



Compulsory Briefing Session

Provision of Bespoke Software Development, Maintenance & Support Services
16 October 2018



Agenda

Item	Agenda
1.	Welcome
2.	RFP Regulatory Framework & SARS Governance Structures
3.	House Rules & Administrative Matters
4.	RFP Business Requirements Specifications
5.	RFP Evaluation Methodology
6.	RFP Pricing Evaluation
7.	RFP B-BBEE Evaluation
8.	RFP Financial Risk Analysis
9.	RFP Agreement and Service Level Agreement
10.	National Treasury Supplier Database
11.	Bid Submission Compliance
13.	Communication Rules of Engagements
14.	Briefing Session Certificate of Attendance

**SARS Welcomes all interested bidders to the Compulsory Briefing Session for
the invitation to bid:**

RFP59/2018

**Provision of Bespoke Software Development, Maintenance and Support
Services to SARS**

Contract Duration

Seven (7) years contract

RFP 59/2018

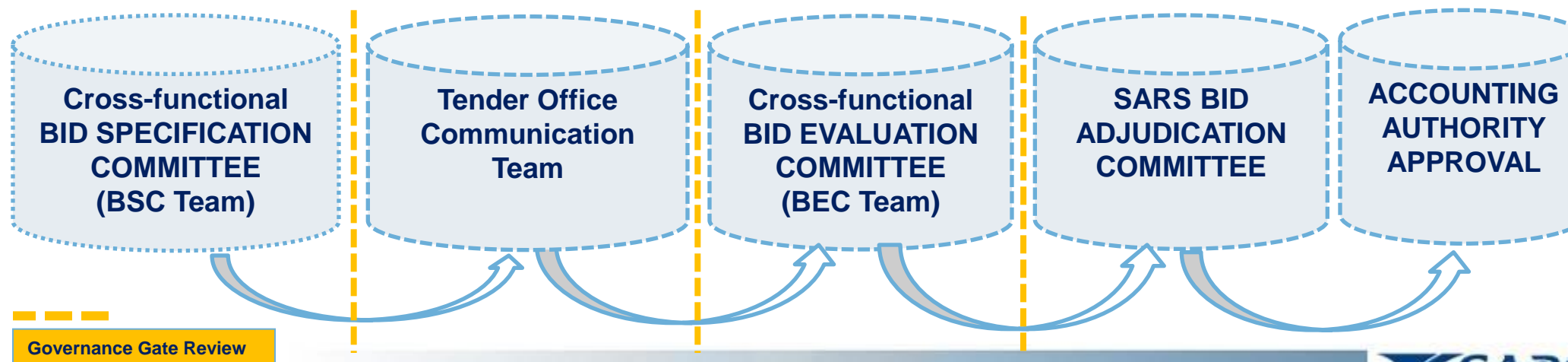
RFP Regulatory Framework & SARS Tender Governance Structures

SARS procurement process are entirely governed by the dictates of Section 217 of the Constitution of the Republic of South Africa which demands that when an organ of State / Government contracts for goods and services it must do so in a way which is:

- Fair
- Equitable
- Transparent
- Competitive
- Cost Effective

Thus , the objective of this compulsory Briefing Session is to give effect to the above key principles.

RFP 59/2018 Tender Process Governance Structures



House Rules & Administrative Matters

No	Item	Description
1.	Team Introduction	<ul style="list-style-type: none"> • Strategic Sourcing Representatives • Technical Representatives • Value Delivery Planning Representative • B-BBEE Representatives • Corporate Legal Services Representative • Financial Risk Analysis Representatives • Governance Risk & Compliance
2.	Tender Briefing Session	<ul style="list-style-type: none"> • The Briefing Session is Compulsory for all Prospective Bidders and all Bidders must sign the Attendance Register.
3.	Time	<ul style="list-style-type: none"> • 13h00 to 15h00
4.	Safety	<ul style="list-style-type: none"> • SARS values the Safety of everyone in our premises. The building complies with all Safety compliance requirements and have trained Safety marshals on site in the event of unlikely evacuation.
5.	RFP Documents	<ul style="list-style-type: none"> • The tender was published and the RFP documents can be accessed on the SARS website link below, under reference number RFP 59/2018: http://www.sars.gov.za/Procurement/Pages/Published-Tenders.aspx
6.	Additional Documents to the Published RFP documents	<ul style="list-style-type: none"> • Electronic copies of to be issued to all bidders in this Briefing Session in CDs.
7.	Bidders Site Visit	<ul style="list-style-type: none"> • After today's briefing session all serious prospective bidders will be given a week from 17 to 25 October 2018 to visit SARS for viewing and familiarization with all existing functional specifications in preparation of their bid responses from 10h00 to 15h00 excluding weekends.
8.	SARS response to Bidders questions	<ul style="list-style-type: none"> • SARS will attempt to clarify all material issues concerning the RFP requirements in this Briefing Session. Written Responses will be published on on the SARS website link below, under reference number RFP 59/2018: http://www.sars.gov.za/Procurement/Pages/Published-Tenders.aspx from 18 – 25 October 2018
9.	Tender Closing Date	<ul style="list-style-type: none"> • 13 November 2018 at 11:00

