

RFP 22/2017: PROVISION OF MEDICAL SURVEILLANCE AND IMMUNIZATION FOR SARS ON A REGIONAL BASIS

Briefing Session 27 February 2018, 11H00

Venue Boardroom 2.2

Table of Content

- 1. Welcome and Introduction**
- 2. RFP Timelines**
- 3. Background and Scope of Work**
- 4. Bid Evaluation Process**
- 5. Price & BBBEE**
- 6. Draft SLA**
- 7. RFP submission and contact details**
- 8. Q&A**

Bid Evaluation Committee

Procurement

Sourcing Lead: Professional Services – Project Oversight

Governance, Compliance & Risk Specialist – Audit

Tender Office – Pre-Qualification

Value Delivery Planning – Price Evaluator

B-BBEE Evaluator

SARS Business Unit

Bid Specification Committee

Technical Evaluators

Corporate Legal Services

Legal Specialist

Table of Content

1. Welcome and Introduction
- 2. RFP Timelines**
3. Background and Scope of Work
4. Bid Evaluation Process
5. Price & BBBEE
6. Draft SLA
7. RFP submission and contact details
8. Q&A

RFP Timelines

ACTIVITY	DUE DATE
RFP Advertisement in Government Tender Bulletin	16 February 2018
Tender documents on SARS website	19 February 2018
Non-compulsory briefing session	27 February 2018, 11h00
Questions relating to RFP	13 March 2018,
RFP Closing Date	19 March 2018, 11H00
Notice to bidders	April/ May 2018,

Table of Content

1. Welcome and Introduction
2. RFP Timelines
- 3. Background and Scope of Work**
4. Bid Evaluation Process
5. Price & BBBEE
6. Draft SLA
7. RFP submission and contact details
8. Q&A

The objectives of the medical surveillance programme are:

1. To ensure that employees are fit to perform the required work;
2. To ensure that the health of employees is not adversely affected by their work or working environment;
3. To establish baseline medical information on all employees, especially those exposed to health hazards within their work environment; and
4. To monitor employees' state of health on a regular basis (periodical examination) so as to detect occupational diseases at an early stage, thereby determining the efficacy of hazard control measures.



Adobe Acrobat
Document

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6. Draft SLA
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Gate 0

Pre-Qualification

Mandatory requirements

- Invitation to Bid SBD 1
- Tax Compliance status pin
- Central Registration Report (Central Database System) from NT
- GCC
- SARS Oath of Secrecy
- Pricing Schedule SBD 3.3
- Declaration of interest SBD 4
- Preference Point Claim form- SBD 6.1
- Declaration of Bidder's Past SCM Practices – SBD 8
- Certificate of Independent Bid Determination – SBD 9
- Supplier cost and risk assessment questionnaire
- Three (3) most recent Financial Statements
- Service Provider Compliance Form for Technical Evaluation
- **B-BBEE certificate/affidavit level 3**

Gate 1

Technical Evaluation

100
points

Achieve overall score
of 70 out of 100
points to proceed
to Gate 2

- Medical Surveillance
- Immunisation
- Report
- Key Contact Person
- Reference

Gate 2

BBBEE = 20

100 points

Price = 80

Technical Requirements

Bidders are required to complete Annexure A2 to assist the evaluators to locate technical responses.

ANNEXURE A2: BIDDER TECHNICAL COMPLIANCE CHECKLIST

Section No	Technical Criteria	Compliant	Partially Compliant	Non-Compliant	Reference page in Proposal	Comments
9.5.1.1	Provide a methodology and rollout plan for the provisioning of the services.	Yes			Page	
9.5.1.2	Provide full details of the mobile clinic/s that will be utilised in the selected region to provide the services to SARS, and this should include but not be limited to: <ul style="list-style-type: none"> • Proof of ownership with copies of valid registration documents for each vehicle; and • Copies of lease agreements where applicable, or copies of any other contract entered into in relation to the mobile clinics. 		Yes		Page 13	Bidder to state reason for partial compliance
9.5.1.3	Provide a detailed list of all equipment available to conduct the required services, including calibration certificates, subcontracting to be stated upfront in SBD 6.1.			No	Page 17	Bidder to state reason for non-compliance

