

RFP 05/2022

**PROVISIONING OF PAPER PRODUCTS
FOR THE PERIOD OF 3 YEARS
NATIONWIDE**

1. INTRODUCTION

The SARS Strategic Plan 2020 - 2024 presents an inspirational vision to build “a smart modern SARS, with unquestionable integrity and a trusted and admired organization”. It sets out a clear Strategic Intent “to follow the internationally recognized approach of Voluntary Compliance”, and further translates this intent into 9 clear strategic objectives.

2. THE SARS STRATEGIC OBJECTIVES ARE

- Provide Clarity and Certainty for taxpayers and traders of their obligations.
- Make it easy for taxpayers and traders to comply with their obligations.
- Detect taxpayers and traders who do not comply and make non-compliance hard and costly.
- Develop a high performing, diverse, agile, engaged, and evolved workforce.
- Increase and expand the use of data within a comprehensive knowledge management framework to ensure integrity, derive insight and improve outcomes.
- Modernize our systems to provide digital and streamlined online services.
- Demonstrate effective resource stewardship to ensure efficiency and effectiveness in delivering quality outcomes and performance excellence.
- Work with and through stakeholders to improve the tax ecosystem.
- Build public trust and confidence in the tax administration system.

3. SCOPE OF WORK

SARS invites proposals from prospective Service Provider(s) with the required products to be appointed for a period of (three) 3 years. The tender includes the provisioning of and delivery of, but not limited to:

DESCRIPTION	SIZE
Transparency Film	A4
Printing Paper A4 80gsm ² White	A4
Board - 160g Black	A4
Board - 160g Bright Blue	A4
Board - 160g Bright Green	A4
Board - 160g Purple	A4
Board - 160g Orange	A4
Board - 160g Dark Red	A4
Board - 160g Dark Green	A4

DESCRIPTION	SIZE
Board - 160g Dark Blue	A4
Board - 160g Dark Yellow	A4
Board - 160g White	A4
Board - 240g Black	A4
Board - 240g Dark Red	A4
Board - 240g Dark Green	A4
Board - 240g Dark Blue	A4
Board - 240g Dark Yellow	A4
Board - 240g White	A4
Butcher Paper	A4
Drafting Film	A4
Tracing Paper	A4
Photo Paper - Gloss	A4
Photo Paper - Matt	A4
Foam Board - 3mm - black only	A4
Foam Board - 5mm - black only	A4
Corrugated Board - black only	A4
Transparency Film	A3
Board - 160g Black	A3
Board - 160g Dark Red	A3
Board - 160g Dark Green	A3
Board - 160g Dark Blue	A3
Board - 160g Dark Yellow	A3
Board - 160g White	A3
Board - 240g Black	A3
Board - 240g Dark Red	A3
Board - 240g Dark Green	A3
Board - 240g Dark Blue	A3
Board - 240g Dark Yellow	A3
Board - 240g White	A3
Butcher Paper	A3
Drafting Film	A3
Tracing Paper	A3

DESCRIPTION	SIZE
Foam Board - 3mm - black only	A3
Foam Board - 5mm - black only	A3
Corrugated Board - black only	A3

Large format Plotter Printer

DESCRIPTION	ROLL SIZE	CORE SIZE
Bright White Inkjet Paper 90 g/m2 (EMEA & AP only)	36 in. x 150 ft/914 mm x 45,7 m	50mm
Bright White Inkjet Paper 90 g/m2	36 in. x 300 ft/914 mm x 91,4 m	50mm
Heavyweight Coated Paper 131 g/m2	42 in. x 100 ft/1067 mm x 30,5 m	50mm
Heavyweight Coated Paper 131 g/m2 (NA & EMEA only)	42 in. x 225 ft/1067 mm x 67,5 m	50mm
To suit HP DesignJet T2500 Plotters	80 gram bond paper roll	A0 width Length 100m

Special Paper and Board

SPECIAL PAPER / BOARD REQUIREMENTS	SIZE
Foam Board - 3mm - black only	A2
Foam Board - 5mm - black only	A2
Corrugated Board - black only	A2

*Notes:

The bidder(s) shall provide SARS with:

- Listed items as per Paper Product as listed per Par 3;
- Price Schedule, at an all-inclusive cost (i.e VAT and delivery cost) for the region they are bidding for. A list of SARS regions and offices are attached as Annexure **B** and **Annexure C**;
- The successful bidder/s must provide a detailed list of all their paper manufacturers/ suppliers as well as names and descriptions of brands offered in this tender;
- All paper products supplied under this tender shall be from responsible sources and conform to the Forest Stewardship Council (FSC standards C019831 (www.fsc.org));

- e) The bidders must indicate which regions and offices they are bidding for and must submit corresponding proof of presence/ footprint in the region;
- f) The tender intends to award a service provider per region based on price and B-BBEE outcome.