RFP 59/2018

Tender Administration Matters

RFP Pack Contents

Section	Document name	Document Name
1 RFP Main Document		SARS RFP 59-2018 1-1 Provision of Bespoke Software Development, Maintenance and Support Services Summary, Guidelines, Conditions and Instructions
2 Standard Bidding Documents (SBD)		
• Invitation to Bid (SBD1)		SARS RFP 59-2018 2-1 Invitation to Bid (SBD 1)
• Declaration of Interest (SBD 4)		SARS RFP 59-2018 2-2 Declaration of Interest (SBD 4)
• Preference Points Claim Form (SBD 6.1)		SARS RFP 59-2018 2-3 Preference Points Claim Form (SBD 6.1)
• Declaration of Past SCM Practices (SBD 8)		SARS RFP 59-2018 2-4 Declaration of Past SCM Practices (SBD 8)
• Certificate of Independent Bid Determination (SBD 9)		SARS RFP 59-2018 2-5 Certificate of Independent Bid Determination (SBD 9)
• Supplier Cost and Risk Assessment Questionnaire		SARS RFP 59-2018 2-6 Supplier Cost and Risk Assessment Questionnaire
• SARS Oath / Affirmation of Secrecy		SARS RFP 59-2018 2-7 SARS Oath – Affirmation of Secrecy
3 Business Requirements Specification		SARS RFP 59-2018 3-1 Business Requirements Specification
SARS Agreement	To be uploaded on SARS website	SARS RFP 59-2018 4-1 Provision of Bespoke Software Development, Maintenance and Support Services SARS Agreement
4 SARS Service Level Agreement		SARS RFP 59-2018 4-2 Provision of Bespoke Software Development, Maintenance and Support Services SARS Service Level Agreement
5 Pre-Technical Mandatory Response		SARS RFP 59-2018 5-1 Pre-Technical Mandatory Response Template
Technical Response Template		SARS RFP 59-2018 5-2 Technical Response Template
Pricing Response Template		SARS RFP 59-2018 5-3 Pricing Response Template
6 Proposal Checklist		SARS RFP 59-2018 6-1 Proposal Response Checklist

RFP 59/2018 – Key Date : Tender Publishing & Closing Dates

No	Description	Start Date/Time	End Date/Time
1.	RFP published on Government Gazette.	05 October 2018	13 November 2018
2.	RFP published on National Treasury and SARS Websites	05 October 2018	05 October 2018
3.	Bidders compulsory briefing session	16 October 2018 at 13:00	16 October 2018 at 16:00
4.	Bidders Site Viewing	17 October 2018 from 10:00 to 15:00 excluding weekends.	25 October 2018 at 15:00
5.	Bidders to submit written questions	18 October 2018	30 October 2018
6.	SARS response to Bidders questions	23 October 2018	05 November 2018
7.	Tender “Closing Date”) Date & Time		13 November 2018 at 11:00

RFP 59/2018

Business Requirements Specifications

RFP59/2018: Capability Requirements

Summary of Technical Capability Requirements

- *Project Management*
- *Analysis*
- *Development*
- *Implementation/Deployment*
- *Quality Assurance*
- *Maintenance and Support*

Refer to **Section 5.1 to Section 5.5** of the Business Requirements Specifications (BRS) Document

Organizational experience in the following IT Systems

- *Telephony*
- *Interactive Voice Response*
- *CRM/Case Management/Workflow*
- *Fat Client Development*
- *Biometric Integration*
- *SOA Integration and Orchestration*
- *Business Rules Engine*
- *Mobile Applications Development*
- *Previous Transitional Experience*

Refer to **Section 5.6** of the Business Requirements Specifications (BRS) Document

Additional Information & Documents

The following documents shall be made available for bidder consumption and will be provided at the tender briefing session with SARS and further made available online during a specified period in a controlled SARS secure environment.

