualification Compendium.

The SARS Qualifications Compendium is a publication of SARS Academy that enlists various accredited courses that are available for anyone of the SARS employees who want to further their studies and thus increase their potential to deliver at maximum peak. The Compendium presents a list of qualifications that will charter better prospects for employees who need to move to higher levels of their careers. It is sub-divided into seven schools of learning. NB: *No Price must be indicated in the Technical response, this is a two envelope method.*

Bidders who wish to offer SARS a variety of outcomes based qualifications are required to download document/s from the SARS internet website –i.e. tenders section

- (a) select the school of learning in line with the bidder's offering (outcomes based qualifications/accredited qualifications).
- (b) peruse through the list of qualifications in each school of learning,
- (c) select the qualification the bidder wishes to bid for, (*do not change the SARS list of qualifications/accredited courses*), complete **columns C – L** on the list.
- (d) select and peruse through the SARS specification of the qualification to match it to the qualification offered by the bidder (*do not change the SARS Specification*),
- (e) repeat steps (b) to (d) above for each qualification offered by the bidder in Category A until the bidder has completed the full response in this category

In Category A, each school of learning has a number of qualifications (accredited courses) listed.

Download the list of required accredited courses in Category A and Specifications from the SARS website

- [Cat A – School of TAX.xls](#)
- [Cat A – School of CUSTOMS and EXCISE.xls](#)
- [Cat A – School of ENFORCEMENT and INV.xls](#)
- [Cat A – School of MODERNISATION and TECH.xls](#)
- [Cat A – School of LEADERSHIP and MAN.xls](#)
- [Cat A – School of BUSINESS.xls](#)
- [Cat A – School of INTERNATIONAL EDUCATION.xls](#)

Additional key requirements for bidders in Category A are as follows:

8.2.1 Professional staff will be required to conduct or facilitate training. Facilitators must have sufficient experience and possess qualification(s) that are higher than the qualification level (accredited course) they will be facilitating e.g. registered and accredited assessors, moderators for qualifications and outcomes that are NQF aligned. All credential must be validated by the bidder.

List the proposed facilitators who have been identified to deliver the training for the outcomes based/accredited short courses selected by the bidder.

8.2.2 Method of delivery demonstrates the capability to deliver through blended method of learning. Further indicate the provisions in place to train learners with special needs.

8.2.3 Accreditation for qualification (accredited course) offered and entity (e.g. ETQA, SETA, SAQA and CHE etc.)

8.2.4 Geographical footprint, state the provinces where the bidder has presence. The bidder should further refer to the SARS geographic footprint i.e. Provinces, Regions and Borders, indicate the SARS locations where the bidder does NOT have capability to deliver training services and reasons thereof.

8.2.5 Training venue (also referred to as Facility in this bid). This requirement will vary from time to time i.e. bidder may be required to deliver training at a SARS venue or at the venue presented by the bidder. Bidder should demonstrate its ability to deliver training services at their venue should it be required by SARS.

List venues owned and indicate others that may be arranged if required. Indicate where the bidder strictly offers/delivers the training for the qualification at their venue. Further indicate facilities where provisions are in place for learners with special needs.

8.2.6 Certification, outline the process, timeline and NQF level of qualification

8.2.7 Reporting, demonstrate the management of information capability, administration of accounts and structured reporting for the purposes of compliance with quality assurance body/education sector

8.2.8 Bidders must refer to Annexure A (Technical scorecard for Category A) to structure ensure completeness of technical responses

8.3 CATEGORY B

Category B is aimed at Service Providers that are capable to provide short courses as required to close the skills gap within SARS.

It is subdivided as follows:

Category B – 1, outcomes based / accredited training courses

Category B – 2, non-accredited training courses

8.3.1 CATEGORY B – 1, ACCREDITED SHORT COURSES (Outcomes based)

SARS has outlined various short courses that were identified through the 2012 SARS Skills Audit. No Price reference must be made within the Technical response; this is a two envelope method. In Category B – 1, only bidders who offer outcomes based/accredited short courses may respond.

Category B - 1, each school of learning has a number of outcomes based/accredited short courses listed. *Download the list of required outcomes based/accredited short courses in Category B - 1 and populate the Specifications template for each outcomes based/accredited short course the bidder wishes to offer* [Cat B – 1 all Schools.xls](#) In this file, the bidders should respond per school i.e. open each worksheet/page to respond to the relevant course/s

- (a) select the school of learning in line with the bidder's offering (outcomes based qualifications/accredited short course).
- (b) peruse through the list of outcomes based/accredited short course in each school of learning,
- (c) select the outcomes based qualifications/accredited short course the bidder wishes to bid for, (do not change the SARS list of outcomes based/accredited short courses), complete [columns C - M](#) on the list.
- (d) select a blank template of the SARS specification and populate it for the outcomes based/accredited short course offered (do not change the structure of the SARS Specification template), complete all the fields and submit as the bidder's Specification.
- (e) repeat steps (b) to (d) above for each outcomes based/accredited short course offered by the bidder in Category B - 1 until the bidder has completed the full response in this category

Additional key requirements for bidders in Category B - 1 are as follows:

- 8.3.1.1 Professional staff will be required to conduct or facilitate training. Facilitators must have sufficient experience and possess qualification(s) that are higher than the qualification level (accredited short course) they will be facilitating e.g. registered and accredited assessors, moderators for qualifications and outcomes that are NQF aligned. All credential must be validated by the bidder.

