



APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF PROJECT MANAGEMENT CONTRACTORS

Virtual Briefing Session: 12 August 2022 at 10H00

RFP No.: RFP 54/2021

Closing Date: 02 September 2022, 11h00

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- 10. Q&A**

Bid Evaluation Committee

Procurement

Sourcing Lead: Professional Services – Project Oversight

Governance, Compliance & Risk Specialist – Audit

Tender Office – Bid Opening

Value Delivery Planning – Price Evaluator

B-BBEE Evaluator

SARS Business Unit

Bid Specification Committee

Technical Evaluators

Corporate Legal Services

Legal Specialist

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Purpose

Non- Compulsory Briefing Session

Purpose

- ✔ explain selected concepts, procedures and other aspects of the RFP
- ✔ confirm formal registration of Bidders for notices and other communications

It may contain

- ✔ additional information
- ✔ additional rules that must be adhered to

It does not

- ✔ cover every item in the RFP
- ✔ replace any of the issued RFP material
- ✔ change any of the RFP rules unless explicitly communicated in writing

The briefing session slides will be posted on the SARS website

The RFP pack remains the primary source of information for the Bidder to respond.

Procedures during Briefing Session

Questions during the session.

- ✔ SARS will take written questions submitted during the session
- ✔ SARS will review and focus on most pertinent themes arising from the questions and provide answers where possible
- ✔ All questions and answers will be published as part of the wider Q & A process
- ✔ The published answers will take precedence over any verbal response given in the briefing session

The session is being recorded

Governance Requirements

- Strict communication channels
 - Bidders will be disqualified for non-compliance
- No solicitation of information will be allowed other than by prescribed channels
- Deadlines to be strictly met
- Adhere to prescribed submission format to ensure queries are properly dealt with

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RFP TIMELINES

ACTIVITY	DATE DUE
Advertisement of Bid in the: <ul style="list-style-type: none"> • SARS eSourcing platform. • National Treasury Tender Portal. 	04 August 2022
Tender documents on SARS website	04 August 2022
Non-compulsory virtual briefing session	12 August 2022 at 10h00
Last date for questions relating to RFP	19 August 2022
Bid Closing Date	02 September 2022 at 11h00
Notice to bidders	November/December 2022

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BACKGROUND & SCOPE OF WORK

Refer to section 10 to 11 of RFP document for scope of work and requirements for the Appointment of a panel of service provider for the provision of project management contractors.

BACKGROUND & SCOPE OF WORK

SARS requires the services of Project Management Contractors firms to assist SARS in the delivery of strategic projects aimed at achieving SARS Vision 2024. In order to continue to excel in its core business the Enterprise Project Management Office (EPMO) is positioned to execute strategic modernisation programmes of the organisation. Positioning the EPMO in this way will assist the organisation in modernising its systems to provide digital and streamlined outcomes.

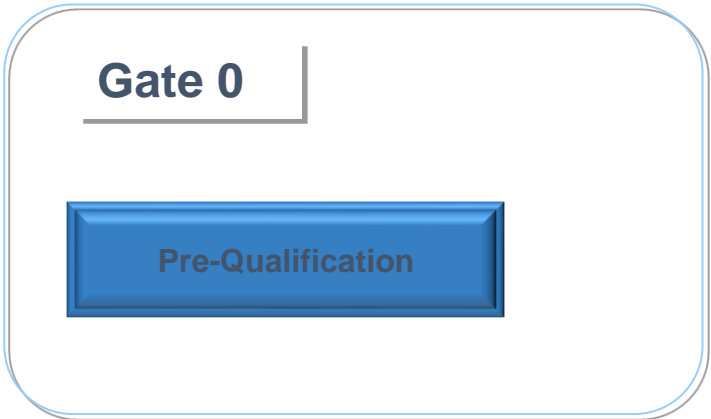
Positioning the EPMO as envisioned entails inclusion of certain new positions, retention of current positions and creation of new ones. However, with projects being temporary endeavours to achieve unique outcomes, and with demand for projects varying over time, not all positions need to be permanent. The contracted bidders will assist SARS in the implementation of modernisation programmes and projects.

The demand for project resources can be met through contracting. These programmes require integration and implementation along certain themes, e.g., registration, meaning there is a decisive requirement for certain portfolios to be grouped around similar products and processes such as Income Tax, Customs and Excise and Other Taxes. This will necessitate recruitment or sourcing of project management resources at different levels of business (Junior, Middle and Senior Management) to assist with the implementation of such programmes.

