

## RFP 46/2018

### Bulk Printing - (Pre-Printed Forms and System Generated Forms)

#### RFP Communication #2

Date of Issue: 08 November 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](http://www.sars.gov.za)

#### Question and Answer Table

No	Question	Answer						
1.	<p>Could I possibly change the layout of the response template (for all sections) – for example:</p> <p>Current format:</p> <table border="1"><thead><tr><th colspan="3">Response Table A</th></tr></thead><tbody><tr><td>(9.1) Daily, Monthly and Annual reports</td><td>(9.2) Service Level reports</td><td>(9.3) Additional reports</td></tr></tbody></table>	Response Table A			(9.1) Daily, Monthly and Annual reports	(9.2) Service Level reports	(9.3) Additional reports	<p>Bidders are allowed to add more lines to the Technical criteria, including the suggested format for as long as it does not change the questions and numbering.</p> <p>It is the Bidder's responsibility to ensure that the numbering is not tempered with and all questions under <u>Technical Response Template</u> are answered in line with Bidder's technical capability.</p>
Response Table A								
(9.1) Daily, Monthly and Annual reports	(9.2) Service Level reports	(9.3) Additional reports						

No	Question	Answer																					
	<p>Preferred format:</p> <table border="1" data-bbox="280 296 1128 858"> <tr> <td data-bbox="280 296 584 363"><b>Response Table A</b></td> <td data-bbox="584 296 846 363"></td> <td data-bbox="846 296 1128 363"></td> </tr> <tr> <td data-bbox="280 363 584 464"><b>(9.1) Daily, Monthly and Annual reports</b></td> <td data-bbox="584 363 846 464"></td> <td data-bbox="846 363 1128 464"></td> </tr> <tr> <td data-bbox="280 464 584 531"></td> <td data-bbox="584 464 846 531"></td> <td data-bbox="846 464 1128 531"></td> </tr> <tr> <td data-bbox="280 531 584 632"><b>(9.2) Service Level reports</b></td> <td data-bbox="584 531 846 632"></td> <td data-bbox="846 531 1128 632"></td> </tr> <tr> <td data-bbox="280 632 584 699"></td> <td data-bbox="584 632 846 699"></td> <td data-bbox="846 632 1128 699"></td> </tr> <tr> <td data-bbox="280 699 584 799"><b>(9.3) Additional reports</b></td> <td data-bbox="584 699 846 799"></td> <td data-bbox="846 699 1128 799"></td> </tr> <tr> <td data-bbox="280 799 584 858"></td> <td data-bbox="584 799 846 858"></td> <td data-bbox="846 799 1128 858"></td> </tr> </table>	<b>Response Table A</b>			<b>(9.1) Daily, Monthly and Annual reports</b>						<b>(9.2) Service Level reports</b>						<b>(9.3) Additional reports</b>						
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2.	<p>Please note that as per the below notification on the website, these documents were not supplied at the briefing session and are also not available on the website?</p> <div data-bbox="152 999 1160 1230" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="color: #c00000; font-size: small;">Please note that SARS did not issue the following documents with the tender pack (RFP46/2018), which will be issued on the day of briefing session (23 October 2018):</p> <ol style="list-style-type: none"> <li>1. SARS RFP 46-2018 4-1 (Tower 1) Pre-Printed Forms Agreement;</li> <li>2. SARS RFP 46-2018 4-2 (Tower 2) System Generated Forms Agreement;</li> <li>3. SARS RFP 46-2018 4-3 Bulk Printing Service Levels; and</li> <li>4. SARS RFP 46-2018 4-4 Bulk Printing Contract Response Template.</li> </ol> </div>	<p>SARS is aware that the contract documents have not been issued as initially communicated. SARS apologizes for the delay in issuing the documents knowing the impact they have in your submission. The documents will be issued on Monday 12, Nov 2018.</p>																					

