

RFP 46/2018

Bulk Printing - Tower 1 (Pre-Printed Forms)

RFP Communication #1

Date of Issue: 31 October 2018

1. Answers to questions posed by Bidders.

This communication is issued in terms of paragraph 9.2 of the SARS RFP 46/2018 Bulk Printing (Pre-Printed Forms & System Generated Forms) Summary Guidelines Instructions and Conditions

These questions and answers as well as issued / reissued documents referred to in this document can be found on SARS's website at www.sars.gov.za

Question and Answer Table

No	Question	Answer
1.	What is the annual usage of the pre-printed forms as per Table 2: Minimum Stock Holding of Pre-Printed Forms (Page 6 of the Business Requirements Specifications.)? Table 2 only mentions the minimum stock levels.	Bidders should refer to the volume bands contained In the <u>SARS RFP 46-2018 5-5 (Tower 1) Pricing Response Template.</u>
2.	What happens to stock that is left at the end of the contract? OR, Alternatively, - What happens to stock that is kept at the minimum stock level as per Table 2, Page 6 of the Business Requirements Specifications and	SARS will take on the stock as paid stock and will decide to distribute it to branches or destroy it. However SARS will actively manage the stock levels with the appointed vendor to avoid any wastage or overprint that will result in wastage.

No	Question	Answer
	<p>SARS decides to discontinue <i>that</i> specific form or book?</p> <p>Is there an obligation on SARS to take up that stock?</p>	
3.	<p>Kindly refer to the Business Requirements Specification - Page 6, Category 6, Form A</p> <p>1. The minimum stock holding of this form is stated as 100 000 <u>Packs</u>, but on page 31 of this same document, 7.2.5, the packing requirements mentions 2 000 per <u>box</u>.</p> <p>2. Please clarify – Pack or Box?</p> <p>3. Does this mean that the minimum stock holding for this item is 200 million sheets?</p>	<p>1. 500 sets per pack shrink wrapped</p> <p>2. Per pack - This will also apply to 7.3 page 32.</p> <p>3. For the category 6 items the bidder can keep sets:</p> <p>a. 300 000 Sets of SADC certificates - 1 200 Packs</p> <p>b. 100 000 Sets of Form A Certificates - 200 Packs</p> <p>c. 100 000 Sets of EUR1 Certificates - 200 Packs</p> <p>d. 60 000 Sets of Mercusor Certificates - 240 packs</p>
4.	<p>Items 7.2 & 7.3 requires RSA Watermark paper. The specifications state that “SARS to supply paper in rolls, 436mm width”</p> <p>1. Must we quote on printing only – with the paper and its value for the account of SARS?</p> <p>2. If so, will SARS deliver the unprinted paper stock countrywide i.e. where the winning bidder’s factory is – for SARS’ account?</p>	<p>1. Bidders must quote for printing only – the paper and its value is for the account of SARS.</p> <p>2. SARS will arrange for the delivery of paper through the Government Printing Works to the nominated bidders premises – for SARS account.</p>
5.	<p>As a B-BBEE Level Two company, do we have to sub-contract 30% of the value of the contract to a B-BBEE company which is at least 51% Black owned or can we do the entire print ourselves?</p>	<p>Bidders who wish to respond to Tower 1 must comply with mandatory requirement that requires interested Bidders to subcontract a minimum of 30% of the value of the contract to B-BBEE company which is 51% Black owned.</p>

No	Question	Answer
6.	<p>Kindly refer to Par. 6.7.6 of the RFP Main Document, read in conjunction with Par. 6.7.5, as well as the various explanations given during the Compulsory Briefing Session.</p> <p>As the writer understands the position and the conditions of the RFP:</p> <ol style="list-style-type: none"> 1. The contract will officially commence after the transition period. 2. This transition period may be a period of four months. 3. It is envisaged that the transition period starts on 1 April 2019. 4. This means that the actual contract will commence on 1 August 2019. 5. SARS reserved the right to defer the commencement date of the contract – which will change all the dates in Par. 3 & 4 above. 6. The first price adjustment can only be done after the first 12 months after the commencement of the contract. (Par 6.7.6) This means that the first and earliest opportunity for a price adjustment, is after 31 July 2020. That is almost two years from now. 	<p>SARS cannot advise the bidders on how to respond on pricing, bidders can submit price assumptions with their submission and SARS will exercise their discretion to consider the assumptions made.</p>
7.	<p>With reference to page 40 of 44 of the SARS RFP 46-2018 1-1 Bulk printing summary guidelines instructions and conditions, what is meant by contract mark ups/ contract response template and where can it be found in the RFP documents.</p>	<p>Contract Mark-ups – Bidders are given an opportunity to indicate all the mark-ups the Bidder wishes to make to the Bulk Printing Agreement.</p> <p>SARS has not yet issued the contract response template, which will be issued together with the Agreement for ease of reference.</p>