



**RFP 17/2022: ESTABLISHMENT OF SECURITY ASSESSMENT SERVICES PANEL
OF SERVICE PROVIDERS**

Virtual Briefing Session: 07 October 2022 at 11:00am

RFP No.: RFP 17/2022

Closing Date: 24 October 2022 @ 11:00am

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1. Introduction

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 will be published on the SARS website and also on eTender 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 written questions submitted during the session
 - SARS will review and focus on most pertinent themes arising from the questions and provide answers where possible
 - All questions and answers will be published on SARS website to all the bidders 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

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

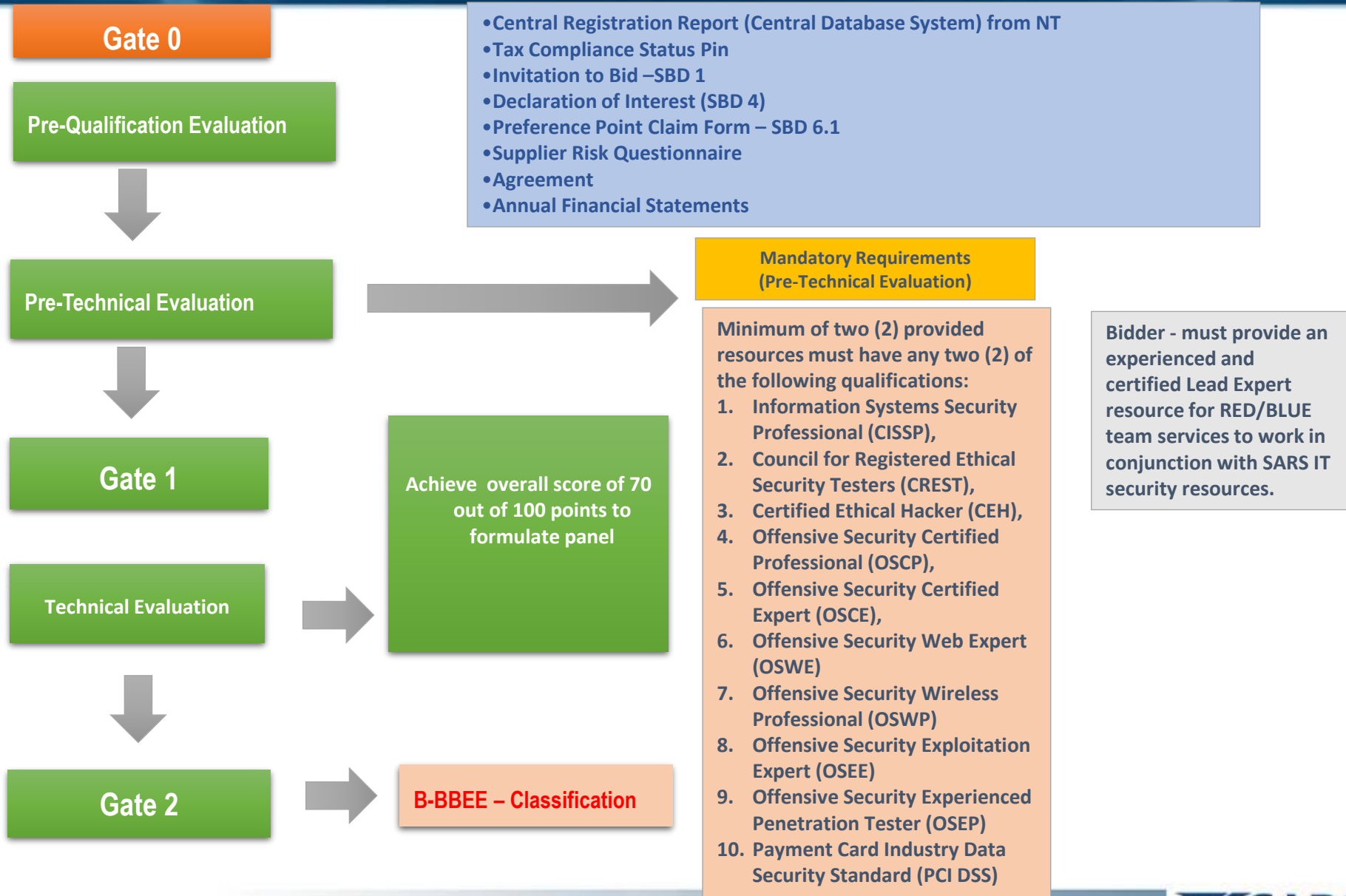
3. RFP Timelines

| ACTIVITY | DATE DUE |
|---|---|
| Advertisement of Bid in the: <ul style="list-style-type: none">▪ SARS Tender Office | 22 September 2022 and 27 September 2022 |
| Non-compulsory virtual briefing session | 07 October 2022 at 11h00am |
| Last day for Bidders to submit written questions | 07 October 2022 |
| Last day for SARS response to Bidder's written questions | 10 October 2022 |
| Bid Closing Date | 24 October 2022 at 11h00 |
| Notice to bidders | Dec/ Jan 2023 |

4. Background & Purpose

Summary of Business Requirement Speciation (BRS):

5.1 Bid Evaluation Process (Refer to section 7 of the RFP Main doc)



5.2 Bid Evaluation Process (Refer to section 7 of the RFP Main doc)

| Description of Quality Criteria and Sub-Criteria | Score | Weighting |
|--|--|------------|
| <p>Approach and methodology in managing this project which should include:</p> <p>Approach should include Interpretation of Terms of Reference to demonstrate the service providers understanding of what is required. Approach and methodology to address the objectives, Vulnerability Scanning, Penetration Testing, Programme Management Plan and Reporting.</p> | | |