No	Question	Answer
3.	<p>1. 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>The contract mark-up template will be issued together with Bulk Printing Agreement on Monday 12, Nov 2018.</p>
4.	<p>I am having difficulty with getting the correct pricing onto your Excel Pricing schedule, because the “Unit” of measure is inconsistent with the Business Requirement Specification.</p> <p>Please refer to “Questions and Answers – Communication #1, Question and Answer 3:</p> <ol style="list-style-type: none"> <li>1. The answer came back that the quantities for category 6 items are: 300000, 100000, 100000 &amp; 60000 respectively. So, we are talking units of 1 and not “Packs”, as stated under “Unit”, yet on the spread sheet, the Unit remains “Per Pack”. If one inputs the price per pack, which is different to the price per unit – the price is multiplied by 300000 – thus making up a massive total and not the price for just 300000 units.</li> <li>2. What are the units of measure for the other categories?</li> <li>3. Category 1: Per Pack? Or Each? So, do you require a price on 7000 Letterheads in total or 7000 X Packs of 500 each = 3.5m Letterheads? I presume that the answer is 7000, but if I quote per pack, the number will be skewed. If I quote on 7000 or 14 packs, and even on 21000 or 42 packs, the total will be well below the minimum stock holding quantity of 50 packs, as stated in Table 2.</li> <li>4. Category 1: Business Cards. Business cards must be supplied in packs of 200, with 15 packs that must be kept as a minimum. How can this be done, though? Business cards are ordered with a specific persons contact details printed on it. So, it cannot be kept in stock. For quoting purposes, must we</li> </ol>	<ol style="list-style-type: none"> <li>1. Bidders must price according to the quantities as per the volume bands 1-3 (Low, MID and High scenarios).SARS requires Bidders to quote a “Unit price” as per the heading in the Pricing Response Template.</li> <li>2. Indication of packs refers to packaging for distribution purposes as described in paragraph 1.11 of the Pre-Printed Forms Business Requirements Specification (BRS).</li> <li>3. Category 1 (Business Cards) - No holding stock has to be kept for business cards. However for the purpose of quoting, bidders can presume that SARS will order 300 packs of 200 Business Cards per annum.</li> <li>4. Category 1: Envelopes – 1500 boxes of 500 envelopes in a box.</li> </ol>

No	Question	Answer
	<p>work on the presumption that SARS will order 300 packs of 200 Business Cards as and when required per annum?</p> <p>5. Category 1: Envelopes – 1500 Envelopes or 1500 boxes of 500 = 750000 envelopes? Also, What will the minimum stock holding be? 20 Boxes or 10000? Table 2 mentions 20 X Packs.</p> <p>6. Category 1: Internal Folders – The Spread Sheet specifies 500 <u>packs</u>. The specification asks for 250 per <u>box</u>. So, do you require pricing on 500 Packs X 250 = 125000 folders or only 2 X Packs of 250 = 500. To confuse the situation even more, the minimum required stock holding is 66 Packs (or is it boxes – if you look at the packing specifications?) – so is the minimum stock level set at 16500 Files?</p> <p>7. Category 2: Do we have to fill the price per book or per pack of 5? If we take DA310 – Stop Note, do you require pricing on 40 books? Or 40 Packs of 5 = 200 Books?</p> <p>8. Category 3: Pricing per Pack or Per Unit? Surely, the total Gate passes required cannot be only 300? Is it 300 X 500 = 150000?</p> <p>9. Category 4: Pricing is required “Per Book”, but these are files. So, do you require pricing for 10 X Packs of 250 = 2500 files?</p> <p>10. Category 5: On the Spread Sheet, the “Unit” is cited as “Per Pack”, but on the specification pages the three items are per Pack/Box/Carton respectively.</p> <p><b>The “Unit” on the spread sheet must be specified correctly and must tie up and be consistent with the packing specifications in the Business Requirements Specification document. This is the only reference that a bidder has to base a price on. Please clarify on an urgent basis.</b></p>	<p>SARS requires Bidders to quote a “Unit price” as per the heading in the Pricing Response Template.</p>
5.	<p>Please note that the spread sheet for Tower 1, as supplied on your website, does not work. When one enters the amount EXCL VAT in the green cell, it does not compute and publish the total in the cell next to it, as it is supposed to do.</p>	<p>SARS has tested the published Pricing Response Template; all calculations compute and publish in Total Price (Incl. VAT) cell.</p>