

SARS RFP15/2012

OFFSITE DOCUMENT STORAGE

TENDER PRICING SUBMISSION INSTRUCTIONS

RFP15/2012

1 STRUCTURE OF THE TENDER

The RFT is as described in more detail in **SARS RFP15/2012 1-1 Off-Site Document Storage Summary Guidelines Instructions and Conditions Document** in volume 1 of the RFT.

Bidders can bid on any combination or all of the Region(s).

The spread sheet *RFP15-2012 Off Site Storage Tender - V3 template.xls* (found in Volume 2) contains the financial response templates for the bid. The Tender pricing submission instructions in this document must be read in conjunction with instructions or notes embedded in the financial response template spread sheet

2 GENERAL INSTRUCTIONS FOR COMPLETING THE PRICING TEMPLATES

Bidder's pricing must not be subject to any **notes**, **conditions**, **assumptions** or other **pricing re-openers** either made in the pricing templates or any other part of the Bidder's Tender.

2.1 Tender submission format

- 2.1.1 As noted in *RFP15/2012 2-1 Guidelines for preparing a response to the RFT.doc*, Bidders must submit both a paper copy and an electronic copy (in Excel format) of the Pricing Submission. **Submissions that are not accompanied by both copies will not be considered.** In the event of a discrepancy, the paper copy will prevail.

- 2.1.2 Bidders must complete and submit ALL templates required for the Bid. The checklist [see the checklist in section xx] must be consulted for the list of required templates for the bid.

2.2 Input spreadsheets

- 2.2.1 The financial templates are contained within the one Excel spreadsheet *RFP15-2012 Off Site Storage Tender - V3 template.xls*.
- 2.2.2 The spreadsheet contains tabs for the worksheets in which the financial templates for the Regions are located.
- 2.2.3 The worksheet labelled “Index” contains the names and locations of all the templates in the spreadsheet.
- 2.2.4 All worksheets in the electronic copy of the Financial Templates are password protected.
- 2.2.5 Bidders must not unprotect the spreadsheets and / or make any changes to the spreadsheets make any changes to the Pricing Templates or to change the formatting of the Pricing Templates or attempt to unprotect any of the Pricing Templates.
- 2.2.6 Cells are formatted to automatically indicate **South African Rand**, ordinary text fields and percentage (%) where applicable.
- 2.2.7 Hyperlinks have been provided to allow Bidders to navigate from the index to the first open cell in each corresponding template and to return back to the index.
- 2.2.8 Input cells are highlighted in light green (Microsoft Office 2010). The Bidder must complete all input cells for the bid. No other cells must be changed
- 2.2.9 The Bidders are required to input their company name in cell H34 on the Cover Sheet template. This will automatically be pre-populated on all templates in the workbook.

- 2.2.10 Total Costs including the summary at the bottom of the Templates are formula driven. Totals will be calculated automatically in the Total fields and Bidder should not attempt to input values to these fields.

2.3 Currency, VAT and Taxes

- 2.3.1 Bidder's Tender pricing submission must be firm, not indicative.
- 2.3.2 All Bidders' pricing must be quoted in South African Rands (ZAR).
- 2.3.3 The Bidder's Pricing must be inclusive of all duties, taxes and all applicable levies.
- 1.1.1 The templates are designed such that VAT will be calculated on Bidders input pricing therefore Bidders must complete the templates with unit prices excluding VAT.

2.4 Adjustments for CPI, and Foreign Exchange

- 2.4.1 The pricing required in the financial templates is for now until April 2013 at which time prices will be adjusted for CPI. See C.10 below
- 2.4.2 SARS will adjust pricing annually for inflation (CPI). Bidders are required to indicate on the templates provided which portion of the pricing have CPI applied to them annually.
- 2.4.3 Each year, after March 2013, the pricing will be adjusted for CPI by applying CPI to the percentage of price affected by CPI as indicated by the Bidder on the appropriate template.

Example: (Note that the CPI and CPI Sensitivity Factor are illustrative values only and have only been selected for the purposes of demonstrating the operation of the formula)

Pricing for year 1 (as indicated by Bidder on template)	R 1,000
CPI	5%
Calculation of pricing for year 2	
$[(1 + (5\%)) \times 1000]$	R 1,050

- 2.4.4 No adjustments will be made for foreign currency fluctuations.

2.5 File volumes and volume cases

- 2.5.1 The pricing templates have been designed based on the files currently in office and the current annual volumes of those files
- 2.5.2 Where applicable the templates allow for pricing quotes for new files and component pricing.
- 2.5.3 SARS has provided where applicable 2 volume cases in the pricing templates. The current SARS volumes are the upper numbers in Volume Case 0. The volume cases are as follows:
- Low volume: 0 to current volume (rounded)
 - High volume: from current volumes upwards
 - The current volumes are based on the approximate current volumes in the offices.
- 2.5.4 Bidders must note that the 'per box' charge does not contain a minimum charge. In the event SARS does not request any forms of a particular type (0 (zero) volumes for the form for the month), no charge will be paid by SARS for that form type.
- 2.5.5 Bidders must to provide pricing for storage and document management falling into both the 2 volume bands.
- 2.5.6 If pricing for a volume band is not provided (left blank) by the Bidder SARS will use to the maximum price it receives for evaluation purposes.

2.6 Cross Region Discount

- 1.1.2 Bidder are required to indicate the pricing discount percentage that will be applied to each Region tendered on should more than 1 Region be awarded to the Bidder.

2.7 Delivery of files / boxes

- 2.7.1 The responsibility for the couriership of boxes to SARS locations may be retained by SARS or performed by a Third Party.

2.7.2 The Bidder must still complete the delivery pricing template indicating the price per file for delivery for each of the listed destinations and timeframes.

2.8 Transition Pricing

1.1.3 The Bidder's price for the Transition of the Services from the Incumbent Service Provider is not priced for separately. The cost for the Transition must be included into the prices that are quoted by the Bidder in the per box prices.

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