

# PROVISION OF EMPLOYEE ENGAGEMENT SURVEY FOR SARS

**Briefing Session:** 20 October 2021 at 11H00

**RFP Number:** RFP 12/2021

**RFP Closing Date:** 05 November 2021, 11H00

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# Bid Evaluation Committee

## Procurement

Sourcing Lead: Professional Services – Project Oversight

Governance, Compliance & Risk Specialist – Audit

Contract Specialist

Tender Office – Tender Queries

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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# RFP Timelines

ACTIVITY	DUE DATE
RFP Advertisement on eTender & eSourcing	13 October 2021
RFP Advertisement on SARS website	13 October 2021
Tender documents upload on SARS website	13 October 2021
<b>Non-compulsory virtual briefing session</b>	20 October 2021 at 11H00
Questions relating to RFP	13 - 29 October 2021
<b>RFP Closing Date</b>	05 November 2021, 11H00
Notice to bidders	*February/ March 2022

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# Background and Scope of work

Refer to section 8 of the RFP document



Adobe Acrobat  
Document

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# Bid Evaluation Process

# Refer to section 13 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
- Financial Statements

## 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 = 78 Points
- Presentation/ demonstration = 22 points

All bidders will be invited for presentation/ demonstration refer to Annexure A2: Technical Evaluation Criteria

Refer to section 9 of the RFP document

## Gate 3

Price = 80

BBBEE = 20

100 points

- Annexure B – Pricing Schedule
- B-BBEE Certificate/ Sworn Affidavit

# Technical Requirements

Bidders are required to complete Annexure A1 to assist the evaluators to locate technical responses.

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

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## Bid Evaluation Process Gate 3 (Price & BBBEE)

### 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

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

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

# Bid Evaluation Process Gate 3

## B-BBEE

# Bid Evaluation Process: Gate 3 B-BBEE

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 or Sworn affidavit.	20

## IMPORTANT COMPLIANCE TO B-BBEE REQUIREMENTS

- : Mandatory requirement – **Minimum B-BBEE Status Level 3 (i.e.. Level 1,2 and 3)**  
Disqualification – Bidder does not proceed to technical evaluation
- : Points allocated and added to points derived from pricing to determine bidder recommended for award

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

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



# 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.**

- 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)

# 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

# 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

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)

# SUB-CONTRACTING AND JOINT VENTURES

## SUB-CONTRACTING

- Bidders who want to claim preference points will have to comply fully with regulations 11(8) and 11(9) of the Preferential Procurement Regulations, 2011 with regard to 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.

# JOINT VENTURES AND SUB-CONTRACTING

## 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.

# 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.**

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# Financial Analysis Evaluation

Bidders are required to submit complete sets of audited or reviewed annual financial statements for the three (3) most recent financial periods in the name of the bidding entity.

The financial statement analysis will be conducted on the shortlisted bidders that proceeded to Gate 3.

The annual financial statements must contain:

- Statement of Profit and Loss and Other Comprehensive Income;
- Statement of Financial Position;
- Statement of Cash Flows; and
- Accompanying Notes.

Entities which are trading for less than three (3) financial periods should provide:

- A letter detailing that fact, signed by a duly authorised representative of the entity; and
- Any other information or documentation which would provide more clarity on the financial history of the bidder.



# Financial Analysis Evaluation

In the event of the bid being in the form of a JV, the following is required:

- Annual financial statements of the JV for a registered JV and for unincorporated JV annual financial statements of each company;
- A JV legal agreement detailing the percentage ownership of each entity; and
- A consolidated B-BBEE Certificate.

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# Services Agreement

**Refer to the draft Services Agreement as uploaded on the SARS website.**



Microsoft Word  
Document

Bidders are requested to:

- Comment on the terms and conditions set out in the 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 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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# Bid Submission

Bidders must submit copies of each file (Original and Duplicate) and a USB with content of each file by the **05 November 2021 at 11:00am**. (Refer to section 12 of the main RFP document).

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

Lehae La SARS, 299 Bronkhorst Street, Nieuw  
Muckleneuk, Pretoria, 0181

Any enquiries must be referred, in writing via email:

[tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za) cc and [rft-professionalservices@sars.gov.za](mailto:rft-professionalservices@sars.gov.za)

# File 1: Original / Duplicate

## Exhibit 1

### Pre-qualification documents

- SBD documents and others
- 3 years audited Financial Statements



## Exhibit 2

### Technical Responses

- Bidders compliance checklist Annexure A1
- Bidders technical response to Annexure A2
- Bidders completed Annexure A3



## Exhibit 3

- Any supplementary / additional information as part of technical response



## Exhibit 4

### Agreements

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



# File 2: Original / Duplicate

## Exhibit 1

- B-BBEE Certificate or Sworn Affidavit
- SBD 6.1



## Exhibit 2

- Pricing Schedule



**NB!** Bidders are required to mark their files correctly as indicated above. USB/CD-ROM must be marked with the Bidder's name.

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