| <p>Excellent understanding of what is required in the terms of reference, innovative and practical approach, and methodology. Including Programme Management & Governance, Change Management and Risk Management.</p> <p>Good understanding of what is required in the terms of reference; practical approach and methodology including Programme Management & Governance, Change Management and Risk Management.</p> <p>Satisfactory (or repeat of ToRs) understanding of what is required in the terms of reference; generic or textbook approach and methodology including Programme Management & Governance, Change Management and Risk Management.</p> <p>Poor – understanding (wrong interpretation) of what is required in the terms of reference and missing one of the of the following critical components: approach and methodology; including Programme Management & Governance, Change Management and Risk Management.</p> <p>Not Acceptable – Technical proposal submitted without any of the of the following critical components.</p> | <p>5= Excellent 4 = Good 3= Satisfactory 2= Poor 1= Not Acceptable</p> | <p>25%</p> |
| <p>Key Personnel: Relevant Qualifications in ICT Technical Lead NQF Levels 7: Degree/BTech = Excellent NQF Level 6: Diploma = Good NQF Level 5: Higher Certificate = Satisfactory Senior Certificate = Poor Lower than Senior Certificate = Not Acceptable</p> | <p>5= Excellent 4 = Good 3= Satisfactory 2= Poor 1= Not Acceptable</p> | <p>15%</p> |

5.3 Bid Evaluation Process (Refer to section 7 of the RFP Main doc)

| Description of Quality Criteria and Sub-Criteria | Score | Weighting |
|--|-------|-----------|
|--|-------|-----------|

Relevant Experience in ICT – Technical Lead

The Programme Manager / Technical Lead must have a minimum of five (5) years programme management or technical lead experience on Vulnerability Management and Penetration Testing programmes as per scoring matrix below.
 If less than 5 years 'experience, no score will be awarded.

Please provide a copy of the Curriculum Vitae (CV) / Resume of the Programme Manager / Technical Lead who will be responsible for the SARS Vulnerability Management and Penetration Testing Programme.

