

Question	Answer
1. BRIEFING SESSION QUESTIONS AND ANSWERS	
1.1 Is it possible that x-company has to do forensic investigation and can be used in the review or just those that go into a review	<ul style="list-style-type: none"> • Yes it possible.
1.2 The products out there often are charged on monthly basis and the contract is so long, how are we going to go about those monthly fees?	<ul style="list-style-type: none"> • The fees and payment structure will be explained in detail in the Specific Services Agreement.
1.3 On digital Forensic, how do you monitor the system usage?	<ul style="list-style-type: none"> • Most packages out there in the market have a log-in services in which you can see how many people logged-in the system and how often the log-ins happen.
1.4 If say you have a shortage of certain skill-sets and you want to partner or subcontract or form a consortium with certain companies or you have strategic partner, will that be allowed?	<ul style="list-style-type: none"> • Any subcontracting should be captured in the SBD6.1. • Consortiums and Join Venture should be clearly articulated in the bidder's proposal and submission of the relevant documents as outlined in the RFP document.
1.5 How many service providers do you plan to appoint?	<ul style="list-style-type: none"> • As per the RFP document, no limits are mentioned as long as bidders meet all the SARS requirements will be appointed per the category they have tendered for.
2 CLARICATIONS QUESTIONS RECEIVED AFTER THE BRIEFING SESSIONS	
2.1 Please confirm whether the Case Studies referred to in 10.3.5 have to be included in the Tender response document or if this will only be required once a company is invited to present to SARS?	<ul style="list-style-type: none"> • Case studies will only be requested from companies invited for the presentations
2.2 Please clarify whether the bid will be evaluated according to the 90/10 or 80/20 criteria	<ul style="list-style-type: none"> • Please refer paragraph 13.3 of the main RFP document.
2.3 We are bidding for Category B (Internal Audit). For the pricing, we will complete Annexure C. Will you please advise if we also must complete Annexure B, as an example attached for Forensic Category?	<ul style="list-style-type: none"> • Bidders must complete Annexure B: Pricing Template in their respective categories they are bidding for, e.g. a sheet marked RFP 52/2018 Category B if bidding for Category B: Internal Audit
2.4 Please clarify the SBD 6.1 for me; it stated that total points must not exceed 10 points. So I just want to know if our company can still bid for this tender as we are on Level 2 and our total points is going to be 18 points.	<ul style="list-style-type: none"> • The preference point systems applicable to this bid is 90/10 and not a 80/20 point system.
2.5 The above tender refers. We kindly request that you forward us the electronic Master Services Agreement. We have not been able to locate same from your tender pack.	<ul style="list-style-type: none"> • The Draft MSA was uploaded on the SARS Website on 6 December 2018 and please go to the link below, item 1 under supporting: http://www.sars.gov.za/Procurement/Pages/Published-Tenders.aspx
2.6 Included in the proposal pack is a document: <ul style="list-style-type: none"> • Item 10. Annexure F - Forensic Investigations & FRM Case Study. I understand this to be a case study which requires a maximum of 10 slide presentation. • Section 10.3.5 furthermore states that: "All bidders who have been pre-qualified as outlined in paragraph 13.1 will be invited to present to SARS in four (4) categories as listed below. The case studies that must 	<ul style="list-style-type: none"> • Correct

