



## **REQUEST FOR PROPOSAL (RFP)**

**RFP 11/2016**

### **MAIN RFP FOR THE PROVISION OF INTEGRATED PEST CONTROL MANAGEMENT PROGRAMME FOR ALL SARS OFFICES, NATIONWIDE**

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## Summary, Guidelines, Conditions and Instructions

The South African Revenue Service (“**SARS**”) invites certain qualified persons (“**Bidders**”) to submit proposals (“**Tenders**”) in accordance with the rules set out in this RFP for the provision of Integrated Pest Control Management Program for all SARS office, Nationwide. The contract will be for period of 36 months with an option to renew for two subsequent periods of 12 months.

**Please note the following:**

- **The SARS offices are grouped into Clusters;**
- **The bidder/s can only bid per cluster as a whole and not per office/s within a cluster; and**
- **No electronic copies of bid proposals shall be accepted.**

## 1 STRUCTURE OF THE RFP PACK

### 1.1 Structure

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

Section	Description of section contents
1	Documents outlining the RFP background, conditions, and instructions.
2	Standard Bid Documents (SBDs). These documents are required by SARS Procurement and National Treasury to be read and to be returned as part of the Bidder's Tender response.
3	Documents outlining the business requirements, technical requirements and other information required by the Bidder to submit a Tender response.
4	The proposed agreement under which SARS wishes to contract the services.
5	Response templates. Templates that are required to form part of the Bidder's Tender response.

## 2 KEY DATES AND ACTIVITIES

This RFP bidding process is valid for a period of one hundred and eighty (180) business days from the closing date. Consequently, Bidders undertake to submit quantitated prices that are valid for a period of one hundred and eighty (180) business days from the closing date.

The table below lists certain key dates and activities relevant from time of issuance of the RFP up to and until the Closing Date:

Activity	Due Date
Advertisement of the Bid in the government tender bulletin, National Treasury and SARS website.	24 June 2016
Non-compulsory briefing session	6 July 2016 @10:00 am
Questions relating to the Bid from Bidder(s)	11 – 13 July 2016
SARS's response to questions posed by Bidders	18 July 2016
Bid closing date and time and place	27 July 2016 @ 11:00 am Brooklyn (see provisions 6 below)

All dates and times in this RFP are South African Standard Time.

Any time or date in this RFP is subject to change at SARS's discretion. 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 in any way for any Bidder to demand that any action be taken on the date established, or on any other date. The Bidder accepts that; if SARS extends the deadline for RFP submission for any reason, the requirements of this RFP otherwise apply equally to the extended deadline.

### **Non-compulsory briefing session venue:**

South African Revenue Service

Auditorium 2.2, second floor

Brooklyn Bridge, Linton House

570 Fehrsen Street, Brooklyn

### **3 SARS'S REQUIREMENTS**

#### **3.1 Introduction**

SARS's mandate under the South African Revenue Service Act 34 of 1997 includes the collection of all revenues that are due, ensuring maximum compliance with revenue legislation and providing a customs service that will maximise revenue collection, facilitate trade and protect the borders of South Africa.

SARS's vision is to be an innovative revenue and customs agency that enhances economic growth and social development and supports South Africa's integration into the global economy in a way that benefits all citizens. SARS strives to exercise its mandate in an efficient and cost effective manner.

#### **3.2 Overview of SARS's Requirements**

Details of the required services are contained in the Technical Bid Specification document.

### **4 SARS'S APPROACH TO THIS RFP**

#### **4.1 Objectives**

SARS's primary objective in issuing this RFP is to conclude a Service Level Agreements (SLA) with the successful Bidders that will achieve the following:

- 4.1.1 best value for money;
- 4.1.2 the sustainable supply of Services; and
- 4.1.3 the meeting of SARS's current requirements (at a minimum) and providing for flexibility to meet SARS's future needs related to the scope.

