

SOUTH AFRICAN REVENUE SERVICE

REQUEST FOR PROPOSAL

RFP 07/2026

**THE PROCUREMENT OF A MASTER DATA
MANAGEMENT AND DATA GOVERNANCE
SOLUTION**

MAIN RFP DOCUMENT

INSTRUCTIONS, GUIDELINES, AND CONDITIONS OF TENDER

TABLE OF CONTENTS

1	PURPOSE OF THIS REQUEST FOR PROPOSAL.....	3
2	OVERVIEW OF SARS' REQUIREMENTS	3
3	STRUCTURE OF THE RFP PACK.....	4
4	KEY ACTIVITIES AND DATES.....	4
5	COMMUNICATION.....	5
6	TENDER PREPARATION AND SUBMISSION	6
7	EVALUATION OF PROPOSALS	8
8	TRUSTS, JOINT VENTURES, SUBCONTRACTING AND OTHER ARRANGEMENTS.....	30
9	COMPLAINTS AND ALLEGATIONS	31
10	GENERAL CONDITIONS OF BIDDING	31
11	CHECKLIST OF RETURNABLES	39

REQUEST FOR PROPOSAL

Summary, Guidelines, Conditions and Instructions

1 PURPOSE OF THIS REQUEST FOR PROPOSAL

- 1.1 The purpose of this Request for Proposal (RFP) is for the South African Revenue Service (SARS) to invite suitably qualified service providers (bidders) to submit proposals (tenders) in accordance with the rules set out in this RFP for an appointment as a service provider(s) on a non-exclusive basis.

2 OVERVIEW OF SARS' REQUIREMENTS

2.1 Summary of the scope

- 2.1.1 Details of the scope of work and the required goods and services are defined in more detail in the Business Requirements Specification document and other documents forming an integral part of this RFP.

2.2 Background

- 2.2.1 The South African Revenue Service (SARS) operates within a complex, data-intensive environment that relies on accurate, secure, and well-governed information to fulfil its legislative mandate and deliver efficient, equitable services to the public. Data is a critical strategic asset for SARS, underpinning revenue collection, compliance management, risk assessment, analytics, and decision-making across the organisation.
- 2.2.2 SARS is embarking on a strategic initiative to strengthen its enterprise data management capability through the procurement of a comprehensive Master Data Management and Data Governance solution. This initiative is aligned with SARS's broader digital transformation agenda and its objective of becoming a data-driven organisation that leverages high-quality, trusted data to enhance operational efficiency, regulatory compliance, and service delivery.
- 2.2.3 This RFP therefore invites proposals from capable suppliers with proven experience in delivering Master Data Management and Data Governance solutions.

2.3 SARS objective criteria

- 2.3.1 Objective Criterion: Financial Stability

SARS reserves the right to require bidders to demonstrate financial stability as a qualifying requirement in order to confirm the bidder's ability to deliver, operate, and sustain the solution for the duration of the contract. Failure to meet this requirement may result in disqualification.

3 STRUCTURE OF THE RFP PACK

3.1 Structure

3.1.1 This RFP pack is organised in 5 (five) sections consisting of one or more documents in each section.

Table 1: RFP pack outline and contents

Section	Index	Description of section contents
1	Main RFP Document	Documents outlining the main RFP guidelines, instructions, conditions and documents necessary for a bidder to submit a proposal.
2	Business Requirements Specification	Documents outlining the business requirements specifications, technical requirements and other information required by a bidder to submit a proposal.
3	SBD Documents	Standard Bid Documents (SBDs) and other administrative documents that are required by National Treasury and SARS Procurement to be read, completed, and returned as part of a bidder's proposal.
4	Contract management	The General Conditions of Contract (GCC)
5	Response templates	Where applicable, response templates that are required to be completed and returned as part of a bidder's proposal.

4 KEY ACTIVITIES AND DATES

4.1 The table below lists certain key dates and activities relevant from the time of issue of the RFP up to and until the closing date:

Table 2: Key activities and dates

No.	Activity	Date / Time / Details
1.	Bid Number:	RFP 07/2026
2.	Description:	The procurement of a Master data management and data governance solution.
3.	Duration of contract:	The successful bidder will be appointed for a period of three-years, subject to SARS terms and conditions.
4.	Validity period of proposals:	Bids submitted will be valid for a period of 180 calendar days from closing date. SARS may however, subject to the bidders' consent, extend the validity period prior to expiry thereof.
5.	Advertisement of the RFP:	a) National Treasury e-Tender Portal: 21 April 2026 b) SARS website: 21 April 2026

6.	RFP pack (complete set of bid documents) available for download from National Treasury e-Tender Portal and SARS website:	
7.1	Virtual briefing session date and registration:	<p>The non-compulsory briefing session will be held virtually via a Microsoft Teams meeting and can be accessed at the following link:</p> <p>Join: https://teams.microsoft.com/meet/33346963869970?p=wByymvE5uDpV1VZwbB</p> <p>Meeting ID:333 469 638 699 70 Passcode:7Nq99vV9</p> <p>04 May 2026 at 10h30</p>
8.	Bidders to submit written questions on or before:	28 April 2026 to 13 May 2026
9.	SARS to respond to bidders' written questions on or before:	29 April 2026 to 15 May 2026
10.	CLOSING DATE AND TIME (proposals due):	21 May 2026 at 11h00

- 4.2 All dates and times in this RFP are South African Standard Time. The establishment of a time or date in this RFP does not create an obligation on the part of SARS to take any action or create any right or expectation in any way for any bidder to demand that any action be taken on the date established, or on any other date. A bidder accepts that if SARS extends the deadline (closing date) for proposal submissions for any reason whatsoever, the requirements of this RFP will apply equally to the extended deadline.

5 COMMUNICATION

- 5.1 All communications to SARS must be addressed to the SARS Tender Office, emailed to tenderoffice@sars.gov.za, and must contain a clear reference to this RFP. Communication sent by SARS must only be regarded as official communication if sent from tenderoffice@sars.gov.za, or a communication accompanied by a letter of authorisation signed by the SARS Procurement Executive.
- 5.2 A bidder may not make any communication to SARS regarding this RFP other than through the official contact provided in this document. SARS may, at its sole discretion, disqualify a bidder if the bidder communicates or attempts to communicate any information regarding this RFP to any of SARS' employees; officials; or any third parties involved in the preparation, evaluation, or award of the RFP other than through the official contact provided.

6 TENDER PREPARATION AND SUBMISSION

6.1 Introduction

6.1.1 SARS has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under section 76 of the Public Finance Management Act, 1999 (Act No. 1 of 1999), which prescribes that SARS' procurement processes be:

6.1.1.1 economical, efficient, fair, equitable, transparent, competitive and cost effective; and

6.1.1.2 consistent with the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), its Regulations, and the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).

6.2 Question and answer process

6.2.1 A bidder may submit questions to SARS as part of the question-and-answer process to gain a full understanding of any aspect of the RFP that is not clear to the bidder.

6.2.2 Between the dates given in paragraph 4, SARS will receive written questions sent by bidders by email through the official contact provided in this document. SARS will respond to these questions but is however not obliged to respond to a question which in SARS' opinion is inappropriate and does not reasonably warrant an answer. The questions and answers will be published on the National Treasury e-Tender Portal and the SARS website. The identity of a bidder who has directed a question to SARS will not be disclosed by SARS in such responses.

6.2.3 SARS may issue updated versions of documents issued in the RFP pack and/or may issue additional documentation to form part of the RFP pack. Such reissued or additional documentation will be published on the National Treasury e-Tender Portal and SARS website. It is a bidder's responsibility to visit the National Treasury e-Tender Portal and SARS website at regular intervals to ensure that a bidder uses the latest versions of documents in the RFP pack.

6.2.4 **The National Treasury e-Tender Portal must be treated as the primary means of communication. In the event of any other communication that conflicts with communications posted on the National Treasury e-Tender Portal, the National Treasury e-Tender Portal communication will prevail.**

6.3 Central Supplier Database

6.3.1 All bidders wishing to do business with SARS must register on the Government's Central Supplier Database (CSD) at www.CSD.gov.za, and to include in their submission their CSD Master Registration Number. The recommended bidder(s) must be registered on the CSD prior to an award letter / purchase order / signed contract being issued.

6.3.2 Foreign suppliers with neither South African tax obligations nor history of doing business in South Africa must complete the questionnaire on the Standard Bidding Document (SBD) 1.

6.4 Proposal submission

6.4.1 For this RFP, SARS will accept proposal submissions in the form of physical proposal submissions, either deposited in the SARS tender box or posted to the SARS Tender Office.

6.4.2 The physical proposal submissions must be deposited in the SARS tender box on or before the

closing date and time at the SARS Tender Office, situated at the main entrance at:

**SARS Procurement Tender Office,
Lehae La SARS,
299 Bronkhorst Street, Nieuw Muckleneuk, Brooklyn,
Pretoria, 0181.**

- 6.4.3 The proposals may also be couriered to the address provided in the afore mentioned paragraph.
- 6.4.4 Proposals will only be considered if received by the SARS Tender Office before the closing date and time, regardless of the method used.
- 6.4.5 Late proposals will not be accepted.
- 6.4.6 The onus is on the bidder to ensure that its proposal submission and documentation received by SARS in this bid are submitted timeously and are accurate and complete. Failure by any bidder to discharge this onus will result in proposal submissions being disqualified for consideration.