4. SUPPLY OF PAPER PRODUCTS

- a) Successful bidders must, at the request of SARS and in its sole discretion provide a sample of the proposed product(s) for inspection.
- b) All paper products supplied in terms of this tender must be of high quality and strictly as per the specifications as contained in this document.
- c) The white, A4 and A3 80gm paper will only be supplied in box/es not ream/s.
- d) Paper products that fail to meet the specifications and thus sub-standard products, will be returned to the Service Provider at its own costs.

5. ADMINISTRATIVE ORDERING AND REPORTING:

5.1 Ordering

The successful bidders must:

- i) Have ordering procedures that are efficient and user friendly.
- ii) Be able to generate monthly and annual activity reports reflecting the paper products ordered and expenses incurred by SARS as well as the expenditure thereon.

5.2 Product Availability:

- a) If the successful bidder(s) do not have a requested product available or becomes unavailable, the Service Provider must notify SARS immediately. Alternative products to be recommended as far as possible in such cases.

5.3 Product delivery:

- a) Delivery costs are the responsibility of the awarded successful bidder(s) and must be included in bid pricing.
- b) Freight Damages: Immediately upon the delivery of paper product(s) by the successful bidder(s), the SARS Representative will inspect the outside of all packaging/ boxes for damages, tears, crushing, or other indication of damage. The successful bidder shall make note of the defects.
- c) The SARS Representative will open all packages and/or boxes, inspect contents, process, and notify the successful bidder about the damage.
- d) Damaged paper products must be immediately removed from the SARS premises by the successful bidder.
- e) Successful bidder undertakes to replace all damaged items at their own expense.
- f) It shall be the responsibility of the successful bidder(s) to be aware of delivery days and receiving hours for all SARS locations.

- g) SARS shall not be responsible for any additional charges should the successful bidder(s) fail to observe specific delivery days and receiving hours.
- h) The successful bidder(s) shall deliver all goods and supplies within the required turn-around time from date of approval as contained in the Service Level Agreement attached as **Annexure D**.
- i) In the event the successful bidder(s) is unable to comply with this time frame, the successful bidder(s) must contact the SARS Representative immediately and obtain written approval to extend the delivery date and /or time.
- j) Successful bidder(s) shall properly package and handle all items ordered under the resulting contract, in accordance with all applicable standards.
- k) The successful bidder(s) shall deliver the paper products pursuant to the contract in accordance with the terms and conditions stated in this RFP and service level agreement.
- l) Repeated failure to meet specified delivery requirements may result in contract termination, or SARS may pursue any other remedies that might be available, at its discretion.

6. PRICING

Bidder must ensure that all costs related to the supply of the goods are presented, no additional costs can be entertained after the tender is awarded.

6.1 Pricing Structure -

- a) Bidders must indicate the region(s) they are bidding for (if applicable) as well as submit process for the paper products in their region(s) of choice.
- b) Bidders must price all line items per region(s). *Note: please refer to Pricing Schedule as per **ANNEXURE E***

7. PERFORMANCE MANAGEMENT

- a) The successful bidder(s) shall upon receipt of written notification of an award, sign the Services Agreement proposed by SARS. The service levels agreement shall form an integral part of the Services Agreement. *Please refer to **Annexure D** for proposed Service Levels Agreement*

8. CONDITIONS APPLICABLE TO APPOINTMENT

8.1 Bidders are encouraged to support the development and employment of Historically Disadvantaged People.

8.2 The tender intends to award a service provider per region based on Price and B-BBEE outcome, however SARS reserves the right to change the award to more than one

region to a service provider in an event it is not cost effective to do so (example: the premium to be paid between the first and second ranking of the bidders, as per 80/20 evaluation outcome is high and not affordable).

9. DISCLAIMER:

SARS RESERVES THE RIGHT TO PURCHASE PAPER PRODUCTS IN TERMS OF THIS TENDER ON AN “AS NEEDED BASIS” ONLY. NO SPECIFIC QUANTITIES ARE GUARANTEED UNDER THIS TENDER.