

# APPOINTMENT OF SERVICE PROVIDER FOR THE SUPPLY AND INSTALLATION OF CARPET TILES AT KHANYISA OFFICE

**RFP No:** RFP 43B/2025  
**Q & A** 01 April 2026 – 30 April 2026  
**Compulsory Site visit :** 14 April 2026 at 11H00  
**Closing Date:** 07 May 2026 at 11H00



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# 1. INTRODUCTION: SARS TEAM

<b>Procurement</b>
Sourcing Lead: Procurement
Price specialist
B-BBEE Specialist
Governance, Risk and Compliance
Financial Analyst
Contract Management
<b>SARS Business Unit</b>
Bid Specification Committee and Bid Evaluators
<b>Corporate Legal Services</b>
Legal Specialist



## 2. PURPOSE

### Compulsory Site

- Purpose
  - Bidders to visit the site where the required work will be carried out
  - confirm formal registration of Bidders for attendance
- 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 posted on the e-tender and SARS website
- The RFP pack remains the primary source of information for the Bidder to respond

## 2.1 PROCEDURES DURING BRIEFING SESSION

- Questions during the session.
  - SARS will take questions
  - Bidders are requested to submit written questions during the open Q&A period to Tender Office email published
  - All questions and answers will be published as part of the wider Q & A process
  - The published answers will take precedence over any verbal response given in the briefing session



