

# **PROVISION OF INTEGRATED PEST CONTROL MANAGEMENT PROGRAM FOR ALL SARS OFFICES, NATIONWIDE**

**Venue : SARS office**

**RFP : RFP 11/2016**

# AGENDA

## Agenda Item

### ➤ Welcome

### ➤ Procurement Presentation

- Introduction of the commodity
- Overview of the tender
- Post award of the tender
- Mandatory Tender Returnable's
- Bid Evaluation / Adjudication Criteria
- Pricing
- BEE requirements
- Financial Analysis

### ➤ Technical Presentation

- SARS requirements

### • Questions and Answers?

# INTRODUCTION OF THE COMMODITY

- ❑ Facilities unit is mandated to ensure that it provides a safe and healthy work environments for all SARS staff to operate at optimal levels.
- ❑ To afford all stakeholders (including taxpayers) with safe and healthy environment within SARS.
- ❑ In this regard, the Integrated Pest Control Management programme remains a critical service required to achieve healthy and safe work environment.

# OVERVIEW OF THE TENDER

- ❑ RFP 11/2016: the provision of Integrated Pest Control Management Program was published on the 24 June 2016 in the SARS website, National Treasury and Government Gazette.
- ❑ Bid documents are obtainable at SARS website at no cost to the bidder.
- ❑ Bidders may submit written questions from 11 – 13 July 2016 via Email: [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za) and SARS will publish feedback on 18 July 2016 on the SARS website.
- ❑ The Tender closes on the 27 July 2016 at 11H00 am, late tenders will not be considered.

# POST AWARD OF THE TENDER

- ☐ SARS reserves the right to allocate a maximum of two clusters to a qualifying Bidder, however should SARS receive a single successful Bidder for all seven Clusters such Bidder will be appointed as the sole Bidder for all Clusters.
- ☐ Successful Bidders should be registered on the National Treasury Database (CSD), failure to do so will result in SARS not being able to conduct business with such a bidder.
- ☐ Successful bidder should ensure that all personnel providing the service must be screened and cleared by the appropriate authorities.
- ☐ Upon award SARS will enter into a Service Level Agreement (“SLA”) with the said Service Provider/s.
- ☐ Public Liability Insurance of not less than the value of R 1 Million per incident will be required on award.

# REQUIRED DOCUMENTS

- All Standard Bid Documents
- All Supporting Documents for technical responses
- Audited/reviewed financial statements
- Responding template
- Pricing template

**NB: please ensure that BEE and Pricing are submitted in a sealed envelope separate from the technical responses.**

# Technical Presentation

# TECHNICAL

- SARS intends to appoint qualified service providers for the provision of Pest control Management Program at a Cluster level for all SARS offices, Nationwide. The contract will be for a period of 36 months with an option to renew for two subsequent periods 12 months.
- For this tender, SARS offices are grouped into Clusters and bidder/s can only bid per cluster as a whole and not per office/s within a cluster
  - Head Office and Gauteng North (Cluster 1)
  - Gauteng South and Free State (Cluster 2)
  - Gauteng Central (Cluster 3)
  - North West, Mpumalanga and Limpopo (Cluster 4)
  - Western Cape and Northern Cape (Cluster 5)
  - KwaZulu-Natal (Cluster 6)
  - Eastern Cape (Cluster 7)



# MANDATORY REQUIREMENTS

- ☐ Bidders must provide a valid Pest control certificate of registration from the Department of Agriculture, Forestry and Fisheries for all accredited personnel that will be performing the services as per the tender.
- ☐ Bidders must please provide proof of Public Liability Insurance not less than the value of R 1 Million per incident (Certified copy of insurance policy) or a letter of intent to obtain the liability insurance not less than the value R1 million per incident from the creditable insurance company

**NB: Failure to submit the above will lead to disqualification**

# TECHNICAL REQUIREMENTS

- ☐ Bidders must provide company profile.
- ☐ Bidders must please provide a detailed information of their infrastructure.
- ☐ Bidder must provide a brief CV of all accredited personnel detailing their experience as well as attaching qualifications from an accredited institution relating to pest control.
- ☐ Bidders must please provide the names of two (2) contactable references of their current/recent customers to whom Integrated Pest Control or similar services are/were provided.
- ☐ Bidders must please provide us with two (2) testimonial letters from previous/current clients and should be on the client(s) company letter head signed by the relevant authority
- ☐ Bidders must please provide Standard Operating Procedures (SOP) in the company's letter head.
- ☐ The bidder is expected to supply a copy of the company's Health & Safety plan.

**NB: Bidders must achieve a minimum of 70 out of 100 points to pass to the next stage of evaluation (BEE and pricing)**

# BEE Presentation

# BEE = 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: SBD 6.1 and a B-BBEE Certificate.	10

Bidders who do not claim preference points will be scored zero for BEE but cannot be excluded from the tender process.

SARS will accept B-BBEE Certificate issued on the revised B-BBEE Codes

# BEE = 10 Points

The checklist below indicates the specific B-BBEE certification documents that must be submitted for this tender. Failure to submit the required certification documents will also result in Bidders scoring zero for B-BBEE.