### **5 BIDDING QUALIFICATION**

#### **5.1 Introduction**

SARS has a detailed evaluation methodology premised on Treasury Regulation 16A3 of the Public Finance Management Act 1 of 1999, which prescribes that SARS's procurement processes be:

- 5.1.1 economical, efficient, fair, equitable, transparent, competitive and cost effective;
- 5.1.2 consistent with the Preferential Procurement Policy Framework Act 5 of 2000, read together with the Preferential Procurement Regulations, 2011; and
- 5.1.3 consistent with the Broad-Based Black Economic Empowerment Act 53 of 2003.

In furtherance of this evaluation methodology, the following bidding qualifications set out further in this paragraph 5 will apply.

## **5.2 Central Supplier Database ("CSD") Registration**

- 5.2.1 Service Providers and suppliers who wish to render services to SARS will no longer register at SARS directly. Suppliers will have to register on National Treasury Central Supplier Database ("CSD") as per National Treasury Circular No 3 of 2015/6 – Central Supplier Database.
- 5.2.2 National Treasury will maintain the database for all suppliers for Government and its institutions.
- 5.2.3 All existing and prospective suppliers are requested to self- register on the CSD by accessing the National Treasury website at [www.CSD.gov.za](http://www.CSD.gov.za).
- 5.2.4 As part of the bid submission, bidders are required to submit proof of CSD registration (preferably CSD report in pdf format)

## **5.3 Bidding**

- 5.3.1 Prospective Bidders who cannot, or do not, satisfy all of the conditions contained in paragraphs 5.3.1.1 to 5.3.1.3 should not submit bid proposals. If a Bidder is found not to meet any one of the requirements listed in paragraphs 5.3.1.1 to 5.3.1.3 then that Bidder's Tender will be rejected without any further consideration, at SARS's sole discretion.
  - 5.3.1.1 SARS is only interested in organisations that take accountability for service delivery. To avoid issues encountered where a single entity

cannot provide the warranties of performance required or be held accountable for performance, SARS will not consider Tenders submitted by a consortium or a special purpose vehicle constituted only for the purpose of responding to this RFP.

- 5.3.1.2 A Bidder must be a South African entity (Company, Close Corporation, Sole Proprietor or individual) or have a local branch office in South Africa.
- 5.3.1.3 The Bidder must be fully tax compliant and must submit a valid and original Tax Clearance Certificate as part of its Tender. The Bidder's attention is further drawn to the requirement that the successful Bidder must ensure that it remains compliant with all South African Tax and Customs laws and regulations throughout the Term, and a failure to do so will be a material breach of the Agreement.
- 5.3.1.4 The Bidder must comply with all applicable legislation in the Republic of South Africa in the performance of its daily activities, including but not limited to labour legislation and bargaining council agreements, health and safety regulations and environmental laws.
- 5.3.2 Subject to sub-paragraph 5.3.3 below, SARS will 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"):
  - 5.3.2.1 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 RFP;
  - 5.3.2.2 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;

- 5.3.2.3 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;
  - 5.3.2.4 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;
  - 5.3.2.5 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;
  - 5.3.2.6 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;
  - 5.3.2.7 has in the past engaged in any matter referred to in sub-paragraphs 5.3.2.1 to 5.3.2.6 foregoing; or
  - 5.3.2.8 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.
- 5.3.3 SARS in its sole discretion will be entitled (but not obliged) to exempt, in writing, a Bidder from disqualification in terms of sub-paragraph 5.3.2.7 foregoing. A Bidder that stands to be disqualified in term of sub-paragraph 5.3.2.7 foregoing may, prior to submitting a Tender, approach SARS in writing for an exemption as foresaid, in which event:
- 5.3.3.1 the Bidder is required to provide SARS with full information to enable SARS to consider such application for exemption; and
  - 5.3.3.2 SARS will not be obliged to consider any such application or to grant

any exemption, such consideration or granting of exemption being solely within SARS's discretion.