In addition, the table below must be completed and included in the bid proposal section with the CV Failure to include the table will result in non-consideration of the CV

| Client | Programme Implemented | Budget | Start Date | End Date | Relevance to service | Client Contact Details |
|--------|-----------------------|--------|------------|----------|----------------------|------------------------|
| | | | | | | |

| | | |
|---|--|------------|
| <p>Technical Lead Total years of Experience 10 years or more relevant experience = Excellent 7 to 9 years' relevant experience = Good 4 to 6 years' relevant experience = Satisfactory 1 to 3 years' experience = Poor 0 years' experience = Not Acceptable</p> | <p>5= Excellent 4 = Good 3= Satisfactory 2= Poor 1= Not Acceptable</p> | <p>25%</p> |
|---|--|------------|

5.4 Bid Evaluation Process (Refer to section 7 of the RFP Main doc)

| Description of Quality Criteria and Sub-Criteria | | Score | Weighting | |
|---|-------------|---|------------|------------------------|
| Support Team's Experience: | | | | |
| Organogram of the support team (Vulnerability Assessment and Penetration Test services). The minimum number of team members is two (2), excluding the Lead. | | | | |
| Ten and above (10+) years of average combined team experience = Excellent Seven to Nine (7 – 9) years of average combined team experience = Good Five to Six (5 - 6) years of average combined team experience = Satisfactory Three to Four (3-4) years of average combined team experience = Poor Less than two years of average combined team experience = Not Acceptable | | 5= Excellent 4 = Good 3= Satisfactory 2= Poor 1= Not Acceptable | 15% | |
| Similar Programmes/Projects Completed | | | | |
| (Please indicate similar projects/programmes; your role, the purpose, the duration that was worked and the referee with current contact details. A table to capture this information of number of projects completed. | | | | |
| Project Completed | Designation | Start Date | End Date | Client Contact Details |
| | | | | |
| 5 or More Completed Similar Projects = Excellent 4 Completed Similar Projects = Good 3Completed Similar Projects = Satisfactory 2Completed Similar Projects = Poor 1 Completed Similar Projects = Not Acceptable | | 5= Excellent 4 = Good 3= Satisfactory 2= Poor 1= Not Acceptable | 20% | |

5.5 Bid Evaluation Process (Refer to section 7 of the RFP Main doc)

| Description of Quality Criteria and Sub-Criteria | Score | Weighting |
|---|--|-----------|
| <p>Bidder to indicate how they will transfer skills to the SARS staff members</p> <p>Submitted real-time intervention = Excellent Submitted detailed proposed = Good Submitted generic skill plan = Satisfactory Submitted non-generic skill plan = Poor No skill transfer plan = Not Acceptable</p> | <p>5= Excellent 4 = Good 3= Satisfactory 2= Poor 1= Not Acceptable</p> | <p>5%</p> |

6. Bid Evaluation Process Gate 3 - Price

The Price and B-BBEE points will not be evaluated

6. Continues....B-BBEE = 20 Points

B-BBEE points may be allocated to Bidders on submission of documentation or evidence as follows:

| ADJUDICATION CRITERIA | POINTS |
|---|--------|
| A duly completed Preference Point Claim Form: SBD 6.1 and a B-BBEE Certificate/Affidavit. | 20 |

Bidders **MUST** complete and sign the SBD 6.1 form to claim the Bidder's B-BBEE preference points, failing which, the Bidder will be scored zero.

6. Continues...B-BBEE Certificate/Affidavit

The table below indicates the specific B-BBEE certification documents that must be submitted for this tender.

| Classification | Turnover | Submission Requirement |
|-----------------------------------|--|---|
| Exempted Micro Enterprise (EME) | Below R10 million p.a | A sworn Affidavit or Certificate from CIPC |
| Qualifying Small Enterprise (QSE) | Between R10 million and R50 million p.a. | A sworn Affidavit – only 51% and above Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency. |
| Large Enterprise (LE) | Above R50 million p.a. | Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency. |

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

6. Continues...Use and acceptance of Affidavits

Section 1.6 SBD 6.1 states.. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

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

6. Continues...B-BBEE Key Sections to complete in SBD 6.1

BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7 SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

| | | | |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

7.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?
- (iv) whether the sub-contractor is an EME or QSE?