List the proposed facilitators who have been identified to deliver the training for the outcomes based/accredited short courses selected by the bidder.

- 8.3.1.2 Professional accreditation of the academic institution/entity by the relevant quality assurance body/education sector (e.g. ETQA, SETA, SAQA and CHE etc.)
- 8.3.1.3 Method of delivery demonstrates the capability to deliver through blended method of learning. Further indicate provisions in place to train learners with special needs.
- 8.3.1.4 Accreditation for the outcomes based/accredited short course offered and entity (e.g. ETQA, SETA, SAQA and CHE etc.)
- 8.3.1.5 Geographical footprint, state the provinces where the bidder has presence. The bidder should further refer to the SARS geographic footprint i.e. Provinces, Regions and Borders, indicate the SARS locations where the bidder does NOT have capability to deliver training services and reasons thereof.
- 8.3.1.6 Training venue (also referred to as Facility in this bid). This requirement will vary from time to time i.e. bidder may be required to deliver training at SARS venue or at the venue presented by the bidder. Bidder should demonstrate its ability to deliver training services at their venue should it be required by SARS.

List venues owned and indicate others that may be arranged if required. Indicate where the bidder strictly offers/delivers the training for the qualification at their venue. Further indicate facilities where provisions are in place for learners with special needs.

- 8.3.1.7 Certification, outline the process and timeline
- 8.3.1.8 Reporting, demonstrate the management of information capability, administrations of accounts and structured reporting for the purposes of compliance with quality assurance body/education sector
- 8.3.1.9 Bidders must refer to Annexure A – Technical scorecard to structure ensure completeness of technical responses

8.3.2 CATEGORY B – 2, NON ACCREDITED SHORT COURSES

SARS has outlined various short courses that were identified through the 2012 SARS Skills Audit. No Price reference must be made within the Technical response; this is a two envelope method.

Category B - 2, each school of learning has a number of non-accredited short courses listed. *Download the list of required non accredited short courses in Category B - 2 and populate the Specifications template for each outcomes based/accredited short course the bidder wishes to offer* [Cat B – 2 all Schools.xls](#) In this file, the bidders should respond per school i.e. open each worksheet/page to respond to the relevant course/s

- (a) select the school of learning in line with the bidder's offering (outcomes based qualifications/accredited short course).
- (b) peruse through the list of outcomes based/accredited short course in each school of learning,
- (c) select the outcomes based qualifications/accredited short course the bidder wishes to bid for, (do not change the SARS list of outcomes based/accredited short courses), complete [columns C - J](#) on the list.
- (d) select a blank template of the SARS specification and populate it for the outcomes based/accredited short course offered (do not change the structure of the SARS Specification template), complete all the fields and submit as the bidder's Specification.
- (e) repeat steps (b) to (d) above for each outcomes based/accredited short course offered by the bidder in Category B - 1 until the bidder has completed the full response in this category

Additional key requirements for bidders in Category B - 2 are as follows:

- 8.3.2.1 Professional staff will be required to conduct or facilitate training. Facilitators must have sufficient experience and possess qualification(s) that are higher than the qualification level (accredited short course) they will be facilitating. All credential must be validated by the bidder.
List the proposed facilitators who have been identified to deliver the training for the non-accredited short courses selected by the bidder.
- 8.3.2.2 Professional accreditation of the academic institution/entity by the relevant quality assurance body/education sector, if any (e.g. ETQA, SETA, SAQA and CHE etc.)
- 8.3.2.3 Method of delivery demonstrates the capability to deliver through blended method of learning. Further indicate provisions in place to train learners with special needs.
- 8.3.2.4 Geographical footprint, state the provinces where the bidder has presence. The bidder should further refer to the SARS geographic footprint i.e. Provinces, Regions and Borders, indicate the SARS locations where the bidder does NOT have capability to deliver training services and reasons thereof.

- 8.3.2.5 Training venue (also referred to as Facility in this bid). This requirement will vary from time to time i.e. bidder may be required to deliver training at SARS venue or at the venue presented by the bidder. Bidder should demonstrate its ability to deliver training services at their venue should it be required by SARS.

List venues owned and indicate others that may be arranged if required. Indicate where the bidder strictly offers/delivers the training for the qualification at their venue. Further indicate facilities where provisions are in place for learners with special needs.

