



South African Revenue Service

PROVISION OF REGULATORY COMPLIANCE MANAGEMENT SOFTWARE TOOL

Non-Compulsory Briefing Session: 22 August 2023 at 11H00

RFP No:

RFP 29/2023

Closing Date:

12 September 2023, 11H00

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- 1. Welcome and Introduction**
2. Governance, Rules and Procedures
- 3.RFP Timelines
4. Background and Requirements
5. Bid Evaluation Process
6. Price & Specific goals
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8. Services Agreements
9. RFP submission and contact details
10. Q&A

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Governance, Rules and Procedures

SARS Procurement

Purpose

Compulsory Briefing Session

- Purpose
 - explain selected concepts, procedures and other aspects of the RFP
 - confirm formal registration of Bidders for notices and other communications
- It may contain
 - additional information
 - additional rules that must be adhered to
- It does not
 - cover every item in the RFP
 - replace any of the issued RFP material
 - change any of the RFP rules unless explicitly communicated in writing
- The briefing session slides will be uploaded to SARS & NT Portals.
- The RFP pack remains the primary source of information for the Bidder to respond.

Procedures during Briefing Session

- Questions during the session.
 - SARS will take written questions submitted during the session
 - SARS will review and focus on most pertinent themes arising from the questions and provide answers where possible
 - All questions and answers will be emailed to all the bidders as part of the wider Q & A process
 - The emailed answers will take precedence over any verbal response given in the briefing session
- The session is being recorded

Governance Requirements

- Strict communication channels
 - Bidders will be disqualified for non-compliance
- No solicitation of information will be allowed other than by prescribed channels
- Deadlines to be strictly met
- Adhere to prescribed submission format to ensure queries are properly dealt with

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RFP TIMELINES

ACTIVITY	DATE DUE
Advertisement of Bid in the: <ul style="list-style-type: none"> SARS Website and e-Tender 	11 August 2023
Non-Compulsory virtual briefing session	22 August 2023 at 11h00
Last day for Bidders to submit written questions	05 September 2023
Last day for SARS response to Bidder’s written questions	08 September 2023
Bid Closing Date	12 September 2023 at 11h00
Notice to bidders	November/December 2023

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BACKGROUND & REQUIREMENTS

Refer to the Business Requirement Specification(BRS):

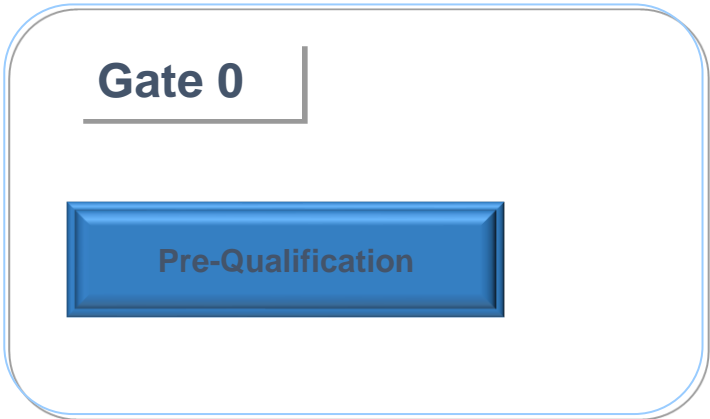


Adobe Acrobat
Document

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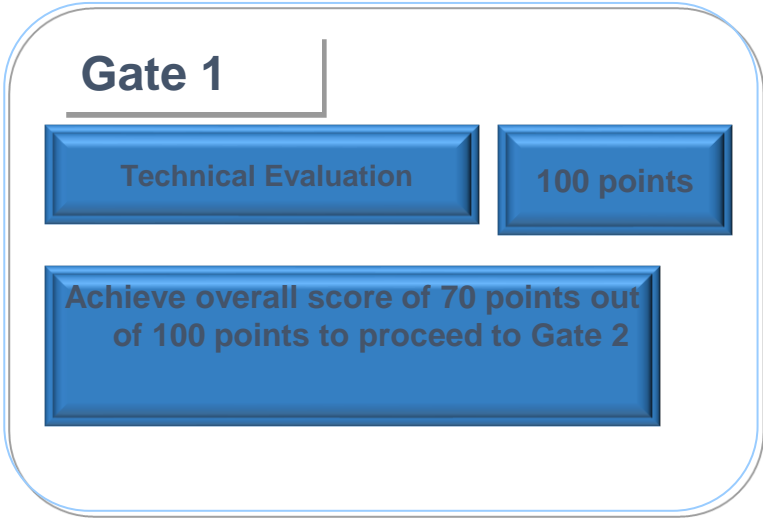
BID EVALUATION PROCESS Refer to section 7 of the RFP Main doc



