

Provision of Media Monitoring and Analysis Services

Briefing Session 09 December 2019 at 11H00

RFP No RFP 34/2019

Closing Date 07 January 2020, 11h00

- 1. Welcome and Introduction**
- 2. RFP Timelines**
- 3. Background and Scope of Work**
- 4. Bid Evaluation Process**
- 5. Price & BBBEE**
- 6. Draft SLA**
- 7. RFP submission and contact details**
- 8. Q&A**

Bid Evaluation Committee

Procurement

Sourcing Lead: Professional Services – Project Oversight

Governance, Compliance & Risk Specialist – Audit

Contract Specialist

Tender Office – Pre-Qualification

Value Delivery Planning – Price Evaluator

Financial Analysis team

B-BBEE Evaluator

SARS Business Unit

Bid Specification Committee

Technical Evaluators

Corporate Legal Services

Legal Specialist

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RFP Timelines

ACTIVITY	DUE DATE
RFP Advertisement in Government Bulletin & eTender	29 November 2019
Tender documents on SARS website	02 December 2019
Non-compulsory briefing session	09 December 2019 at 11H00
Questions relating to RFP	29 November - 11 December 2019
RFP Closing Date	07 January 2020, 11h00
Notice to bidders	March/ April 2020

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Background and Scope of work

Refer to section 9 of the RFP document.



Adobe Acrobat
Document

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Bid Evaluation Process

Refer to section 11 of the RFP doc

Gate 0

Pre-Qualification

- Central Supplier Database Report from NT
- Invitation to Bid – SBD 1
- Tax Compliance Status Pin
- Declaration of interest SBD 4
- Preference Point Claim form- SBD 6.1
- Declaration of Bidder's Past SCM Practices – SBD 8
- Certificate of Independent Bid Determination – SBD 9
- SARS Oath of Secrecy
- Supplier cost and risk assessment questionnaire
- General Condition of Contract (GCC)
- Bidder Compliance Checklist

Gate 1

Mandatory Requirements Pre-technical evaluation

- Minimum B-BBEE status level 3

Gate 2

Technical Evaluation

100 points

Achieve overall score of 70 out of 100 points to proceed to Gate 3

- Desktop Technical Evaluation = 70 Points
- Presentation/ demonstration = 30 points

All bidders will be invited for presentation/ demonstration refer to Annexure A1: Technical Evaluation Criteria

Gate 3

Price = 80

BBBEE = 20

100 points

Technical Requirements

Bidders are required to complete Annexure A2 to assist the evaluators to locate technical responses.

Section No	Technical Criteria	Compliant	Partially Compliant	Non-Compliant	Reference page in Proposal	Comments
1.2	Experience of the bidder	Yes			Page 9 to 12 - exhibit 2	
2.1	Provide the approach, processes and methodology that will be applied by demonstrating the alignment to the SARS requirements and scope of work.	EXAMPLE	Yes		Page 13 to 15 - exhibit 2	Bidder to state reason for partial compliance
2.2	Demonstrate the capability and capacity to deliver the service			No	Page 17 to 20 - exhibit 5	Bidder to state reason for non-compliance

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Bid Evaluation Process Gate 3 (Price & BBEE)

PRICING

Bid Evaluation Process Gate 3 – Price

The Price and B-BBEE points will be added together to determine each bidder's overall score out of 100 points.

Stage 1: Price Evaluation (80 points)

Bidders must refer to Annexure B – Pricing Template



Microsoft Excel
Worksheet

Adjudication Criteria	Points
Price Evaluation	80

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

- P_s = Points scored for price of Bid under consideration
- P_t = Rand value of Bid under consideration
- P_{min} = Rand value of lowest acceptable Bid

Bid Evaluation Process Gate 3 (Price & BBEE)

B-BBEE

Bid Evaluation Process Gate 3 –BBEE

Stage 2: B-BBEE Evaluation (20 points)

Adjudication Criteria	Points
A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1) and a B-BBEE certificate.	20

Bidders **MUST** complete and sign the SBD 6.1 form to claim the Bidder's B-BBEE preference points.

B-BBEE 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 result in Bidders being disqualified.

No.	Classification	Turnover	Submission Requirement
1.	Exempted Micro Enterprise (EME)	Below R10 million p.a.	A DTI Affidavit; Certificate from CIPC; or Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating.
2.	Qualifying Small Enterprise (QSE)	Between R10 million and R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating; or A DTI Affidavit – Only 51% BO and above.
3.	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

Section 1.6 of the SBD 6.1 form states, *“The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.”*

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

B-BBEE KEY SECTIONS TO COMPLETE IN SBD 6.1

BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 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 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 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? YES / NO (delete which is not applicable)

BEE requirements cont.

JOINT VENTURES

Incorporated JVs must submit the B-BBEE status of the entity. Unincorporated JVs must submit a consolidated B-BBEE certificate as if they were a group structure for every separate Bid.

SUB-CONTRACTING

- Bidders who want to claim preference points will have to comply fully with regulation 12(3) of the Preferential Procurement Regulations, 2017 with regard to sub-contracting:
- *“A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the sub-contract.”*

Proof of Existence: Joint Ventures and/or Sub-Contracting

- Bidders must submit concrete proof of the existence of joint ventures and/or sub-contracting arrangements. SARS will accept signed agreements as acceptable proof of the existence of a joint venture and/or sub-contracting arrangement.
- The joint venture and/or sub-contracting agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or sub-contracting party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or sub-contracting arrangement.

BBEE Points

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

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Services Agreement (Refer to section 12.2 of the main RFP document)

- Bidders are requested to comment on the terms and conditions set out in the draft Service Agreement and where necessary, propose required changes to such terms and conditions.
- Each comment and /or amendment must be explained and all changes and/or amendment to the draft Service Agreement must be in an easily identifiable colour font and tracked for ease of reference.
- SARS will not accept any “standard terms and conditions” or other agreement that may be presented by the successful bidder.
- Upon award, SARS and the successful Bidder will conclude an agreement regulating the specific terms and conditions applicable to the services being procured by SARS, more or less in the format of the draft Services Agreement included in this tender pack.
- SARS reserves the right to vary the proposed terms and conditions of the draft Services Agreement upon the award of this RFP.
- Bidders are not required to sign the draft Services Agreement when submitting the proposal.

Services Agreement (Refer to section 12.2 of the main RFP document)

- SARS reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to SARS or pose a risk to the organisation.

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Bid Submission

Bidders must submit copies of each file (Original and Duplicate) and a CD-ROM or USB with content of each file by the **07 January 2020 at 11:00**



TENDER BOX

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

Any enquiries must be referred, in writing via email:

rft-professionalservices@sars.gov.za or tenderoffice@sars.gov.za (29 November 2019 – 11 December 2019)

File 1: Original/ Duplicate

Exhibit 1

- Pre-qualification documents (SBD documents)



Exhibit 2

- Bidder Compliance Checklist – Annexure A2
- Response to Technical Requirements
- Supporting documents for technical responses
- Annexure A3 Schedule of bidders experience



Exhibit 3

- Any supplementary / additional information or supporting documents for technical responses



Exhibit 4

- General Conditions of Contract
- Draft Services Agreement



File 2: Original/ Duplicate

Exhibit 1

- B-BBEE Certificate/ Affidavit
- SBD 6.1



Exhibit 2

- Annexure B: Pricing Schedule



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

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