

# **APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF CLEANING SERVICES AT SARS KASTEEL OFFICE PARK FOR A PERIOD OF 24 MONTHS**

**RFP No:**

**RFP 08-2026**

**Non-Compulsory briefing session :** 05 August 2026 at 11H00

**Closing Date:** 31 August 2026 at 11H00



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# 1. INTRODUCTION: SARS TEAM

| Procurement                                    |
|------------------------------------------------|
| Sourcing Lead: Procurement                     |
| Price specialist                               |
| B-BBEE Specialist                              |
| Governance, Risk and Compliance                |
| Financial Analyst                              |
| Contract Management                            |
| SARS Business Unit                             |
| Bid Specification Committee and Bid Evaluators |
| Corporate Legal Services                       |
| Legal Specialist                               |

## 2. PURPOSE

### Non-compulsory briefing session

- Purpose
  - To present the published scope of work to bidders
  - Provide a comprehensive overview of the contents on the main RFP document
- It does not
  - cover every item in the RFP
  - replace any of the issued RFP material
  - change any of the RFP rules unless explicitly communicated in writing
- The briefing session slides will be posted on the e-tender and SARS website
- The published RFP pack remains the primary source of information for the Bidder to respond

## 2.1 PROCEDURES DURING BRIEFING SESSION

- Questions during the session.
  - SARS will take questions
  - Bidders are requested to submit written questions during the open Q & A period to the published Tender Office email
  - All questions and answers will be published as part of the wider Q & A process
  - The published answers will take precedence over any verbal response given in the briefing session

## 2.2 GOVERNANCE REQUIREMENTS

- Strict communication channels
  - Bidders will be disqualified for non-compliance
- No solicitation of information will be allowed other than by prescribed channels
- Deadlines to be strictly met
- Adhere to prescribed submission format to ensure queries are properly dealt with

### 3. BACKGROUND AND SCOPE OF WORK

Refer to Annexure A – Business Specification Requirements (BRS)