Document Name	Description
SARS System and Technical Overview	This document provides the potential Service Providers with context and scope. It lists the functional modules within an application boundary. It further describes the function and technology used in the bespoke development of the respective components. In addition, it provides details of the SARS Integration landscape, standards and source repository.
SARS Respective Bespoke System Landscape	Stand-Alone Diagram of the application, components and functions as contained in the overview document
Overview documents	Specific documents per application component as per the overview document
ICC Channel API Specification	This document provides the interface specification for integrating applications across SARS and between SARS and its development partners following a Service Oriented Architecture (SOA) standard approach. The specification aims to eliminate point-to-point based integration in favour of a robust integration layer consisting of an Enterprise Service Bus (ESB), supported by reliable and traceable Communication Protocols and consistent Message Formats.
SARS - ESB Conceptual View	Diagram of the various consumers and provides of the SARS Enterprise Service Bus
Git Usage Standard	The purpose of this document is to provide the potential Service Providers with the standard for using the SARS' enterprise GIT repository. The document also guides the prospective Service Providers on the processes that govern the usage of GIT.
Service Registry	SARS ESB Service Registry Extract
Source Code Line Summary	A compressed file that contains text file summaries of the lines of code per component categorized by language type

Bidders Viewing of SARS Current System Functional Specifications

- Bidders should take note that the current functional specifications will be available for viewing from 17 October - 25 October 2018 [10H00 - 15H00] *excluding weekends at **the venue to be communicated at the compulsory briefing session.***
- The purpose of the viewing is to afford all prospective bidders an opportunity to peruse and familiarize themselves with the SARS current system functional specifications.
- For this reason, a collective of Functional Requirement documents providing the full scope of systems and the respective components and functions developed and introduced on the SARS IT Environment over a period of 11 years shall be made available for electronic viewing by bidders in a secure access controlled SARS boardroom environment.
- Bidders will not be allowed to bring any electronic devices within this environment except for pen and paper for notetaking.

Bidders Registration for Viewing

- All serious prospective bidders will be required to indicate their willingness to participate in the viewing by registering the bidder's names immediately after the compulsory briefing session.
- The viewing is not compulsory, however, bidders will only be required a maximum of three (3) representatives to attend the viewing sessions to be held 17 October - 25 October 2018 [10H00 - 15H00] excluding weekends at the venue to be communicated at this briefing session.

RFP 59/2018

Evaluation Methodology

EVALUATION CRITERIA FOR ALL BIDDERS

The evaluation process will be conducted in the following phases

Gate 0	Gate 1	Gate 2	Gate 3	Gate 4	Gate 6
Administrative compliance	Pre-Technical Mandatory Requirements	Technical Capability Requirements	Pricing (90) and B-BBEE (10)	Bid Adjudication & Recommendation	Award Approval & Appointment
Bidders will be evaluated on submission of a administrative compliance documents	Bidders will be assessed if they meet ALL the Mandatory pre-qualification criteria	Bidders will be assessed to verify their technical capability in terms of the SARS Business Requirements Specification and Capability Evaluation Criteria	Bids will be evaluated in terms of 90/10 preference system		Bids will be negotiated for base best offers, terms and conditions
	Disqualifying Criteria	Min 65% Threshold Disqualifying Criteria			

Gate 0: Tender Administrative Compliance

During this phase bidders' RFP responses will be evaluated based on the administrative compliance requirements indicated below. These are the documents to be submitted for administrative evaluation

