

# SARS

## RFP 02-2016

**PROCUREMENT OF A GEOGRAPHICAL INFORMATION  
SYSTEM INCLUDING MAINTENANCE AND SUPPORT  
SERVICES**

### **Compulsory Briefing Session**

**10 August 2016**

**B/Bridge, Stevens House**

**Room 2.5**

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# RFP 02-2016

**PROCUREMENT OF A GEOGRAPHICAL INFORMATION SYSTEM  
INCLUDING MAINTENANCE AND SUPPORT SERVICES**

## **Compulsory Briefing Session**

### **Welcome & Introduction**

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**Commodity Leader: ICT Procurement**

# Governance, Rules and Procedures

## **SARS Procurement**

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# Purpose

## Briefing Session

- **Purpose**
  - Explain selected concepts, procedures and other aspects of the RFP
  - Confirm formal registration of Bidders for notices and other communications
- **It may contain**
  - additional information
  - additional rules that must be adhered to
- **It does not**
  - cover every item in the RFP
  - replace any of the issued RFP material
  - relax any of the RFP rules unless communicated separately in writing
- **The briefing session slides will be distributed electronically to all registered Bidders.**
- **The RFP pack remains the primary source of information for the Bidder to respond.**

# Procedures during session

- **No questions will be answered during the session.**
- **SARS will review and focus on most pertinent themes during the session.**

# [[Agenda]]

<u>Start</u>	<u>End</u>	<u>Topic</u>
10:00 - 10:10		Welcome & Introductions
10:10 - 10:15		Governance, Rules and Procedures
10:15 - 10:20		RFP Overview
10:20 - 10:25		RFP Model
10:25 - 10:35		RFP Pack Content
10:35 - 11:20		Bidder's Proposal Format
11:20 - 11:30		----Break----
11:30 - 11:40		Pricing Templates
11:40 - 11:50		B-BBEE Overview
11:50 - 12:00		Wrap-up

# Registration and material

## Registration

- Attendance register
- 2 x valid e-mail address, contact numbers and company address

- **Strict communication channels**
  - **Bidders will be disqualified for non-compliance**
- **No solicitation of information will be allowed other than by prescribed channels**
- **Deadlines to be strictly met**
- **Only prescribed submission format will be accepted**



# Rules of engagement

- **Other than the contact for the RFP below:**
  - Bidders may not have contact with SARS staff.
  - Bidders who are existing service provider(s) to SARS may only engage SARS staff regarding operational matters.
- **All contact relating to RFP matters are only to be addressed to SARS Procurement at [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za).**

# RFP Overview

- procurement of a Geographical Information System as required by SARS and
- maintenance and support services of a Geographical Information System as required by SARS

# Background

- **SARS's Mandate**

- South African Revenue Service Act, 1997 (Act No 34 of 1997)
- collection of all revenues that are due, ensuring maximum compliance with revenue legislation
- providing a customs service that will maximise revenue collection, facilitate trade and protect the borders of South Africa.

- **SARS's Vision**

- innovative revenue and customs agency that enhances economic growth and social development
- supports South Africa's integration into the global economy in a way that benefits all citizens. SARS strives to exercise its mandate in an efficient and cost effective manner.

# Background

- Over the years, SARS has successfully built a GIS reporting solution, geocoding solution, delivered various GIS analytical initiatives and established the various business orientations required by these deliverables. It is now SARS' intension to maintain these capabilities by continuing the sourcing of updated GIS datasets as well as the associated geocoding software. Significant investment has already been made on GIS datasets, such as the procurement of historical Deeds transactions. SARS is aiming to use this existing investment as the basis for continuing with this tender mainly to prevent a recurring capital expenditure.