- 8.3.2.6 Certification (if any, for example Attendance), outline the process and timeline
- 8.3.2.7 Reporting, demonstrate the management of information capability, administrations of accounts and structured reporting for the purposes of compliance with quality assurance body/education sector
- 8.3.2.8 Bidders must refer to Annexure A – Technical scorecard to structure ensure completeness of technical responses

9 INSTRUCTIONS TO BIDDER(S)

- 9.1 Bids must be properly received and deposited at the main entrance in the tender box on or before the closing date and time at the Tender Submission Office situated at:
- SARS Procurement Centre
Brooklyn Bridge
Linton House - Ground floor
570 Fehrsen Street
Brooklyn, Pretoria
- 9.2 Bid documents may be posted to The Tender Office - SARS Procurement Department, Linton House, 570 Fehrsen Street, Brooklyn Bridge, Brooklyn, Pretoria, 0181
- 9.3 Bid documents will only be considered if received by SARS before or on the closing date and time, regardless of the method used to send or deliver such documents to SARS.
- 9.4 Late Bids will not be accepted and shall be returned to Bidder(s).

- 9.5 The Bidder(s) are required to submit sets of files i.e. Original set of files and Duplicate set or Copy of the original files). Bidders are also required to submit (1) CD-ROM/Flash disk with the full content of the bid response (all Ms Excel spread sheet provided by SARS should be populated and not locked, for evaluation purposes).

Each file and information in the CD-ROM must be labelled and submitted in the following format:

FILE 1 – Original / Duplicate (mark)

File 1 - required to be submitted by ALL BIDDERS. File 1 is not specific to any Category or Training Course.

Section 1 (refer to Para 10.1)

- Bidder's Cover Letter to SARS, indicating the nature of the entity
- Pre-Qualification criteria
- Proof of Accreditation

Section 2

- Company Profile incl. nature of the bidding entity and all parties to the bid
- General Conditions of Contracts (signed)
- Marked Up Risk and Responsibilities Matrix (Para 14, completed)

Section 3 (refer to Para 8.1)

- Experience of the bidder in providing training
- Client references
- Summary/Table of bid response (Electronic Bid Information Pack - Summary-Table of bid response)

Section 4

- Audited/reviewed financial statements for 3 (three) reporting periods.

FILE 2 to 8 – Original or Duplicate (mark)

File 2 to File 8, each file should be labelled per School of Learning as illustrated below.

Each bidder is required to submit TECHNICAL RESPONSE File/s only for the school of learning where the bidder has offered training courses in this bid.

For example, Bidder X wishes to offer SARS training Courses in the School of Tax for under all three Categories:

FILE 2 - School of Tax TECHNICAL RESPONSES

Category A – Bidder to submit full response to Para 8.2 of this RFI, School of Tax offering

- Section 1 – SARS Compendium Qualifications (Outcomes based)

Category B – Bidder to submit full response to Para 8.3 and/or 8.4 of this RFI, School of Tax offering

- Section 1 – Outcomes based/Accredited Short Courses,
- Section 2 – Non-Accredited Short Courses,

FILE 3 - School of Customs and Excise Education TECHNICAL RESPONSES

Category A – Bidder to submit full response to Para 8.2 of this RFI, School of Customs and Excise offering

- Section 1 – SARS Compendium Qualifications (Outcomes based)

Category B – Bidder to submit full response to Para 8.3 and/or 8.4 of this RFI, School of Customs and Excise offering

- Section 1 – Outcomes based/Accredited Short Courses,
- Section 2 – Non-Accredited Short Courses,

<p>FILE 4 - School of Enforcement and Investigation</p> <p>TECHNICAL RESPONSES</p>
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Category A – Bidder to submit full response to Para 8.2 of this RFI, School of Enforcement and Investigation offering

- Section 1 – SARS Compendium Qualifications (Outcomes based)

Category B – Bidder to submit full response to Para 8.3 and/or 8.4 of this RFI, School of Enforcement and Investigation offering

- Section 1 – Outcomes based/Accredited Short Courses,
- Section 2 – Non-Accredited Short Courses,

<p>FILE 5 - School of Modernisation and Technology</p> <p>TECHNICAL RESPONSES</p>

Category A – Bidder to submit full response to Para 8.2 of this RFI, School of Modernisation and Technology offering

- Section 1 – SARS Compendium Qualifications (Outcomes based)

Category B – Bidder to submit full response to Para 8.3 and/or 8.4 of this RFI, School of Modernisation and Technology offering

- Section 1 – Outcomes based/Accredited Short Courses,
- Section 2 – Non-Accredited Short Courses,

FILE 6 - School of Leadership and Management
TECHNICAL RESPONSES

Category A – Bidder to submit full response to Para 8.2 of this RFI, School of Leadership and Management offering

- Section 1 – SARS Compendium Qualifications (Outcomes based)

Category B – Bidder to submit full response to Para 8.3 and/or 8.4 of this RFI, School of Leadership and Management offering

- Section 1 – Outcomes based/Accredited Short Courses,
- Section 2 – Non-Accredited Short Courses,

FILE 7 - School of Business
TECHNICAL RESPONSES

Category A – Bidder to submit full response to Para 8.2 of this RFI, School of Business offering

- Section 1 – SARS Compendium Qualifications (Outcomes based)

Category B – Bidder to submit full response to Para 8.3 and/or 8.4 of this RFI, School of Business offering

- Section 1 – Outcomes based/Accredited Short Courses,
- Section 2 – Non-Accredited Short Courses,

FILE 8 - School of International Education
TECHNICAL RESPONSES

Category A – Bidder to submit full response to Para 8.2 of this RFI, School of International Education offering

- Section 1 – SARS Compendium Qualifications (Outcomes based)

Category B – Bidder to submit full response to Para 8.3 and/or 8.4 of this RFI, School of International Education offering

- Section 1 – Outcomes based/Accredited Short Courses,
- Section 2 – Non-Accredited Short Courses,

FILE 9 – Original or Duplicate (mark) PRICE and BBEE

File 9 - required to be submitted by ALL BIDDERS. File 9 is the bidder's response to Price and BEE requirements.

