

**APPOINTMENT OF A QUALIFIED SERVICE PROVIDER (GRADE
3SN OR HIGHER) FOR THE REFURBISHMENT AND
WATERPROOFING OF ROOFS AT SARS RISSIK STREET
BUILDING**

Briefing Session : 22 November 2017 at 11h00
Tender Number : RFP 25/2017
Closing Date : 11 December 2017 at 11h00
Presented by : Seboya Leburu

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RFP Timelines

| No. | Activity | Date |
|-----|--------------------------|---------------------------|
| 1. | Clarification of Queries | 22 – 28 November 2017 |
| 2. | Response to the queries | 30 November 2017 |
| 3. | RFP Closing Date | 11 December 2017 at 11h00 |
| 4. | Notice to Bidders | January 2018 |
| 5. | Contract Finalisation | February 2018 |

Purpose & Scope

Purpose

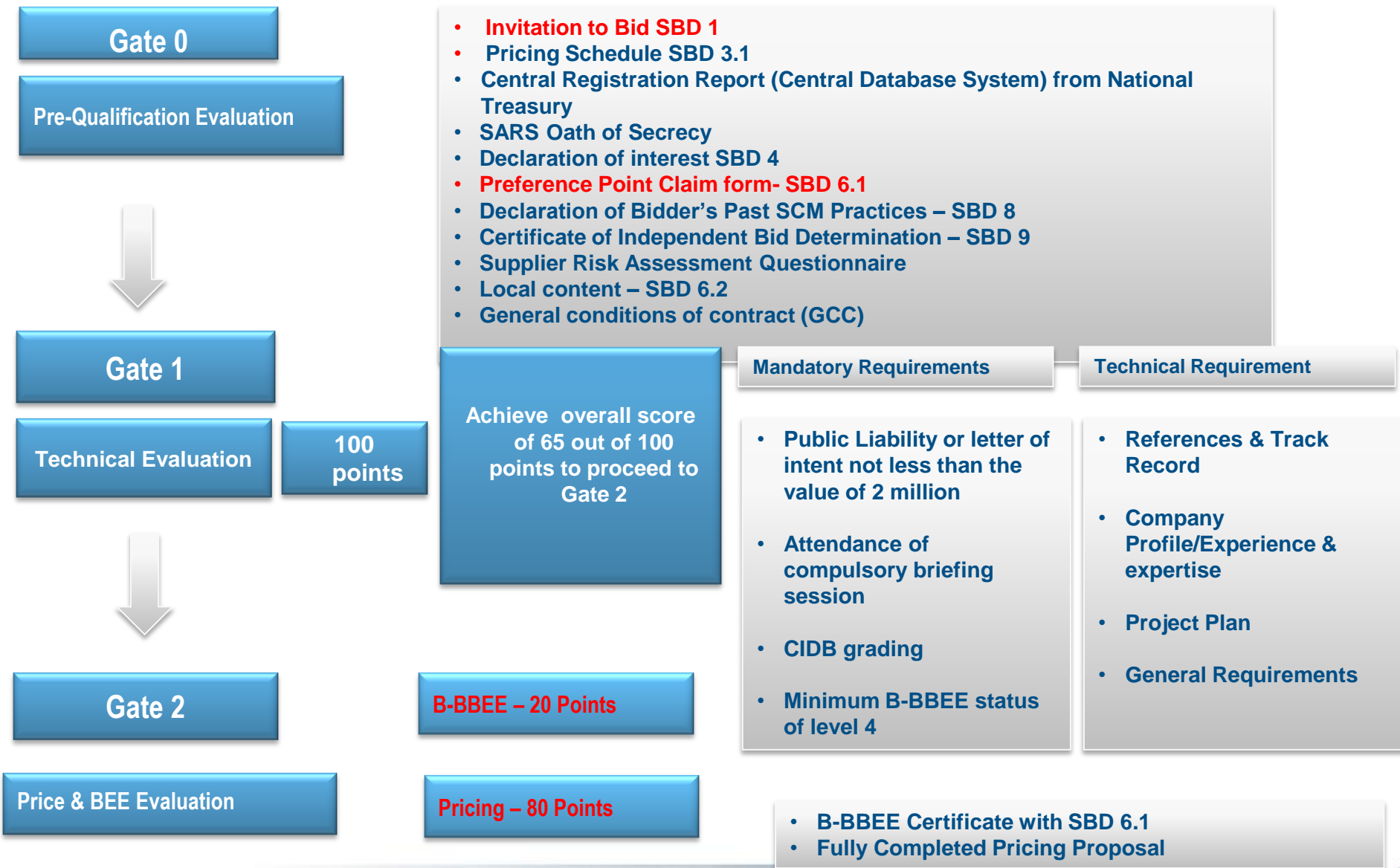
APPOINTMENT OF A
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THE REFURBISHMENT
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Scope include:

- Roof Refurbishment and waterproofing
- Relaying of the existing torch-on
- Sheeting replacement