No	Name of the document that must be submitted	Non-submission may result in disqualification?
1	Invitation to bid – SBD 1	Yes – Please complete and sign the supplied pro forma document.
2	Pricing Schedule – SBD 3.3	Yes – Please submit full details of pricing proposal (SARS RFP 59-2018 5-3 Pricing Response Template)
3	Declaration of Interest – SBD 4	Yes - Please complete and sign the supplied pro forma document.
4	SBD 6.1 – Preference Point Claim Form	<i>Bidders should refer to the B-BBEE presentation below</i>
5	Declaration of Bidder's Past Supply Chain Management Practices – SBD 8	Yes - Please complete and sign the supplied pro forma document.
6	Certificate of Independent Bid Determination – SBD 9	Yes - Please complete and sign the supplied pro forma document
7	SARS' s Oath of Secrecy	Yes – Please complete and sign the supplied pro forma document in the presence of Commissioner of Oaths and initial every page.
8	BEE certificate	<i>Bidders should refer to the B-BBEE presentation below</i>
9	Audited/reviewed financial statements for the past 3 (three) financial years.	Yes – the bidder must comply The Financial Statements must be submitted in the name of the company that tenders.

Bidders must ensure their bids are responsive by completing and submitting signed relevant standard bidding documents (SBD). Bidders must not use corrective fluid on any documents submitted.

Gate 1: Pre-Technical Mandatory Requirements Compliance

No.	Name of the document that must be submitted	Non-submission will result in disqualification?
1	The bidder(s) must have a Minimum B-BBEE status level 1 or 2	YES
2	The bidder(s) must have a Minimum of three (3) years experience in bespoke software development, maintenance and support services.	YES
3	The bidder(s) must have attended the compulsory briefing session	YES
4	The bidder(s) must subcontract a minimum of 30% of the value of the contract to an EME or QSE which is at least 51% owned by black people	YES

- *Bidders to complete and submit the Pre-Technical Mandatory Requirements Response Template .*
- *Bidders will be disqualified for failure to comply with all the above mandatory criteria*

Bidders should refer to Section 10.2.2 of the Main RFP Document

Gate 2 : Technical Capability Evaluation Criteria

Bidder(s) must achieve a minimum threshold of 65% for technical evaluations to proceed to the next Gate (Pricing and BEE evaluations) stage.

	Capability Area	Capability Area Weighting
Technical Capability	• Project Management	8%
	• Analysis	27%
	• Development	24%
	• Implementation/Deployment	3%
	• Quality Assurance	6%
	• Maintenance and Support	15%
IT Systems Organizational experience	<ul style="list-style-type: none"> • Telephony • Interactive Voice Response • CRM/Case Management/Workflow • Fat Client Development • Biometric Integration • SOA Integration and Orchestration • Business Rules Engine • Mobile Applications Development • Previous Transitional Experience 	2%
Enterprise Class Experience	• # Enterprise class (more than 5 000 employees)	9%
Transitioning Experience	• Transitioning an existing service provider	5%
Bidder's Certifications	• Organisational Certifications	1%
	Total	100%

RFP 59/2018

Pricing Evaluation

Gate 3: PRICING & B-BBEE EVALUATION (90/10)

Tenders that passed the prescribed technical threshold will be evaluated in terms of the 90/10 preference points system under section 2 of the Preferential Procurement Policy Framework Act, 2000, read with the Preferential Procurement Regulations, 2017.

Criterion	Points
BBBEE status	10
Price	90

Stage 1 – Price Evaluation (90 points).

Adjudication Criteria	Points
Price Evaluation $P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	90

Where

- Ps = Points scored for price of bid under consideration
- Pt = Rand value of bid under consideration
- Pmin = Rand value of lowest acceptable bid

PRICING SUBMISSION

SARS RFP NUMBER

RFP 59/2018

RFP NAME

**PROVISION OF BESPOKE SOFTWARE DEVELOPMENT,
MAINTENANCE AND SUPPORT SERVICES**

BIDDER NAME

COMPANY XYZ

RFP 0059/2018

PROVISION OF BESPOKE SOFTWARE DEVELOPMENT, MAINTENANCE AND SUPPORT SERVICES

Bidder Name:

Index to Pricing Templates

Template Name	Description	Tab Name	Tab Colour
Template B1	Transition Project Charges	B1	Yellow
Template B2	Maintenance & Support	B2	Yellow
Template B3	Personnel Rates	B3	Yellow
Template B4	Annual Price Escalation	B4	Yellow

RFP 0059/2018	
PROVISION OF BESPOKE SOFTWARE DEVELOPMENT, MAINTENANCE AND SUPPORT SERVICES	
Bidder Name:	

Template B1: Transition Project Charges

Transition Project Charges	R
Transition Programme	

All pricing must include VAT

Note to Bidders

1. Bidders are required to provide a total transition cost for the project.
2. Bidders must include a detailed cost breakdown for the transition in a separate sheet which should be referenced correctly.
3. The bidder must align their total transition cost as per Bussines Specification Requirements to be completed within 12 months.