Each section in File 9 is specific to the Category and School of Learning wherein the Training Course offered has been costed. There is a SARS template provided for Price, named:

[Cat A – Pricing Sched all schools.xls](#)

[Cat B – 1 Pricing Sched all schools.xls](#)

[Cat B – 2 Pricing Sched all schools.xls](#)

Each Price schedule contains worksheets (Ms Excel). This File should be subdivided as follows:

Section 1 - Category A – Price Bidder to submit full Price response of this RFI

SARS Compendium Qualifications (Outcomes based) Bidder to insert Price per training course within each School of Learning. This should match the list of training course in the bidder's Technical response.

Section 2 - Category B – Price Bidder to submit full Price response of this RFI

Section 2.1 – Price, Outcomes based/Accredited Short Courses, Bidder(s) are to insert Price per training course within each School of Learning. This should match the list of training course in the bidder's Technical response.

Section 2.2 – Price, Non-Accredited Short Courses, *Bidder(s) are to insert Price per training course within each School of Learning. This should match the list of training course in the bidder's Technical response.*

Section 3 – BEE

Section 3.1 – Preferential Points Claim

Section 3.1 BEE Certificate, *from a SANAS Accredited BEE Verification Agency*

10 EVALUATION AND SELECTION CRITERIA

SARS has set minimum standards (Gates) that a Bidder(s) needs to meet in order to be evaluated and selected as a successful Bidder(s).

The minimum standards consist of the following:

- Pre-Qualification Criteria (Gate 0) – Bidder(s) must submit all documents as outlined in 10.1
- Technical Evaluation Criteria (Gate 1) – Bidder(s) must attain a minimum of 70 out of 100 points.

10.1 Pre-Qualification Criteria – Gate 0

Without limiting the generality of SARS's other critical requirements for this Bid, a Bidder(s) must submit the documents listed in **Table 1** below. All documents must be completed and signed by the duly authorised representative of the prospective Bidder(s). The Bidder(s) proposal may be disqualified for non-submission of any of the documents.

The requirements in Table 1 will be considered in line with the applicability as it relates to the bidding entity's local office or area of jurisdiction. A bidder should clearly identify their local office i.e. if the area of jurisdiction or local office is outside of South Africa, the bidder should submit an equivalent document from their area of jurisdiction.

Table 1

Name of the document that must be submitted	Non-submission may result in disqualification?
Tax Clearance Certificate – SBD 2	YES – Please submit a valid and original copy of the certificate.
SARS' s Oath of Secrecy	YES – Please complete and sign the supplied pro forma document in the presence of Commissioner of Oaths and initial every page.
Invitation to Bid – SBD 1	YES – Please complete and sign the supplied pro forma document.
Pricing Schedule - Annexure C	NO – Bidders are required to complete the attached Pricing Schedule, download from the SARS internet website - Annexure C.
Declaration of Interest – SBD 4	YES - Please complete and sign the supplied pro forma document.
SBD 6.1 – Preference Point Claim Form	No – Non-submission will lead to a zero score on BEE.
Declaration of Bidder's Past Supply Chain Management Practices – SBD 8	YES – Please complete and sign the supplied pro forma document.
Certificate of Independent Bid Determination – SBD 9	YES – Please complete and sign the supplied pro forma document
Electronic Bid Information Pack – <ul style="list-style-type: none"> • SBD 1 • Supplier Registration Form • Annual Financial Statements • File Reference • Summary - Table of bid response 	No – Please complete the electronic/soft documents and submit in CD rom
Audited/ Reviewed Annual financial statements for three reporting periods.	No – Submission of completed annual financial statements must accompany your submission and completion of the electronic/soft documents and submit in CD rom

Name of the document that must be submitted	Non-submission will result in disqualification?
Proof of institutional accreditation with the relevant ETQA as required by SAQA	YES – Please submit proof of accreditation. This is a mandatory submission. Failure to submit will result in disqualification.

10.2 Technical Evaluation (Gate 1) = 100 Points

Only Bidder(s) that have met the Pre-Qualification Criteria in (Gate 0) will be evaluated in Gate 1 for Technical Adjudication Criteria. In the Technical analysis criteria, Bidder(s) will need to attain a minimum of 70 out of 100 points. Each category will be scored separately.