6.5 Instruction for submitting a proposal

- 6.5.1 This section details the instructions to bidders for preparing a proposal in response to this RFP, which must be followed in detail to enable the information contained in a bidder's proposal to be read, understood and evaluated in a common and consistent layout, and to ensure that the information submitted is correct, complete and well structured. Should a proposal be received that is not in the correct format, SARS reserves the right to disqualify the entire proposal or portions of the proposal depending on the extent of the deviation from the format described in this document.
- 6.5.2 All proposals and supporting documentation must be submitted in English.
- 6.5.3 A bidder's proposal is required to be submitted in two forms:

1 x Hardcopy submission	<p>One (1) hardcopy submission clearly marked.</p> <p>A "hardcopy submission" means an A4 ring bound lever arch file.</p>
1 x Electronic submission	<p>One (1) electronic submission of a complete copy of the hardcopy submission.</p> <p>An "electronic submission" means a memory stick (USB stick) containing a complete copy of the hardcopy submission. The onus is on the bidder to ensure that the electronic submission submitted is a complete copy of the hardcopy submission.</p>

- 6.5.4 The hardcopy and electronic submission must be marked and labelled correctly, and must be outer sealed, wrapped and packaged, for ease of reference during the evaluation process.
- 6.5.5 **Technical and Pricing information must be included in separate folders. The Technical information must be included in "Folder 1", and the Pricing information must be included in "Folder 2".**
- 6.5.6 A bidder is required to submit the contents of its submission (hardcopy and electronic) in the following format:

Table 3: Format and organisation of proposal

Files		Section	Responses
Folder 1: TECHNICAL proposal	RFP reference Description Bidder name	1	<ul style="list-style-type: none">▪ Prequalification documents (SBD and other documents), excluding SBD 6.1 Preference point claim form and SBD 3.1 / 3.2 / 3.3.
		2	<ul style="list-style-type: none">▪ Response to mandatory requirements (if applicable)▪ Supporting documents for mandatory requirements (if applicable)
		3	<ul style="list-style-type: none">▪ Response to technical requirements▪ Supporting documents for technical requirements
		4	<ul style="list-style-type: none">▪ Company profile▪ Supplementary information
		5	<ul style="list-style-type: none">▪ General Conditions of Contract
Folder 2: PRICE and B-BBEE/ specific goals proposal	RFP reference Description Bidder name	1	<ul style="list-style-type: none">▪ B-BBEE certificate or sworn affidavit or▪ SBD 6.1 Preference point claim form▪ CIPC registration documents or▪ Letter from an attorney or registered accountant in their letterhead
		2	<ul style="list-style-type: none">▪ SBD 3.1 / 3.2 / 3.3▪ Pricing response template
		3	<ul style="list-style-type: none">▪ A complete set of three (3) most recent years annual financial statements as detailed in this RFP

7 EVALUATION OF PROPOSALS

7.1 Process after the closing date

- 7.1.1 After the closing date and time SARS, will evaluate the proposals with reference to SARS' evaluation criteria. SARS reserves the right to employ subject matter experts to assist in performing such evaluations.

7.2 Prequalification evaluation process (Gate 0)

- 7.2.1 SARS has defined minimum administrative prequalification criteria that must be met by a bidder. The table below contains the administrative prequalification documents that are required as part of a bidder's proposal, which must be completed and signed by the duly authorised representative of the prospective bidder(s).
- 7.2.2 Where a bidder's proposal fails to comply fully with any of the prequalification criteria, SARS may at its discretion allow the bidder an opportunity to submit and/or supplement the information and/or documentation provided within a grace period of **seven (7) working days** or such alternative period

as SARS may determine to achieve full compliance with these criteria before disqualifying the bidder.

7.2.3 SARS will disqualify a bidder who does not achieve full compliance of the prequalification Standard Bidding Documents (SBD) after the grace period provided by SARS.

Table 4: Prequalification criteria

	Prequalification documents to be submitted	Instructions	Non-submission will result in disqualification?
1.	SBD 1: Invitation to bid form	Bidder to complete and sign the supplied pro forma document.	YES
2.	SBD 4: Bidder's Disclosure	Bidder to complete and sign the supplied pro forma document.	YES
3.	Supplier Risk Questionnaire	Bidder to complete and sign the supplied pro forma document.	NO
4.	SBD 6.1: Preference points claim form	Bidder to complete and sign the supplied pro forma document, to claim the points for B-BBEE / specific goals.	NO Non-submission will lead to a zero score on B-BBEE / specific goals.
5.	Proof of registration on the Central Supplier Database (CSD)	Bidder to submit the proof of registration on CSD.	NO However, a bidder must be registered on CSD in order to be considered for award.
6.	General Conditions of Contract (GCC)	Bidder to sign the supplied pro forma document.	NO The recommended bidder will be required to sign the applicable Agreement / GCC on award.
7.	A complete set of three (3) most recent years annual financial statements	Submit complete sets of three (3) most recent years annual financial statements in accordance with the requirements of the Financial Risk Analysis paragraph as detailed in this RFP.	NO

7.3 Mandatory evaluation process (Gate 1)

7.3.1 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.

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

Table 5: Mandatory evaluation criteria

	Mandatory evaluation criteria	Bidder to submit as proof
1.	Company Footprint	<p>The Bidder must have a footprint in South Africa.</p> <p>Evidence required:</p> <ol style="list-style-type: none"> 1. Bidder must demonstrate the type of footprint in SA in the form of Geographical presence (Office Location) – acceptable forms of evidence valid office lease agreement or municipal bill not older than 3 months in the name of the bidding entity. 2. Companies and Intellectual Property Commission (CIPC) registration certificate
2.	Solution Implementor Relationship	<p>The Bidder must provide proof that they are the accredited or authorised partner/distributor/reseller of the solution.</p> <p>The solution owner must submit proof of ownership of the solution.</p> <p>Evidence Required:</p> <ol style="list-style-type: none"> 1. A valid letter or certificate of accreditation or authorisation issued by the Solution Owner. The document must: <ul style="list-style-type: none"> • Be on the Solution Owner's official letterhead. • Clearly bearing the name of the Bidder. • Confirm authorisation to sell, implement, and support the proposed solution; and • Indicate the duration of the relationship (start date or validity period). 2. Where the Bidder is the Solution Owner (OEM) <ul style="list-style-type: none"> • A signed letter of solution ownership on company letterhead confirming: • Ownership of the intellectual property of the proposed solution; and • Authority to licence, implement, and support the solution directly.
3.	Solution Platform	<p>The solution proposed by the Bidder must be a single platform solution (without using multiple platforms) which cater for all aspects of Master Data Management and Data Governance.</p> <p>Evidence Required:</p> <p>Technical Architecture Documentation</p> <p>Include an architecture diagram illustrating that all modules are part of a single system on a common codebase or framework,</p>

	Mandatory evaluation criteria	Bidder to submit as proof
		not separate systems connected by Application Programming Interfaces (APIs).
4.	Mainframe Integration	<p>The solution must be able to seamlessly integrate directly to the Mainframe ADABAS.</p> <p>The Bidder must submit verifiable technical evidence demonstrating that the proposed solution can integrate with Mainframe ADABAS.</p> <p>Evidence Required: An integration architecture diagram that explicitly depicts native or direct connectivity to Mainframe ADABAS, including the point of connection and data/metadata flow, and.</p> <p>A technical description of the protocols, interfaces, or methods used to access ADABAS data structures and metadata, sufficient to demonstrate how metadata and/or data is retrieved.</p>
5.	Hybrid deployment Model	<p>The bidder must declare that their proposed solution supports a hybrid deployment model, consisting of both cloud-based and on-premises components.</p> <p>The bidder must declare (comply/do not comply) on the Mandatory response template.</p>

7.4 Technical evaluation process (Gate 2)

- 7.4.1 Only bidders that have met the prequalification and mandatory evaluation requirements will be evaluated for technical capability and functionality, strictly according to the technical evaluation criteria below. A bidder is required to provide a technical solution for the required goods and services that meet SARS' requirements, and that is financially competitive and offers value for money.
- 7.4.2 The technical evaluation will be scored out of a total of 100 points, and bidders are required to score a minimum threshold of 66.67 out of 100 points to proceed to the next stage of evaluation, namely price and B-BBEE/specific goals evaluation.
- 7.4.3 **If a bidder does not meet the technical evaluation minimum threshold, the bidder will be disqualified, and the bidder's proposal will not be evaluated further.**

NOTE:

To ensure that an objective and consistent evaluation is conducted of the proposed bidder's solution a structured scoring methodology will be used.

Each criterion is allocated a weight based on relative importance and a 4-point scale of 0,1,2 and 3 is used to assess the proposal as follows:

- 3 - The bidder fully meets requirements and value adding is extensive
- 2 - Meets critical requirements
- 1 - Partially meets requirements
- 0 - Company cannot meet, high risk

The calculation of your weighted score by the SARS evaluation committee will be based on the weight of the criteria factored by the 4-point scale. Example weight of 10, 0 equates to 0, 1 equates to 3,33, 2 equates to 6,67 and 3 equates to 10). These will vary according to the different weighting criteria.

The weighted score will be tallied, for all criteria and bids that fail to meet the minimum threshold of 66.67 will not proceed to the next stage of evaluation.

