

# SARS

## RFP 09-2017

**Renewal of current Vmware software Support and Subscription (SNS) and the procurement of additional Vmware software**

**Briefing Session (Non Compulsory)**

**07 June 2017**

**B/Bridge, Linton House**

**Room 2.1 (2<sup>nd</sup> Floor)**

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**RFP 09-2017**

**Briefing Session**

**Welcome & Introduction**

**Andrea Granchelli / Nokwanda Khumalo**  
**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 Respondents 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 respondents.**
- **The RFP pack remains the primary source of information for the Respondent 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>
10:30 - 10:45		Welcome & Introductions
10:45 - 11:00		Governance, Rules and Procedures
11:00 - 11:20		RFI Overview
11:20 - 11:25		RFI Model
11:25 - 11:35		RFI Pack Content
11:35 - 11:40		Respondent's Proposal Format
11:40 - 11:50		----Break----
11:50 - 12:10		Pricing Template
12:10 - 12:20		BBBEE
12:20 - 12:30		Wrap-up

# Registration and material

## Registration

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

- **Strict communication channels**
  - Respondents 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:**
  - Respondents may not have contact with SARS staff.
  - Respondents 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

- The renewal of current VMware Software Support and Subscription
  - The upgrade of current *VMware* Software including Support and Subscription
  - The procurement (when required) of additional VMware software, for envisaged growth and expansion
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# Background

- **SARS's mandate under the South African Revenue Service Act 34 of 1997 includes the collection of all revenues that are due, ensuring maximum compliance with revenue legislation and providing a customs service that will maximise revenue collection, facilitate trade and protect the borders of South Africa. SARS's vision is to be an innovative revenue and customs agency that enhances economic growth and social development and 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

- **Since 2008, SARS has successfully implemented and maintained the VMWare solution for server virtualisation with assistance from the OEM. It is now SARS' intension to maintain these capabilities by renewing the VMWare software support and subscription of licenses with a Service Provider.**
- **A significant investment has already been made on VMWare licenses. The SARS virtual server environment hosts approximately 623 production, 230-quality assurance/development and 44 disaster recovery servers. SARS is aiming to use this existing investment as the basis for continuing with this tender mainly to prevent a recurring capital expenditure and to ensure availability and stability of the current environment.**

# Objectives of this RFP

- **The primary objective of this RFP is to select and appoint a Service Provider that is capable of continuing the support and subscription of VMWare licenses that complements the existing Investment.**

# RFP Model

# RFP model

- **Open Tender**
- **The RFP has mandatory requirements**
  - Respondent must meet these before response will be considered for evaluation.

**Respondent is strongly advised to make sure it complies fully before making decision to respond.**

# 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 19 June 2017.
- 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 09-2017 – Question”

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

: “Question : <Question text>”



# Bid preparation phase – Q&A

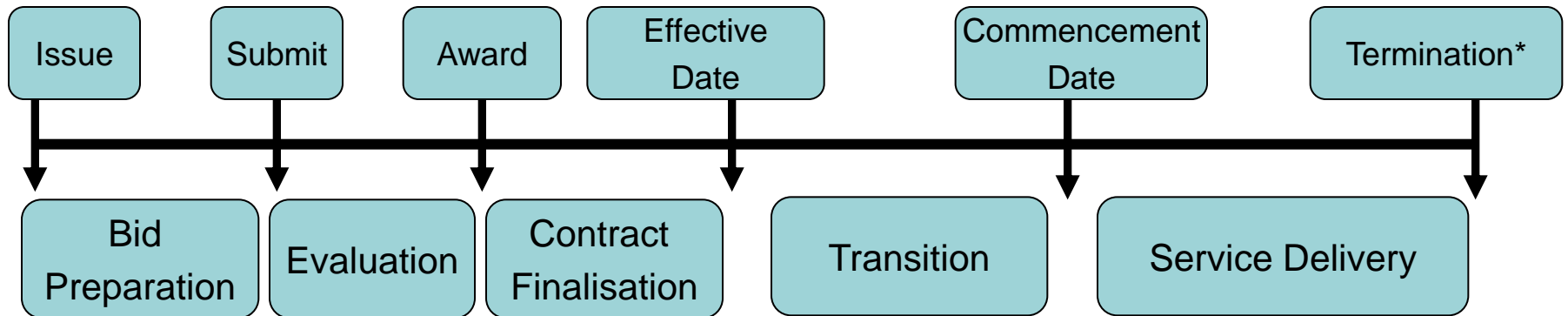
- **The answers will be provided**
  - without the details of who posed the question
  - to all the registered respondents
  - published on the SARS website
- **SARS will endeavour:**
  - to provide a response to questions as soon as possible after receipt
  - to finalise all responses on or before **20 June 2017**