The Bidder(s)' information will be scored according to the following points system:

Technical Adjudication Criteria	Points
Technical analysis <ul style="list-style-type: none"> • Experience of the service provider & facilitators • Capability to deliver the SARS requirements • Course Offering • Method of Delivery <i>Details found in Annexure A, B 1 and B2 - Technical Scorecard</i>	100

10.3 Price and BBBEE evaluation

10.3.1 Bidders are required to complete the attached Pricing Schedule, download from the SARS internet website, document named

Cat A – Pricing Sched all schools.xls

Cat B – 1 Pricing Sched all schools.xls

Cat B – 2 Pricing Sched all schools.xls

Submit the completed pricing schedules as File 9 for the respective courses where the bidder has offered training (align to Para 8.2; 8.3 and 8.4).

There is no contract value to be awarded in this RFI, this will be determined when SARS has established the exact quantities/no. of attendees, date, course name and venue prior to rendering the services. SARS will continue to apply Price evaluation and elimination when conducting the limited competitive bidding process to appoint for specific training requirements.

Prices are an essential component of this RFI for Budgeting and Training Plans. Prices are also critical to inform the SARS end users of indicative costs in the selection process of the pre-approved service provider i.e. value for money prior to the allocation of work.

10.3.2 BBBEE will be evaluated in this RFI. SARS continues to encourage bidders and service providers to comply with the BBEEE codes. It is a requirement in this RFI that bidders should have some level Black Ownership/Equity.

Classification	Turn Over	Submission Requirement
Exempted Micro Enterprise (EME)	Below R5 million p.a	Certified Copy of BBBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by IRBA or a letter from an Accounting Officer as contemplated in the CCA
Qualifying Small Enterprise (QSE)	Between R5 million and R35 million p.a	Certified Copy of BBBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by IRBA
Large Entity (LE)	Above R35 million p.a	Certified Copy of BBBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by IRBA

Joint Ventures and Consortiums (JV's collectively)

Incorporated JV's must submit the B-BBEE status of the entity. Unincorporated JV's must submit a consolidated B-BBEE scorecard as if they were a group structure for every separate tender.

Bidders are required to submit BBBEE certificates and submit SBD 6.1.

11 SPECIAL CONDITIONS OF THIS BID

11.1 Conflict of interest, corruption and fraud

SARS reserves its right to disqualify any Bidder who either itself or any of whose members (save for such members who hold a minority interest in the Bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the Bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of SARS or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")

- 11.1.1 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 BID;
- 11.1.2 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;
- 11.1.3 makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of SARS's officers, directors, employees, advisors or other representatives;
- 11.1.4 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;

- 11.1.5 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;
- 11.1.6 pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that 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;
- 11.1.7 has in the past engaged in any matter referred to above; or
- 11.1.8 has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such Bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

11.2 Misrepresentation during the lifecycle of the contract

The Bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that SARS relies upon the Bidder's Tender as a material representation in making an award to a successful Bidder and in concluding an agreement with the Bidder.

It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by SARS against the Bidder notwithstanding the conclusion of the Services Agreement between SARS and the Bidder for the provision of the Service in question. In the event of a conflict between the Bidder's proposal and the Services Agreement concluded between the parties, the Agreement will prevail.

11.3 Preparation Costs

The Bidder will bear all its costs in preparing, submitting and presenting any response or tender to this Bid and all other costs incurred by it throughout the Bid process. Furthermore, no statement in this Bid 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 Bid.

11.4 Indemnity

If a Bidder breaches the conditions of this Bid 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 Bid process and/or enforcement 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.

11.5 Precedence

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

11.6 Limitation of Liability

A Bidder participates in this Bid process entirely at its own risk and cost. SARS shall 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 Bid process.

11.7 Tax Compliance

No tender shall be awarded to a Bidder who is not tax compliant. SARS reserves the right to withdraw an award made, or cancel a contract concluded with a successful Bidder in the event that it is established that such Bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to SARS. SARS further reserves the right to cancel a contract with a successful Bidder in the event that such Bidder does not remain tax compliant for the full term of the contract. The Bidder will be required to submit the tax clearance upon expiry of the TCC.

11.8 National Treasury

No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appears on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. SARS reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a Bidder has been blacklisted with National Treasury by another government institution.

11.9 Governing Law

South African law governs this Bid and the Bid response process. The Bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this Bid, the Bid itself and all processes associated with the Bid.

11.10 Responsibility for sub-contractors and Bidder's personnel

A Bidder is responsible for ensuring that its, personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this Bid and in particular the provisions of paragraph 11 below. In the event that SARS allows a Bidder to make use of sub-contractors, such sub-contractors 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 or caused by such sub-contractors,

11.11 Confidentiality

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this Bid or a Bidder's Tender(s) will be disclosed by any Bidder or other person not officially involved with SARS's examination and evaluation of a Tender.

No part of the Bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This Bid and any other documents supplied by SARS remain proprietary to SARS and must be promptly returned to SARS upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this Bid process and thereafter, Bidders must secure SARS's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this Bid. Relates; or (ii) the process which follows this Bid Failure to adhere to this requirement may result in disqualification from the Bid process and civil action.

No confidential information relating to the process of evaluating or adjudicating Tenders or appointing a Bidder will be disclosed to a Bidder or any other person not officially involved with such process.