Company Representative Name

Signature:

Date:

RFP 59/2018 : PRICING TEMPLATE

RFP 0059/2018	
PROVISION OF BESPOKE SOFTWARE DEVELOPMENT, MAINTENANCE AND SUPPORT SERVICES	
Bidder Name:	

Template B2: Fixed Monthly Fee - Maintenance and Support

Monthly Fixed Maintenance and Support Rate					
Maintenance & Support Type	ATP and Service Manager -Customs and Excise Functional Grouping	ATP and Service Manager -Legal Entity Registration Functional Grouping	IVR / Telepathy and Service Manager - Functional Grouping	Shared Services - Functional Grouping	ATP and Service Manager Tax Functional Grouping
	Total	Total	Total	Total	Total
Corrective Maintenance	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Emergency Maintenance	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Minor Enhancements	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Incident Management	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Root Cause	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Application Monitoring	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Reporting	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Service Level Management	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Total	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00

Notes to Bidders

1. All Green cells in this sheet **must** be completed by the Bidder.
2. The monthly fee entered for each Maintenance & Support type must be for the service offering to support functional grouping. The Bidder is referred to the Business Requirements Specification for detailed definitions of these dimensions in order.
3. The Monthly Charge will be the fixed monthly charge; these prices will be reviewed on an annual basis.
4. The proposed fees provided by the Bidder must be all-inclusive to effect the maintenance and support of different maintenance types.

Company Representative Name

Signature:

Date:

Pricing Transition Cost

RFP 0059/2018	
PROVISION OF BESPOKE SOFTWARE DEVELOPMENT, MAINTENANCE AND SUPPORT SERVICES	
Bidder Name:	

Template B1: Transition Project Charges

Transition Project Charges	R
Transition Programme	

All pricing must include VAT

Note to Bidders

1. Bidders are required to provide a total transition cost for the project.
2. Bidders must include a detailed cost breakdown for the transition in a separate sheet which should be referenced correctly.
3. The bidder must align their total transition cost as per Bussines Specification Requirements to be completed within 12 months.

Company Representative Name

Signature:

Date:

Maintenance

RFP 0059/2018	
PROVISION OF BESPOKE SOFTWARE DEVELOPMENT, MAINTENANCE AND SUPPORT SERVICES	
Bidder Name:	

Template B2: Fixed Monthly Fee - Maintenance and Support

Monthly Fixed Maintenance and Support Rate					
Maintenance & Support Type	ATP and Service Manager -Customs and Excise Functional Grouping	ATP and Service Manager -Legal Entity Registration Functional Grouping	IVR / Telepathy and Service Manager - Functional Grouping	Shared Services - Functional Grouping	ATP and Service Manager Tax Functional Grouping
	Total	Total	Total	Total	Total
Corrective Maintenance	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Emergency Maintenance	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Minor Enhancements	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Incident Management	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Root Cause	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Application Monitoring	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Reporting	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Service Level Management	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Total	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00

Notes to Bidders

1. All Green cells in this sheet **must** be completed by the Bidder.
2. The monthly fee entered for each Maintenance & Support type must be for the service offering to support functional grouping. The Bidder is referred to the Business Requirements Specification for detailed definitions of these dimensions in order.
3. The Monthly Charge will be the fixed monthly charge; these prices will be reviewed on an annual basis.
4. The proposed fees provided by the Bidder must be all-inclusive to effect the maintenance and support of different maintenance types.