Classification	Turnover	Submission Requirement
<b>Exempted Micro Enterprise ( EME)</b>	Below R 10 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by IRBA or a letter from an Accounting Officer as contemplated in the CCA.
<b>Qualifying Small Enterprise (QSE)</b>	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 IRBA.
<b>Large Enterprise (LE)</b>	Above R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by IRBA.

## Joint Ventures 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 tender.

## Sub-contracting

- Bidders who want to claim preference points will have to comply fully with regulations 11(8) and 11(9) of the PPPFA Act with regard to sub-contracting.

## Regulation 11(8)

- A person must not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an Exempted Micro Enterprise that has the capability and ability to execute the sub-contract.

## Regulation 11(9)

- 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.



# Pricing Presentation

# PRICING

## Pricing Template Notes

- The Bidder is required to submit a completed pricing template in both excel format (provide disc or memory stick) and hardcopy (signed).
- Bidders must submit pricing for all offices within the cluster bided for.
- Bidders are required to ONLY complete the cells in the Green fill and note the formulas that are inputted in the other cells (where there are formulas, no input is required from the bidders)
- The quoted prices MUST be inclusive of all SARS' requirements as per the RFP and Specification documents. No additional costs will be considered post award. (Annual escalation must be indicated for years 2 and 3. (These escalation percentages are taken into account in the formulas)
- Bidders MUST NOT change the Pricing Template other than by completing the cells in the Green fill
- SARS may, at its sole discretion, disqualify a bid where the pricing template has been changed
- Bidders will be evaluated and scored for Pricing as part of the tender evaluation process
- All relevant cells must be populated - if no price is inserted, the price will be regarded as Zero

# 90/10 PRICE EVALUATION

## Preferential Procurement Regulation

- 90/10 preference point system is applicable if all bids
- received exceed R1 000 000

Evaluation criteria:

$$P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where :

$P_s$  = Points scored for comparative price of bid or offer under consideration.

$P_t$  = Comparative price of bid or offer under consideration.

$P_{\min}$  = Comparative price of lowest acceptable bid or offer.

# PRICING

- **Incorrect ASSUMPTIONS with regards to PRICING**

Incorrect ASSUMPTIONS	CONCLUSION
<p>1. PRICE IS REGARDED AS A DETERMINING FACTOR FOR AWARDING OF A TENDER, AS A RESULT:</p> <ul style="list-style-type: none"><li>• Bidders submit Lower quotations in an attempt to secure the bid and consequently are unable to render the service</li></ul>	<p>1. PRICE IS NOT THE ONLY DETERMINING FACTOR ON AWARDING A TENDER:</p> <ul style="list-style-type: none"><li>• Bidders should submit realistic quotations</li></ul>
<p>2. BIDDER' INTERPRETATIONS OF THE SPECIFICATIONS VARY WHICH LEADS TO:</p> <ul style="list-style-type: none"><li>• Incomplete quotations</li><li>• Alterations to the specifications by the bidder</li></ul>	<p>2. THE SPECIFICATION IS MEANT TO BE CLEAR AND UNAMBIGUOUS, WHERE IT MIGHT APPEAR TO BE UNCLEAR/UNAMBIGUOUS, BIDDERS ARE URGED <b>TO SEEK CLARIFICATION</b></p> <ul style="list-style-type: none"><li>• Your interpretation of the Specifications whether correct or incorrect will affect your pricing</li></ul>
<p>3. CALCULATION ERRORS</p> <ul style="list-style-type: none"><li>• Incorrect calculations</li></ul>	<p>3. COMMON ERRORS WHICH MAY LEAD TO COMPLICATIONS WHEN EVALUATING BIDS</p> <ul style="list-style-type: none"><li>• In case of calculation errors between hardcopy and soft copy, the signed hardcopy prevails</li></ul>

# Presentation financial analysis

Financial Analysis

# BACKGROUND AND PURPOSE

## BACKGROUND:

### Public Finance Management Act (PFMA)

- Fair
- Equitable
- Transparent
- Competitive
- Cost Effective

## PURPOSE:

### Financially Stable

### Financially Viable

### Identify Financial Risks

### Apply Appropriate Mitigating Strategies

# REQUIRED DOCUMENTS

- Complete Sets of Audited/Reviewed Annual Financial Statement
  - 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

# General



# TENDER CLOSING AND SUBMISSION

Tender Closing Date : 27 July 2016 11H00 AM( late tenders will not be considered)

Address : 570 Fehrson Street  
Brooklyn  
Pretoria

Courier Services:

Bid documents will only be considered if received by SARS at the correct address before the closing date and time regardless of the method used to send or deliver such documents to SARS

Submissions – **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED, please initial each page)**

SARS reserves the right not to make an award, or to award some or all of the components of the requested services to one or more responsive bids.

**NB: SARS encourages submissions from Small Medium Micro Enterprises (SMME's).**

# QUESTIONS AND ANSWERS

## COMMUNICATION DURING BID PROCESS

Should a Bidder require any clarification and/or further information during this Bid process, the Bidder MUST address the query in by email, to:

Email: [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za)

Thank you!!!!