11.12 SARS proprietary information

Bidder will on their Bid cover letter make declaration that they did not have access to any SARS proprietary information or any other matter that may have unfairly placed that Bidder in a preferential position in relation to any of the other Bidders.

12 RESERVATION OF RIGHTS

SARS reserves a right

- 12.1 Not to award or cancel this BID at any time and shall not be bound to accept the lowest or any Bid.
- 12.2 To negotiate with one or more preferred Bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Bidder(s) who has not been awarded the status of the Preferred Bidder(s).
- 12.3 To accept part of a bid rather than the whole bid.
- 12.4 To cancel and/or terminate the Bid process at any stage, including after the Closing Date and/or after presentations have been made, and/or after Bids have been evaluated and/or after the preferred Bidder(s) have been notified of their status as such.
- 12.5 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the Bidder(s), whether before or after adjudication of the Bid.
- 12.6 To correct any mistakes at any stage of the Bid that may have been in the Bid documents or occurred at any stage of the Bid process.

13 DECLARATION BY BIDDERS

In the Bidder's Technical response, Bidder(s) are required to declare the following:

- 13.1 List the names of the key individuals i.e. representative of the Bidder(s) that will act on behalf of the Bidder(s) if successful in this Bid.
- 13.2 Confirm that the Bidder(s) is to: –
- 13.3 Act honestly, fairly, and with due skill, care and diligence, in the interests of SARS;
- 13.4 Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of professional activities;
- 13.5 Seek from SARS appropriate and available information regarding the objectives of training services;
- 13.6 Act with circumspection and treat SARS fairly in a situation of conflicting interests;
- 13.7 Comply with all applicable statutory or common law requirements applicable to the conduct of business;
- 13.8 Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with SARS;
- 13.9 Avoidance of fraudulent and misleading advertising, canvassing and marketing;
- 13.10 To conduct their business activities with transparency and consistently uphold the interests and needs of SARS as a client before any other consideration; and
- 13.11 To ensure that any information acquired by the Bidder(s) from SARS will not be used or disclosed unless the written consent of the client has been obtained to do so.

14 Risk and Responsibility Management Matrix

Annexure D provided below outlines the risks and responsibilities identified by SARS. These will be applicable from the commencement date to all the parties in the pre-approved list of training service providers. Bidders are required to:

Accept or reject the risk and responsibilities as set out in Annexure D - Risk and Responsibility Management Matrix and make comments where necessary. Do not change columns and content of this document. Complete columns specified and submit with the bidder's response under File 1 – Section 2.

SARS reserves the right to accept or reject any or all changes or amendments proposed by Bidders. In addition, SARS reserves the right to change, amend or add the risks and responsibilities.

ANNEXURE A – TECHNICAL SCORECARDS

CATEGORY A – SARS COMPENDIUM (ACADEMIC INSTITUTIONS)

1. Experience of the Service Provider = 10 points

	Description	Weight
1.1	Experience of the Service Provider in providing Training	5
1.2	Client References Provide 3 client references with contact details/ information (email; telephone nr. address & contact person).	5

2. Capability = 20

	Description	Weight
2.1	Footprint (Flexibility) Distance Learning	5
2.2	International Recognition of Training Courses	5
2.3	Facilitator Provide a spread sheet indicating the full list of training facilitators (permanent and non-perm) with qualifications of each facilitator	10

3. Facility = 5 points

	Description	Weight
3.1	Utilization of facilities that are wheelchair friendly (able to move to a venues at no extra cost)	5

4. Course Offering = 30 points

	Description	Weight
4.1	Does the bidder have the ability to deliver training that is outcomes based? Bidders must provide the following:	
	Relevant course name and Qualification ID (SAQA ID No)	5

	NQF Level	5
	Qualification Credits	5
	Learning outcomes of the course	5
	Modules/Units (Topics/Content) covered in the course	10

5. Delivery of the Service = 20 points

	Description	Weight
5.1	Certification Post assessment evaluation and certification	5
5.2	Reporting Does the bidder have capacity to provide progress reports: During a training period as well as consolidated report at the end of each program or course?	10
5.3	Customer Management Does the bidder have an aftercare support strategy (plan of action to support learners to apply learning back at the workplace) Does the bidder have pre support (e.g. planning, redesign and customisation)	5

6. Method of Delivery = 15 points

	Description	Weight
6.1	Blended training delivery methods (e.g. E- Learning/CBT; Classroom)	5
6.2	Ability to train the learners with special needs (e.g. brail and sign language)	5
6.3	Language of instruction	5

ANNEXURE B 1 - TECHNICAL SCORECARD

CATEGORY B – 1 OUTCOMES BASED/ACCREDITED SHORT COURSES

1. Experience of the Service Provider = 10

	DESCRIPTION	WEIGHT
1.1	Experience of the service provider in providing training	5
1.2	Client References Provide 3 client references with contact details/ information (email; telephone nr., address & contact person)	5

2. Capability = 15

	DESCRIPTION	WEIGHT
2.1	Footprint (Flexibility) Ability to deploy capable resources to deliver services nationally (where required by SARS)	3
2.2	Facilitator Provide a spread sheet indicating the full list of training facilitators (permanent and non-perm) with qualifications of each facilitator	9
2.3	Availability Notice period for delivery	3