Table 6: Technical evaluation criteria

	Technical evaluation criteria	Scoring criteria	Points
1.	Master Data Management		
1.1	<p>The following is the established criteria being referred to on the model answer column.</p> <p>The solution must support the following without requiring the migration of data to a new environment:</p> <ol style="list-style-type: none"> 1. creation of master data entities. 2. maintenance of master data entities. 3. management of master data entities. <p>NB: The bidder must submit the following evidence:</p> <ol style="list-style-type: none"> 1. Documentation of architectural diagrams that illustrate the interactions of current data management systems with other systems, without the need for data migration. This should provide a comprehensive overview of the architecture, encompassing entity relationship diagrams (ERDs), data flow diagrams, and technical specifications that effectively represent the structure and relationships of data entities. 2. Screenshots demonstrations that show how the solution supports the creation, maintenance and management of data entities. 3. Document defining methods the Bidder will employ to ensure the ongoing management of data entities. 	<p>3 = The Bidder's solution supports all 3 established criteria.</p> <p>2 = The Bidder's solution supports both the management and maintenance of master data entities without requiring the migration of data to a new environment.</p> <p>1 = The Bidder's solution supports the management of master data entities without requiring the migration of data to a new environment.</p> <p>0 = The Bidder has met none of the listed criteria.</p>	5
1.2	<p>The following is the established criteria being referred to on the model answer column.</p>	<p>3 = The Bidder meets all 6 established criteria.</p>	8

	Technical evaluation criteria	Scoring criteria	Points
	<p>The solution must provide</p> <ol style="list-style-type: none"> 1. Data model management capabilities to ensure alignment with business requirements and standards. 2. Definition enablement of master data models to ensure alignment with business requirements and standards. 3. Visualisation of master data models to ensure alignment with business requirements and standards. 4. Versioning and Real-time collaborative editing of master data models to ensure alignment with business requirements and standards. 5. Governance of master data models to ensure alignment with business requirements and standards. 6. Advanced analytics and reporting for monitoring model performance and usage. <p>NB: The bidder must submit the following evidence:</p> <ol style="list-style-type: none"> 1. Documentation that explains the architecture of the data model management system, detailing its support for data structures, (ERDs, View of how the functionality works (User Interface/Reports), Technical Specification, Data Flow Diagrams and Data Integration Interfaces). 2. Screenshot demonstrations that show how the solution visualises data models through diagrams, graphs, or charts. 3. Documentation explaining and showing how real-time collaboration is enabled in the solution. This must include Descriptions of real-time editing processes and examples of collaborative interactions in the form of screens" 	<p>2 = The Bidder has met 5 of the listed criteria which include data model management capabilities, definition enablement of master data models, Visualisation of master data models, Versioning and Real-time collaborative editing of master data models and Governance of master data models.</p> <p>1 = The Bidder has met 4 of the listed criteria which include data model management capabilities, definition enablement of master data models, Visualisation of master data models and Versioning and Real-time collaborative editing of master data models.</p> <p>0 = The Bidder has met 3 or less of the listed criteria.</p>	
2.	Data Cataloguing and Metadata Management		
2.1	<p>The following is the established criteria being referred to on the model answer column.</p> <p>Integrated, centralised storage of metadata:</p> <p>The solution must provide</p> <ol style="list-style-type: none"> 1. Integrated and centralised repository of metadata assets that is current, accessible, support discoverability and contextual understanding across multiple data domains. 2. Data glossary as a shared vocabulary to standardise terms across the organisation. 3. The integration of data catalogues and business glossaries to support compliance initiatives. 	<p>3 = The Bidder has met all 4 of the established criteria.</p> <p>2 = The Bidder has met 3 of the listed criteria which includes integrated and centralised repository of metadata, data catalogues and business glossaries.</p> <p>1 = The Bidder has met 1 to 2 of the listed evaluation criteria which includes integrated and centralised repository of metadata, data catalogues and</p>	5

	Technical evaluation criteria	Scoring criteria	Points
	<p>4. An enabling functionality for users to find and understand metadata.</p> <p>NB: The Bidder must attach supporting evidence:</p> <ol style="list-style-type: none"> 1. Documentation describing how the repository, data glossary, and data catalogue are implemented and integrated within the solution. This should include user guides, technical manuals, and architectural diagrams that provide clear details on system functionality, accessibility, and usage across multiple data domains. 2. Documentation, product brochures or technical drawings of proof of functionality of integrated and centralised repository. 3. Screenshots illustrating all the processes and functionalities as listed in the above four requirements. 	<p>business glossaries.</p> <p>0 = The Bidder has met none of the listed criteria.</p>	
2.2	<p>The following is the established criteria being referred to on the model answer column.</p> <p>Automated metadata discovery: The solution must provide:</p> <ol style="list-style-type: none"> 1. Comprehensive suite of features designed to enhance automated metadata discovery. 2. Advanced capabilities for automatically identifying and categorising metadata across various data sources such as databases, files, data lakes, and applications 3. Functionalities enabling user-driven manual curation to capture domain-specific context and expert insights. <p>NB: The Bidder must attach supporting evidence:</p> <ol style="list-style-type: none"> 1. Screen shots of how automated metadata discovery is performed. 2. Product brochures or technical drawings of automated metadata discovery. 	<p>3 = The Bidder has met all 3 established criteria.</p> <p>2 = The Bidder has met 2 of the listed criteria which includes advanced capabilities for automatically identifying and categorising metadata across various data sources.</p> <p>1 =The Bidder has met 1 of the listed criteria which includes advanced capabilities for automatically identifying and categorising metadata across various data sources.</p> <p>0 = The Bidder has met none of the listed criteria.</p>	5
2.3	<p>The following is the established criteria being referred to on the model answer column.</p> <p>Data classification and audit trail capabilities: The solution must:</p> <ol style="list-style-type: none"> 1. Support configurable data classification schemes (e.g., Restricted, Confidential, Secret, Top Secret) and enable the enforcement of access controls, data handling rules, and compliance obligations based on classification level. 2. Offer automated workflows for classification review, approval, and periodic re-evaluation should be incorporated to ensure ongoing accuracy and alignment with changing business 	<p>3 = The Bidder has met all 6 of the established criteria.</p> <p>2 = The Bidder has met 5 of the established criteria which includes automated workflows for classification review, approval, and periodic re-evaluation.</p> <p>1 =The Bidder has met 1 to 4 of the established criteria which includes automated workflows for classification review,</p>	5

	Technical evaluation criteria	Scoring criteria	Points
	<p>and regulatory needs.</p> <ol style="list-style-type: none"> 3. Enable advanced search, classification, and tagging of metadata, thus improving data asset visibility and enabling efficient data stewardship. 4. Provide audit trails and reporting capabilities to demonstrate compliance and support governance monitoring activities. 5. Provide role-based and attribute-based access and audit trails for metadata activities to ensure transparency, accountability, and compliance with internal and regulatory requirements. 6. Enable the maintenance of historical metadata snapshots and version control, allowing tracking of changes, restoration of previous versions, and impact analysis on downstream systems. <p>NB: The Bidder must attach supporting evidence:</p> <ol style="list-style-type: none"> 1. Screenshots of how search, data classification and tagging of metadata is performed and a snapshot of audit trail capabilities. 2. Product brochures or technical drawings explaining and illustrating the data classification and audit trail capabilities. 	<p>approval, and periodic re-evaluation.</p> <p>0 = The Bidder has met none of the listed criteria.</p>	
3.	Visual Data Lineage and Impact Analysis		
3.1	<p>The following is the established criteria being referred to on the model answer column.</p> <p>Visual Data Lineage and Impact Analysis: The solution must:</p> <ol style="list-style-type: none"> 1. Provide intuitive graphical representations that illustrate the flow of data from its original source to the end user. This visual lineage is crucial for stakeholders to understand how data is transformed, processed, and utilised across various systems and applications. 2. Offer a visualisation capability for lineage tracing and tracking, relationship mapping, and impact analysis, empowering stakeholders to make informed decisions regarding data usage, transformation, and retention. 3. Offer customisable reporting mechanisms by summarising metadata movement trends and compliance in accordance with metadata standards. These dashboards and reports must enable transparent sharing of the metadata status to management and stakeholders. 4. Provide the impact analysis feature to enable users to simulate and forecast the effects of 	<p>3 = The Bidder has met all 4 established criteria.</p> <p>2 = The Bidder has met 3 of the established criteria which includes visualisation capability for lineage tracing and tracking, relationship mapping, and impact analysis.</p> <p>1 = The Bidder has met 1 to 2 of the established criteria which includes visualisation capability for lineage tracing and tracking, relationship mapping, and impact analysis.</p> <p>0 = The Bidder has met none of the established criteria or has not provided supporting evidence.</p>	5

	Technical evaluation criteria	Scoring criteria	Points
	<p>proposed changes, whether it is alterations to data structures, updates to data sources, or modifications in processing logic on downstream processes and data consumers.</p> <p>NB: The Bidder must attach supporting evidence:</p> <ol style="list-style-type: none"> 1. Screenshots of visualisation capability for lineage tracing and tracking, relationship mapping, and impact analysis. 2. Product brochures or technical drawings of visualisation capability for lineage tracing and tracking, relationship mapping, and impact analysis. 		
4.	Scalability and User-Friendly Interface		
4.1	<p>The following is the established criteria being referred to on the model answer column.</p> <p>The solution must support</p> <ol style="list-style-type: none"> 1. Enterprise-level data volumes, 2. Enabling easy scaling across multiple domains without loss of performance or data integrity. 3. It should use modular design, integrate with governance workflows, 4. and include ongoing monitoring and optimisation to adapt to future business needs. <p>NB: The Bidder must provide the following evidence:</p> <ol style="list-style-type: none"> 1. Performance testing results that show how the system handles increasing data loads. 2. System performance reports over a period of six months. 3. Load testing reports demonstrating the system's response times and maximum throughput under different scales of data. 	<p>3 = The Bidder has met all 4 established criteria.</p> <p>2 = The Bidder has met 3 of the established criteria which includes support of enterprise-level data volumes and enable easy scaling across multiple domains without loss of performance or data integrity.</p> <p>1 = The Bidder has met 1 to 2 of the established criteria which includes support of enterprise-level data volumes and enable easy scaling across multiple domains without loss of performance or data integrity.</p> <p>0 = The Bidder has met none of the established criteria.</p>	3
4.2	<p>The following is the established criteria being referred to on the model answer column.</p> <p>The Solution must provide the following capabilities to support friendly interface</p> <ol style="list-style-type: none"> 1. The solution must have an intuitive interface that enables data stewards, analysts, and other stakeholders to navigate the system efficiently without encountering unnecessary difficulties. 2. The solution must provide self-service governance capabilities to allow business users without extensive technical knowledge, to independently implement governance policies. 	<p>3 = The Bidder has met all 4 established criteria.</p> <p>2 = The Bidder has met 3 of the established criteria with a solution provided in English.</p> <p>1 = The Bidder has met 1 to 2 of the established criteria with a solution provided in English.</p> <p>0 = The Bidder has met none of the established criteria.</p>	3

