

# PROVISION OF EMPLOYEE RECOGNITION & AWARDS AND RELATED SERVICES

Briefing Session : 07 June 2017, 14H00

RFP No : RFP 07/2017

Closing Date : 03 July 2017, 11H00

# Table of Content

- 1. Welcome and Introduction**
- 2. RFP Timelines**
- 3. Background and Scope of Work**
- 4. Bid Evaluation Process**
- 5. Price and BEE**
- 6. Draft SLA**
- 7. RFP Submission and Contact Details**
- 8. Q&A**

# Bid Evaluation Committee

## Procurement

Commodity Leader: Professional Services – Project Oversight

Governance, Compliance & Risk Specialist – Audit

Contract Specialist

Tender Office – Pre-Qualification

Value Delivery Planning – Price Evaluator

B-BBEE Evaluator

## SARS Business Unit

Bid specification team

Technical Evaluators X 4

## Corporate Legal Services

Legal Specialist

# Table of Content

1. Welcome and Introduction

**2. RFP Timelines**

3. Background and Scope of Work

4. Bid Evaluation Process

5. Price and BEE

6. Draft SLA

7. RFP Submission and Contact Details

8. Q&A

# RFP Timelines

ACTIVITY	DUE DATE
RFP Advertisement in Government Tender Bulletin and National Treasury Tender Portal.	02 June 2017
Tender Documents on SARS Website	05 June 2017
<b>Non-Compulsory Briefing Session</b>	<b>07 June 2017, 11H00</b>
Questions Relating to RFP	05 - 21 June 2017
RFP Closing Date	03 July 2017 : 11h00
Bidder Presentations	*05 - 12 July 2017
Notice to Bidders	* August 2017

\* Dates subject to change.

# Table of Content

1. Welcome and Introduction

2. RFP Timelines

**3. Background and Scope of Work**

4. Bid Evaluation Process

5. Price and BEE

6. Draft SLA

7. RFP Submission and Contact Details

8. Q&A

# Background and Scope of work

## Background

- SARS currently have an employee recognition platform referred to as Amakhwezi to promote exceptional behaviours and elevate staff morale by recognising and celebrating excellence throughout the organisation.
- Amakhwezi is a staff recognition initiative based on the proven fact that people respond well to receiving tangible public appreciation for their achievements. With this in mind, the point of the Programme is to promote exceptional behaviours at SARS, and to elevate staff morale by recognising and celebrating excellence throughout the organisation.

## Amakhwezi Modules

- The Amakhwezi On-the-Spot: Individual employees and employee teams can be recognised and rewarded through Amakhwezi On-the-Spot program.
- Amakhwezi Shining Star Recognition: This is an informal peer-to-peer recognition initiative driven by SARS employees.
- Amakhwezi Divisional and Annual Recognition Awards: This involves the recognition and rewarding of deserving employees and employee teams that have consistently put in exceptional performances over the course of a year.

# Background and Scope of work (cont.)

**The three main role players in Amakhwezi are:**

- Participants - employees who can be nominated for recognition.
- Nominators - managers who have staff reporting to them on SAP can nominate deserving employee.
- Approvers - managers who have staff reporting to them on SAP can approve or reject a nomination.

**Process flow:**

- The Nominator nominates the Participant and the nomination workflows to the Approver.
- The Approver can either approve or reject the nomination.
- If the nomination is approved the Participant receives a notification via email.
- If the Participant already has an existing card, money would be loaded on that card.
- If the participant does not have a card, the Participant requests a card and activates it.
- Once the card is activated money would be load on the card.



# Background and Scope of work (cont.)

## Scope of Work

- Section 9.2 of the RFP document provide the detailed scope.

Bidders to note that SARS cannot guarantee any volumes. The numbers provided for the variable in 9.2 should be treated as estimated and not actuals.

The Scope include:

- Nomination Platform and Payment Platform: Bidders should provide print screens of their proposed system in the tender documents and a live demonstration during presentation.
- SARS IT environment compatibility: Bidders will be expected to demonstrate compatibility during the presentation
- Reporting : Bidders are required to demonstrate that they will be able to produce these reports. Annexure C provide the headings of each report.
- Award Card: The remaining stock of 10 418 award cards () (activated and not yet activated) should be compatible for use by the successful bidder.
- Resources: Bidders must indicate the resources that will be assigned to this account.



