

## **COMPULSORY BRIEFING SESSION**

**RFP33-2024 APPOINTMENT OF A SUPPLIER FOR THE  
MAINTENANCE AS WELL AS SUPPORT SERVICES FOR THE DELL EMC  
HARDWARE AND SOFTWARE FOR A PERIOD OF FIVE (5) YEARS  
STARTING 26 APRIL 2025 UNTIL 28 FEBRUARY 2030.**

<b>DATE:</b>	<b>03 March 2025</b>
<b>RFP NO:</b>	<b>RFP 33-2024</b>
<b>Venue:</b>	<b>Virtual Briefing Session – MsTeams</b>
<b>Time:</b>	<b>11:00AM – 12:30PM</b>
<b>CLOSING DATE:</b>	<b>07 MARCH 2025 AT 11:00 AM</b>



1. Welcome and Introduction
2. Governance, Rules and Procedures
3. RFP Timelines
4. Background and Requirements
5. Bid Evaluation Process
6. Mandatory Evaluation
7. Price and Specific Goals
8. Service Agreements
9. RFT submission and contact details
10. Questions & Answers

# 1. WELCOME & INTRODUCTION

WELCOME BY MS M NGUBELANGA  
OPERATIONAL MANAGER STRATEGIC SOURCING



# Purpose

## 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 emailed to the invited bidders
- The RFP Tender Pack remains the primary source of information for the Bidder to respond.

## 2. GOVERNANCE, RULES AND PROCEDURES

### 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 emailed 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

#### Governance Requirements

- ☐ Strict communication channels to be adhered too, 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 via tender Office email	26 February 2025
Compulsory virtual briefing session	03 March 2025
Bidders to submit written questions on or before	24 February 2025 to 25 February 2025
SARS to respond to bidders' written questions on or before	27 February 2025 to 03 March 2025
Bid Closing Date	07 March 2025 @ 11h00 am
Notice to bidders	April 2025

## 4. BACKGROUND AND REQUIREMENTS

Refer to Tender Pack on the document SARS RFP33-2024 2-1 Business Requirement Specification.



## 5. BID EVALUATION PROCESS (PREQUALIFICATION)

Refer to section 8 of the Main RFP Document

Prequalification Evaluation Process  
(Gate 0)



- ☐ SBD 1: Invitation to bid form
- ☐ SBD 4: Bidders Disclosure
- ☐ SBD 6.1: Preference points claim form
- ☐ Proof of registration on the Central Supplier Database(CSD)
- ☐ Supplier Risk Questionnaire
- ☐ Oath of Secrecy
- ☐ GCC
- ☐ Three(3) Recent Years Annual Financial Statements



Refer to section 8 paragraph 8.3 of the Main RFP document

Only Bidders that have met the prequalification criteria in Gate 0 will be evaluated in Gate 1 for mandatory evaluation. The table below contains the mandatory evaluation criteria.

**If a bidder does not meet the mandatory evaluation criteria, the bidder will be disqualified, and the bidder's tender will not be evaluated further.**

**Table 5: Mandatory evaluation criteria**

	Mandatory evaluation criteria	Bidder to submit as proof	Non-submission may result in disqualification
1.	Supplier must provide proof that they are a Dell Authorized partner or re-seller.	Signed Valid Accreditation Letter from the OEM, Dell.	YES – Non-Submission of the required documentation will result in the disqualification of the bidder.

Example/ Sample of the Accreditation Letter from OEM DELL

South African Revenue Service (SARS)  
Lehae la SARS Buildings  
299 Bronkhorst Street  
Nieuw Muckleneuk  
Pretoria  
0181

Attention: Head of Procurement

Dear Sir, Madam

03 March 2025

**Tender Number: SARS TENDER DESCRIPTION and Bid No.**

Dell Computer (Pty) Limited ("Dell"), as a subsidiary of Dell Inc., official manufacturers of XPS Systems, Inspiron Systems, Vostro Systems, Optiplex Systems, Latitude Systems, Dell Precision Systems, PowerEdge Servers, PowerVault Sotrage, Power Connect Switches, Printers, Monitors, Projectors and other IT products ("Dell Products") do hereby certify that –

**Name of Dell Authorised Reseller (Bidder)**  
**Physical Address**

is a Dell Authorised Partner, with partner ID XXXXX, sourcing and supplying Dell Products into South Africa.