- 5.3.4 By submitting a Tender the Bidder represents to SARS that it does not stand to be disqualified in terms of paragraph 5.3.1 foregoing, unless it has otherwise applied for exemption or been exempted in terms of paragraph 5.3.3 foregoing.
- 5.3.5 SARS will reject a Bidder's Tender without any further consideration where that Bidder makes culpable misrepresentation to SARS in its Tender or at any stage during this RFP process.
- 5.3.6 SARS may disqualify a Bidder:
  - 5.3.6.1 whose Tender contains a negligent misrepresentation which is materially incorrect or misleading;
  - 5.3.6.2 in respect of whom any of the 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 through shares listed on a recognised stock exchange), directors or members of senior management are not in full compliance with all applicable laws relating to taxation in South Africa, in which regard SARS further reserves the right to require the Bidder to submit a valid tax clearance certificate in respect of any one or more such persons;
  - 5.3.6.3 whom SARS considers to be directly or indirectly owned, controlled or managed by persons who are not acceptable to SARS from an ethical, business or governance perspective;
  - 5.3.6.4 who had access to any of SARS's 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;
  - 5.3.6.5 who materially fails to comply with any conditions or requirements of this RFP;
  - 5.3.6.6 who in SARS's opinion has either materially failed to comply with any of the conditions of any existing or past agreement between such

Bidder and SARS or who has performed unsatisfactorily under any such agreement;

5.3.6.7 who fails to respond as required to written notices given by SARS in connection with its Tender under this RFP;

5.3.6.8 who purports to submit a bid on behalf of another company or entity but fails to provide proof of the required authority to do so; or

5.3.6.9 Where there is conflict between the Specification and/or any documentation published along with this document. The Provision of this document take precedence overall

## **6 BID SUBMISSION**

6.1.1 Bids must be properly received and deposited in the below mentioned tender box on or before the closing date and before the closing time at the Tender Submission Office situated at:

SARS Procurement Centre

Brooklyn Bridge

Linton House – Ground Floor

570 Fehrsen Street

Brooklyn, Pretoria

6.1.2 Bid documents may either be posted to The Tender Office – SARS Procurement Department, Linton House, 570 Fehrsen Street, Brooklyn Bridge, Brooklyn, Pretoria, 0181 **OR** placed in the tender box at the main entrance at the aforesaid address

6.1.3 Tender documents will only be considered if received by the Tender Office before the closing date and time, regardless of the method used to send or deliver such documents to SARS.

6.1.4 Late tenders will not be accepted and shall be returned to bidders, after being recorded by the Tender Office as such.

6.1.5 In this RFP document the terms “shall” and “must” indicate a mandatory

requirement. Bidder compliance with mandatory requirements are essential. Failure to comply with such requirements can lead to the disqualification of a Bidder. The terms “should” or “may” indicate desirable or advisory requirements. Bidder compliance with such terms may lead to an increase in a Bidder’s technical score.

- 6.1.6 All tenders and supporting documentation must be submitted in English.
- 6.1.7 All costs incurred during the preparation and compilation of a Bidder’s proposal, as well as the delivery of a Bidder’s tender documents to SARS will be borne exclusively by the Bidder
- 6.1.8 The Financial and BEE responses must be submitted in a sealed envelope separate from the Technical Response envelope.

## 6.2 TENDER COMPLIANCE

- 6.2.1 The Bidder’s attention is drawn to the following documents which are required as part of a Bidder’s Tender and which, if omitted, may at SARS’s sole discretion result in that Tender being disqualified:

**TABLE 1**

	<b>Name of the document that must be submitted</b>	<b>Non-submission may result in disqualification?</b>
1	Invitation to bid – SBD 1	Please complete and sign the supplied pro forma document.
2	Tax Clearance Certificate – SBD 2	Please submit a valid and original copy of the certificate.
4	Declaration of Interest – SBD 4	Please complete and sign the supplied pro forma document.
5	Preference Point Claim Form –SBD 6.1	No–Non-submission will lead to a zero score on BEE.
6	Declaration of Bidder’s Past Supply Chain Management Practices – SBD 8	Please complete and sign the supplied pro forma document.
7	Certificate of Independent Bid Determination – SBD 9	Please complete and sign the supplied pro forma document
8	SARS’ s Oath of Secrecy	Please complete and sign the supplied pro forma document in

	Name of the document that must be submitted	Non-submission may result in disqualification?
		the presence of Commissioner of Oaths and initial every page.
	Proof of Central Supplier Database (CSD) registration (preferably CSD report in pdf format)	Please submit a CSD report
9	SANAS or IRBA accredited BEE certificate	No–Non-submission will lead to a zero score on BEE.
10	<p>A complete set of audited/reviewed annual financial statements for three (3) most recent financial periods in the name of the bidding entity.</p> <p>The annual financial statements must contain:</p> <ul style="list-style-type: none"> <li>• Statement of Profit and Loss and other Comprehensive Income</li> <li>• Statement of Financial Position</li> <li>• Statement of Cash Flow; and</li> <li>• Accompanying Notes</li> </ul> <p>Entities which are trading for less than 3 (three) financial periods should provide:</p> <ul style="list-style-type: none"> <li>• A letter detailing the fact, signed by a duly authorised representative of the entity; and</li> <li>• Any other information or documentation which would provide more clarity on the financial history of the bidder.</li> </ul> <p>In the event that the subsidiary is the bidding entity and submits the financial statements of the holding company for financial evaluation purposes, the holding company must furnish a</p>	Please submit

	Name of the document that must be submitted	Non-submission may result in disqualification?
	<p><b>Performance Guarantee</b> that is signed by a duly authorised representative of the entity.</p> <p>In the event of the bid being in the form of a Joint Venture (JV), the following is required:</p> <ul style="list-style-type: none"> <li>• Annual financial statements of the JV;</li> <li>• JV legal agreement detailing the percentage ownership of each entity.</li> <li>• Unincorporated JV's should submit separate financial statements for each party in the JV and a signed JV legal agreement.</li> </ul> <p><b>NB: SARS retains the right to request further information with regards to the annual financial statements, should the need arise.</b></p>	
11	Supplier Risk Questionnaire	Please complete and sign
12	Response template (Annexure C)	Please complete and sign

### MANDATORY REQUIREMENTS

Bid proposals that do not provide the specified requirements tabled below may be **eliminated** and may not be considered for further evaluation:

MANDATORY CRITERIA	Failure to submit will results in immediate disqualification
Bidders must provide a valid Pest control certificate of registration from the Department of Agriculture, Forestry and Fisheries for all accredited personnel that will be performing the services as per the tender.	Failure to submit will results in immediate disqualification

Bidders must please provide proof of Public Liability Insurance not less than the value of R 1 Million per incident (Certified copy of insurance policy) or letter of intent to obtain the liability insurance not less than the value R1 million per incident from the creditable insurance company	Failure to submit will results in immediate disqualification
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## 7 EVALUATION AND SELECTION

### 7.1 Process after Closing Date

After the Closing Date in paragraph 2:

- 7.1.1 SARS may request additional information, clarification or verification in respect of any information contained in or omitted from a Bidder's Tender, which SARS may do either in writing or at a meeting convened with the Bidder for that purpose;
- 7.1.2 The following synopsis on the awarding procedure will only apply to successful Bidders, vis-a vis these Bidders who have successfully passed the technical and pricing phases.
- 7.1.3 Bidders are eligible for selection in a maximum of two (2) out of seven (7) possible Clusters. It is therefore necessary for Bidders to indicate their preferred Cluster of appointment, where they have a better footprint to perform the services effectively. For the sake of clarity, if a Bidder has:
  - Submitted a Bid proposal for all clusters; and
  - Indicated its preferred cluster as 1 and 2

then such Bidder will be added to the group of possible Bidders for cluster 1 and 2 with other Bidders, who have made the same selection. A selection of preferred Cluster will make a Bidder ineligible for consideration in the remaining Cluster.

