



Non-Compulsory Briefing Session- Appointment of a Panel of Service Providers for the audio-visual and staging equipment for SARS events

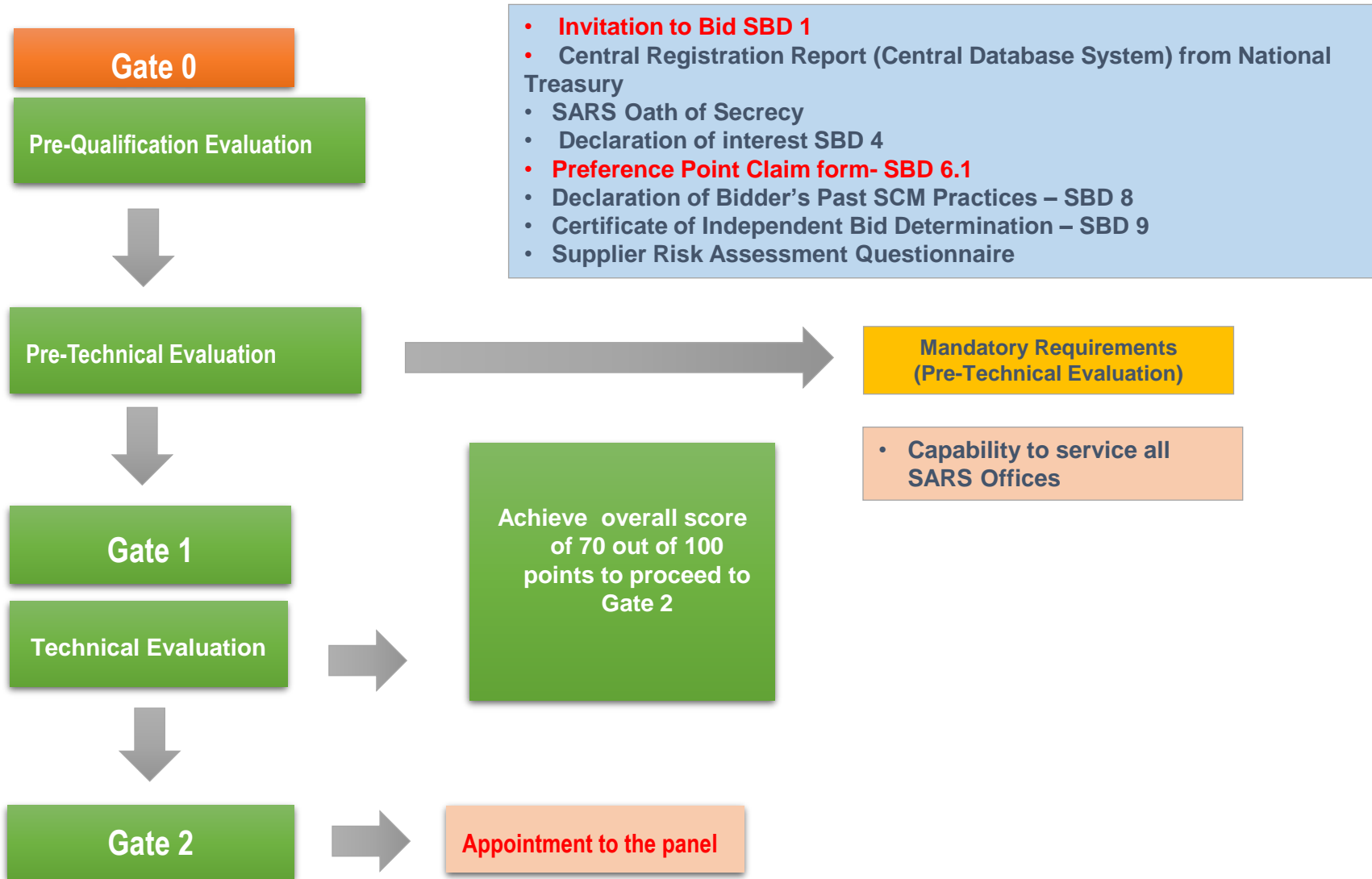
18 July 2022 at 10:am



Important Dates

No.	Activity	Date
1.	Clarification of Queries	11 July 2022 – 03 August 2022
2.	Response to the queries	09 July 2022 – 05 August 2022
3.	RFP Closing Date	11 August 2022 @ 11:00
4.	Notice to Bidders	December-January
5.	Contract Finalisation	February 2023