3. Facility = 5

	DESCRIPTION	WEIGHT
3.1	Utilization of facilities that are wheelchair friendly (able to move to a venues at no extra cost)	5

4. Course Offering = 35 points

	DESCRIPTION	WEIGHT
4.1	Does the bidder have the ability to deliver training that is outcomes based? Bidders must provide the following:	
	Relevant course name and Qualification ID (SAQA ID No)	10

	NQF Level	5
	Qualification Credits	5
	Learning outcomes of the course	5
	Modules/Units (Topics/Content) covered in the course	10

5. Delivery of the Services = 20 points

	DESCRIPTION	WEIGHT
5.1	Certification Post assessment evaluation and certification	5
5.2	Reporting Does the bidder have capacity to provide progress reports: During training delivery period as well as consolidated report at the end of each program or course?	10
5.3	Customer Management Does the bidder have an aftercare support strategy (plan of action to support learners to apply learning back at the workplace)	5

6. Method of Delivery = 15 points

	Description	Weight
6.1	Blended training delivery methods (e.g. E- Learning/CBT; Classroom)	5
6.2	Ability to train the learners with special needs (e.g. brail and sign language)	5
6.3	Language of instruction	5

ANNEXURE B - 2 TECHNICAL SCORECARD

CATEGORY B – 2 NON-ACCREDITED SHORT COURSES

1. Experience of the Service Provider = 15

	DESCRIPTION	WEIGHT
1.1	Experience of the service provider in providing training	5
1.2	Client References Provide 3 client references with contact details/ information (email; telephone nr., address & contact person)	10

2. Capability = 15

	DESCRIPTION	WEIGHT
2.1	Footprint (Flexibility) Ability to deploy capable resources to deliver services nationally (where required by SARS)	3
2.2	Facilitator Provide a spread sheet indicating the full list of training facilitators (permanent and non-perm) with qualifications of each facilitator	9
2.3	Availability Notice period for delivery	3

3. Facility = 5

	DESCRIPTION	WEIGHT
3.1	Utilization of facilities that are wheelchair friendly (able to move to a venues at no extra cost)	5

4. Course Offering = 30

	DESCRIPTION	WEIGHT
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4.1	Does the bidder have the ability to deliver training that is outcomes based?	
	Bidders must provide the following:	
	<ul style="list-style-type: none"> Learning outcomes of the course 	15
	<ul style="list-style-type: none"> List of Modules/Units (Topics/Content) covered in the course 	15

5. Delivery of the Services = 20

	DESCRIPTION	WEIGHT
5.1	Certification Post assessment evaluation and certification	5
5.2	Reporting Does the bidder have capacity to provide progress reports: During training delivery period as well as consolidated report at the end of each program or course?	10
5.3	Customer Management Does the bidder have an aftercare support strategy (plan of action to support learners to apply learning back at the workplace)	5

6. Method of Delivery = 15 points

	Description	Weight
6.1	Blended training delivery methods (e.g. E- Learning/CBT; Classroom)	5
6.2	Ability to train the learners with special needs (e.g. brail and sign language)	5
6.3	Language of instruction	5

ANNEXURE C – PRICING SCHEDULE

Cat A – Pricing Sched all schools.xls

Cat B – 1 Pricing Sched all schools.xls

Cat B – 2 Pricing Sched all schools.xls

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ANNEXURE D - RISK AND RESPONSIBILITY MANAGEMENT MATRIX

ITEM NO.	Definitions in this tender	Responsibility of SARS	Responsibility of the Service Provider	Bidders response		Bidders Comments
				Accept	Reject	
1	Request for Quotations/ Proposal: This is a competitive bidding process that will be limited to the preapproved service providers. It will assist SARS to allocate work equitably as and when the need arises.	SARS will identify the requirement and request quotations from the preapproved Service Providers	The Invited preapproved Service Provider will provide SARS with quotations specific to the training need within two business days. Such a quotation should be aligned with the service provider's response in the tender pricing schedule. Service Providers should ensure that their Tax affairs are in order.			
2	Acceptance and Instruction to render the service: This is a written Purchase Order and Booking Confirmation from SARS to the preapproved service provider who is instructed to render the service.	SARS will issue a written Purchase Order and Booking Confirmation. <u>Both documents will include the following:</u> 1. Training Course name 2. Date of the event 3. Venue 3. Number of candidates 4. Price	Acknowledge receipt of instruction to render the service within one business day. Confirm in writing availability and commitment to render the services required by SARS within one business day. NB should the preapproved service provider cancel the training event on three occasions, SARS reserves the right to disqualify the service provider from the list of preapproved service providers			
3	Cancellation of Training (after Purchase Order and/or Booking Confirmation): This is a written confirmation from SARS that informs the service provider of the non-occurrence of the training event as previously accepted in the Purchase order and booking confirmation.	SARS will endeavour to issue a written cancellation notice to the service provider seven working days before the event as per booking confirmation.	Acknowledge receipt of notification of cancellation within one business day.			

