

RFP 38/2015

PROVISION OF CLEANING SERVICES AT SARS OFFICES NATIONWIDE

RESPONSE TO QUESTIONS, QUERIES AND CLARIFICATIONS

Question 1: How do I download the tender documents?

Answer: Use the link provided below:

<http://www.sars.gov.za/Procurement/Pages/Published-Tenders.aspx>

(Note: bidders can **ONLY** download the tender documents on the SARS website)

Question 2: Is there a site visit/ briefing session?

Answer: There will be **NO** site visit/ briefing session.

Question 3: How or where do I indicate a quote on the quarterly deep cleaning of carpets and chairs, as it does not appear on the pricing template schedule?

Answer: This service is excluded from the pricing template, SARS will ask the successful service provider for a quotation per site when the service is required with detailed specifications of what needs to be cleaned, when to be cleaned and the quantity of work. A separate order will be issued to the service provider to that specific service. It is the responsibility of the bidder to factor other costs within their rate per hour and SARS cannot prescribe to the bidders how to quote for their operating costs.

Question 4: Where do I quote for other costs like December bonuses, relievers for staff going on leave, profit, etc.?

Answer: It is the responsibility of the bidder to factor other costs within their rate per hour and SARS cannot prescribe to the bidders how to quote for their operating costs.

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Question 5: If a new company does not have a “VAT “number as yet, can we quote without “VAT”? And what should be done once they qualify to register for “VAT” if successful, should they add “VAT” or leave the price as quoted without “VAT” for the contract term?

Answer: It is the responsibility of the bidder to ensure that they follow the VAT Act and they comply according to the required regulations. If the quoted amount is above the threshold of R 1 million rand per year, then the bidder is required to have registered for VAT prior to the submission of the bid. Should your turnover be less than R1 million rand it may still be beneficial to perform a voluntary registration as you can claim VAT back from supplier purchases and this is then deducted from the VAT you owe SARS.

Question 6: We believe we can clean your premises with our existing compliments. Do we have to quote on the requested compliments, or can we quote on our recommendations?

Answer: It is the responsibility of the bidder to quote on the requested number of cleaners as they are reflected on the pricing schedule. The bidder is not allowed to alter the number of cleaners requested by SARS on the pricing schedule.