Bid Evaluation Process



TECHNICAL REQUIREMENTS

Technical Criteria

Evaluation Area	Evaluation Criteria
Company Capability/Experience	<p>The Bidder must submit CIPC documents and a company profile indicating number of years of experience in supplying, installing, configuring, and supporting audio visual conferencing, multimedia, and streaming services. A company profile that does not indicate years of experience will be scored zero.</p> <ul style="list-style-type: none"> ▪ Less than one year (0 point) ▪ 1 year (1 point) ▪ 2 years (2 points) ▪ 3 years (3 points) ▪ 4 years (4 points) ▪ 5 or more years (5 points)
References	<p>Three (3) contactable references.</p> <p>The bidder must have provided Audio Visual and Video Conferencing solutions to at least 3 customers during the past Seven (7) years.</p> <p>The bidder must provide at least three (3) written contactable references affirming (and/or or a sworn affidavit) from current and/or previous clients where similar work has been rendered. The reference must include the following</p> <ul style="list-style-type: none"> ▪ The customer Company name and physical address. (1 point) ▪ Customer contact person's name, telephone number and email address (1 point) ▪ Project scope of work. (2 points) ▪ Project Start and End Date. (1 point) <hr/> <p>Each letter is worth 5 points</p>

Technical Criteria...Continues

Qualification and CV's

Event Lead Operator – Provide a CV which details the years and level of experience working with various audio-visual equipment with contactable references. Also running of live broadcast events virtually and in-person.

- 1 to 5 Years' Experience. (5 points)
- 6 to 10 Years' Experience. (10 points)
- 10+ Years' Experience (15 points)

Sound Operator - Provide a CV which details the years and level of experience working with various audio-visual equipment with contactable references. Also running of live broadcast events virtually and in-person.

- 1 to 5 Years' Experience. (5 points)
- 6 to 10 Years' Experience. (10 points)
- 10+ Years' Experience (15 points)

Technical Criteria....Continues

Equipment

To provide the equipment listed in the BRS under 3.1.7 & 3.1.8 & 3.1.9 & 3.1.10.

- 0% to 59% of the equipment (0 point)
- 60% to 69% (10 points)
- 70% to 79% (20 points)
- 80% to 89% (30 points)
- 90% to 99% (40 points)
- 100% (50 points)

PRICING REQUIREMENTS

Preference Point Systems

In the second stage of the evaluation, Tenders that have submitted all the required mandatory documents will be evaluated in terms of the 80/20 preference points system under section 2 of the Preferential Procurement Policy Framework Act, 2000, read with the Preferential Procurement Regulations, 2017

Price Evaluation

Stage 1: Price Evaluation (80 points)

Adjudication Criteria		Points
Price Evaluation	$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

Price Evaluation – RFQ Process

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

Stage 1: Price Evaluation (80 points)

B-BBEE REQUIREMENTS

B-BBEE = 20 Points

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

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

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

B-BBEE Certificate/Affidavit

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

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

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

Use and acceptance of Affidavits

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

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

B-BBEE Key Sections to complete in SBD

BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7 SUB-CONTRACTING

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?%

(ii) the name of the sub-contractor?

(iii) the B-BBEE status level of the sub-contractor?

(iv) whether the sub-contractor is an EME or QSE?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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SBD 6.1 Sub-contracting

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

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

Sub-contracting

Bidders who want to claim preference points will have to comply fully with regulations

6(5) and 12(3) of the Preferential Procurement Regulations, 2017 with regard to sub-contracting:

Regulation 6(5)

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

Regulation 12(3)

A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an Exempted Micro Enterprise that has the capability and ability to execute the sub-contract.

Proof of Existence: Joint Ventures and/or Sub-Contracting

- Bidders must submit concrete proof of the existence of joint ventures and/or sub-contracting arrangements. SARS will accept signed agreements as acceptable proof of the existence of a joint venture and/or sub-contracting arrangement.
- The joint venture and/or sub-contracting agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or sub-contracting party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or sub-contracting arrangement.

FINANCIAL ANALYSIS

Public Finance Management Act (PFMA)

- Fair
- Equitable
- Transparent
- Competitive
- Cost Effective

Purpose

- Financially Stable
- Financially Viable
- Identify financial risks
- Apply Appropriate Mitigating Strategies

Financial Requirements

- **Complete Sets of Audited/ Independently Reviewed Annual Financial Statements**

- ✓ Signed Auditors / Accounting Officers Opinions
- ✓ Statement Of Comprehensive Income (*Income Statement*)
- ✓ Statement of Financial Position (*Balance Sheet*)
- ✓ Statement of Cash Flows (*Cash Flow Statement*)
- ✓ Accompanying Unabridged Notes for ALL of the above documents

- **Less than 3 Financial Periods**

Explanatory Letter

- **Joint Ventures**

Unincorporated JVs must submit separate F/S for each party to the JV.

Signed JV legal agreement.

- **Financial statements in Bidding Companies Name**

Subsidiary submitting holding company's F/S must also furnish a Performance Guarantee