Company Representative Name
Date:

Signature:

Rate card with some of the Skills required

RFP 0059/2018	
PROVISION OF BESPOKE SOFTWARE DEVELOPMENT, MAINTENANCE AND SUPPORT SERVICES	
Bidder Name:	

Template B3: Personnel Rates

		Personnel Rates						
		All pricing must include VAT						
Skill		Business Hours				After Hours	Standby	
		Hourly	Daily	Monthly	Annual	Hourly	Hourly	Daily
Title	Sub-Discipline							
ANALYST PROGRAMMER/DESIGNER OBJECT ORIENTATED I	IT Applications Development							
ANALYST PROGRAMMER/DESIGNER OBJECT ORIENTATED II	IT Applications Development							
APPLICATION DEVELOPMENT MANAGER	IT Applications Development							
BUSINESS PROCESS ENGINEER I	IT Business Analysis							
BUSINESS PROCESS ENGINEER II	IT Business Analysis							
BUSINESS PROCESS ENGINEER III	IT Business Analysis							
DATA MODELER I	IT Data Warehousing							
DATA MODELER II	IT Data Warehousing							
DATA MODELER III	IT Data Warehousing							
DATABASE SUPPORT SPECIALIST I	IT Enterprise System Management							
DATABASE SUPPORT SPECIALIST II	IT Enterprise System Management							
IT BUSINESS ANALYST I	IT Business Analysis							
IT BUSINESS ANALYST II	IT Business Analysis							
IT BUSINESS ANALYST III	IT Business Analysis							
IT BUSINESS ANALYST IV	IT Business Analysis							
IT CHANGE MANAGER	IT Change Management							
IT CUSTOMER RELATIONSHIP MANAGEMENT HEAD I	IT Customer Relations							
IT CUSTOMER RELATIONSHIP MANAGEMENT HEAD II	IT Customer Relations							
IT CUSTOMER RELATIONSHIP MANAGER I	IT Customer Relations							
IT CUSTOMER RELATIONSHIP MANAGER II	IT Customer Relations							
IT CUSTOMER RELATIONSHIP MANAGER III	IT Customer Relations							
IT PROGRAMME MANAGER I	IT Project Management							
IT PROGRAMME MANAGER II	IT Project Management							
IT PROJECT ADMINISTRATOR	IT Project Management							

Notes

1. The Daily rate is for an 8 (eight) hour day (9 (nine) hours with a 1(one) hour break).
2. The Monthly rate is the rate for all Business Hours during a calendar month.
3. The Annual rate is the rate for all Business Hours during a 12 (twelve) month period.
4. Standby rates are applicable to all hours during the period specified.
5. After-hours rates are applicable on weekends, public holidays and after 17h00 on weekdays.

Company Representative Name

Signature:

Date:

Price Escalation

Tender Reference Number	RFP 0059/2018
Tender Name	PROVISION OF BESPOKE SOFTWARE DEVELOPMENT, MAINTENANCE AND SUPPORT SERVICES
Bidder Name:	

Template B4: Annual Price Escalation

Pricing item	Adjustment to be applied on						Notes (non-mandatory)
	1st Anniversary	2nd Anniversary	3rd Anniversary	4th Anniversary	5th Anniversary	6th Anniversary	
Maintenance and Support Services	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Personnel Rates	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

Notes

1. The Anniversary dates are calculated from the final Date of Signature of the Services Level Agreement.
2. Personnel rates in B3 shall allow for CPI increases.
3. Should you envisage CPI applying to any other services, please indicate this in the Notes column.

Company Representative Name

Signature:

Date:

RFP 59/2018

B-BBEE EVALUATION

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 1 and 2
 - Bidders must subcontract a minimum of 30% of the value of the contract to EME or QSE which is at least 51% owned by black people.

BEE = 10 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.	10

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 in **Gate 3**.

B-BBEE : SBD Key Sections to Complete

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 B-BBEE status level of contributor.

7 SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

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?

(Tick applicable box)

YES		NO	
-----	--	----	--

B-BBEE : SBD Key Sections to Complete

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An <u>EME</u> or <u>QSE</u> which is at least 51% owned by:	<u>EME</u> √	<u>QSE</u> √
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 <u>EME</u>		
Any <u>QSE</u>		

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 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.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency. A sworn Affidavit.
Large Enterprise (LE)	Above R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency.

Use and acceptance of Affidavits

It has been advised that the Verification Professional will need to test the affidavits submitted as part of a company's procurement rating. All companies will need to request the information which proves Black Ownership and Turnover in addition to the Affidavit, or request that their EME/QSE suppliers be verified and have this confirmed on the Affidavit.