Annexure A - BRS

## 4. BID EVALUATION PROCESS



**REFER TO SECTION 7: EVALUATION PROCESS OF THE MAIN RFP DOCUMENT:**



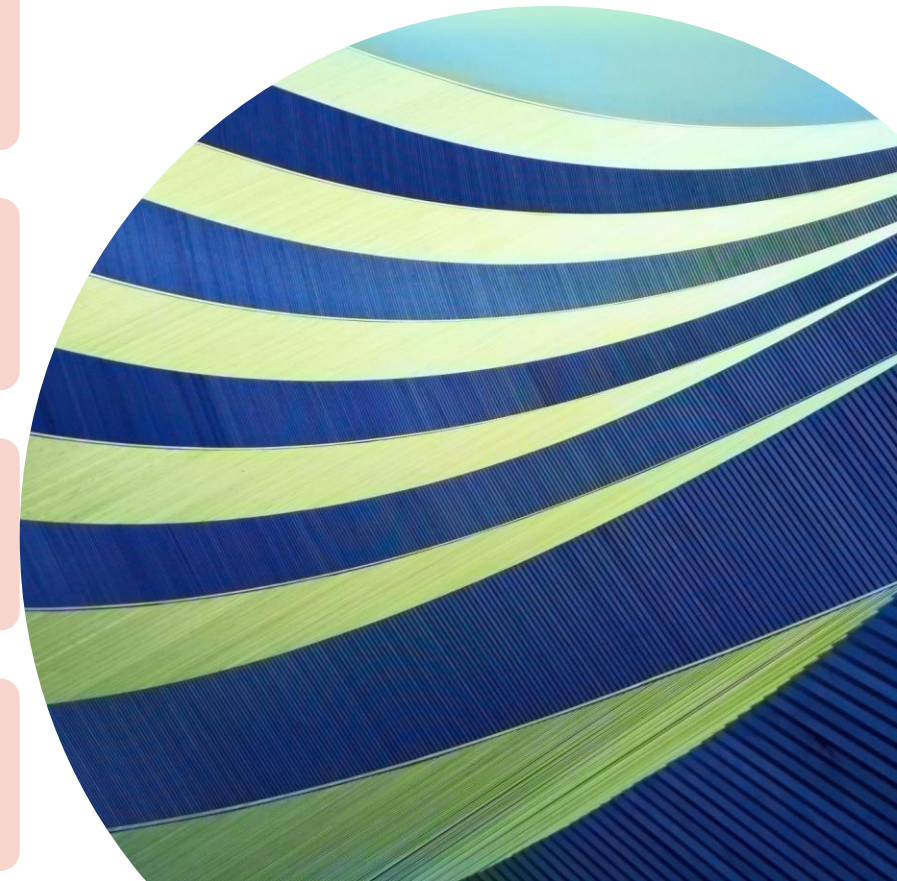
Gate 0 – Prequalification Evaluation



Gate 1 – Mandatory evaluation process

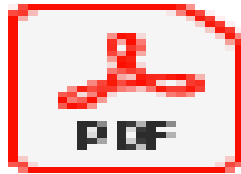


Gate 2 – Technical evaluation (Functionality)

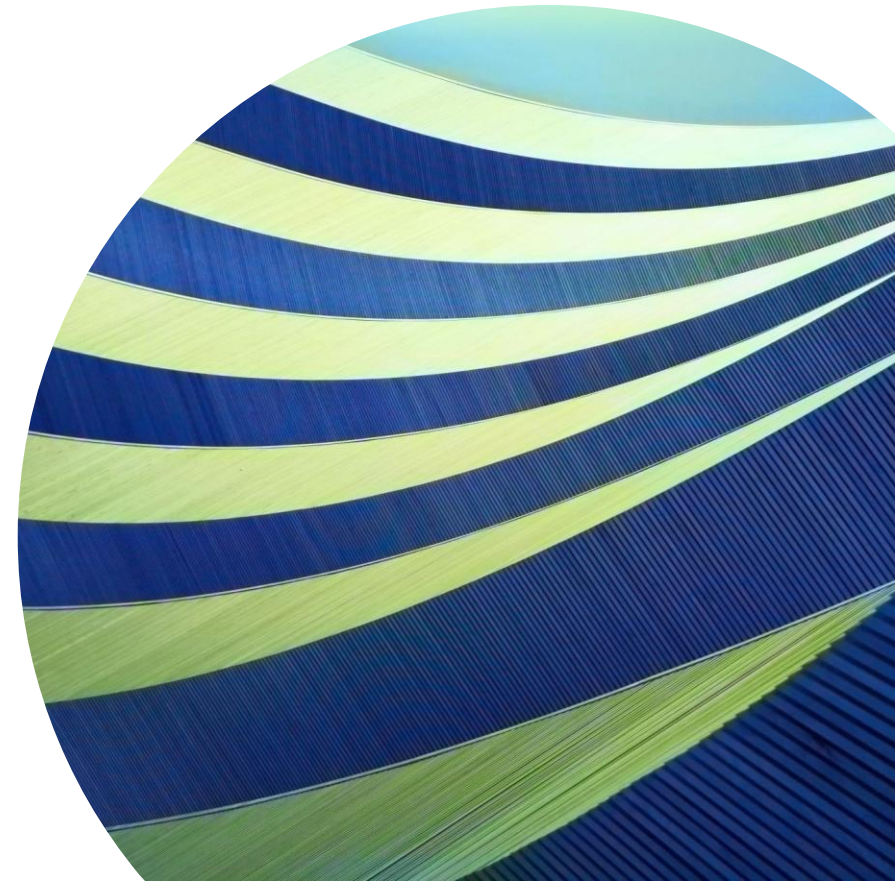


# 4.1 BID EVALUATION PROCESS

Main RFP Document (Section 7)