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<p><i>be presented are referenced as follows:</i></p> <ul style="list-style-type: none"> ➤ <i>Annexure F1: Forensic Investigation (Category A) and Financial Risk Management (Category C)</i> ➤ <i>I therefore understand that this case study and these slides may have to be presented subsequent to the submission date.</i> ➤ <i>Section 12.7 provides a breakdown of what should be submitted as part of the submission. This breakdown does not make reference to the case study presentation</i> <p>Therefore, in respect of the case study which forms part of the requirements under section 10.3.5 of the RFP, should the slides answering the case study, be included in the submission documents to be delivered on 14 January 2019? If they should be included in the submission documents, in which file, and under which section should they be included?</p>	<ul style="list-style-type: none"> • Correct • Correct • Case studies will only be requested from companies invited for the presentations and to present SARS Bid Evaluation Committee members on a scheduled specific date. • Please don't include these case study responses until you are invited to present to SARS Bid Evaluation Committee members on a scheduled specific date.
<p>2.7 Please can you assist with the identification of Annexure A3. We do not see any document with this reference number.</p> <p>However, on page 15 of the RFP reference is made to Annexure A3 – Bidder Compliance Checklist. We also see that the internal audit technical evaluation is also marked A3.</p> <p>Is it the checklist attached to the Response to Bid letter or the Annexure A2 Technical compliance Checklist or another document? There are two documents marked A2?</p>	<ul style="list-style-type: none"> • It was a typo and it should read Annexure A2.
<p>2.8 I have attended the briefing session for the proposal as per subject today. Do all employees need to complete the Oath of Secrecy for the proposal or should all staff per schedule complete the Oath of Secrecy?</p>	<ul style="list-style-type: none"> • No. At this stage, only the representative of the company responsible for compiling the bid documents must complete the SARS Oath of Secrecy signed on the same date and time with the Commissioner of Oath.
<p>2.9 Page 13 under paragraph 12.7.1 – it refers to Exhibit 3 – Technical Responses per Category, Capability as per 10.2.2 – please confirm whether the correct paragraph is 10.3.2 and not 10.2.2 as this refers to Internal Audit;</p>	<ul style="list-style-type: none"> • Correct. It should read 10.3.2 and 10.3.4, typo error.
<p>2.10</p> <p>2.10.1 Page 13 under paragraph 12.7.1 – it refers to Exhibit 3 – Technical Responses per Category, Capability as per 10.2.2 – please confirm whether the correct paragraph is 10.3.2 and not 10.2.2 as this refers to Internal Audit; and</p> <p>2.10.2 Page 17 under paragraph 13.4 - it refers to B-BBEE Evaluation (Table 13F: Checklist) under EMEs, we are required to submit a B-BBEE Rating Certificate from a SANAS Accredited Rating Agency of a Registered Auditor approved by IRBA or a letter from an accounting officer as contemplated in CCA. Then in a separate line it says "A sworn affidavit". Please clarify whether a sworn affidavit would be sufficient.</p>	<ul style="list-style-type: none"> • Correct, the paragraph should have read 10.3.2 instead of 10.2.2. This was explained in the briefing session. • A Company can only submit a Sworn B-BBEE Certificate and valid as explained below: <ul style="list-style-type: none"> ○ If a company is an EME, a sworn certificate can be submitted. ○ If a company is a QSE with 51% Black Owned and above, a sworn certificate can be submitted. • A company can submit a B-BBEE Certificate as a QSE with >51% Black Owned or as a Large Enterprise (LE). The certificate must be valid and must

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	<p>bear a SANAS logo as received from a SANAS Accredited Rating Agency</p>
<p>2.11 In order for our Legal Department to undertake the legal review they require a copy of the draft Master Services Agreement referred to in certain sections of your documents (which was not part of the pack)</p>	<ul style="list-style-type: none"> • The Draft MSA was uploaded on the SARS Website on 6 December 2018 and please go to the link below, item 1 under supporting: http://www.sars.gov.za/Procurement/Pages/Published-Tenders.aspx
<p>2.12 Could you please advise if your office will be open on Saturday 12/01/2019 to deliver the relevant tender?</p>	<ul style="list-style-type: none"> • Nobody works on week-ends at SARS Procurement to receive tender documents. However, the tender box is open for 24 hours and is accessible outside Linton House main entrance. • Big tender document must be submitted during working hours, Monday to Friday and between 08H00 and 16H00. If documents are big, a bidder must go to the security at reception and a Tender Office official will be called to receive the bidder's tender documents that will be recorded and sign-off before safely storing them in the tender room.