The Dell Products you purchase from **Name of Dell Authorised Reseller (Bidder)** in respect of Tender: **FULL SARS TENDER DESCRIPTION and Bid No.**, are hereby confirmed as genuine Dell Products with a valid warranty which will be honoured in South Africa (subject to terms and conditions as well as the relevant service description). If you require any further clarification with regards to the above including confirmation that orders for Dell Products have been placed through the authorised channels, please do not hesitate to contact:

**Tebogo Ojeng**  
**Senior Account Executive (Public Sector)**  
**Dell EMC South Africa**  
**Mobile : +27664890410**  
**Switchboard : +27 11 709 7728**  
[Tebogo\\_Ojeng@Dell.com](mailto:Tebogo_Ojeng@Dell.com)

**This confirmation letter is valid for 6 months** from the date hereof or until further notice from Dell.

*Please note: Dell will provide written confirmation of Dell Products ordered through Dell. Please insist on this documentation to ensure that the Dell Products have been sourced and supplied through the authorised channel and are covered by the appropriate warranties. Neither **Name of Dell Authorised Reseller (Bidder)** nor Dell will be liable for any Dell Products ordered from unauthorised channels if there is no written proof of the products originating from Dell.*

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**Tebogo Ojeng**

Directors: D.H.Woolley (South African) R. Reddy (South African) G Fox (Irish)  
Reg. No. 1995/007883/07 VAT No: 489 015 1741  
[Dell.co.za](http://Dell.co.za)  
**Dell Computer (Pty) Limited is an authorised financial services provider FSP nr 47015**

Internal Use - Confidential



## 7. BID EVALUATION PROCESS (PRICE & SPECIFIC GOALS)

### **Bid Evaluation Process Gate 2 – Price Refer to section 8.5.3 of the Main RFP doc**

The Price and B-BBEE points will be added together to determine each bidder's overall score out of 100 points.

#### **Stage 1: Price Evaluation (80 points)**

Bidders must refer to Tender Pack – Pricing Template

Adjudication Criteria	Points
Price	90

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

$P_s$  = Points scored for price of Bid under consideration  
 $P_t$  = Rand value of Bid under consideration  
 $P_{\min}$  = Rand value of lowest acceptable Bid

## B-BBEE evaluation (Gate 2, Stage 2) Refer to section 8.5.4 of the Main RFP doc

Points for the B-BBEE/specific goals evaluation will be allocated in accordance with a bidder's B-BBEE compliance as per SBD 6.1 Preference points claim form claimed. Points for specific goals can only be awarded to a bidder who submits a valid B-BBEE certificate for the verification of points claimed together with the SBD 6.1 Preference points claim form.

Adjudication Criteria	Points
Specific Goals	10

## 7. BID EVALUATION PROCESS (PRICE & SPECIFIC GOALS) Refer to section 8.5 of the Main RFP doc

### Price and B-BBEE/Specific goals evaluation (Gate 1)

Price = 90

Specific Goals  
= 10

Total 100  
Points

#### PRICE

☐ Price Response Template

#### B-BBEE/Specific Goals

☐ Preference Claim Form – SBD6.1

☐ Valid B-BBEE Certificate/  
Sworn Affidavit

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system)  (To be completed by the organ of state)	Evidence Required	Number of points claimed (90/10 system)  (To be completed by the tenderer)
An entity with at least 51% Black Ownership	3	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate In case of JV, a consolidated scorecard will be accepted).	
The entity has at least 30% Black Women Ownership	3	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate In case of JV, a consolidated scorecard will be accepted).	
The entity has at least 51% Black Youth representation	2	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate In case of JV, a consolidated scorecard will be accepted).	
The entity that is 51% Black owned by Persons with Disabilities.	2	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate.  SARS reserves the right to request for Certified copy of ID Documents of the Owners and Doctor's note confirming the disability and/or Employment Equity Act 1(EEA1) form.	