ITEM NO.	Definitions in this tender	Responsibility of SARS	Responsibility of the Service Provider	Bidders response		Bidders Comments
				Accept	Reject	
4	Changes after confirmation (after Purchase Order and/or Booking Confirmation): Amendment to date of the event and/or the venue, this excludes changes or amendment to quantity, price, training course name, content of course material and outcome e.g. qualification. It may include minimal changes from the appointed service provider	SARS will endeavour to issue a written notification to the service provider seven working days before the event on an updated Booking Confirmation form.	Acknowledge receipt of notification of change within one business day. Service Provider to issue written change notification before 10 working days before the event			
5	Variation of Purchase Order: Expansion in quantity and/or price of the initial Purchase Order of the same training course.	Any variation of quantity and/or in price should be communicated in writing by using the SARS Change Purchase Order and such variations should have reference of the original Purchase Order number within 7 business days of the event. Variation is only effective if approved in line with SARS Procurement policies and procedures and National Treasury rules and regulations	Acknowledge receipt, availability and commitment in line with the SARS Change Purchase Order within one business day that confirms approval of variation.			
6	Unit of measure Measure used to determine the price of a specific training course as communicated by SARS. E.g. per person or per group of 10 attendees.	SARS will determine and communicate the unit of measure prior to issuing the request for quotation/proposal, purchase order and booking confirmation.	The price in the quotation/proposal should be consistent with the unit of measure as requested by SARS.			
7	Training Material	SARS will screen the training material to ensure that it meet the standards of qualification as required.	The appointed service provider should prepare the training manuals, tools and other necessary training material to meet the standards of the qualification required by SARS.			

ITEM NO.	Definitions in this tender	Responsibility of SARS	Responsibility of the Service Provider	Bidders response		Bidders Comments
				Accept	Reject	
	All material and content produced by the service provider that has met the standard of the qualification/outcome as required by SARS.		The Service provider should present for consideration and acceptance by SARS after receiving the Purchase Order or/and booking confirmation, for consideration by SARS. Within 3 days			
			Deliver the accepted training material and working tools three days before the confirmed training date			
8	Administration of Payment: The process to administer payment	Attendance Register with ID numbers. Signed report Reconcile the invoice with the PO and final quotation Signed invoice and attach to all the above	Service provider to submit: 1. A copy of the Attendance Register 2. Report to SARS Learning and Development official or training coordinator. - Material, venue, facilitator, attendance and outcomes. - Signed by the service provider and SARS and attach to the invoice (This does not replace the evaluation conducted by the attendees at the end of each training session) 3. <u>Invoice (Tax Invoice)</u> - PO number or copy of PO. - Final Quotation accepted by SARS. - Confirmation by SARS of training date and venue and number of attendees and course name. - Submit duplicate of invoice to Own Accounts and SARS Learning and Development official or training coordinator.			

ITEM NO.	Definitions in this tender	Responsibility of SARS	Responsibility of the Service Provider	Bidders response		Bidders Comments
				Accept	Reject	
			4. All terms and conditions of the GCC and PO are applicable.			
9	Refreshments Provision of refreshments during training sessions	To be determined and communicated at the time of RFQ and/or RFP	To be determined and communicated at the time of RFQ and/or RFP			
10	Traveling and Accommodation expenses for Facilitators	This is limited to specialised training. SARS will indicate at the time of requesting Quotation/Proposal The SARS travel policy will be applicable.	Travel costs will be for the service provider's account, unless specified in the RFQ/P Upon request by SARS, provide the travel and accommodation costs at the time of RFQ or RFP. Bidders are required to ensure availability of Facilitators within 60km radius between the service provider's offices and the agreed training venue			
11	Facility/Venue The venue where the delivery of services will take place.	To be determined and communicated at the time of RFQ and/or RFP	To be determined and communicated at the time of RFQ and/or RFP			

ANNEXURE E – LIST OF FACILITATORS CREDENTIALS and SPECIFICATIONS

CATEGORY A – SARS COMPENDIUM (ACADEMIC INSTITUTIONS)

download the list of required qualifications and accredited courses in Category A and Specifications from the SARS website

- [Cat A – School of TAX.xls](#)
- [Cat A – School of CUSTOMS and EXCISE.xls](#)
- [Cat A – School of ENFORCEMENT and INV.xls](#)
- [Cat A – School of MODERNISATION and TECH.xls](#)
- [Cat A – School of LEADERSHIP and MAN.xls](#)
- [Cat A – School of BUSINESS.xls](#)
- [Cat A – School of INTERNATIONAL EDUCATION.xls](#)

CATEGORY B – 1 OUTCOMES BASED/ACCREDITED SHORT COURSES

download the list of required outcomes based/accredited short courses in Category B - 1 and populate the Specifications template for each outcomes based/accredited short course the bidder wishes to offer

- [Cat B – 1 all Schools.xls](#)

CATEGORY B – 2 NON ACCREDITED SHORT COURSES

download the list of required non accredited courses in Category B - 2 and populate the Specifications template for each non accredited short course the bidder wishes to offer

- [Cat B – 2 all Schools.xls](#)