

NON-COMPULSORY BRIEFING SESSION

RFP 16/2025

THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS
FOR THE AUDIO-VISUAL AND STAGING EQUIPMENT FOR
SARS EVENTS.



South African Revenue Service

TABLE OF CONTENTS

1. Welcome and Introduction

2. Governance, Rules and Procedures

3.RFP Timelines

4. Background and Requirements

5. Bid Evaluation Process

6. RFP submission and contact details

7. Q&A



TABLE OF CONTENTS

1. Welcome and Introduction

2. Governance, Rules and Procedures

3.RFP Timelines

4. Background and Requirements

5. Bid Evaluation Process

6. RFP submission and contact details

7. Q&A



PURPOSE

Non - Compulsory Briefing Session

- **Purpose**
 - explain selected concepts, procedures and other aspects of the RFP
 - confirm formal registration of Bidders for notices and other communications
- **It may contain**
 - additional information
 - additional rules that must be adhered to
- **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**
 - The briefing session presentation may be uploaded on SARS website and E- Tender portal .

The RFP pack remains the primary source of information for the Bidder to respond.

PROCEDURES DURING BRIEFING SESSION

- Questions during the session.
 - SARS will take questions at the end presentation; however, bidders are requested to note their questions and subsequently email them through to: tenderoffice@sars.gov.za.
 - SARS will review and focus on most pertinent themes arising from the questions and provide answers where possible
 - All questions and answers will be uplodod on the SARS website and E-tender portal as part of the wider Q & A process
 - The emailed answers will take precedence over any verbal response given in the briefing session
- The session is being recorded

TABLE OF CONTENTS

1. Welcome and Introduction

2. Governance, Rules and Procedures

3.RFP Timelines

4. Background and Requirements

5. Bid Evaluation Process

6. RFP submission and contact details

7. Q&A



RFP TIMELINES

ACTIVITY	DUE DATE
Bid advertisement	04 August 2025
Non- Compulsory briefing session	11 August 2025
Bidders to submit written questions on or before	05 August 2025 – 13 August 2025
SARS response to Bidder's written questions	15 August 2025
Bid Closing Date	26 August 2025 @11: 00 am
Notice to bidders	September 2025

TABLE OF CONTENTS

1. Welcome and Introduction

2. Governance, Rules and Procedures

3.RFP Timelines

4. Background and Requirements

5. Bid Evaluation Process

6. RFP submission and contact details

10. Q&A



BACKGROUND AND REQUIREMENT

- ❑ The role of the Communication Unit is to support SARS strategic objectives through the implementation of key strategic communication initiatives. Two overarching communication objectives have been identified as critical in achieving these goals, namely:
 - ❖ Provide clarity and certainty for taxpayers and traders of the obligations
 - ❖ Make it easy for taxpayers and traders to comply with their obligations
- ❑ In alignment with SARS's strategic objectives, the Communication Unit has incorporated event management into its overarching strategy. These events serve as a key platform for highlighting and promoting SARS's initiatives both within the organisation and to external stakeholders as well.

BACKGROUND AND REQUIREMENT

- ❑ The intention of this submission is to facilitate the appointment of a panel of service providers that will provide audio-visual, staging equipment, other events related equipment and furnishings including language interpreters, interpretation booths and all related equipment, videography and photographic support, television technical director, TV and Radio script writing that will contribute to the success of all SARS events.
- ❑ Details regarding the scope of work for the required server are provided in the shared tender documentation and will be presented in this session.



**SARS RFP 16-2025
-1-2 Business Requi**

Presentation of
BRS by : Technical
Specialist

TABLE OF CONTENTS

1. Welcome and Introduction

2. Governance, Rules and Procedures

3.RFP Timelines

4. Background and Requirements

5. Bid Evaluation Process

6. RFP submission and contact details

11. Q&A



BID EVALUATION PROCESS



- Invitation to Bid –SBD 1
- Declaration of Interest (SBD 4)
Central Registration Report (Central Database System) from NT
- Tax Compliance Status Pin
- Supplier Risk Questionnaire
- GCC



SARS RFP 16-2025
-1-1 Main RFP Docu

BID EVALUATION PROCESS



SARS RFP 16-2025
-1-1 Main RFP Docu

- See Section 7.3 of the RFP Main Document (Technical Evaluation Criteria)



All bidder(s) that would have achieved a technical threshold of at least 70 out of 100 points would be appointed into the panel.

Exhibit 1

Pre-qualification documents

Section 1

- Pre-qualification documents (SBD documents)

Section 2

- Supporting documents for Technical Evaluation responses

Section 3

- Company profile
- Supplementary information

Section 4

- Signed GCC



BID SUBMISSION

Bidders must submit two files (File 1) and a USB with content of each file by **26 August 2025 at 11:00 .am**

Bid documents will only be considered if received by SARS before and on the Closing Date and time.



TENDER BOX

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

Any enquiries must be referred, in writing via email:
tenderoffice@sars.gov.za

Thank you
Siyabulela
Siyabonga
Siyathokoza
Dankie
Re a leboga
Re a leboha
Ro livhuwa
Ha khensa



Solidarity Equality Sustainability



South African Revenue Service