	Technical evaluation criteria	Scoring criteria	Points
	<p>3. The solution must enable users to create, modify, and enforce data governance rules and standards without requiring assistance from IT or data specialists.</p> <p>4. The solution is required to be provided in English.</p> <p>NB: The bidder must provide the following evidence:</p> <ol style="list-style-type: none"> 1. Screenshots walkthroughs, displaying in-built navigation and ease of use for data stewards, analysts, and other stakeholders. 2. Documentation or user guides illustrating self-service governance features, specifically how business users without technical backgrounds can independently implement governance policies. 3. Sample workflows or case studies proving that users can create, modify, and enforce data governance rules and standards without support from IT or data specialists, and 4. Snapshots that the system interface is provided in English. 		
5.	Data Quality Management		
5.1	<p>The following is the established criteria being referred to on the model answer column.</p> <p>The solution must provide mechanisms for defining, tracking, and reporting on the following key quality metrics using automated profiling tools and analytics:</p> <ol style="list-style-type: none"> 1. Completeness, 2. Validity, 3. Accuracy, 4. Timeliness, 5. Uniqueness, 6. Reliability, 7. Relevancy, 8. Consistency, 9. Integrity. <p>NB: The Bidder must provide the following evidence:</p> <ol style="list-style-type: none"> 1. Product and process documentation explaining how the solution defines quality metrics and how the bidder conducts data profiling, including methodologies, data handling, and reporting practices. 2. Screenshots showcasing the bidder's data profiling tools in action. The demonstration should cover key features such as data import, profiling configuration, generation of profiling statistics, and visualisation of results. 	<p>3 = The Bidder has met all 9 key established criteria of quality metrics.</p> <p>2 = The Bidder has met 8 key quality metrics which includes completeness, validity, accuracy, timeliness, uniqueness, reliability, consistency relevancy.</p> <p>1 =The Bidder has met 3 to 7 to key quality metrics which includes completeness, validity, accuracy, timeliness, uniqueness, reliability, consistency.</p> <p>0 = The Bidder has met less than 3 key quality metrics.</p>	4

	Technical evaluation criteria	Scoring criteria	Points
	3. Example of data profiling report they have generated for previous clients or projects. These reports should include details such as data summaries, quality metrics, detected anomalies, completeness, uniqueness, and value distributions.		
5.2	<p>The following is the established criteria being referred to on the model answer column.</p> <p>The solution must provide data quality scoring dashboards covering the following:</p> <ol style="list-style-type: none"> 1. Quality principles that should give stakeholders a clear view of current quality levels. 2. Highlight areas that require attention. 3. Outline recommendations. <p>NB: The Bidder must provide the following evidence:</p> <ol style="list-style-type: none"> 1. Technical documentation of actual data quality dashboards showing the scoring of quality principles, namely, completeness, validity, accuracy, timeliness, uniqueness, reliability, relevancy, consistency and integrity. 2. Screenshots showing different views for executives, data stewards, or operational users. 	<p>3 = The Bidder has met all 3 established criteria of the data quality scoring dashboards.</p> <p>2 = The Bidder has met 2 established criteria of the data quality scoring dashboards which includes quality principles that should give stakeholders a clear view of current quality levels and highlight areas that require attention.</p> <p>1 = The Bidder has met 1 established criteria of the data quality scoring dashboards which includes quality principles that should give stakeholders a clear view of current quality level.</p> <p>0 = The Bidder has met none of the established criteria.</p>	4
5.3	<p>The following is the established criteria being referred to on the model answer column.</p> <p>The solution must offer automated data cleansing functions:</p> <ol style="list-style-type: none"> 1. Standardising formats. 2. Correcting errors. 3. Removing duplicates. <p>NB: The Bidder must provide the following evidence:</p> <ol style="list-style-type: none"> 1. Screenshots showing predefined standardisation rules. 2. Sample output showing before-and-after records where formats were standardised automatically. 3. Screenshots of before-and-after datasets showing duplicates identified and resolved automatically. 4. Audit trail showing original value, corrected value, rule applied and timestamp. 	<p>3 = The Bidder has met all 3 established criteria of data cleansing functions.</p> <p>2 = The Bidder has met 2 data cleansing functions which includes correcting errors and removing duplicates.</p> <p>1 = The Bidder has met 1 data cleansing function.</p> <p>0 = The Bidder has met none of the established criteria.</p>	4

	Technical evaluation criteria	Scoring criteria	Points
5.4	<p>The following is the established criteria being referred to on the model answer column.</p> <p>The solution must enable continuous monitoring of datasets with the ability to do the following:</p> <ol style="list-style-type: none"> 1. Summarise Data quality trends. 2. Set triggers for anomalies. 3. Upon detection of quality issues, the system must automatically notify relevant users or administrators. <p>NB: The Bidder must provide the following evidence:</p> <ol style="list-style-type: none"> 1. Email notification sent to user/administrator detailing data quality anomalies identified. 2. Report that shows quality results over time. 3. Screenshots showing thresholds set for selected metrics (e.g., completeness < 98% triggers anomaly) 	<p>3 = The Bidder has met all 3 continuous monitoring of datasets functions.</p> <p>2 = The Bidder has met 2 continuous monitoring of datasets functions.</p> <p>1 = The Bidder has met 1 continuous monitoring of datasets function.</p> <p>0 = The Bidder has met none of the continuous monitoring of datasets function.</p>	4
5.5	<p>The following is the established criteria being referred to on the model answer column.</p> <p>The solution must facilitate efficient investigation of data quality problems by providing the following:</p> <ol style="list-style-type: none"> 1. Detailed logs. 2. Contextual information to identify root causes. 3. Integrated workflows for tracking, assigning, and resolving quality issues. <p>NB: The Bidder must provide the following evidence:</p> <ol style="list-style-type: none"> 1. Screenshots of system generated logs showing date/time of the data quality check, quality rule executed, result (pass/fail). 	<p>3 = The Bidder has met all 3 established criteria to facilitate efficient investigation of data quality problems.</p> <p>2 = The Bidder has met 2 established criteria to facilitate efficient investigation of data quality problems.</p> <p>1 = Bidder has met 1 established criteria to facilitate efficient investigation of data quality problems.</p> <p>0 = The Bidder has met none established criteria to facilitate efficient investigation of data quality problems.</p>	3
6.	Management of Data Privacy and Security		
6.1	<p>The following is the established criteria being referred to on the model answer column.</p> <p>The Bidder must provide the following:</p> <ol style="list-style-type: none"> 1. The solution must deliver comprehensive compliance and security features that protect the integrity, confidentiality, and availability of data. 2. This includes implementing data masking and end-to-end encryption, maintaining the original format of masked data. 3. The solution must ensure adherence to regulations 	<p>3 = The Bidder has met all 6 established criteria.</p> <p>2 = The Bidder has met 5 of the established criteria.</p> <p>1 = The Bidder has met 2 to 4 of the established criteria.</p> <p>0 = The Bidder has met less than 2 of the established criteria.</p>	8

	Technical evaluation criteria	Scoring criteria	Points
	<p>such as POPIA.</p> <ol style="list-style-type: none"> The solution must simplify user access management, maintain detailed records of roles and permissions. The solution must provide a robust data classification framework. The solution must keep comprehensive audit trails of all data interactions and apply granular access controls using both Role-Based Access Control (RBAC) and Attribute-Based Access Control (ABAC) models, ensuring accountability, traceability, and regulatory compliance. <p>NB: The Bidder must provide the following evidence on Data Masking and Encryption:</p> <ol style="list-style-type: none"> Comprehensive descriptions of the data masking techniques employed, and end-to-end encryption protocols used. Sample configurations showing how data masking is applied and how end-to-end encryption is implemented, while maintaining the original format of masked data." 		
7.	Workflow and Collaboration, Real Time governance		
7.1	<p>The following is the established criteria being referred to on the model answer column.</p> <p>The solution must be capable</p> <ol style="list-style-type: none"> of creating workflows for data owners, data stewards, and data governance team; to define, implement, and monitor processes that ensure data quality, compliance, and security. to provide real-time notifications that alert users to any violations of established data policies or concerns related to data quality. to incorporate automated remediation features. <p>NB: The Bidder must provide the following evidence:</p> <ol style="list-style-type: none"> Documentation detailing the workflow creation capabilities for data owners, stewards, and governance teams. Process maps outlining how data quality, compliance, and security processes are defined, implemented, and monitored. System logs showing real-time notifications for policy violations. Proof of automated remediation features, such as sample reports, logs, or descriptions of automated actions triggered by policy breaches. 	<p>3 = The Bidder has met all 4 established criteria.</p> <p>2 = The Bidder has met 3 of the established criteria.</p> <p>1 =The Bidder has met 1 to 2 of the established criteria.</p> <p>0 = The Bidder has met none of the established criteria.</p>	5