# Background

- SARS receives data from external parties either in a physical (delivered to site) or electronic format via external links and the Internet. The physical delivery is usually for very large datasets, whereas electronic channels are used for transactional updates. The preferred electronic data interchange format is CSV (Comma Separated Variable) or XML, and also MS SQL Server 2012+ database backup files. For system integration SARS makes use of IBM MQ and, less so, also WSDL. Once received, the data is loaded on a Windows Server and into a MS SQL Server 2012. The data is then used for a variety of purposes using many different tools. Some of the tools include MS Business Intelligence Suite, MapInfo, QGIS, Google Maps, a custom build web application and in limited cases also SAS

# Objectives of this RFP

- The primary objective of this RFP is to select and appoint an SP that is capable of continuing the product and services that complements the existing Investment. SARS understands that there will be a migration process and is committed to doing so with the assistance from the SP.

# RFP Model

# RFP model

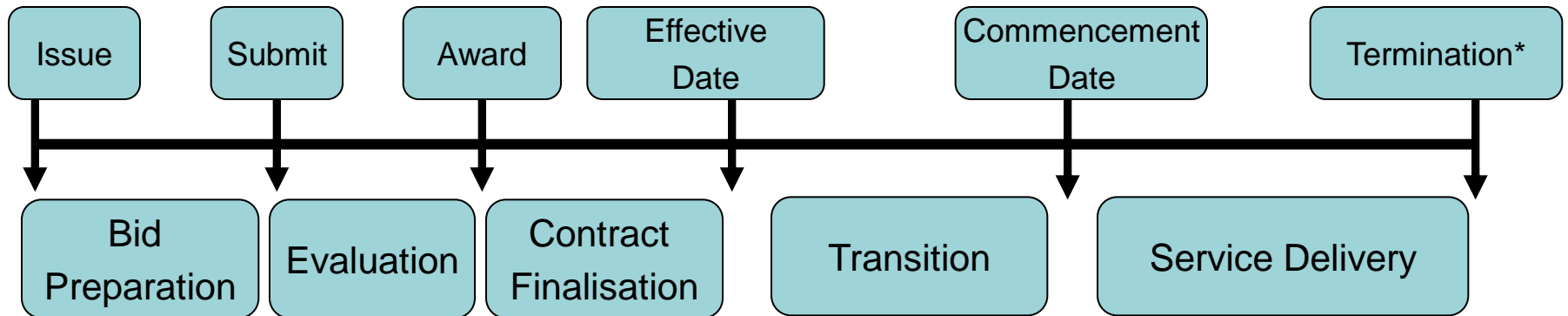
- **Open tender**
- **The RFP has mandatory requirements**
  - Bidder must meet these before Bidder's Tender will be considered for evaluation.

**Bidder is strongly advised to make sure it complies fully before making decision to bid.**



# Key events and phases

## RFP Process



# Bid preparation phase – Q&A

- Any questions / queries regarding the RFP process or content must be submitted in writing (email) to the email address below.
- All questions / queries must be submitted no later than 26 August 2016.
- Any oral communication will be considered unofficial and non-binding to SARS.
- The queries must be :
  - from registered representatives
  - to [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za)
  - Email format:

**Subject** : “RFP 02-2016 – Question”

**Body** : “Supplier : <supplier name>”

: “Question : <Question text>”