## 7. PRICE AND SPECIFIC GOALS (SPECIFIC GOALS)

**Specific goals points may be allocated to Bidders on submission of documentation or evidence as follows:**

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Evidence Required	Number of points claimed (90/10 system)  (To be completed by the tenderer)
An entity with at least 51% Black Ownership	3	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate In case of JV, a consolidated scorecard will be accepted).	
The entity has at least 30% Black Women Ownership	3	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate In case of JV, a consolidated scorecard will be accepted).	
The entity has at least 51% Black Youth representation	2	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate In case of JV, a consolidated scorecard will be accepted).	
The entity that is 51% Black owned by Persons with Disabilities.	2	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate.  SARS reserves the right to request for Certified copy of ID Documents of the Owners and Doctor's note confirming the disability and/or Employment Equity Act 1(EEA1) form.	

**Bidders MUST complete and sign the SBD 6.1 form to claim the points for Specific goals, failing which, the Bidder will be scored zero.**

## 7. PRICE AND SPECIFIC GOALS (SPECIFIC GOALS)

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.	<ul style="list-style-type: none"><li>A sworn affidavit or certificate from CIPC.</li></ul>
Qualifying Small Enterprise (QSE)	Between R10 million and R50 million p.a.	<ul style="list-style-type: none"><li>A sworn affidavit only 51% Black Ownership and above; or</li><li>A copy of B-BBEE Rating Certificate from a SANAS accredited rating agency.</li></ul>
Large Enterprise (LE)	Above R50 million p.a.	<ul style="list-style-type: none"><li>A copy of B-BBEE Rating Certificate from a SANAS accredited rating agency.</li></ul>

### USE AND ACCEPTANCE OF AFFIDAVITS

Section 1.6 of SBD6.1 states that “The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.”

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

## REQUIREMENTS FOR SPECIFIC GOALS

- Bidders MUST complete and sign the SBD 6.1 form to claim the Bidder's B-BBEE preference points
- Bidders who do not claim preference points may be scored zero for Specific goals.
- The B-BBEE certificate or sworn affidavit should be submitted in the name of the bidding entity. Entities who are in a holding and subsidiary relationships must submit a list / annexure of the B-BBEE certificate indicating the subsidiaries to the holding company
- Incorporated JVs or Consortiums must submit the B-BBEE certificate or affidavit of the entity. Unincorporated JVs must submit a consolidated B-BBEE certificate as if they were a group structure for every separate bid
- JVs or Consortiums are also required to submit signed JV or Consortium agreements
- SARS reserves the right to request bidders to submit proof of any information, to substantiate claims made about their Specific goals

# JOINT VENTURES AND CONSORTIUMS

Where, for the purposes of this RFP, a bidder submits its proposal as a joint venture or consortium (incorporated or unincorporated), the bidder must submit the joint venture / consortium agreement, which sets forth the following details:

1. identification of each party to the agreement in full;
2. the percentage ownership of the joint venture / consortium of each party to the agreement (if applicable);
3. the precise functions and responsibilities which each party will fulfil in terms of the agreement. This should include details of the delimitations of scope within the goods and services to be assigned to such a party(ies);
4. the anticipated percentage of the revenue that the party(ies) would receive as a percentage of the total revenue the bidder would anticipate receiving over the term of the agreement with SARS), if the bidder is successful; and
5. clearly set out the roles and responsibilities of the Lead Partner and the remainder joint venture / consortium party(ies). The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party(ies) in respect of matters pertaining to the joint venture.