	Technical evaluation criteria	Scoring criteria	Points
8.	Reporting and Monitoring Capabilities		
8.1	<p>The following is the established criteria being referred to on the model answer column.</p> <p>The Bidder must provide the following functionalities and capabilities:</p> <ol style="list-style-type: none"> 1. Advanced reporting and monitoring functionalities tailored for master data and data governance requirements. 2. It should enable real-time dashboards and scheduled reports that track data quality metrics 3. These dashboards must be configurable, allowing data owners, stewards, and governance teams to drill down into specific domains, datasets, or processes to identify anomalies, trends, or compliance gaps. 4. The dashboards must provide visual representations of key metrics, such as data quality scores, metadata movement stats, compliance status, and workflow progress, allowing data owners and stewards to make informed decisions quickly. 5. Comprehensive monitoring tools must allow for the automatic detection and alerting of policy violations, unauthorised data access, and data quality issues. 6. The solution must support the generation of historical reports that show changes to data definitions, lineage, and stewardship activities, providing a clear audit trail for internal oversight and external regulatory review. <p>NB: The Bidder must provide the following evidence:</p> <ol style="list-style-type: none"> 1. Screenshots of interactive dashboards displaying real-time data quality metrics, metadata movement stats, compliance status, and workflow progress. 2. Extracts from scheduled historical reports demonstrating changes in data definitions, lineage, and stewardship activities over time. 3. Documentation explaining the process for alert logs and notifications evidencing automatic detection of policy violations and unauthorised data access incidents." 	<p>3 = The Bidder has met all 6 established criteria.</p> <p>2 = The Bidder has met 5 of the established criteria which include advanced reporting and monitoring functionalities tailored for master data and data governance requirements.</p> <p>1 =The Bidder has met 4 of the established criteria which include advanced reporting and monitoring functionalities tailored for master data and data governance requirements.</p> <p>0 = The Bidder has met 3 or less of the established criteria.</p>	5
9.	Version Control and Change Management		
9.1	<p>The following is the established criteria being referred to on the model answer column.</p> <p>The solution must provide the following:</p>	<p>3 = The Bidder has met all 5 established criteria.</p> <p>2 = The Bidder has met 4 of the</p>	4

	Technical evaluation criteria	Scoring criteria	Points
	<ol style="list-style-type: none"> Features for tracking and documenting all modifications to data models, policies, or metadata throughout the data lifecycle. Maintain comprehensive logs for transparency and accountability. Enable users to revert to previous versions when necessary. Support automated approval workflows for policy changes. Enable the users to mitigate risks associated with data governance, as it allows organisations to quickly address issues and maintain the integrity of their data assets. <p>NB: The Bidder must provide the following evidences:</p> <ol style="list-style-type: none"> Documentation of the version control features, including screenshots. The evidence of a change history or audit trail feature that logs each modification with details such as the nature of the change, the user who made the change, time stamps, and any comments associated with the modification." 	<p>established criteria which include features for tracking and documenting all modifications to data models, policies, or metadata and enable users to revert to previous versions when necessary and support automated approval workflows for policy changes.</p> <p>1 =The Bidder has met 3 of the established criteria which include features for tracking and documenting all modifications to data models, policies, or metadata and enable users to revert to previous versions when necessary and support automated approval workflows for policy changes.</p> <p>0 = The Bidder has met 2 or less of the established criteria.</p>	
10.	Data Governance Integration Capabilities		
10.1	<p>The following is the established criteria being referred to on the model answer column.</p> <p>The Bidder must provide the following capabilities:</p> <ol style="list-style-type: none"> The solution must facilitate seamless integration with all existing information systems and workflows across various processes, ensuring that it can effectively communicate and operate alongside the diverse range of technologies and platforms currently in use. The solution must be configured to align with existing business processes, allowing users to incorporate data governance practices into their daily operations without disrupting established workflows. The solution must offer capabilities for monitoring and auditing data flows across systems, ensuring compliance with regulatory requirements and internal policies. <p>NB: The bidder must provide the following evidence:</p> <ol style="list-style-type: none"> Documentation providing successful integration of the proposed solution with multiple existing information systems and workflows, including case 	<p>3 = The Bidder has met all 3 established criteria.</p> <p>2 = The Bidder has met 2 established criteria which includes the facilitation of seamless integration with all existing information systems and workflows across various processes.</p> <p>1 =The Bidder has met 1 established criteria which includes the facilitation of seamless integration with all existing information systems and workflows across various processes.</p> <p>0 = The Bidder has met none of the criteria.</p>	5

	Technical evaluation criteria	Scoring criteria	Points
	<p>studies or project reports.</p> <ol style="list-style-type: none"> Evidence of configuration processes that show alignment with current business operations, such as user manuals, process mapping documents, or testimonials from previous clients. Records or reports illustrating the solution's monitoring and auditing capabilities for data flows, including compliance certificates or audit logs verifying adherence to regulatory and internal policies. 		
10.2	<p>The following is the established criteria being referred to on the model answer column.</p> <p>The solution must provide the following capabilities:</p> <ol style="list-style-type: none"> Ability to integrate for both Cloud and On-Premises environments, ensuring a seamless and cohesive approach to data management. The data generated by the tool must be computed and stored in South African based data center, and such data centers must be compliant with SARS data governance and information protection policies, and other applicable South African sovereign legislations. Flexibility to adapt to the evolving landscape of data management, accommodating new technologies and methodologies as they emerge. <p>NB: The bidder must provide the following evidence:</p> <ol style="list-style-type: none"> Technical documentation explaining or depicting the solution's ability to integrate seamlessly with both Cloud and On-Premises environments, including examples of successful deployments or integration case studies. Official certification or attestation from the data centre provider confirming that all data generated by the tool will be processed and stored within a South African-based data centre. A roadmap or policy statement outlining the solution's flexibility and support for evolving data management technologies and methodologies, including documentation of previous updates or enhancements that demonstrate adaptability to new industry standards. 	<p>3 = The Bidder has met all 3 established criteria.</p> <p>2 = The Bidder has met 2 of the established criteria which include the capability to integrate seamlessly with both Cloud and On-Premises environments and data must be stored in South African based data centers.</p> <p>1 = The Bidder has met 1 of the established criteria which include the capability to integrate seamlessly with both Cloud and On-Premises environments.</p> <p>0 = The Bidder has met none of the criteria.</p>	5
10.3	<p>The following is the established criteria being referred to on the model answer column.</p> <p>The solution must be able to seamlessly integrate or be able to connect directly with existing enterprise</p>	<p>3 = The Bidder has met all 7 established criteria.</p> <p>2 = The Bidder has met 6 established criteria which</p>	5

	Technical evaluation criteria	Scoring criteria	Points
	<p>systems</p> <ol style="list-style-type: none"> 1. SAP 2. Microsoft SQL Server, 3. Microsoft Fabric, 4. DB2, 5. MySQL, 6. SARS CMS 7. The bidder must deliver all required services directly and not rely on subcontractors for any aspect of the implementation process. <p>NB: The bidder must submit the following evidence:</p> <ol style="list-style-type: none"> 1. Technical Integration Documentation: Detailed documents showing how the solution connects with, SAP, Microsoft SQL Server, DB2(EDW, Service Manager), MySQL, Microsoft Fabric, and SARS CMS, including protocols, APIs, and data flow diagrams. 2. System Architecture Diagrams: Comprehensive architectural designs illustrating the interoperability and seamless data exchange between the solution and each system. 3. Integration Test Results: Results from formal integration testing, including test cases, outcomes, and performance benchmarks, specifically for each system. 	<p>includes integration with SAP, Microsoft SQL Server, Microsoft Fabric, DB2, MySQL and the bidder must deliver all required services directly and not rely on subcontractors for any aspect of the implementation process.</p> <p>1 =The Bidder has met 1 to 5 established criteria which includes integration with SAP, Microsoft SQL Server, Microsoft Fabric, DB2 and the bidder must deliver all required services directly and not rely on subcontractors for any aspect of the implementation process.</p> <p>0 = The Bidder has met none of the criteria.</p>	
11.	Client References		
11.1	<p>The following is the established criteria being referred to on the model answer column.</p> <p>The Bidder must provide: At least two (2) client references from projects completed successfully within the past 5 years in South Africa in the sphere of Master Data Management and Data Governance</p> <p>NB: References must include company name, contact numbers and a brief project description that highlights the successful implementations of master data and data governance solutions.</p> <p>The Bidder must submit the Client reference templates for evidence as per Annexure SARS RFP 07-2026 4-3 Client references template</p>	<p>3 = The Bidder has submitted more than 2 client references from projects completed successfully within the past 5 years in South Africa in the sphere of Master Data Management and Data Governance.</p> <p>2 = The Bidder has submitted 2 client references from projects completed successfully within the past 5 years in South Africa in the sphere of Master Data Management and Data Governance.</p> <p>1 = The Bidder has submitted 1 client reference from projects completed successfully within the past 5 years in South Africa</p>	5

	Technical evaluation criteria	Scoring criteria	Points
		in the sphere of Master Data Management and Data Governance. 0 = The Bidder has submitted zero client references.	
	TOTAL		100

7.5 Price and B-BBEE/specific goals evaluation (Gate 3)

- 7.5.1 In line with the requirements of the Preferential Procurement Policy Framework Act, 2000, and its Regulations and SARS Preferential Procurement Policy, only bidders that have met or exceeded the minimum threshold for functionality in the technical evaluation, will be evaluated further.
- 7.5.2 SARS will apply the applicable preference point system in accordance with published preference point system. Should actual pricing proposals submitted by the bidders differ from the estimated costs prescribing the system to be used, the lowest acceptable tender will be used to determine the applicable preference point system.

Table 7: Price and B-BBEE/specific goals evaluation

	Criteria	Points
1.	Price	80
2.	Specific goals	20
	TOTAL	100

7.5.3 Price evaluation (Gate 3, Stage 1)

- 7.5.3.1 Points for the price evaluation will be calculated in accordance with the formula stated below.
- 7.5.3.2 Bidders are required to complete all line items in the pricing response template provided by SARS, which will be used for the price evaluation. The price should be all-inclusive for all the goods and services required in the scope of work, and bidders must ensure the completeness and accuracy of the pricing figures provided in the pricing response template. Failure to complete the pricing response template/bill of quantities may lead to a bidder scoring zero for the pricing evaluation or disqualification of the bidder.