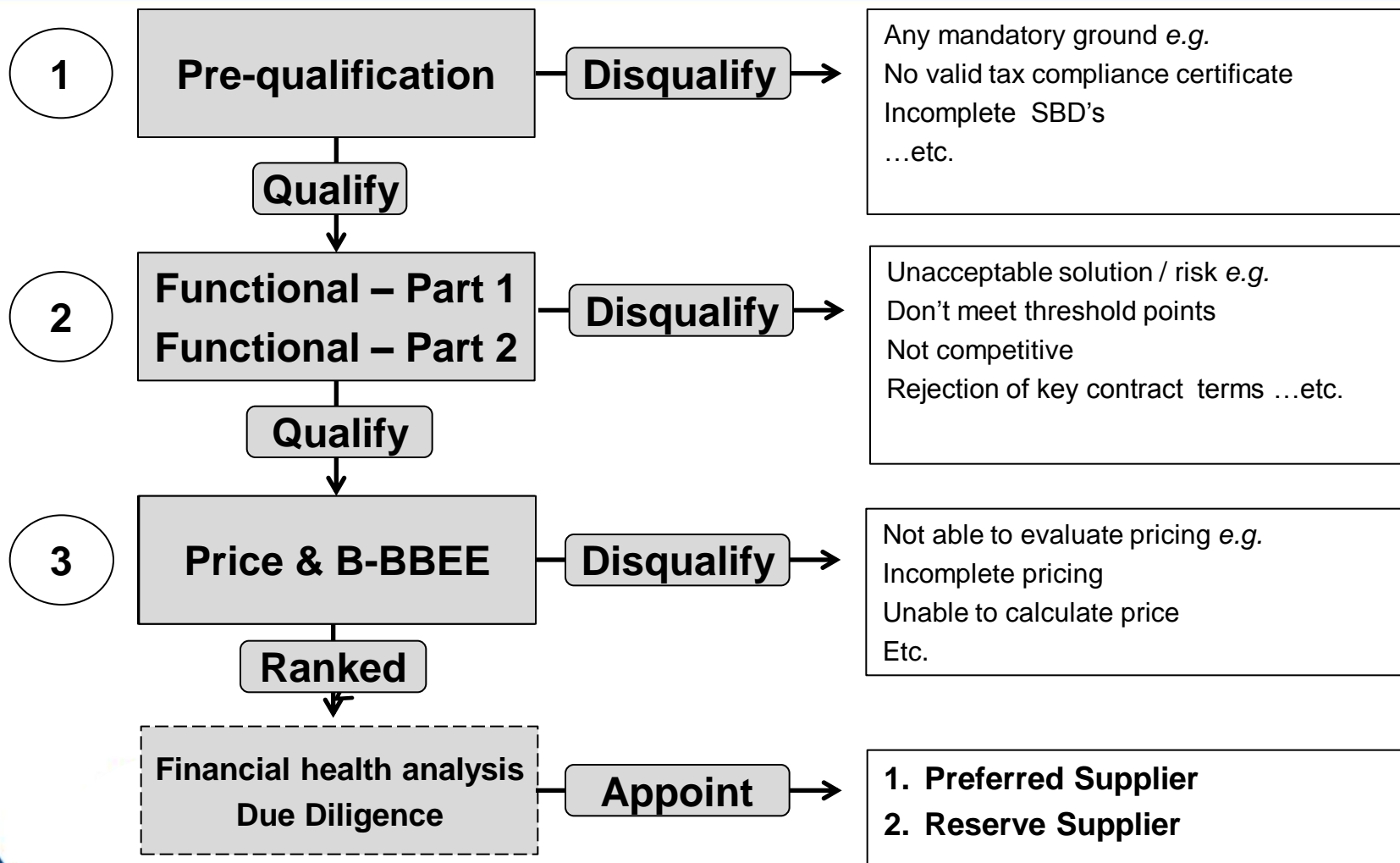
# Bid preparation phase – Q&A

- **The answers will be provided**
  - without the details of who posed the question
  - to all the registered respondents
  - published on the SARS website
- **SARS will endeavour:**
  - to provide a response to questions as soon as possible after receipt
  - to finalise all responses on or before **29 August 2016**

# Bid preparation phase

- **SARS may:**
  - call one or more briefing sessions
    - Compulsory or non-compulsory
  - issue communications
    - answering questions from Bidders
    - clarifying issues arising from questions
    - amending the RFP, including changing dates and times in the RFP process.

# Evaluation process



# Prequalification - Discretionary

- **SARS, at its sole discretion, may disqualify a Bidder from evaluation for:**
  - Non-adherence to RFP rules
  - Non-adherence to rules of engagement
  - Non-compliance to ethics

# Evaluation : Functionality Ph1

- **Bidder may be deselected at any stage during the evaluation of functionality if:**
  - for whatever reason SARS is unable to evaluate the Bidder's proposal
  - the solution proposed by the Bidder will not meet SARS's minimum requirements or will not achieve SARS's objectives.
  - The proposal submitted by the Bidder presents an unacceptably high level of risk to SARS.