- 7.1.4 Notwithstanding the provisions of Section 7.1.2 SARS reserves the right to allocate Cluster (a maximum of two per Bidder) to qualifying Bidders, as per the Bidder's ranking order (in terms of the Bidder's final scores) in a Cluster for which it has submitted a proposal, in a manner that is fair, equitable, transparent, competitive and/or cost-effective.

- 7.1.5 Should SARS receive a single successful Bidder for all seven Clusters such Bidder will be appointed as the sole Bidder for all Clusters.
- 7.1.6 SARS may conduct a due diligence on any Bidder, which may include interviewing customer references or performing other activities to verify a Bidder's submitted or other information and capabilities (including visiting the Bidder's various premises and/or production sites to verify certain stated facts or assumptions) and in which regard the Bidder will be obliged to provide SARS with all such access, assistance and/or information as SARS may reasonably request. The Bidder shall respond within the timeframes set by SARS, failing which SARS reserves the right not to consider the Bidder's Tender any further;
- 7.1.7 no material amendment/s may be made to a Tender, unless specifically permitted or requested by SARS;
- 7.1.8 SARS may shortlist Bidders and may request presentations from such short-listed Bidders. All costs relating to the preparation of such presentations will be borne by the Bidders;
- 7.1.9 SARS may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the respective Tenders;
- 7.1.10 SARS will evaluate the Tenders with reference to SARS's Evaluation Criteria. SARS reserves the right to employ subject matter experts to assist in performing such evaluations.

## **7.2 SARS's Pre-qualification Criteria – Gate 0**

- 7.2.1 SARS has defined minimum pre-qualification criteria that must be met by the Bidder in order for SARS to accept a Tender for evaluation. In this regard a pre-evaluation verification will be carried out by SARS in order to determine whether a Tender complies with the provisions of paragraphs 5.3 and 6.2:
- 7.2.2 Where there is a failure to comply fully with any of the pre-qualification criteria, or SARS is for any reason unable to verify whether the pre-qualification criteria are fully complied with, SARS will have the right to either:

- 7.2.3 reject the Tender in question and not to evaluate it at all;
- 7.2.4 give the Bidder an opportunity to supplement the information and/or documentation provided by it under its Tender so as to achieve full compliance with the pre-qualification criteria, provided that such information and/or documentation can be provided within a period of 7 (seven) days and is purely administrative in nature;
- 7.2.4.1.1 in any event permit the Tender to be evaluated, subject to the outstanding information and/or documentation being submitted prior to the award of the tender.
- 7.2.5 Only bidders 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, bidders will need to attain a minimum of 70 out of 100 points to proceed to the next stage, i.e. Price and BEE;

### **7.3 SARS's Technical Evaluation Criteria- Gate 1**

Only bidders that have met the pre-qualification criteria in (gate 0) will be evaluated in gate 1 for technical adjudication criteria. Bidder's Proposal will be evaluated for functionality out of a possible 100 (one hundred) points. Only acceptable Proposals that score a number of points for functionality that is greater than or equal to 70 will be selected to the next stage.

Notwithstanding the above, and in the event that no Proposals achieve the functionality qualifying point, SARS at its sole discretion, may consider the highest scoring Proposal and/or Proposals scoring higher than 90 (ninety) of the score of the highest scoring Proposal for selection to the next stage.