Table 8: Pricing evaluation formula

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

Where

<i>Ps</i>	=	Points scored for price of proposal under consideration
<i>Pt</i>	=	Rand value of proposal under consideration
<i>Pmin</i>	=	Rand value of lowest acceptable proposal

7.5.4 B-BBEE/specific goals evaluation (Gate 3, Stage 2)

- 7.5.4.1 Points for the B-BBEE/specific goals evaluation will be allocated in accordance with bidder's size as per table 1 of the 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 or sworn affidavit or Share Certificate of the company or CIPC registration documents or letter from an attorney or registered accountant in their letterhead together with the SBD 6.1 Preference points claim form.
- 7.5.4.2 **Bidders are required to refer to the SBD 6.1 Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, for the specific goals and points to be claimed for this RFP.**
- 7.5.4.3 Bidders who do not claim preference points will be scored zero for B-BBEE/specific goals.
- 7.5.4.4 Failure of a bidder to submit a B-BBEE certificate from a verification agency accredited by the South African Accreditation System, a CIPC B-BBEE Certificate for EME's, or a sworn affidavit confirming annual turnover and level of black ownership in the case of an EME and QSE together with the proposal, will be interpreted to mean that preference points for B-BBEE/specific goals are not claimed.
- 7.5.4.5 The B-BBEE certificate or sworn affidavit should be submitted in the name of the bidding entity. If the proposal is submitted by an incorporated joint venture, the incorporated joint venture must submit their B-BBEE status level verification certificate or sworn affidavit. If the proposal is submitted by an unincorporated joint venture / consortium arrangement, the unincorporated joint venture / consortium must submit a consolidated B-BBEE certificate or sworn affidavit as if they were a group structure, and that such consolidated B-BBEE certificate or sworn affidavit is prepared for every separate proposal.
- 7.5.4.6 SARS reserves the right to request bidders to submit proof of any information, to substantiate claims made about their B-BBEE status.

Table 9: B-BBEE/specific goals evaluation points allocation

B-BBEE/specific goals evaluation criteria	Points
Bidders to submit: <ul style="list-style-type: none"> a) A duly completed SBD 6.1 Preference point claim form, and b) A valid B-BBEE certificate or sworn affidavit, and c) CIPC registration documents or d) Letter from an attorney or registered accountant in their letterhead 	20

- 7.5.4.7 The following table indicates the specific B-BBEE/specific goals documents that must be submitted for this RFP.

Table 10: B-BBEE/specific goals documents checklist

	Classification	Turnover	Submission requirement
1.	Exempted Micro Enterprise (EME)	Below R10 million p.a.	1. A sworn affidavit or certificate from CIPC.
2.	Qualifying Small Enterprise (QSE)	Between R10 million and R50 million p.a.	2. A sworn affidavit only 51% Black Ownership and above; or 3. A copy of B-BBEE Rating Certificate from a SANAS accredited rating agency.
3.	Large Enterprise (LE)	Above R50 million p.a.	4. A copy of B-BBEE Rating Certificate from a SANAS accredited rating agency.

7.5.5 Consolidation of price and B-BBEE/specific goals evaluation (Gate 4)

7.5.5.1 The points scored by a bidder for the price evaluation and the B-BBEE/specific goals evaluation will be added together to determine the overall points a bidder's proposal will score out of 100 points for the consolidated price and B-BBEE/specific goals evaluation and ranking of the bidders.

7.6 Financial risk analysis

7.6.1 SARS may conduct a financial risk analysis on the bidders and SARS has the right not to make an award to a bidder(s) if its risk analysis indicates a high risk.

7.6.2 The bidders are required to submit complete sets of annual financial statements, for the three (3) most recent financial periods in the name of the bidding entity. The annual financial statements must either be audited or independently reviewed in accordance with the public interest score (PIS) in compliance with the Companies Act, Act 71 of 2008, and the bidders are required to submit the public interest score (PIS) in compliance with the Companies Act, Act 71 of 2008. The annual financial statements must contain:

7.6.2.1 A statement of profit and loss and other comprehensive income;

7.6.2.2 A statement of financial position;

7.6.2.3 A statement of cash flows;

7.6.2.4 A statement of changes in equity / net assets; and

7.6.2.5 Accompanying notes.

7.6.3 If the bidder cannot provide the preceding year's audited / independently reviewed financial statements as part of its bid submission, the bidder should submit draft annual financial statements or its latest management accounts, together with the three (3) most recent years audited / independently reviewed annual financial statements.

7.6.4 Bidders who have been trading for less than three (3) financial periods must provide:

7.6.4.1 A letter detailing the fact, signed by a duly authorised representative of the entity;

7.6.4.2 The annual financial statements that the entity can provide, considering the period that it has been trading; and

- 7.6.4.3 Any other information or documentation which would provide more clarity on the financial history of a bidder.
- 7.6.5 SARS reserves the right to request further information regarding the annual financial statements of a bidder at a later stage to demonstrate the potential bidder's financial capability. These will include, but are not limited to:
- 7.6.5.1 Holding company's / Parent company's accounts;
 - 7.6.5.2 Management accounts;
 - 7.6.5.3 Signed letter from a recognised financial institution confirming capital availability and bank statements; and/or
 - 7.6.5.4 Credit rating reports (confirming capital availability or access to capital).
- 7.6.6 In the event of a subsidiary being the bidding entity and it submits the holding company's financial statements for financial analysis purposes, the holding company must furnish a Performance Guarantee that is signed by a Financial Service Provider (Guarantor) of the holding company, stating that the Guarantor will undertake to cover any or all risks associated with a bidder, in the event the bidder is awarded the RFP.
- 7.6.7 If the proposal is submitted by an incorporated joint venture, the incorporated joint venture is required to submit annual financial statements of the joint venture. If the proposal is submitted by an unincorporated joint venture / consortium arrangement, the unincorporated joint venture / consortium is required to submit annual financial statements of each of the parties to the arrangement.
- 7.6.8 SARS reserves the right to request a financial guarantee from the recommended bidder(s) prior to award, based on the financial risk evaluation outcome.
- 7.7 Recommended bidders' due diligence and risk assessment prior to award**
- 7.7.1 SARS has a legal and moral obligation to ensure that a supplier's financial position does not place public money or services at unacceptable risks and will therefore perform due diligence and risk assessment of recommended bidder(s) prior to award.
- 7.7.2 As part of due diligence and risk assessment, the bidder must ensure that the bidder is complying to all regulatory prescripts, including industry regulations specific to the commodity/services procuring, that are applicable to this tender, as well as ethical business practices. SARS has the right to request evidence of this compliance from the bidder, and third parties, for purposes of the due diligence exercise and for audit or contracting arrangements.
- 7.7.3 In the event that a due diligence exercise reveals that a recommended bidder does not comply with SARS' risk appetite or compliance requirements then SARS has the right not to make an award to the recommended bidder.
- 7.7.4 The recommended bidder(s) will be required to consent in the agreement to continuous and in-depth due diligence to ensure ethical business practices throughout the term of the tender.
- 7.8 Proposed legal agreement**
- 7.8.1 Any award made to a bidder under this RFP is conditional, amongst other provisions, upon SARS and such bidder concluding a written agreement within twenty-one (21) working days of the bidder receiving the written agreement. The timeous finalisation of such an agreement will be an absolute pre-condition to the recommended bidder(s) being awarded the tender and providing the goods or

services to SARS.

- 7.8.2 If the recommended bidder(s) fails to sign the proposed agreement within the time frame stipulated, SARS reserves the right to:
- 7.8.2.1 cancel the award to the recommended bidder;
 - 7.8.2.2 enter into negotiations with the second ranked bidder(s) and conclude the proposed agreement with such second ranked bidder(s); or
 - 7.8.2.3 take any other action SARS deems reasonable and appropriate.
- 7.8.3 Bidders are requested to-
- 7.8.3.1 Comment on the terms and conditions set out in the draft agreement and where necessary, propose required changes to such terms and conditions.
 - 7.8.3.2 Each comment and/or amendment must be explained.
 - 7.8.3.3 All changes and/or amendments to the agreement must be in an easily identifiable colour font and tracked for ease of reference.
- 7.8.4 Upon award, SARS and the successful bidder will conclude the agreement which regulates the specific terms and conditions applicable to the goods and services being procured by SARS. In this regard:
- 7.8.4.1 SARS will enter into negotiations with the bidder with a view to concluding the agreement.
 - 7.8.4.2 SARS will be entitled to cease negotiating with a bidder if SARS, in its sole discretion, is of the opinion that: (i) the bidder has made misrepresentations in its proposal; (ii) the bidder is attempting to withdraw from positions or commitments made in its proposal; (iii) the bidder is not negotiating in good faith; or (iv) an agreement may not be expeditiously concluded with the bidder for any other reason.
 - 7.8.4.3 SARS reserves the right to vary the terms and conditions of the proposed agreement during the course of negotiations with a bidder at SARS' sole discretion.
 - 7.8.4.4 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.
- 7.8.5 A bidder should note that the terms of its proposal will be incorporated in the proposed agreement by reference and that SARS relies upon the bidder's proposal as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder. It follows therefore that any misrepresentations in a proposal may result in legal action or other processes by SARS against the bidder, notwithstanding the conclusion of an agreement between SARS and the bidder for the provision of the goods and services in question. In the event of a conflict between the bidder's proposal and the agreement concluded between the parties, the agreement will prevail.
- 7.9 **Performance Standards**
- 7.9.1 SARS may prescribe certain performance standards (Service Levels) that a successful bidder must comply with in the performance of the services.
 - 7.9.2 Failure to adhere to the Service Levels will result in SARS levying a financial penalty for the Service Level Failure.
 - 7.9.3 Multiple Service Level Failures with the SARS' prescribed Service Levels will constitute a material

breach of the Service Level Agreement.

- 7.9.4 Notwithstanding the implementation of the Service Levels and Financial Penalties, SARS reserves the right and without derogation to any other remedies it may have in law, to terminate the Service Level Agreement for breach (persistent non-compliance) by the successful bidder.