# Evaluation : Functionality Ph1

- **The Bidder may be selected to progress to the second phase of functionality evaluation if:**
  - the Bidder has not been disqualified for any reason during the evaluation and
  - Bidder's Proposal's
    - aggregated weighted score for functionality Ph 1 equal or exceeds 70 (seventy) points



# Evaluation : Functionality Ph2

- **The Bidder may be selected to progress to Stage 2 (Price and BEE) evaluation if Ph 2 of functionality has been passed :**
  - **The second phase of the functionality evaluation consists of a validation of the Bidder's proposed GIS solution.**
  - **As part of phase two, the bidder will be provided with a sample of 1000 records, which will be required to be geocoded and present the output to the bid tender evaluation committee.**
  - **The Bidder's output will be required to be 80% (eighty percent) accurately geocoded down to Province, Town, Municipality, Suburb, Street and Street Number level from the records provided.**
  - **In the event that the Bidder's proposed GIS solution does not comply with 80% (eighty percent) of the geocoding criteria, the Bidder's Proposal will not be evaluated in the second stage of the evaluation.**

# Evaluation : Functionality

If no Proposal qualifies to proceed to the next stage of evaluation then SARS may consider the Proposal scoring the highest number of points for functionality criteria in total and Proposals scoring higher than 90% (ninety percent) of the highest scoring Proposal in total for functionality criteria for selection to the second phase of the functionality evaluation.

# Evaluation: Price and B-BBEE

Criteria	Weighting (ex 100)
B-BBEE	10
Price	90

- 90/10 evaluation in terms of PPPFA<sup>1</sup> on contract value.
- B-BBEE evaluation performed on the basis of the submitted B-BBEE certificate.<sup>2</sup>
- Statutory formula<sup>2</sup> applied to the Bidder's submitted pricing.

<sup>1</sup> Preferential Procurement Policy Framework Act 5 of 2000

<sup>2</sup> National Treasury Regulations 2011 to the PPPFA

# RFP Pack content

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# RFP Pack Contents

- **RFP pack is organised into 5 Sections**

<b>Section 1</b>	<b>Summary, guidelines, instructions and Conditions.</b>
<b>Section 2</b>	<b>Standard Bid Documents Cost and Risk Assessment</b>
<b>Section 3</b>	<b>Business requirements specification</b>
<b>Section 4</b>	<b>Proposed contract, statements of work, service levels etc.</b>
<b>Section 5</b>	<b>Documents, templates, questionnaires and checklists required for the submission of the Bidder's Proposal</b>

# RFP Pack – Points to note

- **The SARS website may indicate the use of Standard Bid documents not included in the RFP pack.**
  - DO NOT SUBMIT THESE.
  - SUBMIT THE DOCUMENTS AS PER THE INSTRUCTIONS AND AS INCLUDED IN THE RFP PACK.

# RFP Pack – Section 1

**Section 1 of the RFP pack contains the documents necessary to gain an overview of the RFP and for attendance to the Briefing Session**

1. [RFP 02-2016 1-1 Summary, Guidelines, Instructions and Conditions.](#) **This must be read in detail by all Bidders.**
2. **The Oath of Secrecy / Solemn Declaration must be completed and signed by every member of the Bidder's team (including subcontractors) and submitted with the Bidder's tender.**

# RFP Pack – Section 2

**Section 2 contains the Standard Bid Documents (SBDs)  
and Supplier Risk and Assessment documents**

**ALL THESE DOCUMENTS MUST BE COMPLETED SIGNED  
AND SUBMITTED AS PER THE INSTRUCTIONS IN THE  
FORMS**



# RFP Pack – Section 3

**Section 3 has one document which details the business and technical requirements of the RFP**

1. **SARS RFP 02-2016 3-1 Business Requirement Specification. This document details the requirements of the business. It must be read in detail to understand SARS's requirements for all aspects of the service:**

