**SARS RFP 37/2024**

**THE APPOINTMENT OF A SERVICE PROVIDER FOR THE RENEWAL OF CISCO MERAKI ENTERPRISE AND COLLABORATION FLEX PLAN LICENSES**

**MANDATORY REQUIREMENT RESPONSE TEMPLATE**

***Instructions***

1. *Bidder is instructed to follow the format (section numbering, headings etc.) of this Mandatory Requirement response template exactly. Bidder must not deviate from the numbering scheme nor deviate from the order in which the sections and subsections are presented in this template.*
2. *Each section of this Mandatory Requirement Response Template corresponds to a pre-qualification Mandatory Requirement each section is an explanation (in italics) of what is required to be submitted by the Bidder in its response. Omitting a section; a required response, answer or required documentation will result in SARS disqualifying the Bidder.*
3. *The response to each section of the Mandatory Requirement Response Template must be separated by a file divider in the Bidder’s hardcopy response.*
4. *The Bidder must attach documentary evidence of claims where specifically requested and where directed may attach additional documentation. All documentation must be placed in a subsection of section 7 (Additional Documentation) located at the end of this template and a reference to the documentation must be made by the Bidder in the ‘Table B Additional Documentation References’ of the referring section. SARS is not under any obligation to evaluate material that is not referenced within ‘Table B Additional Documentation References’ and in the manner set out above.*
5. *The Bidder must use this MS-Word document as a template for its response. The Bidder may delete these italicised instructions and the tables headed by “Instructions for completing a Response to Table A” and “Instructions for completing a Response to Table B” from the completed template in its Proposal.*

***Important note regarding the contents of the Bidder’s response***

1. *The accuracy of the content of the Bidder’s response is paramount. SARS may, at its discretion, conduct a due diligence to verify the claims made in the Bidder’s Proposal during or after SARS’s evaluation of the Mandatory Requirement criteria. The Bidder is advised to note the provisions of the RFP with regard to misrepresentation and disqualification in the Main RFP Document*
2. *Unless otherwise specified, where responses are required to indicate Bidder’s capability, the Bidder’s current capabilities must be given.*
3. *The Bidder must make clear every aspect of its response to the information sought. SARS does not take any responsibility to clarify any aspect of the Bidder’s response. SARS may at its own discretion seek clarification from the Bidder. Any interpretation that is made by SARS evaluators of an ambiguous response will be final and need not be clarified by SARS.*
4. *SARS will evaluate the Bidder’s Proposal based on the information contained in the Proposal (and any clarifications, verifications or due diligence conducted by SARS). SARS has no responsibility to take extraneous information into account in its evaluation.*

**Mandatory Requirement Response**

1. Bidder Organisation

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| ***Mandatory requirement*** | | |
| Reference: RFP Main Document paragraph 7.3  SARS is interested only in organizations that take full accountability for service delivery. Thus, any Bidder, be it a juristic person, partnership, sole proprietor, or any special-purpose vehicle, must take full accountability for service delivery.  A Bidder must be registered in South Africa in terms of South African laws and operate in South Africa.  **NB: The Bidder must have attached its Companies and Intellectual Property Commission (CIPC) registration. In terms of consortiums or Joint Ventures (JVs), incorporated JVs must submit their CIPC registration, and unincorporated JVs must submit individual CIPC registration documents.** | | |
| **Instructions for completing Response Table A & Table B below.**   * *The Bidder must complete all fields in Response Table A in full.* * *The Bidder must attach relevant documentation in Response Table.* | | |
|  | **Field name** | ***Instructions*** |
| The Bidder must have CIPC registration documents | *The Bidder must supply a response of ‘Confirm’ or ‘Do Not Confirm’. Any other response made in this column will be interpreted as ‘Do Not Confirm’.* |
| Comment | *The bidder must indicate whether they operate in South Africa* |
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| **Response Table A** | | |
| **Accreditation** | **Confirm/Do not Confirm** | **Comment** |
| Bidders must be registered in South Africa in terms of South African laws and the bidder must be operating in South Africa. |  |  |
| **Response Table B: References to Attached Documentation** | | |
| **Reference** | **Document Title** | **Submitted In Support Of** |
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1. CISCO Partner Certification/ ACCREDITATION