SARS reserves the right to request that bidders submit their Black ownership and turnover information in support of their Affidavits.

Financial Risk Analysis

PURPOSE OF FINANCIAL RISK ANALYSIS

- Identify Financial Risks
- Apply Appropriate Mitigating Strategies
- Financially Stable
- Financially Viable

BIDDERS FINANCIAL STATEMENTS 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
- **Financial statements in Bidding Companies Name**
 - Subsidiary submitting holding company's F/S must also furnish a Performance Guarantee

RFP 59/2018

Agreement and Service Level Agreement

RFP 59/2018
**National Treasury Central Supplier
Database (CSD)**

NT CSD Registration and Tax compliance

- **National Treasury Central Supplier Database (CSD)**
 - Contract will be awarded to bidders who are registered on the Central Supplier Database facilitated by National Treasury
- **Tax Compliance**
 - Bidder and subcontractors must be tax compliant
 - Valid tax clearance certificate(TCC) not necessary, SARS will verify the tax compliance status of the bidders on the CSD
 - Selected service provider must be tax compliant during award and the term of the contract

Bid Submission Compliance

BID SUBMISSION

Bidders must submit copies of each file (Original and Duplicate) and a CD-ROM with content of each file by the **13 November 2018 at 11:00**



TENDER BOX

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

Any enquiries must be referred, in writing via email to:
tenderoffice@sars.gov.za (from 18 October 2018 – 30 October 2018)

File/Envelope 1
Technical
Proposal

Section 1

- Tender Submission Checklist
- Pre-qualification documents (SBD documents, etc.)

Section 2

- Completed pre-Technical Mandatory Requirements Documentation

Section 3

- Completed Technical Response Template with technical response requirements and supporting documents
- References/testimonials
- 3 years audited /reviewed Financial statements

Section 4

- Company profile
- Supplementary information

Section 5

- Signed Agreement and Service Level Agreement



Bidders must not mention Pricing proposal in the Technical File Submission File

File/Envelope 2

Section 1

- B- BBEE Certificate including the Subcontractor's B-BBEE Certificate
- SBD 6.1



Section 2

- Signed Pricing Response Template - *with all tabs completed*
- Submit a signed scanned copy on CD and an editable softcopy of the Pricing Response Template

NB!

Each file must be marked correctly and sealed separately for easy reference during the evaluation process. CD-ROM marked with Bidder Name

Communication - Rules of Engagement

- Bidders **may not contact SARS personnel directly.**
- Bidders may send all further clarifications questions in writing from 18 October 2018 until 30 October 2018.
- SARS will respond by publishing all clarifications responses on the SARS website from 23 October 2018 to 05 November 2018.
- All contact relating to RFP matters are **only** to be addressed to SARS Procurement at tenderoffice@sars.gov.za
- Tender office contact: Vuyokazi Ntshinga - (012) 647 9569

Briefing Session Certificate of Attendance

Office Pretoria	Company/Bidder's Details	South African Revenue Service Pretoria Head Office 299 Bronkhorst Street Nieuw Muckleneuk, 0181 Private Bag X923, Pretoria, 0001 Telephone (012) 647 9569
Enquiries Tender Office		
Telephone (012) 647 9569		
Facsimile		
Room Brooklyn Bridge Linton House, G – Floor 570 Fehrsen Street Brooklyn	Tel:	
Reference RFP 59/2018	Email:	
Date 16 October 2018	Cell:	
	Details of Representative	
	Name:	
	Designation/Position:	

Dear Sir / Ms

CERTIFICATE OF ATTENDANCE

TENDER: RFP 59/2018 (PROVISION OF BESPOKE SOFTWARE DEVELOPMENT, MAINTENANCE AND SUPPORT SERVICES)

THIS IS TO CONFIRM THAT THE BIDDER (Company Name)

.....
REPRESENTED BY (Full Name).....
HAVE ATTENDED THE COMPULSORY BRIEFING SESSION ON 16 OCTOBER 2018

SIGNATURE OF SARS OFFICIAL:

DATE: 16 OCTOBER 2018

NB: The original copy of this certificate must be included in the bidder's bid submission. Only original document will be accepted.

Thank you
Re a leboha
Re a leboga
Ndza Khensa
Dankie
Ndi a livhuwa
Ngiyabonga
Enkosi
Ngiyathokoza