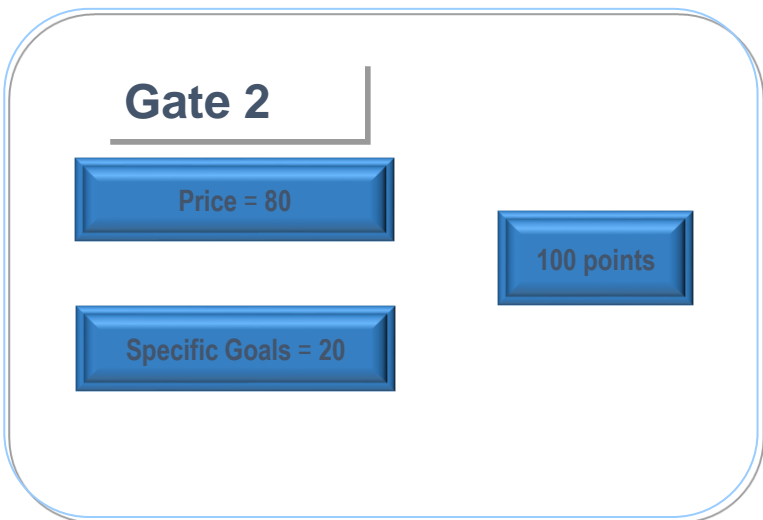
- Central Registration Report (Central Database System) from NT
- Tax Compliance Status Pin
- Invitation to Bid –SBD 1
- Declaration of Interest (SBD 4)
- Preference Point Claim Form – SBD 6.1
- Supplier Risk Questionnaire
- GCC Agreement
- Annual Financial Statements

BID EVALUATION PROCESS

Refer to section 7 of the RFP Main doc



Refer to Section 7.3.2 of the RFP Main Document (Technical Evaluation Criteria)



- Valid B-BBEE Certificate/ Sworn Affidavit
- Preference Point Claim Form – SBD 6.1
- SARS RFP 29/2023 6-1: Price Response Template

BID EVALUATION PROCESS

Refer to section 7 of the RFP Main doc

Technical Evaluation Criteria



Microsoft Excel
Worksheet

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Bid Evaluation Process Gate 2 – Price

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



Microsoft Excel
Worksheet

Stage 1: Price Evaluation (80 points)

Bidders must refer to Annexure B – Pricing Schedule

Adjudication Criteria	Points
Price Evaluation	80

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

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

Specific goals = 20 Points

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)
The entity is an EME	20
The entity is a QSE	10

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

B-BBEE Certificate/Affidavit

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

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

Joint Ventures and Consortiums (JV's collectively)

Incorporated JV's must submit the B-BBEE status of the entity. Unincorporated JV's must submit a consolidated B-BBEE scorecard as if they were a group structure for every separate tender.

Use and acceptance of Affidavits

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

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

B-BBEE Key Sections to complete in SBD 6.1 Page 4

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
The entity is an EME	20	
The entity is an QSE	10	
BEE Affidavit/Certificate must be submitted as evidence to claim points for specific goals		

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Financial Analysis Evaluation

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

The annual financial statements must contain:

- Statement of Profit and Loss and Other Comprehensive Income;
- Statement of Financial Position;
- Statement of Cash Flows;
- Statement of changes in equity/ net assets ; and
- Accompanying Notes.

Entities which are trading for less than three (3) financial periods must provide:

- A letter detailing that fact, signed by a duly authorised representative of the entity;
- The annual financial statements that the entity is able to provide, taking into account the period that it has been trading; and
- Any other information or documentation which would provide more clarity on the financial history of the bidder.

Financial Analysis Evaluation

In the event of the bid being in the form of a Joint Venture (JV), the following is required:

- Annual financial statements of the JV for a registered JV and for unincorporated JV annual financial statements of each company;
- A JV legal agreement detailing the percentage ownership of each entity; and
- A consolidated B-BBEE Certificate.

SARS reserves the right to request further information with regards to the annual financial statements of a bidder at a later stage.

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SERVICE AGREEMENTS

Bidders are requested to:

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

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BID SUBMISSION

Bidders must submit copies of each file (Original and Duplicate) and a USB with content of each file by 12 September 2023 at 11:00

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



TENDER BOX

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

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

FILE 1: ORIGINAL / DUPLICATE

Exhibit 1

Pre-qualification documents

Section 1

- Pre-qualification documents (SBD documents)

Section 2

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

Section 3

- Company profile
- Supplementary information

Section 4

- Signed Agreement



FILE 2: ORIGINAL / DUPLICATE

Exhibit 1

Pricing Schedule



Exhibit 2

- B-BBEE Certificate/ Sworn Affidavit
- SBD 6.1

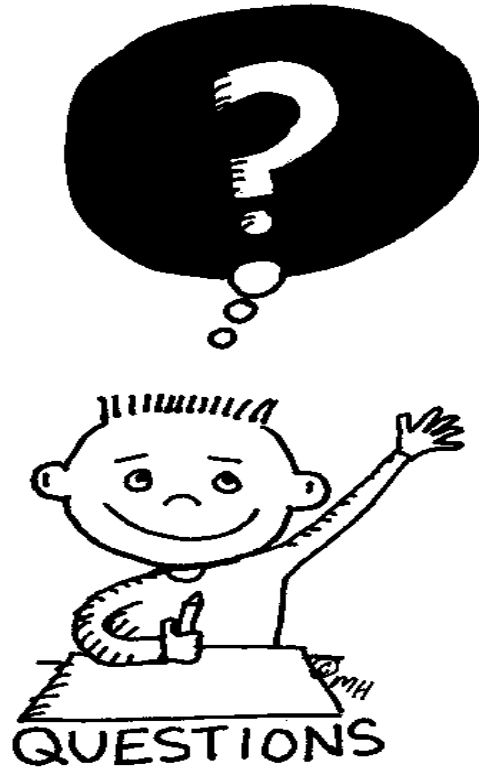


NB ! Each file must be marked correctly and sealed separately for easy reference during the evaluation process. USB must be marked with Bidder Name

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QUESTION AND ANSWERS



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