# Table of Content

1. Welcome and Introduction
2. RFP Timelines
3. Background and Scope of Work
- 4. Bid Evaluation Process**
5. Price and BEE
6. Draft SLA
7. RFP Submission and Contact Details
8. Q&A

# Bid Evaluation Process Gate 0: Pre-Qualification Criteria

Gate 0

Pre-Qualification

The following documents must be submitted for pre-qualification Gate 0:

Name of Document that must be submitted	Non-submission may result in disqualification?
Invitation to bid – SBD 1 - Submit a valid Tax Clearance Certificate and Tax compliance status PIN.	YES
Central Registration Report (Central Database System) from National Treasury	YES
Pricing Schedule – SBD 3.3 and Annexure B: Pricing Template	YES
Declaration of Interest – SBD 4	YES
Preference Point Claim Form - SBD 6.1	YES
Declaration of bidder's Past Supply Chain Management Practices – SBD 8	YES
Certificate of Independent bid Determination – SBD 9	YES
SARS' Oath of Secrecy	YES
General Conditions of Contract (GCC)	YES
Supplier cost and risk assessment questionnaire	YES
Three (3) most recent Financial Statements	YES
<b>Non-submission will result in disqualification</b>	
B-BBEE certificate / Sworn affidavits - minimum B-BBEE status level 4	YES

# Bid Evaluation Process Gate 1 – Technical Evaluation

- Only Bidder(s) that have met the Pre-Qualification Criteria in (Gate 0) will be evaluated in Gate 1 for functionality.
- All Bidder(s) that met the pre-qualification criteria will be invited to present their proposal to the panel (i.e bid evaluation committee). Bidders will have to demonstrate their live system during the presentation as per the screen dumps provided in the tender proposal.
- The presentation will be scored out of 100 points. Bidders that met the threshold of 75 and more points will proceed to Gate 2.
- Functionality will be evaluated as outlined in Annexure A1 of the RFP document.

# Table of Content

1. Welcome and Introduction

2. RFP Timelines

3. Background and Scope of Work

4. Bid Evaluation Process

**5. Price and BEE**

**6. Draft SLA**

**7. RFP Submission and Contact Details**

**8. Q&A**

## **Bid Evaluation Process Gate 2 (Price & BBBEE)**

### **PRICING**

# Bid Evaluation Process Gate 2 – Price

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)

Bidders are required to complete all line items on the Pricing template (Annexure B) under these headings:

1. Design and set-up Once-Off
2. Management Fee
3. AwardsCard
4. Communication

Any changes to the template or an incomplete template may result in non-responsive bid.

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

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



Microsoft Excel  
Worksheet

# **Bid Evaluation Process Gate 2 (Price & BBBEE)**

## **B-BBEE**



# Bid Evaluation Process Gate 2 –BBEE

## Stage 2: B-BBEE Evaluation (10 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: Standard Bidding Document (SBD 6.1) and a B-BBEE certificate.	20

Bidders, who do not complete SBD 6.1 in its entirety, will not be awarded points for B-BBEE.

# B-BBEE Certificate

The table below indicates the B-BBEE documents that must be submitted for this bid. Failure to submit the required documents will result in bidder(s) scoring zero (0) for B-BBEE.

No.	Classification	Turnover	Submission Requirement
1.	Exempted Micro Enterprise (EME)	Below R10 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by the Independent Regulatory Board for Auditors ("IRBA") or sworn affidavits.
2.	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 or a Registered Auditor approved by the IRBA or sworn affidavits.
3.	Large Enterprise (LE)	Above R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by the IRBA.

SARS reserves the right to request that bidders submit proof of their black ownership and turnover information, in support of their sworn affidavits.

# Preferential Procurement Policy Framework

Introduction of pre-qualification criteria in the allocation of contracts based on B-BBEE Status Levels.

According to the new Preferential Procurement Policy Framework effective from 1 April 2017 tenders may be pre-qualified on:

- a. A tenderer having a stipulated minimum B-BBEE status level of contributor,
- b. An Exempted Micro Enterprises (EME) or Qualifying Small business Enterprises (QSE)
- c. A tenderer subcontracting a minimum of 30% to:
  - An EME or QSE which is at least 51% owned by black people
  - An EME or QSE which is at least 51% owned by black people who are youth
  - An EME or QSE which is at least 51% owned by black people who are women
  - An EME or QSE which is at least 51% owned by black people with disabilities
  - An EME or QSE which is at least 51% owned by black people
  - An EME or QSE which is at least 51% owned by black people living in rural or underdeveloped areas or townships
  - A cooperative which is at least 51% owned by black people
  - An EME or QSE which is at least 51% owned by black people who are military veterans
  - An EME or QSE

**A tender that fails to meet any qualifying criteria stipulated in the tender documents is NOT an acceptable tender**

# B-BBEE key Sections to complete in SBD6.1

## 5. 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 5.1

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 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

## 7. SUB-CONTRACTING

Compulsory Subcontracting of a minimum 30% to contracts or projects above R30 million to EMEs or QSEs.

Organs of state are not prevented from enforcing sub-contracting ( where applicable) to contracts or projects below R30 million

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

(Tick applicable box)

7.1.1 If yes, indicate:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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"/>
-----	--------------------------	----	--------------------------

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

<b>Designated Group: An EME or QSE which is at least 51% owned by:</b>	<b>EME √</b>	<b>QSE √</b>
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		
<b>OR</b>		
Any EME		
Any QSE		

# Sub-Contracting

## Sub-contracting

Bidders who submit bids for contracts or projects above R30 million will have to comply fully with regulations 9 and 12 of the PPPFA Act with regard to sub-contracting.