<b>HIGHLY DESIRABLE CRITERIA</b>	<b>83</b>
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<p>Bidders must provide company profile which should include:</p> <ul style="list-style-type: none"> <li>• The company background;</li> <li>• Organizational Structure; and</li> <li>• Company's physical address.</li> </ul>	
<p>Bidders must please provide a detailed information of infrastructure:</p> <p>list of equipment, including but not limited to the following</p> <ul style="list-style-type: none"> <li>○ Multi-purpose sprayers &amp; guns;</li> <li>○ PPE equipment and clothing;</li> <li>○ Fogging machines; and</li> <li>○ Safety equipment.</li> <li>• Picture(s) of minimum of 2 vehicles and registration number in the companies name;</li> <li>• picture of your chemical/equipment storage and;</li> <li>• office footprint in the cluster tendering for: provide utility bill or provide lease agreement signed by the Landlord.</li> </ul>	
<p>Bidder must provide brief CV of all accredited personnel detailing their experience as well as attaching qualifications from an <b>accredited institution</b> relating to pest control.</p>	

<p>Bidders must please provide the names of two (2) contactable references of their current/recent customers to whom Integrated Pest Control or similar services are/were provided. References to include the following :</p> <ul style="list-style-type: none"> <li>• the company's name;</li> <li>• a contact name;</li> <li>• address and;</li> <li>• phone number.</li> </ul>	
<p>Bidders must please provide us with two (2) testimonial letters from previous/current clients and should be on the client(s) company letter head signed by the relevant authority, which should include:</p> <ul style="list-style-type: none"> <li>• The duration of the contract;</li> <li>• The value of the contract;</li> <li>• The reliability and responsiveness; and</li> <li>• Projects turnaround time.</li> </ul>	
<p>Bidders must please provide Standard Operating Procedures (SOP) in the company's letter head, which should include:</p> <ul style="list-style-type: none"> <li>• SOPs of spraying;</li> <li>• SOPs of gelling;</li> <li>• SOPs of rodent control and;</li> <li>• SOPs of fogging of premises.</li> </ul>	
<b>DESIRABLE CRITERIA</b>	<b>17</b>
<p>Bidders must provide any recommended value-adds related to Pest control</p>	
<p><b>Health and Safety Policy &amp; Plan:</b></p> <p>The bidder is expected to supply a copy of the company's Health &amp; Safety plan.</p>	

<ul style="list-style-type: none"> <li>• The bidder must confirm compliance to Occupational, Health and Safety Act:</li> <li>• Occupational Health &amp; Safety Plan, must include: <ul style="list-style-type: none"> <li>➤ Scope of work;</li> <li>➤ Safe Works procedures;</li> <li>➤ Personal Protective Equipment (PPE) procedure;</li> <li>➤ Injury on duty (IOD) procedure;</li> <li>➤ Fall Protection Plan;</li> <li>➤ Emergency Procedures; and</li> <li>➤ Training Plan.</li> </ul> </li> </ul>	
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The following criteria and weightings will be applicable to the evaluation of the bids received:

**Bids failing to achieve a minimum score of 70% on the above will not be considered for further evaluation and will not proceed to gate 2 –Pricing and BEE.**

#### 7.2.6 PRICE AND B-BBEE EVALUATION (GATE 2) (90 + 10)= 100 POINTS

7.2.7 In the second stage of the evaluation, Tenders that passed the prescribed technical threshold will be evaluated in terms of the 90/10 preference points system under section 2 of the Preferential Procurement Policy Framework Act, 2000, read with the Preferential Procurement Regulations, 2011.

Criterion	Points
BBBEE status	10
Price	90

#### Price Evaluation (90 points).

Adjudication Criteria	Points
Price Evaluation $P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	90

Where

Ps	=	Points scored for price of bid under consideration
Pt	=	Rand value of bid under consideration
Pmin	=	Rand value of lowest acceptable bid

#### **BBBEE Evaluation (10 points)**

The checklist below indicates the B-BBEE documents that must be submitted for this Bid, failure to submit will result in scoring zero for B-BBEE.