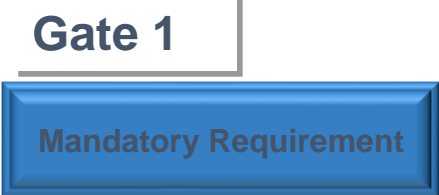
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BID EVALUATION PROCESS Refer to section 14 of the RFP doc



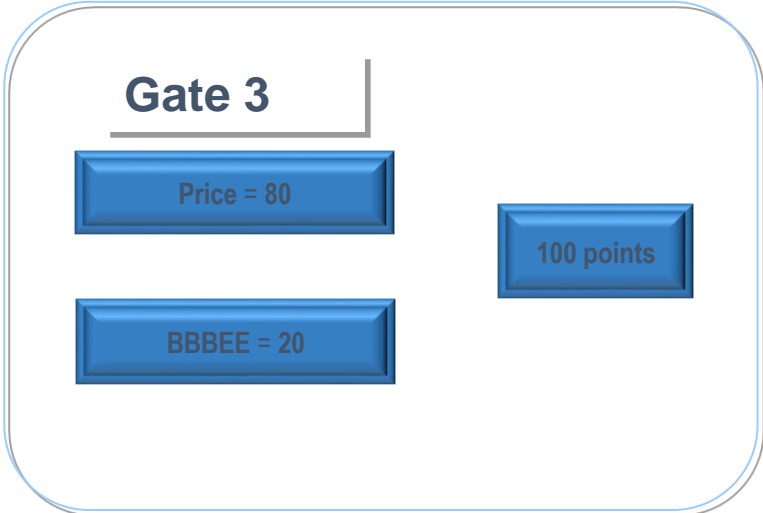
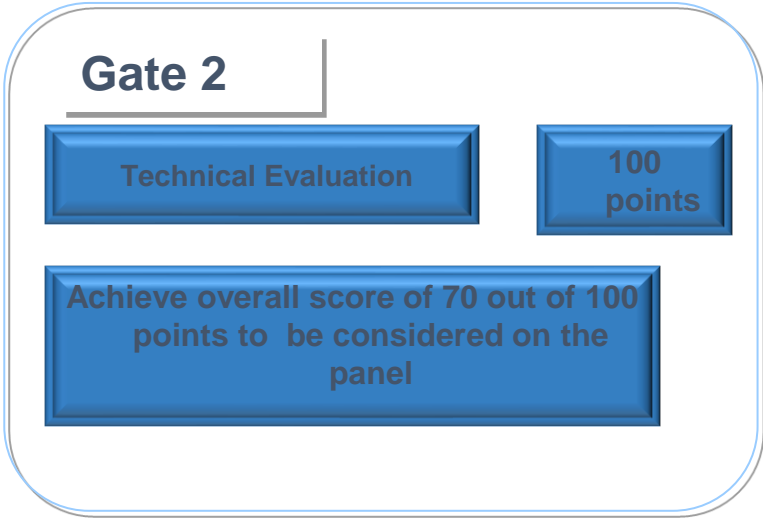
- Invitation to Bid (SBD 1)
- Central Registration Report (Central Database System) from NT
- Tax Compliance Status Pin
- Standard Bidding Document (SBD 4)
- Preference Point Claim Form (SBD 6.1)
- Supplier Risk Questionnaire
- General Conditions of Contract (GCC)
- BBEE Certificate/ Sworn Affidavit



- Minimum BBEE status level 3

BID EVALUATION PROCESS

Refer to section 14 of the RFP doc



- B-BBEE Certificate/ Sworn Affidavit
- Preference Point Claim Form (SBD 6.1)
- Annexure B – Pricing Schedule

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Bid Evaluation Process Gate 3 – Price

Pricing and B-BBEE will not be evaluated for the establishment of the panel however the bidders are still required to complete the published pricing template (Annexure B).

Stage 1: Price Evaluation (80 points)

Bidders must refer to Annexure B – Pricing Schedule

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

MANDATORY AND POINTS AWARDED FOR BBEE CONTRIBUTION

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

Bid Evaluation Process: Gate 3 B-BBEE

The table below indicates the specific B-BBEE certification documents that must be submitted for this tender:

Classification	Turnover	Submission Requirement
Exempted Enterprise (EME)	Micro Below R10 million p.a.	Sworn affidavit or a certified copy of a B-BBEE Rating Certificate from a SANAS accredited rating agency or a certificate from the Companies and Intellectual Property Commission (“CIPC”).
Qualifying Enterprise (QSE)	Small Between R10 million and R50 million p.a.	Sworn affidavit – Only 51% Black Owned (BO) and above, or certified copy of a B-BBEE Rating Certificate from a SANAS accredited rating agency.
Large Enterprise (LE)	Above R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency.

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.

Bid Evaluation Process: Gate 3 B-BBEE

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.