# RFP Pack – Section 4

**Section 4 has one document containing the proposed contract:**

1. SARS RFP 02-2016 4-1 Geographical Information Solution Agreement

**The proposed contracts contain the details of the terms and conditions under which SARS wishes to enter into agreement with the successful Bidder(s). Attention must be paid to the notes in the contract contained in [square brackets]. These guide the Bidder as to whether a specific response is required.**

# RFP Pack – Section 5

**Section 5 contains the templates required for the completion of a Bidder's Proposal**

1. **SARS RFP 02-2016 5-1 Pre-qualification Response Template.** This template must be completed in order for the Bidder to be evaluated in terms of the mandatory requirements for pre-qualification.
2. **SARS RFP 02-2016 5-2 Technical Response Template.** This template must be completed in order for the Bidder to be evaluated for functionality Ph1.
3. **SARS RFP 02-2016 5-4 Pricing Response Template.** The Pricing template to be completed by the Bidder for usage in the Pricing /B-BBEE stage of the evaluation.
4. **SARS RFP 02-2016 5-6 Proposal Response Checklist.**

# Bidder's Proposal Format

# Bidder's Proposal

- **This is covered in detail in the document:**
- [SARS RFP 02-2016 1-1 Summary, Guidelines, Instructions and Conditions](#)
- **Each Proposal must be separately wrapped and must contain:**
  - One hardcopy
    - A4, ring binders
  - One electronic copy
    - CD or DVD
- **The hardcopy must be signed and must contain the original signatures.**

Selected topics  
Pricing templates

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# Bidder's Proposal –Pricing

- **Pricing Template**

- The Pricing Template must be completed.
- The template must be fully populated. SARS may not be able to evaluate a partially completed template and will be forced to reject the proposal if this is the case.
- The pricing template must be signed by the Bidder's authorised signatory.
- It is critical that the methodology behind the Pricing is fully understood by the Bidder.
- Submit questions through the Q&A process. .

# Pricing response template - rules

- **All input (unprotected) cells must be completed**
  - No other cells to be populated.
  - All cells are to be completed - if cells are left blank SARS may not be able to evaluate the financial response.
  - Do not attempt to change formulas, formats or to unprotect the templates. If there is a problem – phrase it in a question to SARS.
- **The amounts entered in the Pricing Templates must:**
  - Include VAT
  - Include all other taxes
  - Be firm and not indicative



# B-BBEE Overview

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# 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 **MUST** complete and sign the SBD 6.1 form to claim the Bidder's B-BBEE preference points, failing which, the Bidder will be scored zero.

# • B-BBEE KEY SECTIONS TO COMPLETE IN SBD

## BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

### 7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 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 an Accounting Officer as contemplated in the CCA).

## 8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (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? YES / NO (delete which is not applicable)

# BEE CERTIFICATE

•The table 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
Exempted Enterprise ( EME)	Micro Below R5 million p.a. - (Old Codes)	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. A sworn Affidavit or Certificate from CIPC
	Below R10 million p.a. - (Amended Codes)	
Qualifying Enterprise (QSE)	Small Between R5 million and R35 million p.a. (Old Codes)	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by IRBA. A sworn Affidavit or Certificate from CIPC
	Between R10 million and R50 million p.a. (Amended Codes)	
Large Enterprise (LE)	Above R35 million p.a. (Old Codes)	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by IRBA.
	Above R50 million p.a. ( Amended Codes)	

# USE AND ACCEPTANCE OF AFFIDAVITS

- **It has been advised that the Verification Professional will need to test the affidavits submitted as part of a company's procurement rating. All companies will need to request the information which proves Black Ownership and Turnover in addition to the Affidavit, or request that their EME/QSE suppliers be verified and have this confirmed on the Affidavit.**
- **SARS reserves the right to request that bidders submit their Black ownership and turnover information in support of their Affidavits.**

# BEE

## Joint Ventures and Consortiums

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

## Sub-contracting

- **Bidders who want to claim preference points will have to comply fully with regulations 11(8) and 11(9) of the Preferential Procurement Regulations, 2011 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.**

# BEE

## 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.

# Wrap up

**Please submit all questions  
electronically to SARS  
Procurement at**

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

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