# Bid preparation phase

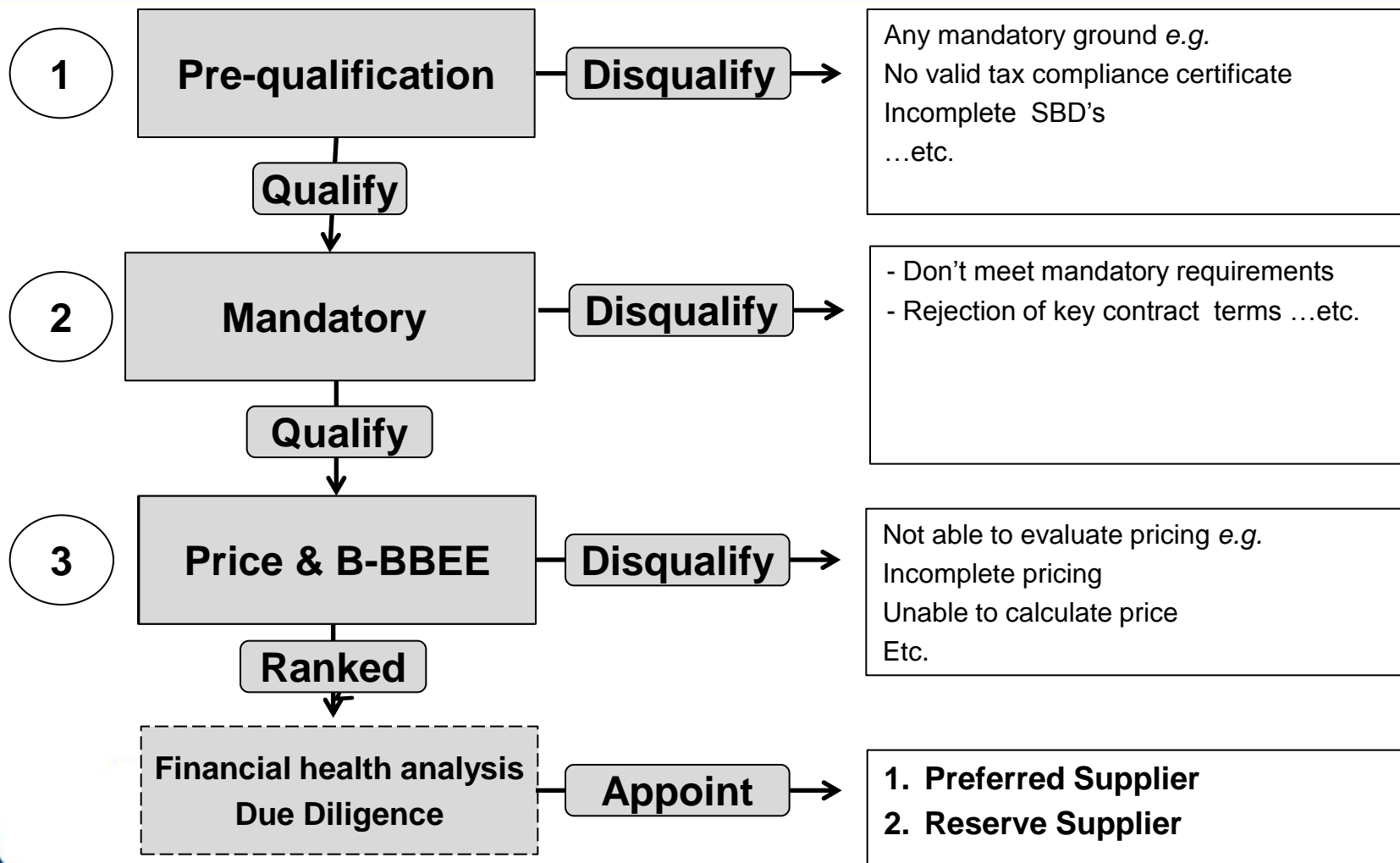
- **SARS may:**
  - call one or more briefing sessions
    - Compulsory or non-compulsory
  - issue communications
    - answering questions from Respondents
    - clarifying issues arising from questions
    - amending the RFP, including changing dates and times in the RFP process.