- Affidavits must be sworn or affirmed before a person authorized to administer the oath or take the affirmation.
- The **deponent must then sign the affidavit in the presence of Commissioner of Oaths**
- It is not permissible to backdate or postdate an affidavit. The backdating or postdating makes the affidavit misleading and irregular.
- The date on the affidavit is the date on which the deponent is saying that the information stated in the affidavit is true.
- The signature of the deponent and the Commissioner of Oaths must be on the same day.
- The Commissioner must give their details on the affidavit. (Usually the commissioner stamp and signature)

B-BBEE KEY SECTIONS TO COMPLETE IN SBD 6.1

BID DECLARATION

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

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

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? YES / NO (delete which is not applicable)

JOINT VENTURES AND SUB -CONTRACTING

Joint Ventures and Consortiums

A trust, consortium or joint venture (including unincorporated consortia and joint ventures), will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their consolidated B-BBEE status level

Verification Certificate scorecard and that such a consolidated BBEE scorecard is prepared for every separate bid.

Proof of Existence: Joint Ventures

Bidders must submit proof of the existence of joint ventures arrangements. SARS will accept signed agreements as acceptable proof of the existence of a joint venture arrangement.

The above-mentioned joint venture agreement must clearly set out the roles and responsibilities of the Lead Partner and the joint venture 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 arrangement.

SUB -CONTRACTING

SUB-CONTRACTING

Bidders who want to claim preference points will have to comply fully with the Preferential Procurement Regulations, 2017 regarding sub-contracting:

A person must not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an Exempted Micro Enterprise that has the capability and ability to execute the sub-contract.

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Financial Evaluation

Financial analysis will not be conducted for the establishment of the panel. SARS may request service providers to submit their Annual Financial Statements at the RFX Stage.

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MASTER SERVICE AGREEMENTS

Bidders are requested to:

- Comment on the terms and conditions set out in the Master Services Agreement and where necessary,
 - make proposals to the terms and conditions;
- Each comment and/or amendment must be explained; and
- All changes and/or amendments to the Master Services Agreement must be in an easily identifiable colour font and tracked for ease of reference.
- SARS reserves the right to accept or reject any or all amendments or additions proposed by the successful bidder if such amendments or additions are unacceptable to SARS or pose a risk to the organisation.

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FILE 1: ORIGINAL / DUPLICATE

Exhibit 1

Pre-qualification documents

- SBD documents and others



Exhibit 2

Technical Response

- Bidders technical response to Annexure A1 – A6



Exhibit 3

Agreements

- General Conditions of Contract (GCC)
- Draft Mater Services Agreement



FILE 2: ORIGINAL / DUPLICATE

Exhibit 1

B-BBBEE Certificate

- SBD documents and others



Exhibit 2

- 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

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 **02 September 2022 at 11:00**

Bid documents will only be considered if received by SARS before the Closing Date and time, regardless of the method used to send or deliver such documents to SARS and Bid documents must also be uploaded on the SARS e-Sourcing portal, go to the SARS website to access the link and register on <https://www.sars.gov.za/procurement/esourcing/>



TENDER BOX

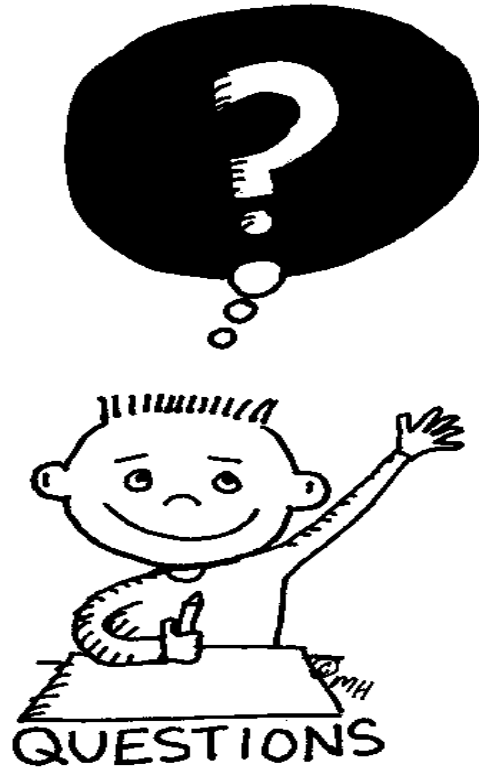
Tender Office SARS Procurement, Lehae La SARS
Head Office, 299 Bronkhorst Street Nieu
Mucleneuk, Pretoria

Any enquiries must be referred, in writing via email:
tenderoffice@sars.gov.za cc rft-professionalservices@sars.gov.za

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QUESTION AND ANSWERS



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