## 2.2 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. BACKGROUND AND SCOPE OF WORK

Refer to Annexure A – Specification Document



# 4. BID EVALUATION PROCESS



**REFER TO SECTION 7 OF THE  
MAIN RFP DOCUMENT:**



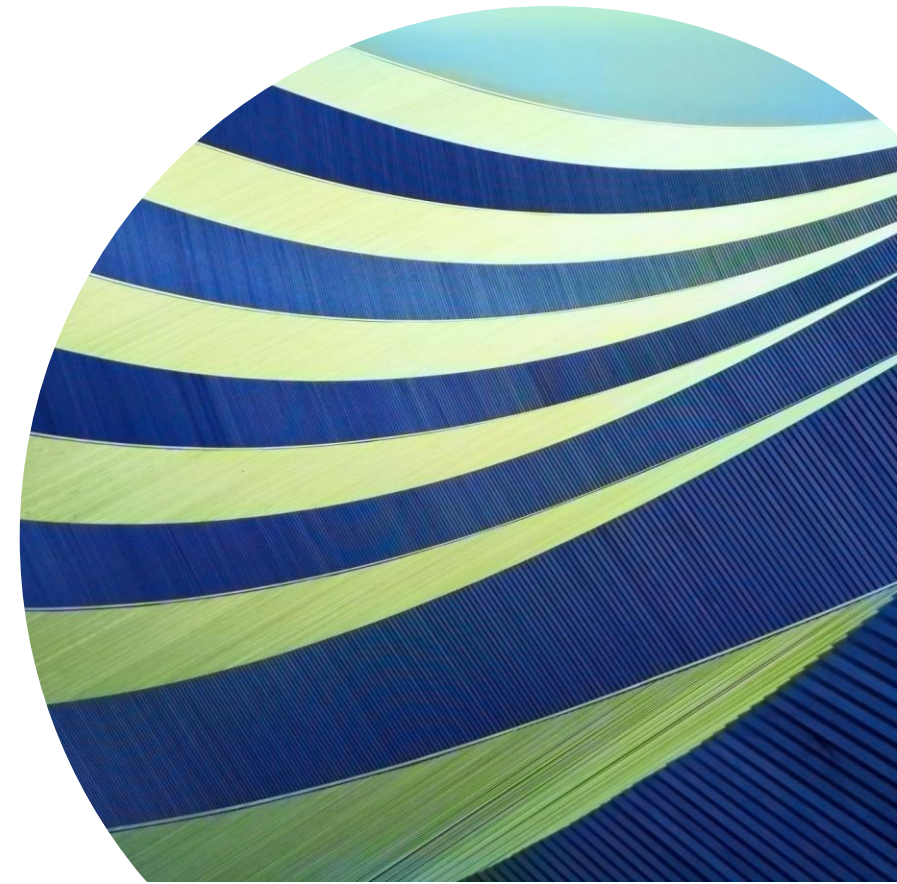
Gate 0 – Prequalification Evaluation



Gate 1 – Mandatory evaluation  
process

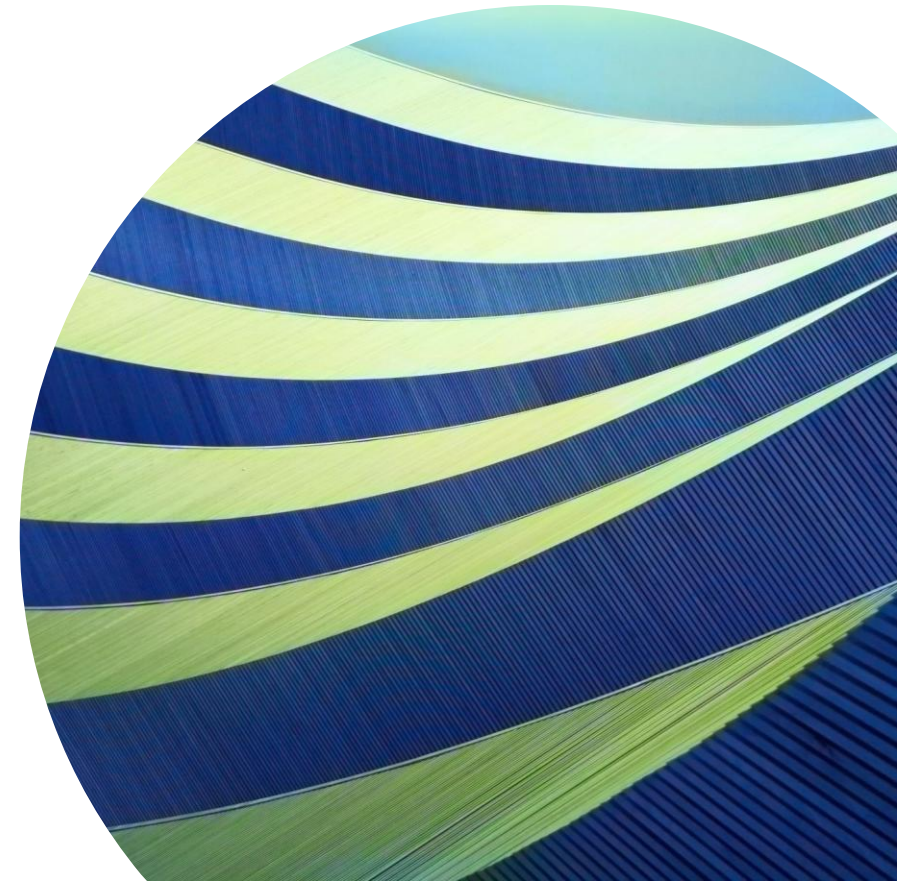


Gate 2 – Technical evaluation  
(Functionality)



