

SARS' RESPONSE TO BIDDERS' QUESTIONS

RFP 0004/2019 - APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF MARKETING AND ADVERTISING SERVICES

Non - Compulsory Briefing Session

Briefing Session Question & Answers

Date: 10 May 2019

Time: 14h00

Last updated: 16 May 2019

No.	QUESTION	SARS' RESPONSE
Questions received before the briefing session		
1.	I'd like to know if the briefing session for the appointment of a service provider for the provision of marketing and advertising agency scheduled for 05 May 2019 at 14:00 is still as it is?	Non - compulsory briefing session is to be held on the 10 May 2019 at 14:00.
Questions received during the briefing session		
2.	How do we determine a retainer?	The retainer is based on the number of hours for which the resources, as indicated in the paragraph 9.1.2.2 of the RFP document, will be required. The rate per hour is then multiplied by the number of hours and 15% VAT is added per resource to arrive at a

		monthly cost. The monthly cost for each resource is then added together to sum the Total Yearly Fee. See Table 1 of the Pricing Schedule in this regard.
3.	Is public relations included in the bid specification?	No, public relations (media) is managed internally by SARS.
4.	Is media buying included in the bid specification?	No, media buying is managed separately from marketing and advertising. SARS already has a service provider on contract for media buying.
5.	In which file do we insert the pricing schedule for the tender?	File 2 (Price, BEE and Financial Statements), Exhibit 2.
No.	Questions received after the briefing session	
6.	This was a non-compulsory briefing session and therefore can we still submit even if we did not attend briefing on the 10th?	Yes, you can still submit a bid proposal; the briefing session was non-compulsory.
7.	<p>Are the 500 words the total number of words to demonstrate our understanding of the SARS brand and mandate and the challenges facing SARS and how these could be addressed or would each area be required to be articulated in 500 words meaning the end will be 1000 total words for all these areas?</p> <p>Demonstrate (in not more than 500 words):</p> <ul style="list-style-type: none"> · An understanding of the SARS Brand and its mandate; and (10) · An understanding of challenges facing the SARS brand and how these could be addressed (10) 	The total numbers of words are 500, including both the aspects of understanding of the SARS brand and mandate, and how the challenges facing SARS can be addressed.
8.	Is the mandatory 30% to EME/QSE based on the services we're supplying, or is it based on the 3 rd party suppliers?	The 30% subcontracting is on the total contract value . If there are services provided by third party suppliers which form part of the services to be provided to SARS they form part of the 30%.

No.	General
9.	Bidders are advised to regularly visit the SARS website for any up-dates.
10.	Kindly note that RFP 0004/2019, issued on the 26 th of April 2019 for the "Appointment of a service provider for the provision of marketing and advertising services", has been amended.