

RFP 01/2017 SUPPLY, INSTALLATION AND MAINTENANCE OF SANITARY AND HEALTH CARE EQUIPMENT AND ADHOC SERVICES FOR THE SARS OFFICES NATIONWIDE FOR A PERIOD OF 36 MONTHS

RFP Communication #1

Date of Issue: 05 July 2017

1. Answers to questions posed by Bidders.

Question and Answer Table

No	Question	Answer
1.	Is SARS looking to award to one service provider for the Supply, installation and maintenance of sanitary and health care equipment tender?	No, the tender is divided into 16 clusters. This will allow SARS to appoint per cluster if need be
2.	Can SARS advise on the tender process for Supply, Installation and maintenance of sanitary and health care equipment and adhoc services for the SARS offices nationwide	The process is outlined in the main RFP document which can be downloaded from the SARS website www.sars.gov.za
3.	<p>Can SARS assist with a full comprehensive details of the following items mentioned below for the tender opportunity stated on the subject.</p> <ul style="list-style-type: none"> ➤ Scope of work and detailed job spec ➤ Requirements of company documents as per SARS requirements ➤ Returnable documents that will accompany proposal ➤ Kindly provide an indication of how long will the adjudication process take after submission or closing date ➤ Will the prospective bidders not be penalized, if they don't attend briefing as it was said on the tender document that the briefing is non-compulsory ➤ What are the restrictions regarding JVs and subcontracting as far as 	<p>All the relevant tender documents have been uploaded on the SARS website mentioned above</p> <ul style="list-style-type: none"> ➤ Specification document outline in detail the scope of work ➤ All the required documents from the prospective bidders are outlined in the tender documents ➤ Returnable documents are outlined in the tender documents ➤ The adjudication will take between 2 to 3 months ➤ No penalties for not attending a non-compulsory briefing session ➤ JVs and subcontracting is explained in the tender documents ➤ The draft Service Level Agreement (SLA) to be used as a contract

	<p>this contract is concerned</p> <p>➤ Could SARS also assist with conditions of the contract with regards to this tender</p>	is in the tender document for the prospective bidders to review
4.	Does the tender document mention the type of equipment to be provided, such as plastic or stainless steel?	Yes, all the equipment are described in detail in the Specification documents
5.	What is the correct size of Manual hand/soap dispenser?	There was a discrepancy on the manual hand soap dispenser however, during the briefing session it was confirmed that 800ml will be used for manual foam/hand soap dispenser
6.	How will the current equipment installed by the landlord be treated?	For the equipment that was installed by the Landlord SARS only require the consumables.
7.	What is SARS requirement with regards to toilet papers, Virgin/Recycled?	The type of toilet paper should be "Virgin"
8.	What will be the frequency of deep cleaning of urinal?	The frequency of the urinal deep cleaning is outlined in the Specification document
9.	How should the proof of qualification be submitted with regards to trainings for installers?	A list of the personnel training with a column indicating the training and the internal or external training done
10.	Will SARS price for SHE packets dispensers?	No SHE packets are required for this tender
11.	How will SARS handle theft and vandalism?	SARS will be responsible
12.	Will SARS accept Green environment products that don't have Material Safety Data Sheet (MSDS)?	SARS insists on having MSDS for the products utilized on sites
13.	How will SARS treat the removal of existing equipment with the current service providers?	The newly appointed bidder will have to work hand in hand with the exiting service provider in terms of the installation plan
14.	What it SARS requirement when it comes to providing of bin liners/microns?	Durable clear plastic will be acceptable

15.	How will SARS handle a situation where the bidder quotes for 1litre soap dispenser instead of the required 800ml?	Bidders are advised to respond based on the specified requirements
16.	We are in possession of a letter from a health care waste company confirming that we are account holders and use their services to dispose our health care waste. Question: Does this constitute sub-contracting as it constitutes less than 25% of the work. If it is considered as sub-contracting, are we then required to have a sub-contracting arrangement with them instead of the letter & or their accreditation documents?	This is sub-contracting. Bidders will have to determine the percentage value of the sub-contracting and accordingly indicate the percentage on the SBD6.1. The Mandatory Requirements states the Waste Disposal Certificate must be submitted. The sub-contracting arrangement must be documented and included.
17.	It was also mentioned at the briefing session that a company you are sub-contracting to may affect your BB-BEE scoring or level positively or negatively, would we then need to have our sub-contractor's BB-BEE certificate submitted with the bid or a joint BB-BEE certificate like in a Joint Venture arrangement?	The Main Bidder must have equal or higher BEE Level than the sub-contractor; if the sub-contractor is an EME the main bidders BEE Level can be lower. Incorporated Joint Venture, the BEE certificate is already combined. Un-incorporated JV the bidder must combine the 2 certificates to one BEE Certificate.
18.	SARS Technical Evaluation Criteria- Gate 1: Functionality on Company Experience (Page 13 of 23). Question: Does each of the 3 references required have to be a 3 year's and more contract or can 3 years be a minimum total number of years for various deep cleaning and hygiene services contracts?	The experience needed is for the Prospective bidder NOT the reference
19.	At the briefing session it was mentioned that MSDS for consumables and chemicals should not be submitted with the tender document, but will be required at a later stage. Is my interpretation correct?	Yes MSDS should not be submitted with the Bis submission HOWEVER, the prospective bidder must INDICATE whether they have it or not
20.	Tender Pricing template: Please advise which range of equipment is required. Is it the White/Satin/Stainless steel or Executive range?	The range is White coated Plastic as specified in the Specification document
21.	Please advise or confirm sizes of the following hygiene equipment: a. Sanitary bins (also advise on the type: Pedal or Sensor operated. b. Manual hand sanitizer dispenser -400 ml	The specification document describe all the sizes for the equipment and consumables required under section 6.1 "Detailed for equipment"

	c. Manual foam/ liquid soap dispenser- 800 ml d. Manual Toilet seat sanitizer dispenser- 400 ml e. Wall mounted waste paper bin-? f. Nappy bin-?	
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Erratum

No	Document	Ref	Original Text / Description	Corrected Text / Description
1.	Main RFP Document -	Page 16 of 23	8.4.1.1 Stage 1 – Price Evaluation (90 points). 8.4.1.2 Stage 2 – BEE Evaluation (10 points)	8.4.1.1 Stage 1 – Price Evaluation (80 points). 8.4.1.2 Stage 2 – BEE Evaluation (20 points)
2.	<u>Specification document – Annexure A</u>	No Page numbers	There are no page numbers, refer to sections Manual hand sanitiser refill/ dispenser 400ml	Manual hand sanitiser refill/dispenser 800ml
3.	<u>Pricing Template – Annexure B</u>		Number of quantities in some clusters	Revised number of quantities in some clusters (Revised pricing template uploaded)

Documents Re-issued

No	Original Document	Updated / New Version
1	<u>Pricing Template – Annexure B</u>	Pricing Template Rev1 – Annexure B

Additional Documents Issued

No	Additional Documents Issued
1	Briefing session Presentation

NOTE to Bidders: The Pricing template uploaded on 19 June 2017 has been revised to include the correct quantities. Please use the revised Pricing template.Rev1