### **Regulation 9 – Subcontracting as condition of tender**

(1) If feasible to subcontract for a contract above R30 million, an organ of state must apply subcontracting to advance designated groups.

(2) If an organ of state applies subcontracting as contemplated in sub-regulation (1), the organ of state must advertise the with a specific tendering condition that the successful tenderer must sub a minimum of 30% of the value of the contract to :

- a) An EME or QSE
- b) An EME or QSE which is at least 51% owned by black people
- c) An EME or QSE which is at least 51% owned by black people who are youth
- d) An EME or QSE which is at least 51% owned by black people who are women
- e) An EME or QSE which is at least 51% owned by black people with disabilities
- f) An EME or QSE which is at least 51% owned by black people living in rural or underdeveloped areas or townships
- g) A cooperative which is at least 51% owned by black people
- h) An EME or QSE which is at least 51% owned by black people who are military veterans
- i) More than one of the categories referred to in paragraphs (a) to (h)

(3) The organ of state must make available the list of all suppliers registered on a database approved by the National Treasury to provide the required goods and services in respect of the applicable designated groups mentioned in sub-regulation (2) from which the tenderer must select a supplier.

The discretionary 25% or more subcontracting it is still applicable (Regulation 12). Nothing prevents organs of state from enforcing subcontracting to contracts or projects below R30 million.

## **Regulation 12 – Subcontracting after award of tender**

(1) A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.

(2) A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

(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

# Joint Ventures (JVs) and Consortiums

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



# BBEE Points

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3*	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

## **Bid Evaluation Process Gate 2 (Price & BBBEE)**

### **FINANCIALS**

# Financial Evaluation

Bidders are required to submit complete sets of audited / reviewed annual financial statements for the three (3) most recent financial periods in the name of the bidding entity.

The financial statement analysis will be conducted on the bidders that proceeded to Gate 2

# Table of Content

1. Welcome and Introduction
2. RFP Timelines
3. Background and Scope of Work
4. Bid Evaluation Process
5. Price and BEE
- 6. Draft SLA**
- 7. RFP Submission and Contact Details**
- 8. Q&A**

# Draft SLA

- Upon award, SARS and the successful bidder will conclude an agreement regulating the specific terms and conditions applicable to the services being procured by SARS, more or less in the format of the draft Services Agreement (Annexure D) included in the tender pack.
- Bidders are requested to-
  - ✓ Comment on the terms and conditions set out in the draft Services Agreement and where necessary, propose required changes to such terms and conditions;
  - ✓ Each comment and/or amendment must be explained; and
  - ✓ All changes and/or amendments to the draft 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 a bidder if such amendments or additions are unacceptable to SARS or pose a risk to the organisation.
- For this reason, it is not required that the draft Services Agreement be signed on submission of the bidder's proposal.

# Table of Content

1. Welcome and Introduction
2. RFP Timelines
3. Background and Scope of Work
4. Bid Evaluation Process
5. Price and BEE
6. Draft SLA
- 7. RFP Submission and Contact Details**
- 8. Q&A**

# Bid Submission

Bidders must submit copies of each file (Original and Duplicate) and a USB with content of each file by the **03 July 2017 at 11:00**



## TENDER BOX

SARS Brooklyn Bridge, 570 Fehrsen Street, Linton House, Brooklyn

Any enquiries must be referred, in writing via email to:  
[tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za) and cc [rft-professionalservices@sars.gov.za](mailto:rft-professionalservices@sars.gov.za)

# File 1: Original/ Duplicate

## Exhibit 1

- Pre-qualification Documents (SBD documents)



## Exhibit 2

- Bidder Compliance Checklist for the Technical Evaluation (Annexure A2)
- Company profile
- Response to Technical Requirements
- Supporting documents for the technical responses
- Testimonials



## Exhibit 3

- General Conditions of Contract (GCC)
- Draft Services Agreement





## File 2: Original/ Duplicate

### Exhibit 1

- B-BBEE Certificate
- SBD 6.1



### Exhibit 2

- SBD 3.3
- Pricing Schedule



### Exhibit 3

- 3 years audited financial statements



### Note:

- Bidders must use Lever Arch files to package their proposals.
- Each file must be marked correctly and sealed separately for easy reference during the evaluation process.
- The bidder must ensure that the bidders name is each file as well as the USB.
- Please continue to visit our website for any changes, alterations and updates for this RFP.

# Table of Content

1. Welcome and Introduction
2. RFP Timelines
3. Background and Scope of Work
4. Bid Evaluation Process
5. Price and BEE
6. Draft SLA
7. RFP Submission and Contact Details
- 8. Q&A**