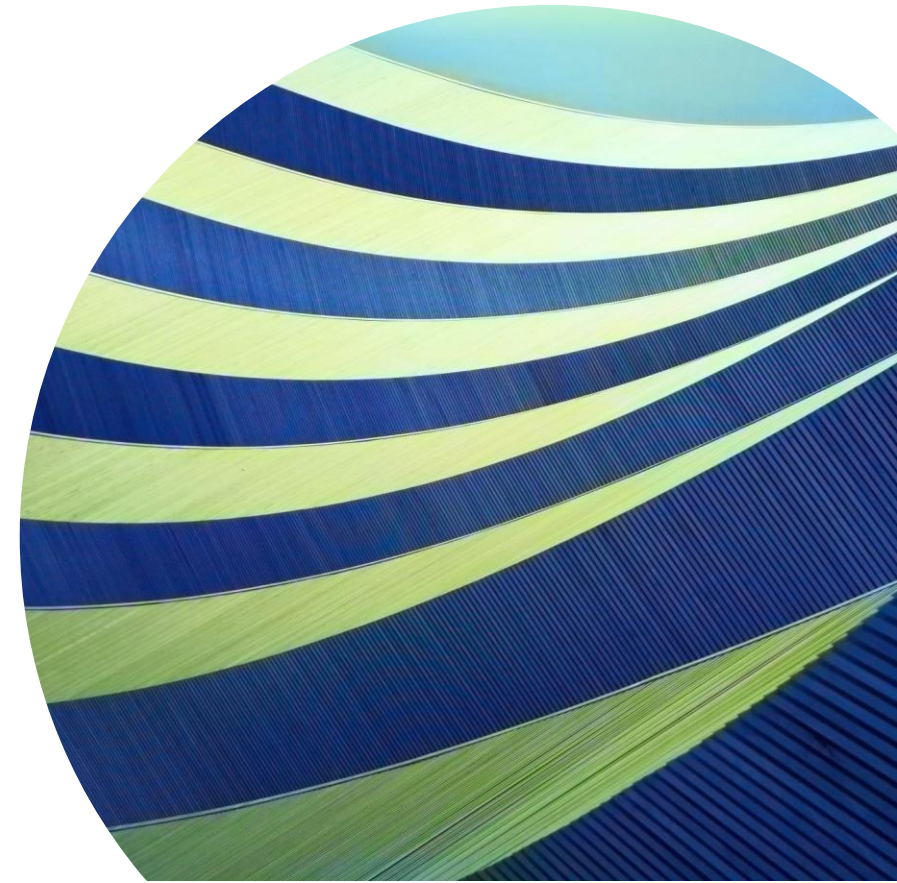
# 4.1 BID EVALUATION PROCESS

Main RFP Document (Section 7)



# 4.2 PRICING SCHEDULE

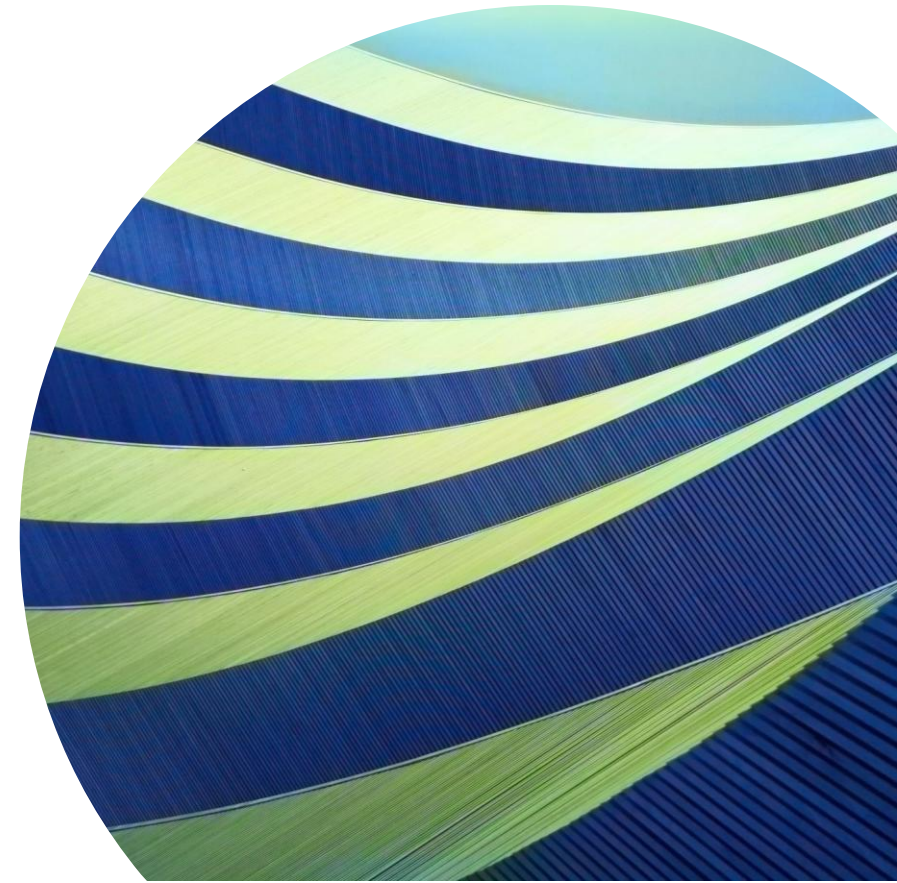
Bill of Quantities (BoQ)