Table of Content

1. Welcome and Introduction

2. RFP Timelines

3. Background & Scope of work

4. Bid Evaluation Process

5. PRICE & BBBEE

6. Draft SLA

7. RFP submission and contact details

8. Q&A

Bid Evaluation Process Gate 2 (Price & BBBEE)

PRICING

Bid Evaluation Process Gate 2 – Price

The Price and B-BBEE points will be added together to determine each bidder's overall score out of 100 points.

Stage 1: Price Evaluation (80 points)

Bidders are required to complete all line items on the Pricing template (Annexure B)



Microsoft Excel
Worksheet

Bid Evaluation Process Gate 2 – Price

Stage 1: Price Evaluation (80 points)

Adjudication Criteria	Points
Price Evaluation $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

P_s = Points scored for price of Bid under consideration
 P_t = Rand value of Bid under consideration
 P_{\min} = Rand value of lowest acceptable Bid

Bid Evaluation Process Gate 2 (Price & BBEE)

B-BBEE

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
Exempted Micro Enterprise (EME)	Below R10 million p.a.	A sworn Affidavit or Certificate from CIPC
Qualifying Small Enterprise (QSE)	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.
Large Enterprise (LE)	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.

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.

Points Awarded for BBEE Contribution

B-BBEE Status Level of Contributor	Number of Points (80/20 system)	Number of Points (90/10 system)
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

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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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:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
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		
OR		
Any EME		
Any QSE		

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

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.

Table of Content

1. Welcome and Introduction

2. RFP Timelines

3. Background & Scope of work

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Service Providers are requested to:

- Comment on the terms and conditions set out in the services agreement and where necessary, make proposals to the terms and conditions;
- Each comment and/or amendment must be explained; and
- All changes and/or amendments to the services agreement must be in an easily identifiable colour font and tracked for ease of reference.
- SARS reserves the right to accept or reject any or all amendments or additions proposed by a service provider if such amendments or additions are unacceptable to SARS or pose a risk to the organisation.

Table of Content

1. Welcome and Introduction

2. RFP Timelines

3. Background & Scope of Work

4. Bid Evaluation Process

5. Price & BBBEE

6. Draft SLA

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8. Q&A

Bid Submission

Bidders must submit copies of each file (Original and Duplicate) and a CD-ROM with content of each file by the **19 March 2018 at 11:00**






TENDER BOX

SARS Brooklyn Bridge, 570 Fehrsen Street, Linton House, Brooklyn




Any enquiries must be referred, in writing via email to:

tenderoffice@sars.gov.za and cc rft-professionalservices@sars.gov.za

File 1: Original/ Duplicate

Exhibit 1	Pre-qualification documents (SBD documents)	
Exhibit 2	<ul style="list-style-type: none">• Bidder Compliance Checklist for the Technical• Evaluation (Annexure A2)• Company profile• Response to Technical Requirements• Supporting documents for the technical responses• Testimonials	
Exhibit 3	<ul style="list-style-type: none">• General Conditions of Contract (GCC)• Draft Services Agreement	

File 2: Original/ Duplicate

Exhibit 1	<ul style="list-style-type: none">• B-BBEE Certificate• SBD 6.1	
Exhibit 2	<ul style="list-style-type: none">• Pricing Schedule• SBD 3.3	
Exhibit 3	<ul style="list-style-type: none">• Three (3) most recent audited/ independently reviewed financial statements.	

NB! Each file must be marked correctly and sealed separately for easy reference during the evaluation process. CD-ROM / USB marked with Bidder Name.

Note: Bidders must use Lever Arch files to package proposals.

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- 8. Q&A**

