

SARS' RESPONSE TO BIDDERS' QUESTIONS

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

ADDITIONAL QUESTIONS AND ANSWERS

No.	QUESTION	SARS' RESPONSE
1.	Please provide us with a more detailed description of the Scope and an understanding of what the account is worth on an annual fee basis. Is the duration of the contract 3 years? If so is the R30 million spread over the three years?	<p>Bidders are referred to paragraph 9 of the main RFP document for a detailed description of the scope of work.</p> <p>The Successful Bidder will be appointed for a period of thirty six (36) months for the provision of marketing and advertising services and the budget will be spread over the contract term.</p>
2.	In relation to 12.2 (Mandatory Requirements) – Does the R30 mil include the retainer, production and possible Ad hoc work? Please confirm so it is better understood how the R30 mil is made up.	The budget allocated includes <u>all services</u> rendered during the contract term.
3.	Are submissions required to be physical at the address "GROUND FLOOR, LINTON HOUSE, BROOKLYN BRIDGE, 570 FEHRSEN STREET, BROOKLYN, PRETORIA, 0181?	Yes. Kindly refer to " <i>Instruction to Bidder(s)</i> " in paragraph 11.1 of the main RFP document.
4.	We unable to attend the briefing as we only recently got the notification from Scent. Is there a tender document which details submissions which we could source?	https://www.sars.gov.za/Procurement/Pages/Published-Tenders.aspx

<p>5.</p>	<p>Just confirming that the elements below are outside of the retainer scope and that we do not need to show costing for these in the tender submission?</p> <p>Campaign execution / production</p> <p>This is costed separately and not part of the retainer fee. This list is not exhaustive.</p> <ul style="list-style-type: none"> · Radio Production · TV Production · Brand / campaign surveys · Art buying · Booking and handling fees for voiceovers / castings · Music rights / royalties · Model fees · TV and radio performers' fees · Websent / Transmission · Conceptualisation and implementation of SARS specific events 	<p>Yes, the Bidders are not required to provide costing for “<i>Campaign execution / production</i>” in paragraph 9.1.3.1 of the main RFP document. In respect of costing, Bidders must only provide SARS with what is requested in the Pricing Schedule.</p>
<p>6.</p>	<p>Kindly forward document for Bid Number: 0004/2019 (Marketing and advertising services tender).</p> <p>Is there a breakdown of the required number of years of experience for the human resources proposed in the above mentioned tender?</p>	<p>Tender documents are available at the following link: https://www.sars.gov.za/Procurement/Pages/Published-Tenders.aspx</p> <p>Yes. Kindly refer to “<i>Retainer Resources</i>” in paragraph 9.1.2.2 of the main RFP document.</p>
<p>7.</p>	<p>May you kindly advise what has changed on the documents and if we should expect a bid document with revised dates also?</p>	<p>The revised bid documents are available on the SARS website. In this regard, Bidders must please note that the closing date has been extended to <u>14 June 2019</u> and that all changes to the main RFP document are highlighted in red.</p>

		<p>Change impact: Due to the changes made in the main RFP document, Bidders are required to note that the following document has also been amended to align to the scope of work:</p> <ul style="list-style-type: none"> • Annexure B: Table 3 of the Pricing Schedule
No.	General	
8.	Bidders are advised to regularly visit the SARS website for any updates.	
9.	Kindly note that RFP 0004/2019, issued on the 26 th of April 2019 for the " <i>Appointment of a service provider for the provision of marketing and advertising services</i> ", has been amended from 24 May 2019.	