## 4.3 SPECIFIC GOALS

B-BBEE certificate or sworn affidavit

SBD 6.1 Preference point claim form



# 4.3 FINANCIAL ANALYSIS

## 4.4.2 FINANCIAL REQUIREMENTS:

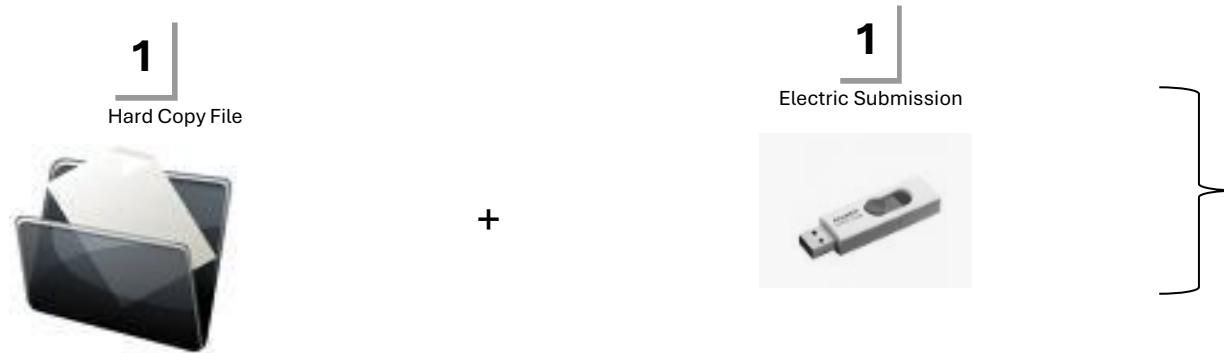
Bidders are required to submit the public interest score and complete sets of audited / independently reviewed annual financial statements in compliance with the Companies Act for the three (3) most recent financial periods in the name of the bidding entity. The financial statement analysis will be conducted on the shortlisted bidder.

- **Three recent complete sets of Audited/Reviewed Annual Financial Statements comprising of:**
  - ✓ Statement Of Profit and Loss Comprehensive Income (*Income Statement*)
  - ✓ Statement of Financial Position (*Balance Sheet*)
  - ✓ Statement of Cash Flows (*Cash Flow Statement*)
  - ✓ Accompanying Unabridged Notes for ALL of the above documents
  - ✓ Any supplementary information
- **Less than three years Financial Periods**
  - ✓ A letter detailing that fact, signed by a duly authorised representative of the entity;
  - ✓ The annual financial statements that the entity is able to provide, taking into account the period that it has been trading; and
  - ✓ Any other information or documentation which would provide more clarity on the financial history of the bidder.



# 5. RFP submission and contact details

- Bidders must submit one (1) hard copy file and a USB with content of each file. **Refer to paragraph 6.5 of the Main RFP document**



## 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](mailto:tenderoffice@sars.gov.za)

# 5.1 RFP TIMELINES

ACTIVITY	DATE
Advertisement of Bid in the: <ul style="list-style-type: none"><li>• National Treasury e-Tender Portal.</li><li>• Tender documents on SARS website</li><li>• CIDB</li></ul>	27 March 2026
<b>Compulsory virtual briefing session</b>	14 April 2026
Last date for questions relating to RFP	30 April 2026
SARS response	01 May 2026
Bid Closing Date	<b>07 May 2026 at 11:00am</b>



Thank you  
Rea leboha  
Re a leboga  
Ndza Khenza  
Dankie  
Ndi a livhuwa  
Ngiyabonga  
Enkosi  
Ngiyabonga