8 TRUSTS, JOINT VENTURES, SUBCONTRACTING AND OTHER ARRANGEMENTS

8.1 Proof of existence of a trust, joint venture, consortium and subcontracting arrangements

- 8.1.1 Where, for the purposes of this RFP, a bidder submits its proposal as a trust, such bidder must submit concrete proof of the existence of a trust. SARS will accept a registered trust deed as acceptable proof of the existence of a trust. The trust deed must include amongst others:

8.1.1.1 Details of the trustees of the trust; and

8.1.1.2 Details of the beneficiaries of the trust. In instances where the beneficiary is a trust, the trust deed of that specific trust is required.

- 8.1.2 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:

8.1.2.1 identification of each party to the agreement in full;

8.1.2.2 the percentage ownership of the joint venture / consortium of each party to the agreement (if applicable);

8.1.2.3 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);

8.1.2.4 the anticipated percentage of the revenue that the party(ies) would receive (anticipated 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

8.1.2.5 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.

- 8.1.2.6 If a bidder is submitting a proposal in the form of an unincorporated joint venture / consortium, the SBD 4 Bidder's disclosure form should be completed by each party participating in the joint venture / consortium agreement, and proof of CSD registration should be submitted for all parties participating in the joint venture / consortium for this RFP.

- 8.1.2.7 Joint venture members should be advised that each member will be held jointly and severally liable for the performance of the joint venture.

- 8.1.3 Where, for the purposes of this RFP, a bidder has or intends to subcontract areas of scope of the goods and services, the bidder must submit the subcontracting agreement, and must note the following:

8.1.3.1 the bidder must indicate the name of the subcontractor(s), the percentage of the contract that will be subcontracted, the B-BBEE status level of the subcontractor(s) and whether the subcontractor(s) is an EME or QSE;

- 8.1.3.2 a bidder awarded a contract, may only enter into a subcontracting arrangement with the approval of SARS;
- 8.1.3.3 the agreement will be concluded between the main contractor(s) and SARS, therefore, the main contractor(s) and not its/their subcontractor(s) will be held liable for performance in terms of its contractual obligations;
- 8.1.3.4 the successful bidder must, at all times, be solely and entirely accountable to SARS for the performance of its contractual obligations in terms of the agreement; and
- 8.1.3.5 Without diminishing the bidder's accountability in any way for the delivery of the services, including the performance standards, SARS may require: access to and transparency in the subcontracting agreements; the full details of the functions which the subcontractor will fulfil in terms of the agreement including details of the delimitations of scope within the services to be assigned to such a subcontractor; monitoring and reporting of subcontractor's participation and performance to SARS; direct participation of subcontractor(s) in the account and project planning activities; and subcontractors' representation in governance structures and committees. SARS will, at all times, demand fair dealing in the relationship between a bidder and its subcontractor(s).

9 COMPLAINTS AND ALLEGATIONS

- 9.1.1 Should a Bidder have rational reasons to believe that the tender process is unfair or irregular, including the fact that the technical specifications are not open and/or are written for a particular bidder, brand or product; the bidder is urged to notify the Procurement Department within ten (10) days after publication of the bid and provide details of its complaint for SARS' consideration.
- 9.1.2 Any suspicious activity, including requests, approaches or calls asking for upfront payment to secure an award of a bid or in lieu of claims that the outcome of a tender can be influenced towards a particular bidder, bidders are requested to immediately inform the *SARS Fraud / Anti-Corruption* Hotline at 0800-002870 or email at anti-corruption@sars.gov.za for further investigation.
- 9.1.3 The "SARS hotline" further provides an anonymous reporting channel for any unethical behaviour that a bidder wants to report.

10 GENERAL CONDITIONS OF BIDDING

- 10.1 **By bidding, a bidder, is deemed to have accepted all terms and conditions of this RFP; and is further deemed to have accepted that if successful, any award made will be made subject to the terms and conditions of this RFP.**
- 10.2 **Reservation of rights**
 - 10.2.1 In addition to any rights which SARS has reserved to itself in this document or any other document in the RFP pack, SARS reserves the right in its sole discretion to:
 - 10.2.1.1 make no award, or to accept part of a proposal rather than the whole;
 - 10.2.1.2 withdraw, or cancel this RFP;
 - 10.2.1.3 amend, vary, or supplement any of the information, terms or requirements contained in this RFP, any information or requirements delivered pursuant to this RFP, or the structure of the RFP process;
 - 10.2.1.4 schedule additional briefing sessions / site inspections, and to conduct site visits, site

inspections, product evaluations, local content evaluations, and/or perform audits including due diligence exercises on any bidder whenever SARS deems it prudent to do so;

- 10.2.1.5 no longer consider a bidder's proposal where adverse information about the bidder or its proposal submission has come to the attention of SARS, provided that such bidder is informed accordingly and afforded an opportunity to object;
 - 10.2.1.6 subject to applicable legislation and conditions of tender, award a proposal based on which bidder is offering the best value for money, even if such proposal has not scored the highest points during the evaluation;
 - 10.2.1.7 conduct a risk assessment of a bidder's capability to deliver the goods and perform the services in accordance with the specified service levels and/or achieve SARS' objectives;
 - 10.2.1.8 request clarification or verification in respect of any information contained in or omitted from a bidder's proposal, which SARS may do either in writing or at a meeting convened with the bidder for that purpose;
 - 10.2.1.9 conduct a due diligence on any bidder or its subcontractor, which may include interviewing customer references or performing other activities to verify information and capabilities submitted, claimed, or otherwise, (including visiting a bidder's, subcontractors, or customer reference premises, sites and/or facilities to verify certain stated facts or assumptions). The bidder will be obliged to grant SARS with all such access, assistance and/or information as SARS may reasonably request. The bidder must respond within the timeframes set by SARS, failing which SARS reserves the right not to consider the bidder's proposal any further; and/or
 - 10.2.1.10 request presentations from such short-listed bidders. All costs relating to the preparation of such presentations will be borne by the bidders.
- 10.2.2 SARS will disqualify any bidder, report to the National Treasury and take the necessary steps to restrict a bidder from doing business with the State, who:
- 10.2.2.1 engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this RFP;
 - 10.2.2.2 seeks any assistance, other than assistance officially provided by a government entity, from any employee, advisor or other representative of a government entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a government entity;
 - 10.2.2.3 makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of SARS' officers, directors, employees, advisors or other representatives;
 - 10.2.2.4 makes or offers any gift, gratuity, anything of any value or other inducement, to any government entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a government entity;
 - 10.2.2.5 accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a government entity;
 - 10.2.2.6 pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, which is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a government entity;

- 10.2.2.7 has been found guilty in a court of law or administrative or regulatory authority having appropriate jurisdiction on charges of unethical or improper conduct, regardless of whether or not a prison term or penalty was imposed;
- 10.2.2.8 is listed on the National Treasury's Register for Tender Defaulters or the National Treasury's Database of Restricted Suppliers; or
- 10.2.2.9 whose tender contains a misrepresentation which is materially incorrect or misleading.

10.2.3 Bidders' own conditions

- 10.2.3.1 Bidders may not come up with their own terms and conditions, counter conditions, modify or vary any of the terms, conditions or requirements herein. SARS may disqualify any bidder who fails to comply with this clause.

10.3 Conflict of interest

- 10.3.1 If at any time a bidder identifies an actual or potential conflict of interest, the bidder must immediately notify SARS in writing. SARS reserves the right to exclude the proposal submitted by such bidder from further consideration, unless the bidder is able to resolve the conflict to SARS' satisfaction. If it comes to SARS' knowledge that there was indeed a conflict of interest or a potential conflict of interest, same will be grounds for the immediate disqualification of the bidder.

10.4 Confidentiality

- 10.4.1 Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, information contained in a bidder's proposal(s) may not be disclosed by any bidder, other than to a person officially involved with SARS' examination and evaluation of a proposal.
- 10.4.2 Throughout this RFP process and thereafter, the bidders must secure SARS' written approval prior to the release of any information that pertains to (i) the potential work or activities to which this RFP relates; or (ii) the process which follows this RFP. Failure to adhere to this requirement may result in disqualification from the RFP process and such legal action as SARS may deem suitable.

10.5 Fronting

- 10.5.1 SARS supports the spirit of broad-based black economic empowerment and recognises that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background SARS condemns any form of fronting.
- 10.5.2 SARS, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries / investigations to determine the accuracy of the representations made in the bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder / contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies SARS may have against the bidder / contractor concerned.

10.6 Insurance

- 10.6.1 The successful bidder will be required, on or before the effective date of the agreement and for the duration of the agreement, to have and maintain in force adequate insurance cover consistent with acceptable and prudent business practices and acceptable to SARS, which shall include, without limitation, professional indemnity and public liability insurance cover as appropriate.

10.7 Indemnity

- 10.7.1 If a bidder breaches any condition of this RFP and, as a result of that breach, SARS incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the RFP process and/or enforcement or defence of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds SARS harmless from any and all such costs which SARS may incur and for any damages or losses SARS may suffer.
- 10.7.2 A successful bidder shall indemnify, hold harmless and agree to defend SARS and its officers, employees, agents, successors-in-title, and assigns, from any and all Losses arising from, or in connection with, any of the following-
- 10.7.2.1 Third party claims attributable to any breach of the provisions of the Services Agreement by the successful bidder;
 - 10.7.2.2 Third party claims attributable to theft, fraud or other unlawful activity or any negligent, wilful or fraudulent conduct by the successful bidder or its employees and claims attributable to errors and/or omissions;
 - 10.7.2.3 Third party claims arising from or related to the death or bodily injury of any SARS agent, employee, business invitee, or business visitor or other person on SARS's premises caused by the negligent acts or omissions of the successful bidder or its employees; and
 - 10.7.2.4 Third party claims arising from damage to property owned or leased by SARS or a third party caused by the successful bidder's or its employees' negligence or misconduct.

