

## BRIEFING SESSION QUESTIONS AND ANSWERS

RFI 01/2015 Appointment of a panel of recommended Curator Bonii for SARS

Briefing date : 05 November 2015

Briefing time : 11H00

Briefing venue : Linton House 2<sup>nd</sup> Floor Boardroom 2.3

Last updated : 10/11/2015

#	QUESTION	SARS RESPONSE
Questions received during briefing session		
1	Should the Tax Clearance Certificate submitted be that of the individual bidder or the company?	Yes, the Tax Clearance Certificate submitted should be that of the individual bidder.
2	On Annexure C, bidders are required to provide direct expenses or disbursements and other expenses. What should be entailed in these disbursements?	It is a difficult one to answer we know, however it really depend on the matter. SARS requires the bidders to provide an indication of the expenses they anticipate to incur such as; legal fees, sheriff fees, office support fees etc. As stated in the RFI, the information provided in the rate card will be used for internal analysis, and will form part of future engagement with the successful bidders as and when the services are required
3	Will questions posed to SARS during the briefing session be shared with the attendees of the briefing session?	Yes. Bidders have the opportunity to submit questions via <a href="mailto:rfi-professionalservices@sars.gov.za">rfi-professionalservices@sars.gov.za</a> and <a href="mailto:tenderoffice@sars.gov.za">tenderoffice@sars.gov.za</a> until 17 November 2015. A document containing the questions posed at the briefing session as well as questions received via the email addresses mentioned above will be uploaded onto the SARS website on 18 November 2015. This document will also include SARS responses.
4	Will a bidder be disadvantaged or not considered for inclusion onto the Panel in the event that the bidder has represented a client in a case against SARS?	This must be disclosed in the SBD 4 Declaration of Interest document.
5	When will bidders be notified of the outcome of the tender process?	SARS endeavours to notify bidders of the tender outcome by February 2016.

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6	Reference is made to section 11.6 of the RFI document. Should the bidder's response to Annexure B – technical scorecard be filed under exhibit 3?	No. It should be filed under exhibit 2.
<b>Questions received post briefing session</b>		
7	<p>We are one of the big four audit firms and want to enquire how to proceed in completing the bid documents if we have 3 applicants, within our firm, each applying for the panel appointment. We have however been informed during the briefing meeting that it's only necessary to submit one tender for the three applicants, but do the applicants also need to complete the bid documents individually.</p> <p>Should the documents only be completed by the Company itself or should the applicants also complete the documents in their personal capacity?</p>	<p>The three applicants will have to submit individual proposals to SARS for consideration for inclusion on the Panel. SARS does not seek to appoint companies, but rather natural persons. Remember the appointment by the High Court is on the natural person; hence the proposals must be on the individual bidder.</p> <p>Refer to the extract from the RFI document below. The individual applicants may provide the company profile and other supplementary information as indicated in 11.6.3 below</p> <p><b>11.6.</b> Bidders are required to submit a file as well as a copy of the file (i.e. a file with a duplicate) together with 1 (one) CD-ROM containing the content of the file by no later than <b>23 November 2015 at 11H00</b>. The file as well as the CD-ROM must be properly labelled and submitted in the following format:</p> <p><b>11.6.1 Exhibit 1</b></p> <ul style="list-style-type: none"> <li>• Pre-qualification documents (SBD documents) as outlined in section 9.1.</li> <li>• Declaration of Good Standing contained in Annexure A (section 12).</li> <li>• Rate card – Annexure C</li> </ul> <p><b>11.6.2 Exhibit 2</b></p> <ul style="list-style-type: none"> <li>• Technical Response as outlined in Annexure B (section 13).</li> </ul> <p><b>11.6.3 Exhibit 3</b></p> <ul style="list-style-type: none"> <li>• Company / business profile.</li> <li>• Supplementary Information.</li> </ul>
8	On page 11 of the "Request for Information document, no 11.5, reference is made to a "Supplier Registration Form". The document was not mentioned in any of the other sections and no example was attached.	<p>This document will be sent to the qualifying/shortlisted bidders for their registration in the SARS data base. We have however uploaded this document in the SARS website.</p> <p>Please note that no bidder will be disadvantaged for not submitting this document.</p>

#	QUESTION	SARS RESPONSE
	<p>Please confirm: -</p> <ol style="list-style-type: none"> <li>1. Whether we have to complete this document?</li> <li>2. In which Exhibit it is to be inserted?</li> <li>3. Where we can obtain the document?</li> </ol>	<ol style="list-style-type: none"> <li>1. It will make life easy for SARS should the bidder be successful as SARS will then register the bidder on SARS data base without going back to the successful bidders asking them to complete the document. However, please make sure that all the "Supporting Documents Required" are attached/submitted as indicated on page 2 of 3 of this PROC1.</li> <li>2. Insert it together with the SBD's under Exhibit 1.</li> <li>3. It is now uploaded on the SARS website and named PROC1 V6 2014</li> </ol>
9	<p>Will SARS be appointing individuals to both of these panels or will SARS be appointing companies?</p> <p>In particular, if SARS intends appointing individuals, will we need to submit a separate submission for each of our individual candidates and will each of these submissions require the completed SBD docs be completed by the candidate in his personal capacity (including a tax clearance certificate).</p>	<p>SARS does not seek to appoint companies, but rather natural persons. Remember the appointment by the High Court is on the natural person; hence the proposals must be on the individual bidder.</p> <p>Yes, bidders will need to submit a separate submission for each of the individual candidates and each of these submissions require the completed SBD docs by the candidate in his personal capacity.</p> <p>Refer to the extract from the RFI document below. The individual applicants may provide the company profile and other supplementary information as indicated in 11.6.3 below</p> <p><b>11.6.</b> Bidders are required to submit a file as well as a copy of the file (i.e. a file with a duplicate) together with 1 (one) CD-ROM containing the content of the file by no later than <b>23 November 2015 at 11H00</b>. The file as well as the CD-ROM must be properly labelled and submitted in the following format:</p> <p><b>11.6.1 Exhibit 1</b></p> <ul style="list-style-type: none"> <li>• Pre-qualification documents (SBD documents) as outlined in section 9.1.</li> <li>• Declaration of Good Standing contained in Annexure A (section 12).</li> <li>• Rate card – Annexure C</li> </ul> <p><b>11.6.2 Exhibit 2</b></p> <ul style="list-style-type: none"> <li>• Technical Response as outlined in Annexure B (section 13).</li> </ul> <p><b>11.6.3 Exhibit 3</b></p> <ul style="list-style-type: none"> <li>• Company / business profile.</li> <li>• Supplementary Information.</li> </ul>