(Tick applicable box)

| | | | |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

6. Continues... SBD 6.1 sub-contracting

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

| Designated Group: An EME or QSE which is at last 51% owned by: | EME √ | QSE √ |
|---|----------|----------|
| Black people | | |
| Black people who are youth | | |
| Black people who are women | | |
| Black people with disabilities | | |
| Black people living in rural or underdeveloped areas or townships | | |
| Cooperative owned by black people | | |
| Black people who are military veterans | | |
| OR | | |
| Any EME | | |
| Any QSE | | |

6. continues.... Sub-contracting

Bidders who want to claim preference points will have to comply fully with regulations 6(5) and 12(3) of the Preferential Procurement Regulations, 2017 with regard to sub-contracting:

Regulation 6(5)

- A tenderer may not be awarded points for B-BBEE status level of contributor if the tender documents indicate that the tenderer intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract.

Regulation 12(3)

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

8. SERVICE AGREEMENTS

Bidders are requested to:

- Comment on the terms and conditions set out in the Services Agreement and where necessary, make proposals to the terms and conditions;
- Each comment and/or amendment must be explained; and
- All changes and/or amendments to the Services Agreement must be in an easily identifiable colour font and tracked for ease of reference.
- SARS reserves the right to accept or reject any or all amendments or additions proposed by the successful bidder if such amendments or additions are unacceptable to SARS or pose a risk to the organisation.

9. BID SUBMISSION

Bidders must submit copies of each file (Original and Duplicate) and a USB with content of each file by the **26 October 2022 at 11:00am**

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



TENDER BOX

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

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

FILE 1: ORIGINAL / DUPLICATE

Exhibit 1

Pre-qualification documents

Section 1

- Pre-qualification documents (SBD documents)

Section 2

- Mandatory Response Template
- Technical Responses
- Supporting documents for technical responses
- References/testimonials/CVs
- 3 years audited /reviewed Financial statements

Section 3

- Company profile
- Supplementary information

Section 4

- Signed Agreement



FILE 1: ORIGINAL / DUPLICATE

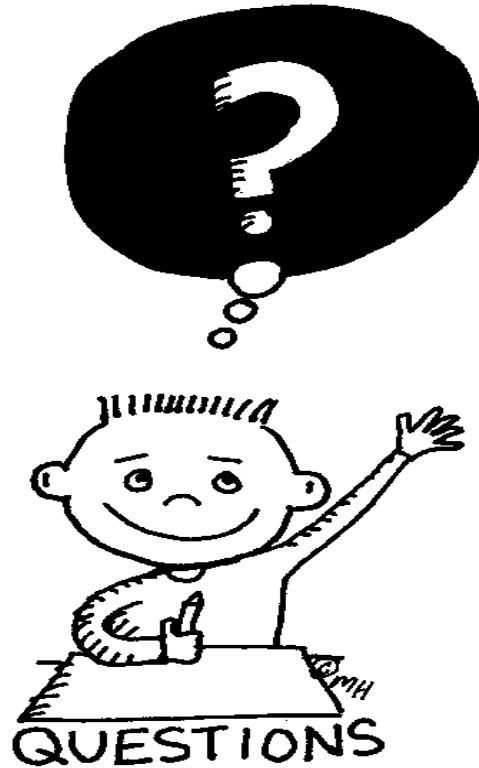
Exhibit 1

- B-BBEE Certificate/ Sworn Affidavit
- SBD 6.1



NB ! This File must be marked correctly and sealed separately for easy reference during the evaluation process. USB must be marked with Bidder Name

10. QUESTION AND ANSWERS



Thank you
Re a leboha
Re a leboga
Ndza Khensa
Dankie
Ndi a livhuwa
Ngiyabonga
Enkosi
Ngiyathokoza