NB: Please refer to the full details on the BOQ, Technical Bid Specification and Architectural drawings

Bid Evaluation Process



TECHNICAL REQUIREMENTS

Technical Specification

OBJECTIVE & SCOPE OF WORKS

- The objective of this bid is for the Refurbishment and waterproofing of the existing roof. It will include relaying of the existing torch-on, waterproofing, and sheeting replacement. The scope of work entails all necessary works to complete the project in the shortest time frame possible. Please refer to:
 - Provisional Bills of Quantities
 - Technical bid Specification ; and
 - Architectural drawings

The full responsibility for the provision of an adequate labour force that is sufficient to perform the works will rest entirely with the contractor and no claim made during the course of the works for extras, to provide incentives, to induce outside labour to go to the works will be entertained.

Technical Specification

NOTES ON THE PROVISIONAL SCHEDULE OF WORKS

The provisional BOQ has been based on assessment of the premises by the Quantity Surveyor. Contingency amounts are provided for in the Provisional BOQ and will only be considered for use with proper detailed (explanations, drawings, etc.) and detailed motivation from the contractor that is approved by the project manager.

No variations will be entertained without being duly authorised

Technical Specification

BID AND BID SUM

The rates inserted in the BOQ are deemed to be fixed and no escalation will be considered. The final Bid sum deemed to be fully inclusive (VAT, transport, delivery and installation on site).

The Bid Sum inserted hereunder is deemed to be a fully inclusive price for the finished work described herein and is deemed to include inter alia for:

Supply of materials;

Labour costs of everything described including cost incurred in working overtime, weekends, public holidays, etc. to meet stipulated programme dates;

All manufacturing, transport, conveying, cartage, carriage and delivery etc;

Technical Specification

BID AND BID SUM

Temporary works necessary for the due proper performance of the Contract Works;
Overheads & Profits; and

All obligations arising out of the Schedule of Works and all costs and charges deemed necessary for complying with the Terms and Conditions herein.

Bills are measured in accordance with the Standard system of building works

Technical Specification

STANDARD SPECIFICATIONS

- All work shall be done in accordance with the architects drawings that are issued.
- The bills of quantities shall not be used as a schedule of materials for ordering purposes and it shall be the responsibility of the contractor to ensure that all orders are placed in accordance with the drawings and specifications.

PRICING REQUIREMENTS



- Presented by Faradh Khan

National Treasury Preferential Procurement Regulation

Preference Point Systems

In the second stage of the evaluation, Tenders that have submitted all the required mandatory documents will be evaluated in terms of the 80/20 preference points system under section 2 of the Preferential Procurement Policy Framework Act, 2000, read with the Preferential Procurement Regulations, 2017

- The 80/20 preference point system is applicable to bids* with a Rand value equal
- to, or above R30 000 and up to a Rand value of R50 million (all applicable taxes included).

Price Evaluation

- Only Bidders that have achieved the minimum technical threshold of **65** will be considered for price evaluation
- Evaluation criteria:

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

Where

- 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

B-BBEE REQUIREMENTS

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.

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.

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.

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"/> |
|-----|--------------------------|----|--------------------------|

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 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 | | NO | |
|-----|--|----|--|

- (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.

FINANCIAL ANALYSIS

Background

Public Finance Management Act (PFMA)

- Fair
- Equitable
- Transparent
- Competitive
- Cost Effective

Purpose

- Part of overall risk management strategy of SARS
- One of multiple governance steps to assess financial fitness
- Assess financial stability
- Identify financial risks
- Recommend appropriate mitigating strategies

Financial Requirements

- **Three recent complete sets of Audited/Reviewed Annual Financial Statements comprising of:**
 - ✓ Statement Of Comprehensive Income (*Income Statement*)
 - ✓ Statement of Financial Position (*Balance Sheet*)
 - ✓ Statement of Cash Flows (*Cash Flow Statement*)
 - ✓ Accompanying Unabridged Notes for ALL of the above documents
 - ✓ Any supplementary information
- **Less than three years Financial Periods**
 - ✓ Explanatory Letter – Providing reasons why the entity has been trading for less than three years.

Financial Requirements

- **Joint Arrangements (JA)**

- ✓ Annual financial statements of the JA and legal agreement detailing the % of ownership of each entity.
- ✓ Unincorporated JAs must submit separate F/S for each party to the JA.
- ✓ Signed JA legal agreement.

- **Financial statements in Bidding Companies Name**

- ✓ Financial statements must be on the bidder's name
- ✓ Subsidiary submitting holding company's F/S must also furnish a Performance Guarantee from holding company

RFP Submission

- Bidders must submit copies of each file (Original and Duplicate) and a CD-ROM with content of each file



TENDER BOX

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

Rules of Engagement

- Bidders may not contact SARS personnel directly
- All contact relating to RFP matters are only to be addressed to SARS Procurement at tenderoffice@sars.gov.za
- Tender office contact number : 012 647 9569