10.8 Intellectual property

- 10.8.1 SARS retains ownership of all intellectual property rights in the documents that form part of this RFP.
- 10.8.2 Bidders will retain the intellectual property rights in their proposals but grant SARS the right to reproduce any copyrighted works for the purposes of the tender process.
- 10.8.3 Subject to any specific provisions in any service level agreement, master services agreement, work orders or change orders or any other agreement concluded between SARS and a bidder in terms of this RFP, all intellectual property rights created, generated, coded or designed in terms of this bid to meet SARS' business requirements and needs will be, and remain the perpetual exclusive property of SARS. Successful bidders who so create, generate, code or design any intellectual property for SARS in terms of this RFP, undertake to provide SARS with full access to such intellectual property including the provision of security keys and access codes both during and after the bidders appointment as a service provider or vendor.
- 10.8.4 In the event that any bidder utilises any third party intellectual property, in terms of a license, to submit a bid, or that such third party intellectual property will be utilised to fulfil SARS' business requirements for the bid, bidders firstly warrant that they have the rights to do so, and secondly, agree to fully indemnify SARS against in any claims whatsoever arising from the application of third party intellectual property in the SARS environment and on the basis of SARS' indemnity rights in the Indemnity clause above.

10.9 Limitation of liability

- 10.9.1 A bidder participates in this RFP process entirely at its own risk and cost. SARS will not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the bidder's participation in this RFP process.

10.10 Preparation costs

- 10.10.1 A bidder will bear all its costs in preparing, submitting, delivering, and presenting any response or proposal to this RFP and all other costs incurred by it throughout the RFP process. No statement in this RFP will be construed as placing SARS, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidders in the preparation of their response to this RFP.

10.11 Precedence

- 10.11.1 The terms and conditions of this document will prevail over any information provided during any briefing session or communication, whether oral or written, unless such information is official written communication, as set out per the Communication paragraph in this document, and that such information expressly states that it amends this document.

10.12 Responsibility for bidder's personnel and subcontractors

- 10.12.1 A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives of a bidder), its subcontractors (if any), and personnel of its subcontractors comply with all the terms and conditions of this RFP.
- 10.12.2 If SARS allows a bidder to make use of subcontractors, such subcontractors will at all times remain the responsibility of the bidder and SARS will not under any circumstances be liable for any losses or damages incurred by such subcontractors.
- 10.12.3 The proposal shall however be awarded to the bidder as a primary contractor who shall be responsible for the management of the awarded proposal. No separate contract shall be entered into between SARS and/or its client and any such subcontractors.
- 10.12.4 If a bidder includes evidence of experience of individuals that are not currently employed by the said bidder, then the bidder is required include in their submission a letter or agreement from the respective individual whose evidence of experience is included in the proposal, that the individual is aware and is in agreement that their evidence of experience may be included for tendering purposes, and that the said individual confirms to commit and will make him/herself available for the contract period should the contract be awarded.
- 10.12.5 If a bidder includes experience of an entity other than the bidder itself, then the bidder must include in their submission a letter or agreement from the respective entity that the entity is aware and agrees that their experience may be included for tendering purposes. Copies of the signed agreements between the relevant parties must be attached to the proposal responses.

10.13 Prohibition of participation in resultant tender

- 10.13.1 Any bidder, whether participating in a trust, joint venture, consortium and/or subcontracting arrangement, who participates in preparatory work on the basis of which another tender will flow, may not participate in the resultant tender because of the advantage of having been privy to the

underlying preparatory work.

10.14 RFP not an offer

- 10.14.1 This RFP does not constitute an offer to do business with SARS, but merely serves as an invitation to bidders to facilitate a requirements-based decision process. Nothing in this RFP or any other communication made between SARS (including its officers, directors, employees, advisers and representatives) is a representation that SARS will offer, award or enter into an agreement with the bidder.

10.15 SARS' oath / affirmation of secrecy

- 10.15.1 SARS has a Policy in terms of which the successful bidder; key personnel or any other personnel as may be determined by SARS will be required, upon award, to individually take a mandatory oath/ declaration/ affirmation of secrecy. The award will therefore be made subject to the condition that the successful bidder along with the personnel referred to above comply with the afore mentioned Policy.

10.16 Screening and vetting of a bidder

- 10.16.1 Acceptance of a bidder's proposal is subject to the condition that both the successful bidder and its personnel providing the goods and services, must be screened and cleared by the appropriate authorities to the grade of clearance in line with SARS' applicable policies.
- 10.16.2 Obtaining the necessary clearance is the responsibility of the successful bidder concerned. If the successful bidder appoints a subcontractor, the same provisions and measures will apply to the subcontractor.
- 10.16.3 The bidders shall supply and maintain a list of personnel involved on the project indicating their clearance status.

10.17 Tax compliance

- 10.17.1 It is a requirement that any supplier conducting business with SARS is tax compliant at the date of award of a contract / bid and remains tax compliant throughout the duration of their contracts with SARS.

10.17.2 Verification of tax compliance status prior to award

- 10.17.2.1 SARS must verify supplier/ bidder's tax compliance status prior to the awarding of a contract.
- 10.17.2.2 No contract / bid may be awarded to a supplier who is not tax compliant.
- 10.17.2.3 Where the recommended supplier / bidder is not tax compliant, it must be notified in writing of their non-compliant status and be granted a minimum of seven (7) working days to submit written proof regarding their tax compliance status with SARS or proof that arrangement has been made with SARS to meet their outstanding tax obligations.
- 10.17.2.4 Should the recommended bidder/ supplier fail to provide written proof of their tax compliance status as contemplated in paragraph 10.17.2.3 above, SARS as the procuring entity must reject the bid submitted.

- 10.17.2.5 Accordingly, the supplier / bidder is responsible to provide SARS with proof of its tax compliance status which must be verified through the Central Supplier Database or eFiling.

10.17.3 Verification and/or confirmation of tax compliance status during the course and scope of executing awarded contract

10.17.3.1 SARS reserves the right to request the supplier or successful bidder to provide written proof of tax compliance status at any time during the execution of the awarded contract.

10.17.3.2 Further, SARS reserves the right to withdraw an award made, or cancel a contract concluded with a supplier / successful bidder in the event that it is established that such supplier / bidder was in fact not tax compliant at the time of the award.

10.17.3.3 Furthermore, SARS reserves the right to cancel a contract with a supplier / successful bidder in the event that such supplier/bidder does not remain tax compliant for the full term of its contract.

- 10.17.4 In line with SARS's strategic objectives, the directors / owners of the bidding entity who are not tax compliant may be referred to the SARS tax compliance unit for further investigation in order to achieve full tax compliance.

- 10.17.5 In terms of section 3 of the Tax Administration Act, Act No. 28 of 2011, SARS is responsible for the administration of a tax Act under the control or direction of the Commissioner for SARS. Accordingly, SARS may as part of the administration of a tax Act exercise its powers, *inter alia*, to collect revenue due to the fiscus and enforce compliance with legislation administered by the Commissioner for SARS.

10.18 Tender defaulters and restricted suppliers

- 10.18.1 No bid will be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appears on the National Treasury's Register for Tender Defaulters or the National Treasury's Database of Restricted Suppliers.

10.19 Local production and content

- 10.19.1 SARS supports and promotes local production and local content, environmentally friendly products, and sustainable sourcing.
- 10.19.2 To enable this objective to be adequately assessed and as part of contract management, bidders shall advise SARS of its local and regional strategy and its initiatives to involve, support and use local/regional entities and workforce.
- 10.19.3 The appointed supplier shall provide and use, for the performance of this contract, local subcontractors or locally acquired materials, equipment and facilities, to the extent available and within reasonable costs, to produce the quality and quantity of work and materials required by this contract.

10.20 Validity of information

- 10.20.1 SARS has made reasonable efforts to ensure the accuracy of the information contained in this RFP. However, neither SARS, nor its employees, officers, advisers or agents will be liable (directly or otherwise) to a bidder or any third party for any inaccuracy or omission of any information in the RFP

or in respect of any additional information SARS may provide to a bidder as part of the RFP process.

- 10.20.2 A bidder is deemed to have examined this RFP and any other information supplied by SARS to the bidder and to have satisfied itself as to the correctness and sufficiency of such information before submitting any of its responses.

10.21 **Governing law**

- 10.21.1 This RFP and any resultant agreement shall be governed by the laws of the Republic of South Africa.

11 CHECKLIST OF RETURNABLES

Table 11: Checklist of returnable documents

	Checklist of returnable documents	Comply	Do not comply
1.	A hardcopy and an electronic copy RFP proposal submission have been submitted for this RFP.		
2.	The pricing information is included as a separate file (File 2) and is not included in the technical file (File 1).		
3.	The tender proposal has been organised as per the format required for this tender (paragraph 6).		
4.	SBD 1: Invitation to bid form has been completed and signed.		
5.	SBD 4: Bidder's Disclosure has been completed and signed.		
6.	Supplier Risk Questionnaire		
7.	SBD 6.1: Preference points claim form has been completed, points for B-BBEE / specific goals claimed, and signed.		
8.	Proof of registration on the Central Supplier Database (CSD) has been submitted.		
9.	General Conditions of Contract (GCC) has been completed and signed.		
10.	A complete set of three (3) most recent annual financial statements has been included.		
11.	All the mandatory evaluation requirements including the mandatory response template have been submitted with this bid.		
12.	All the technical evaluation requirements including the completed client reference template have been submitted with this bid.		
13.	All the pricing evaluation requirements have been submitted with this bid, and the pricing template has been completed in full and signed.		
14.	All the B-BBEE/specific goals evaluation and specific goal requirements have been submitted with this bid.		