

**SUPPLY, INSTALLATION AND MAINTENANCE OF FREE STANDING  
WATER DISPENSERS AND DELIVERY OF BOTTLED WATER TO  
CERTAIN SARS OFFICES, NATIONWIDE FOR A PERIOD OF 36 MONTHS**

**Briefing Session : 24 May 2018 at 11h00**

**Tender Number : RFP 23/2018**

**Closing Date : 18 June 2018 at 11h00**

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# RFP Timelines

No.	Activity	Date
1.	Clarification of Queries	23 May 2018 – 07 June 2018
2.	Response to the queries	11 June 2018
3.	RFP Closing Date	18 June 2018 @ 11:00
4.	Notice to Bidders	August 2018
5.	Contract Finalisation	September 2018

# Purpose & Scope

## Purpose

Appointment of a suitable Service Provider/s for Supply, Installation and maintenance of free standing hot and cold water dispensers and Supply and delivery of bottled water to certain SARS offices, countrywide for a period of 36 months



## Scope

- The service will include supply, installation and maintenance of free standing hot & cold water dispensers.
- Supply and delivery of bottled water on an “as and when” required basis to Customs Border Posts and Contact Centres, countrywide.

# Bid Evaluation Process

Gate 0

Pre-Qualification Evaluation



Gate 1

Technical Evaluation

100 points

Achieve overall score of 60 out of 100 points to proceed to Gate 2



Gate 2

Price & BEE Evaluation

B-BBEE – 20 Points

Pricing – 80 Points

- **Invitation to Bid SBD 1**
- Pricing Schedule SBD 3.1
- Central Registration Report (Central Database System) from National Treasury
- SARS Oath of Secrecy
- 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 Risk Assessment Questionnaire
- Draft Service Level Agreement & Annexure A- Deliverables and service levels for each cluster

## Mandatory Requirements

- Proof that the bottled water is SABS approved, refer to SANS 1657:2014.
- Provide a Letter of Authority (LOA) from the dispenser's manufacturer.
- **Valid B-BBEE certificate with Level 1-4**
- Fully completed bid pricing proposal for all clusters
- Proof of Public Liability Insurance (PLI) or the letter of intent to increase the PLI to the required sum R2 mil.

## Technical Requirement

- Bidder's experience
- References
- Maintenance methodology
- Key Account Manager: Experience
- Sourcing methodology

# TECHNICAL REQUIREMENTS

# Purpose

- SARS has taken a strategic decision to outsource the supply, installation and maintenance of hot and cold water dispensers and the supply and delivery of bottled water (**±19** litre bottles)
- For this purpose, tenders are now invited for the following 7 Cluster(s)

# Composition of the clusters

## Summary

Clusters	Regions	No of rented coolers	Number of bottled water (p/m)
A	Northern Cape & Western Cape	11	230
B	North West	14	130
C	Mpumalanga	30	194
D	Limpopo	19	260
E	KwaZulu-Natal	7	120
F	Free State	18	90
G	Gauteng	11	206

**NB: The quantities listed above are estimates.**



# Scope

- The contract will be for a period of 36 months;
- Proposals must be submitted by prospective service providers (Bidders) for all offices in a specific cluster.
- SARS reserves the right not to award more than one cluster to a single bidder;
- The Services Level Agreements (SLA) will be signed between SARS & the awarded Bidder/s.

# Disqualifying criteria (Mandatory)

- Proof of bottled water is SABS approved (proof should be provided by the bidder or original provider of the bottled water). Refer to SANS 1657:2014;
- Letter of Authority that conforms to NRCS standards;
- Proof of PLI of R2 million or letter of intent;
- Valid B-BBEE certificate with level 1-4;
- Fully completed bid pricing proposal for all offices in a cluster.

# Technical evaluation criteria

**NB: The minimum technical pre-requisite is 60 %**

No.	Description of criteria	Points
1	Bidders experience	15
2	References	15
3	Maintenance methodology	25
4	Key Account Manager: Experience	15
5	Sourcing Methodology	30

# PRICING REQUIREMENTS

# 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

## 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

# Price Evaluation - Gate 2

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)**

1. The Bidders must complete ALL Yellow cells in full including the Cover Sheet.
2. Bidders are not allowed to change the format of this pricing template; any changes by the bidders may result in their bid being non-responsive.
3. All prices provided by the bidder must EXCLUDE VAT. The formulae in the tables will add VAT at 15% and where volumes are provided the spreadsheet will calculate the total price (including VAT ). The bidders must check the total price and confirm that the calculations are correct by signing off the template

The template will automatically calculate the total annual quoted price.

4. The prices must be given in South African Rand and must be all inclusive as no additional costs will be allowed.
5. Bidders must take note that the tender is sub-divided into Seven Clusters (Cluster A, Cluster B, Cluster C , Cluster D, Cluster E, Cluster F & Cluster G)

# Price Evaluation

6. . Bidders may choose a Cluster that they are bidding for

6.1. Bidders must quote for all sites within a cluster that they are bidding for, failure to do so may result in their bid being non-responsive

7. Bidders are to provide the total cost for Maintenance and Installation costs separately as indicated in Table 1A (Line 4 & Line 5) for all dispensers; this is total cost for every 6 months.

8. Bidders are to provide the total cost for Delivery cost per Office of bottled water separately as indicated in Table 3 - this is monthly cost.

9. Bidders are required to submit a signed copy of the pricing template and the excel version of the template on a memory stick or CD-Rom



# B-BBEE REQUIREMENTS

# B-BBEE Mandatory

The Preferential Procurement Regulations 2017 (PPR) allows SARS to exercise its discretion to issue Tenders with mandatory B-BBEE requirements:

- **The Mandatory B-BBEE Level for this Tender is Level 4, 3, 2 or 1**

# 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.

# 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 being disqualified.

Classification		Turnover	Submission Requirement
<b>Exempted Enterprise ( EME)</b>	<b>Micro</b>	Below R10 million p.a.	A DTI Affidavit or Certificate from CIPC
<b>Qualifying Enterprise (QSE)</b>	<b>Small</b>	Between R10 million and R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating.  A DTI Affidavit – Only 51% BO and above
<b>Large Enterprise (LE)</b>		Above R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency.

# 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

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)

## JOINT VENTURES

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:
- 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.

## **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.



# FINANCIAL ANALYSIS

# Background

## Public Finance Management Act (PFMA)

- Fair
- Equitable
- Transparent
- Competitive
- Cost Effective

# Purpose

- Financially Stable
- Financially Viable
- Identify financial risks
- Apply Appropriate Mitigating Strategies

# FINANCIAL REQUIREMENTS

- **Complete Sets of Audited/ Independently Reviewed Annual Financial Statements**
  - ✓ Signed Auditors / Accounting Officers Opinions
  - ✓ 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
- **Less than 3 Financial Periods**  
Explanatory Letter
- **Joint Ventures**  
Unincorporated JVs must submit separate F/S for each party to the JV.  
Signed JV legal agreement.
- **Financial statements in Bidding Companies Name**  
Subsidiary submitting holding company's F/S must also furnish a Performance Guarantee

# 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](mailto:tenderoffice@sars.gov.za)
- Tender office contact number : 012 647 9569