Adjudication Criteria	Points
A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1) and a B-BBEE Certificate	10

CLASSIFICATION	Codes	SUBMISSION REQUIREMENT
Exempted Micro Enterprise (EME)	Below R10 million p.a.	Certified Copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by the Independent Regulatory Board for Auditors ("IRBA") or a letter from an Accounting Officer as contemplated in the CCA.
Qualifying Small Enterprise (QSE)	Between R10 million and R50 million p.a.	Certified Copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by IRBA.
Large Entity (LE)	Above R50 million p.a.	Certified Copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by IRBA.

Bidders who do not claim preference points will be scored zero for BEE but cannot be excluded from the tender process.

SARS will accept B-BBEE Certificate issued on the revised B-BBEE Codes.

#### **Use and acceptance of Affidavits**

All companies will need to request the information which proves Black Ownership and Turnover in addition to the Affidavit, or request that their EME/QSE suppliers be verified and have this confirmed on the Affidavit.

SARS reserves the right to request that bidders submit their Black ownership and turnover information in support of their Affidavits.

- **Joint Ventures (JV) and Consortiums**

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

- **Sub-contracting**

Bidders who want to claim preference points will have to comply fully with regulations 11(8) and 11(9) of the PPPFA Act with regard to sub-contracting.

**The following is an extract from the PPPFA Act:**

- **Regulation 11(8)**

A person must not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an Exempted Micro Enterprise that has the capability and ability to execute the sub-contract.

- **Regulation 11(9)**

A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an Exempted Micro Enterprise that has the capability and ability to execute the sub-contract

**Proof of Existence: Joint Ventures and/or Sub-Contracting**

Bidders must submit concrete proof of the existence of joint ventures and/or sub-contracting arrangements. SARS will accept signed agreements as acceptable proof of the existence of a joint venture and/or sub-contracting arrangement.

The joint venture and/or sub-contracting agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or sub-contracting party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or sub-contracting arrangement.

## **8 GENERAL CONDITIONS OF TENDER**

### **8.1 Acceptance of RFP conditions**

The Bidder's participation in the RFP process is deemed to constitute acknowledgement and acceptance by the Bidder of the terms and conditions contained in this RFP.

## **8.2 Reservation of rights**

SARS reserves the right in its discretion to:

- 8.2.1 make no award;
- 8.2.2 make partial award;
- 8.2.3 withdraw, suspend or cancel this RFP or the RFP process at any time and without providing reasons;
- 8.2.4 not provide reasons for its rejection or the failure of any Bidder or Tender, save on application and in terms of applicable legislation;
- 8.2.5 change any of its requirements as set out in this RFP by giving Bidders reasonable notice;
- 8.2.6 change any condition, procedure or rule of the RFP by giving Bidders reasonable notice;
- 8.2.7 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;
- 8.2.8 re-advertise for Tenders;
- 8.2.9 provide further information in respect of, and modify the provisions of, this RFP at any time prior to the Closing Date by notice to all prospective Bidders;
- 8.2.10 conduct site visits and/or perform audits whenever SARS deems it prudent to do so;
- 8.2.11 undertake further checks on Bidders, which may include information on public record or in the public domain, information contained in internal SARS records or information received from other government institutions;
- 8.2.12 no longer consider a Bidder's Tender where adverse information about the

Bidder or its Tender submission has come to the attention of SARS, provided that such Bidder is informed accordingly and invited to comment;

8.2.13 to award a Tender based on which Bidder is offering the best value for money, even if such Tender is not the lowest priced tender; and

8.2.14 to make the award subject to the successful Bidder entering into a duly signed contract with SARS.

### **8.3 Validity of information**

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 to the Bidder or any third party for any inaccuracy, the omission of any information in the RFP or in respect of any additional information SARS may provide to the Bidder as part of the RFP process.

The Bidder is deemed to have examined this RFP and any other information supplied by SARS to the Bidder and to have satisfied itself before submitting any of its responses as to the correctness and sufficiency of such information.

### **8.4 RFP not an offer**

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 a contract with the Bidder.