## 8. SERVICE AGREEMENTS

The successful bidder upon appointment will be presented with a contract and the successful bidder may:

- ☐ Comment on the terms and conditions set out in the draft agreement and where necessary, propose required changes to such 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 AND CONTACT DETAILS

Bidders must submit copies of each file informationfile (Original and Duplicate) and a USB with content of each file by the **07 March 2025 at 11:00**

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

File	Reference	Section	Responses
<b>Folder 1:</b> Compliance tender	<ul style="list-style-type: none"><li>• RFT reference</li><li>• Description</li></ul> Bidder name	1	Prequalification documents (SBD's and other documents), excluding SBD 6.1 Preference point claim form and Price Response Templates
<b>Folder 2:</b> PRICE and B-BBEE/ specific goals tender	<ul style="list-style-type: none"><li>• RFT reference</li><li>• Description</li></ul> Bidder name	2	B-BBEE certificate or sworn affidavit SBD 6.1 Preference point claim form
		3	Pricing response template/s  A complete set of three (3) most recent years annual financial statements as detailed in this RFP

# BID SUBMISSION

1. Tender Box - Bidders must submit copies of each file (Original and Duplicate) and a USB with content of each file by the **07 March 2025 at 11:00**



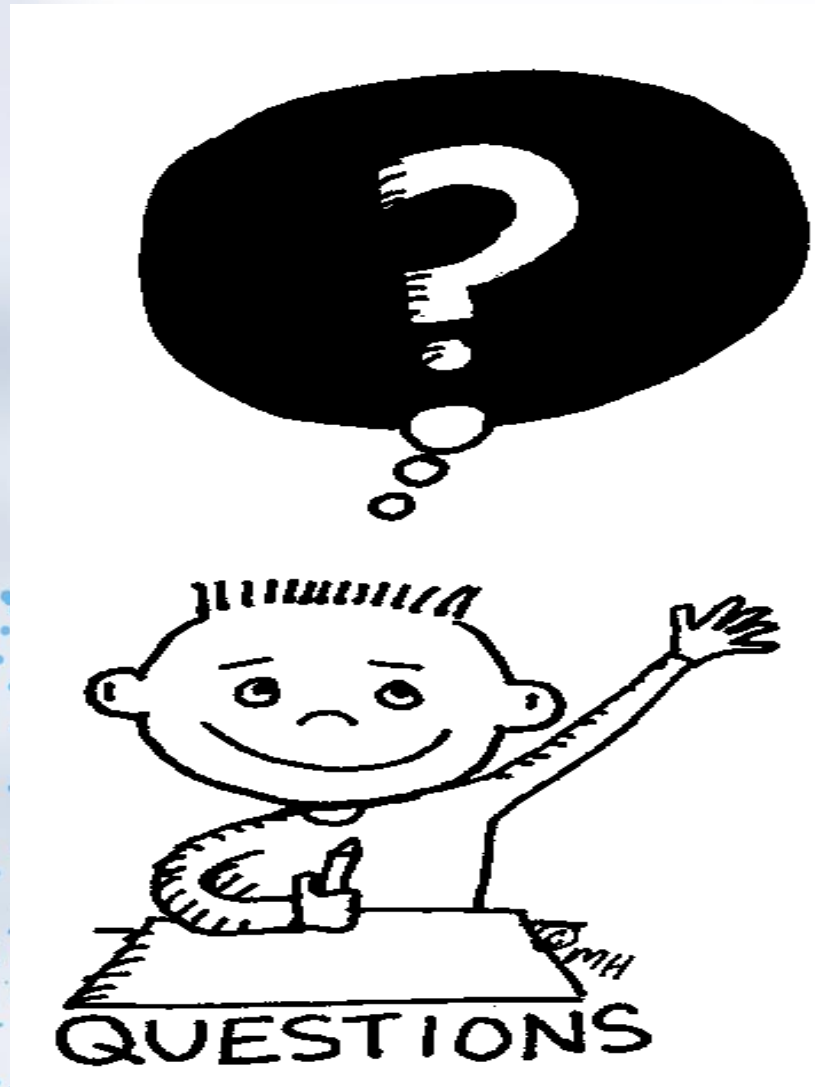
## TENDER BOX

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

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

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

## 10. QUESTIONS & ANSWERS



Thank you

Rea leboha

Re a leboga

Ndza Khenza

Dankie

Ndi a livhuwa

Ngiyabonga

Enkosi

Ngiyabonga



South African Revenue Service