Main RFP  
Document

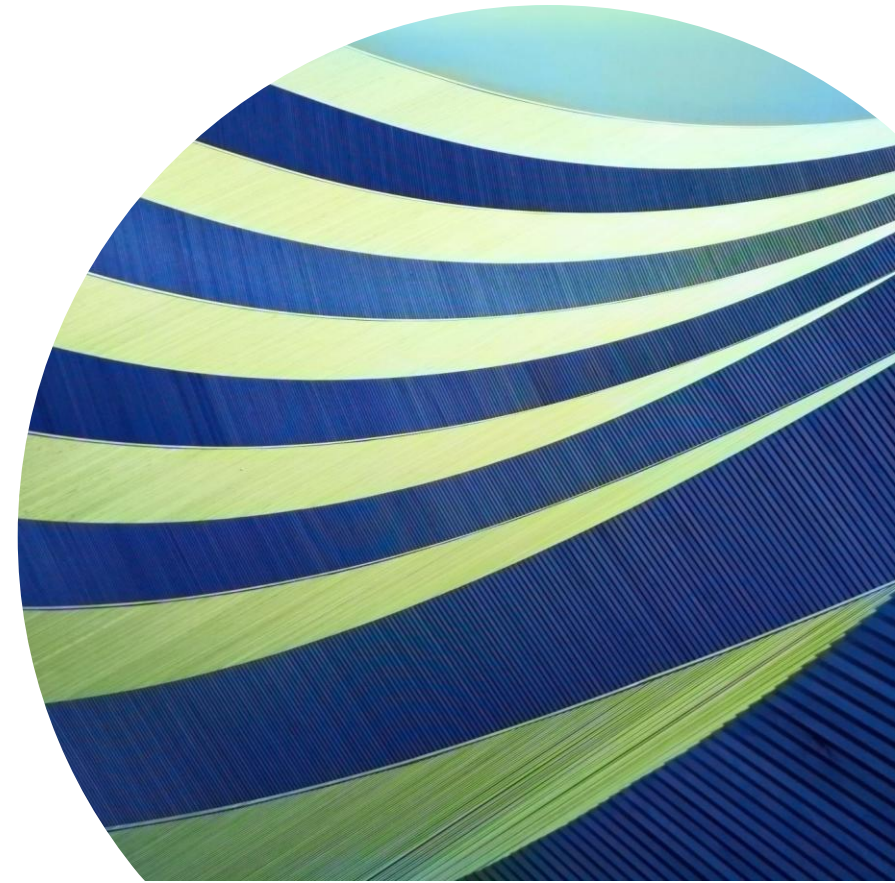


## 4.2 PRICING SCHEDULE

### Pricing templates



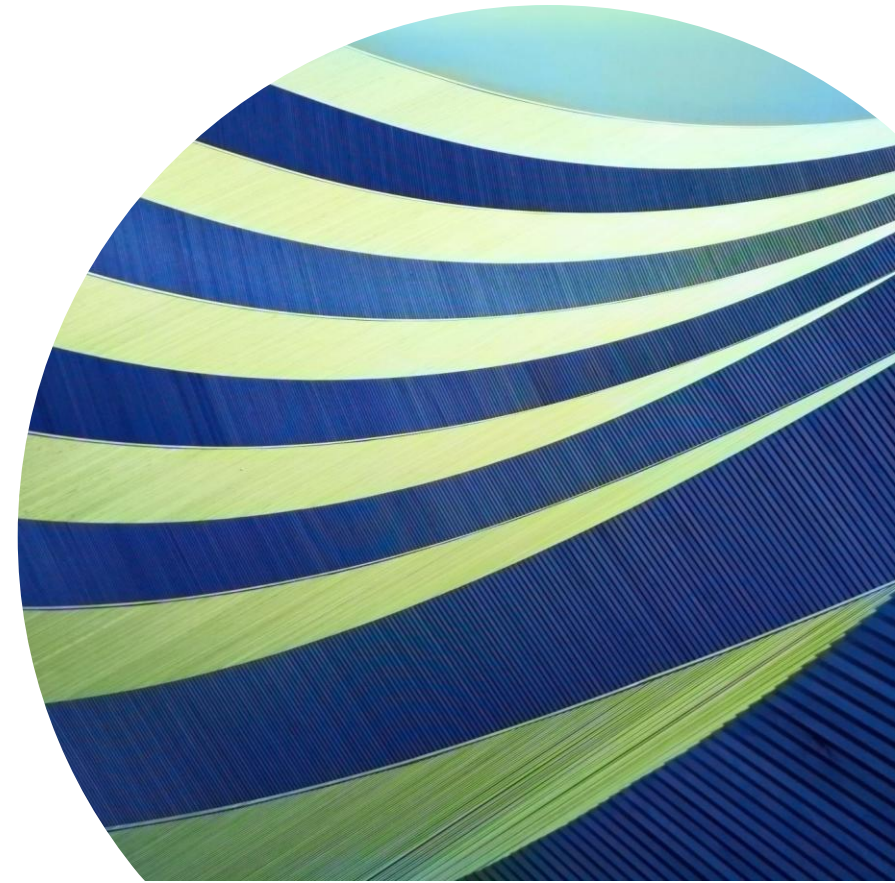
Pricing template



## 4.3 SPECIFIC GOALS

B-BBEE certificate or sworn affidavit

SBD 6.1 Preference point claim form



# 4.3 FINANCIAL ANALYSIS

## 4.4.2 FINANCIAL REQUIREMENTS:

Bidders are required to submit the public interest score and complete sets of audited / independently reviewed annual financial statements in compliance with the Companies Act for the three (3) most recent financial periods in the name of the bidding entity. The financial statement analysis will be conducted on the shortlisted bidder.

- **Three recent complete sets of Audited/Reviewed Annual Financial Statements comprising of:**
  - ✓ Statement Of Profit and Loss Comprehensive Income (*Income Statement*)
  - ✓ Statement of Financial Position (*Balance Sheet*)
  - ✓ Statement of Cash Flows (*Cash Flow Statement*)
  - ✓ Accompanying Unabridged Notes for ALL of the above documents
  - ✓ Any supplementary information
- **Less than three years Financial Periods**
  - ✓ A letter detailing that fact, signed by a duly authorised representative of the entity;
  - ✓ The annual financial statements that the entity is able to provide, taking into account the period that it has been trading; and
  - ✓ Any other information or documentation which would provide more clarity on the financial history of the bidder.



# 5. RFP submission and contact details

Bidders must submit one (1) hard copy file and a USB with content of each file.

**Refer to paragraph 6.5 of the Main RFP document**



## **TENDER BOX**

Tender Office SARS Procurement, Lehae La SARS  
Head Office, 299 Bronkhorst Street Nieuw  
Mucleneuk, Pretoria

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Any enquiries must be referred, in writing via email: [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za)

## 5.1 RFP TIMELINES

| ACTIVITY                                                                                                                                                 | DATE                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Advertisement of Bid in the: <ul style="list-style-type: none"><li>National Treasury e-Tender Portal.</li><li>Tender documents on SARS website</li></ul> | 28 July 2026                     |
| <b>Non-compulsory virtual briefing session</b>                                                                                                           | <b>5 August 2026 @ 11h00</b>     |
| Last date for questions relating to RFP                                                                                                                  | From 28 July to 14 August 2026   |
| SARS response                                                                                                                                            | From 29 July to 19 August 2026   |
| <b>Bid Closing Date</b>                                                                                                                                  | <b>31 August 2026 at 11:00am</b> |

Thank you

Rea leboha

Re a leboga

Ndza Khenza

Dankie

Ndi a livhuwa

Ngiyabonga

Enkosi

Ngiyabonga



South African Revenue Service