### **8.5 Preparation Costs**

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this RFP and all other costs incurred by it throughout the RFP process. Furthermore, 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.

#### **8.6 Conflict of Interest**

If at any time the Bidder identifies an actual or potential conflict of interest, the bidder must immediately notify SARS in writing. SARS reserves the right to exclude the Tender submitted by such Bidder from further consideration, unless the Bidder is able to resolve the conflict.

#### **8.7 Indemnity**

If a Bidder breaches the conditions 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 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.

#### **8.8 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.

#### **8.9 Responsibility for sub-contractors and Bidder's personnel**

A Bidder is responsible for ensuring that its sub-contractors (if any), personnel (including officers, directors, employees, advisors and other representatives of a Bidder) and personnel of its sub-contractors comply with all terms and conditions of this RFP and in particular the provisions of paragraph 8.10 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 such sub-contractors,

#### **8.10 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 RFP 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 RFP 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 RFP 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 therefrom.

Throughout this RFP 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 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 civil action.

After the Closing Date, 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.

#### **8.11 Intellectual Property**

SARS retains ownership of all Intellectual Property Rights in the tender information documents that form part of this RFP. Bidders will retain the Intellectual Property Rights in their tender responses, but grant SARS the right to make copies of, alter, modify or adapt their responses, or to do anything which in its sole discretion is necessary to do for reasons relating to the RFP process.

#### **8.12 Limitation of Liability**

A Bidder participates in this RFP 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 RFP process.

#### **8.13 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 do not remain tax compliant for the full term of the contract.

No tender shall be awarded to a Bidder (or any of its members, directors, partners or trustees) whose names appear 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.

#### **8.14 Governing Law**

South African law governs this RFP and the RFP 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 RFP, the RFP itself and all processes associated with the RFP.

### **9 INSTRUCTIONS FOR SUBMITTING A RESPONSE TO THIS RFP**

This paragraph 9 details the instructions to Bidders for preparing a Tender response to RFP 11/2016. These instructions must be followed in detail to ensure that the information contained in the Bidder's Tender is correct, complete and well structured. All Tenders must comply with the requirements and instructions as set out in the RFP.

Bidders must ensure that information and documentation supplied can be easily understood and thus, evaluated in a fair and consistent manner. Should a

Tender be received that is not in the correct format, SARS reserves the right to reject the entire Tender or portions of the Tender depending on the extent of the deviation from the format described in this document. Information that has not been requested must not be submitted in the Bidder's Tender.

## 9.1 Organisation of a Tender response

9.1.1 Irrespective of whether the Bidder is responding to portions of the Tender, or the Tender as a whole, the Bidder will be required to submit the following:

<b>FILE 1</b>	<p>Exhibit 1</p> <ul style="list-style-type: none"> <li>➤ Pre-qualification documents (SBD documents)</li> </ul> <p>Exhibit 2</p> <ul style="list-style-type: none"> <li>➤ Technical Responses</li> <li>➤ Supporting documents for technical responses</li> </ul> <p>Exhibit 3</p> <ul style="list-style-type: none"> <li>➤ Supplementary information</li> </ul>
<b>FILE 2</b>	<p>Exhibit 1</p> <ul style="list-style-type: none"> <li>➤ BEE Certificate together with completed SBD 6.1</li> <li>➤ Pricing</li> </ul> <p>Exhibit 2</p> <ul style="list-style-type: none"> <li>➤ Latest 3 year audited/reviewed financial statements.</li> </ul> <p><b>NB:</b> Pricing, BEE and Financial statement responses must be submitted in a sealed envelope separate from the Technical Response envelope.</p>

## 9.2 Communication during bid process

Should a bidder require any clarification and/or further information during this bid process, the bidder must address the queries in writing by email to: Email: [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za)

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any prior notice and should not be construed as a commitment by SARS. SARS assumes no responsibility for any errors that may appear in this document.

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