# Key events and phases

## RFP Process



# Evaluation process



# Prequalification - Discretionary

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

# Evaluation: Price and B-BBEE

Criteria	Weighting (ex 100)
B-BBEE	20
Price	80

- 80/20 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

# 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</b>
<b>Section 3</b>	<b>Business requirements specification</b>
<b>Section 4</b>	<b>The conditions, rights and obligations under which SARS wishes to procure the Services.</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 09-2017 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 response.

# RFP Pack – Section 2

**Section 2 contains the Standard Bid Documents (SBDs)**

**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 09-2017 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 09-2017 4-1 General Copnditions Of Contract**
- **The proposed contracts contain the details of the terms and conditions under which SARS wishes to enter into agreement with the successful Bidder(s).**

# RFP Pack – Section 5

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

1. **SARS RFP 09-2017 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 09-2017 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
3. **SARS RFP 09-2017 5-6 Proposal Response Checklist.**

# Bidder's Proposal Format

# Bidder's Proposal

- **This is covered in detail in the document:**
- [SARS RFP 09-2017 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.**



# Pricing Template

# 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
  - Be firm and not indicative (180 days)

# B-BBEE Overview

# BEE = 20 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.	20

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.

# BEE Certificate -Amended Codes

- 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
<b>Exempted Micro Enterprise ( EME)</b>	Below R10 million p.a.	A sworn Affidavit or Certificate from CIPC
<b>Qualifying Small Enterprise (QSE)</b>	Between R10 million and R50 million p.a.	A sworn Affidavit or Certificate from CIPC 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.

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

# Use and acceptance of Affidavits

Section 1.6 SBD 6.1 states.. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

- **SARS reserves the right to request that bidders submit their Black ownership and turnover information in support of their Affidavits.**

# •B-BBEE Key Sections to complete in SBD

## 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 4.1

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 4.1 and must be substantiated by relevant proof of a B-BBEE status level of contributor.

## 7 SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?  
*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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# Points Awarded for BBBEE

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points (80/20 system)</b>	<b>Number of Points (90/10 system)</b>
1	20	10
2	18	9
3	14	6
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-Compliant Contributor	0	0

# •B-BBEE Key Sections to complete in SBD continued.....

7.1.1 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 or QSE? YES / NO (delete which is not applicable)

**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- (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 last 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 want to claim preference points will have to comply fully with regulations 12 of the Preferential Procurement Regulations, 2017 with regard to sub-contracting:**

### Regulation 12(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.**

### Regulation 9 (1)

- **For a contract above R30 million, an organ of state must apply subcontracting to advance designated groups**

# Joint Ventures

## 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 primary Bidder and the joint venture and/or sub-contracting party. The agreement must also clearly identify the primary Bidder, 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.

## 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.**

# Wrap up

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

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