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| ***Mandatory requirement*** | | |
| Reference: RFP Main Document paragraph 7.3  The Bidder is required to confirm (in Response Table A, by indicating “Confirm/ Do not Confirm”) whether it holds one of the followings valid Cisco Partner certificates: Global gold integrator or gold integrator or Premier Integrator or Select Integrator.    AND  The Bidder must submit a certification letter from Cisco, proving they hold the following certifications:   * Collaboration SaaS * Advanced Enterprise Networks Architecture   **NB: The Bidder itself must be a CISCO Gold Partner and cannot rely on a sub-contractor to fulfil this requirement.**  **NB: If the Bidder will be submitting documentation / proof of certification / CISCO Gold Partner status of its parent / holding company and/or subsidiary, the Bidder must submit a letter which demonstrates the relationship between the (2) companies in terms of ownership. In this instance the Bidder also need to submit proof in the form of a signed confirmation letter from the OEM that the Bidder, as a separate subsidiary of its parent / holding company, is deemed to hold the same certification and CISCO Gold Partnership of its holding company by virtue of the relationship and ownership structure and that the Bidder is allowed to and can leverage off and benefit from the certification and CISCO gold partnership of its holding / parent company. This confirmation must derive directly from the OEM confirming that the Bidder as a subsidiary / division of its holding / parent company is deemed to be certified / gold partner for the purposes of this mandatory requirement.** | | |
| **Instructions for completing Response Table A & Table B below.**   * *The Bidder must complete all fields in Response Table A in full.* * *The Bidder must attach relevant documentation in Response Table.* | | |
|  | **Field name** | ***Instructions*** |
| The Bidder must hold a valid CISCO partner and submit a certificate from CISCO which its specialisation (collaboration SaaS and Advanced Enterprise Networks Architecture | *The Bidder respond Confirm/Do not Confirm and provide the CISCO Specialisation letter. The Bidder must supply a response of ‘Confirm’ or ‘Do Not Confirm’. Any other response made in this column will be interpreted as ‘Do Not Confirm’.* |
| Comment | *The bidder must indicate the partner certification level.* |
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| **Response Table A** | | |
| **Accreditation** | **Confirm/Do not Confirm** | **Comment** |
| The Bidder must hold a valid CISCO partner and submit a certificate from CISCO which its specialisation (collaboration SaaS and Advanced Enterprise Networks Architecture |  |  |
| **Response Table B: References to Attached Documentation** | | |
| **Reference** | **Document Title** | **Submitted In Support Of** |
|  |  |  |

1. Declaration that the Bidder WILL E-DELIVER THE EQUIPMENT WITHIN THE TIMEFRAMES AS PER CISCO DELIVERY TIMELINES.

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| ***Mandatory Requirement*** | | |
| Reference: RFP Main Document paragraph 7.3  The Bidder must confirm (in the mandatory response template) that, they will e-deliver the Meraki Enterprise Licenses and Cisco Collaboration Flex Plan Licenses within the timeframes as listed by Cisco within Cisco CCW (Cisco Commerce Workspace)  **NB: The Bidder must confirm (on the mandatory response template, through either indicating Confirm/Do not Confirm).** | | |
| **Instructions for completing Response Table A below.**   * *The Bidder must complete all fields in Response Table A in full.* | | |
|  | **Field name** | ***Instructions*** |
| Confirm/Do not Confirm | The Bidder must supply a response of ‘Confirm’ or ‘Do Not Confirm’. Any other response made in this column will be interpreted as ‘Do Not Confirm’. |
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| **DECLARATION THAT THE BIDDER WILL E-DELIVER THE MERAKI ENTERPRISE LICENSES AND CISCO COLLABORATION FLEX PLAN LICENSES WITHIN THE TIMEFRAMES AS LISTED BY CISCO WITHIN CISCO CCW** | |
| **Response Table A** | |
| **Declaration** | **Confirm / Do Not Confirm** |
| The Bidders declare that they will e-deliver the Meraki Enterprise Licenses and Cisco Collaboration Flex Plan Licenses within the timeframes as listed by Cisco within Cisco CCW (Cisco Commerce Workspace) |
| The Bidder must e-deliver the Meraki Enterprise Licenses and Cisco Collaboration Flex Plan Licenses within the timeframes as listed by Cisco within Cisco CCW (Cisco Commerce Workspace) |  |

**AuthoRised Signature of Bidder**

*I declare that the responses and the information provided above are accurate, complete, and correct and that I am authorised to sign this declaration on behalf of the Bidder.*

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| **Signature of Bidder’s Authorised Signatory** |  |
| **Name** |  |
| **Capacity** |  |
| **Date** |  |