

# SARS RFP 15/2021

**Procurement and Support of the  
PADS4 Video and digital signage  
solution (Smart Displays) for 34 SARS  
Branches**

**Non- Compulsory Briefing Session**

23 August 2021

# **RFP 15/2021**

**Procurement and Support of the  
PADS4 Video and digital signage  
solution (Smart Displays) for 34 SARS  
Branches**

## **Welcome and Introductions**

# Agenda

<u>Start</u>	<u>End</u>	<u>Topic</u>
11:00 - 11:05		Welcome
11:05 - 11:10		Governance, Rules and Procedures
11:15 - 11:30		RFP Overview
11:30 - 12:00		Business Requirements (Refer to BRS presentation)
12:00 - 12:15		RFP Process
12:15 - 12:30		Pricing Templates
12:30 - 12:40		B-BBEE Overview
12:40 - 12:45		Bidder's Proposal
12:45	13:00	Responses to questions

# Governance, Rules and Procedures

## **SARS Procurement**

## 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 conference

- **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.**

# RFP Pack content



# RFP Pack Contents

<b>Section 1</b>	<b>Procurement and Support of the PADS4 Video and digital signage solution (Smart Displays) for 34 SARS Branches for the South African Revenue Service Summary Guidelines Instructions and Conditions for SARS</b>
<b>Section 2</b>	<b>Standard Bidding Documents (SBD's)</b>
<b>Section 3</b>	<b>Business Requirements Specification (BRS) &amp; Appendix A Site List documents for the Procurement and Support of the PADS4 Video and digital signage solution (Smart Displays) for 34 SARS Branches</b>
<b>Section 4</b>	<b>Mandatory Response Templates for the Procurement and Support of the PADS4 Video and digital signage solution (Smart Displays) for 34 SARS Branches</b>
<b>Section 5</b>	<b>Pricing Template for the Procurement and Support of the PADS4 Video and digital signage solution (Smart Displays) for 34 SARS Branches</b>
<b>Section 6</b>	<b>Software Licence Maintenance and Support Services Agreement for the Procurement and Support of the PADS4 Video and digital signage solution (Smart Displays) for 34 SARS Branches</b>
<b>Section 7</b>	<b>Service Level Agreement (SLA) for the Procurement and Support of the PADS4 Video and digital signage solution (Smart Displays) for 34 SARS Branches</b>

# RFP Pack – Points to note

- **The SARS website may indicate the use of Standard Bid documents not included in the RFP pack.**
  - DO NOT SUBMIT THESE.
  - SUBMIT THE DOCUMENTS AS PER THE INSTRUCTIONS AND THE TEMPLATES INCLUDED IN THE RFP PACK.

# RFP Overview

# Background

SARS requires 66 PADS4 Video and digital signage solution devices (Smart Displays) within 34 branches. The proposal must include all installation materials, consumables, poles, brackets (wall or ceiling mount), and travel and installation costs. A site list will be provided to quote for installation costs. (**Refer to appendix A Site List.**)

# Business Requirements Specification 1/2

## **The Business Specification Requirements for each of the 66 devices (Smart Displays) are as follows:**

- Devices must be 49" (inch) Smart Display
- 24/7 Commercial Display
- No Tuner, or capable of receiving a broadcast signal therefore no TV Licence required.
- Display must be PADS 4 Certified (PADS 4 HTML 5 Viewer).
- Smart Display must be locally supported by the accredited supplier.
- 5 Year carry-in warranty is required.
- Devices must be UHD (Ultra-high definition)
- Devices must deliver UHD-level picture quality even with lower resolution content through Crystal Processor 4K
  - Supporting advanced UHD upscaling technology

# Business Requirements Specification 2/2

- ❑ Knox Security technology which allows broadcast only and no possibility to hack the device
- ❑ System on Chip (SOC) which allows users to create an enhanced virtual collaboration workspace without needing a PC in the room, or any physical connection. Wireless and LAN connectivity required. Inclusive of the following:
  - All Installation Materials and consumables
  - Poles
  - Brackets for wall mounting or ceiling mount.
- ❑ End to end installation, inclusive of all consumables and sign-off from relevant Branch Manager.
- ❑ Spares / loan unit available as hot swappable units. Should a screen break within 5 years, a loan unit must be provided and installed to the cost of the Service Provider.

# RFP Process

# RFP model

- **Open tender**
- **The RFP has mandatory pre-qualification requirements**
  - Bidder must meet these before Bidder's Proposal will be considered for evaluation.

**Bidder is strongly advised to make sure it complies fully before making the decision to submit a Proposal.**



# Bid preparation phase – Q&A

- Any questions / queries regarding the RFP process or content must be submitted in writing (email) to the email address below.
- All questions / queries must be submitted by Bidders no later than 07 September 2021.
- Any oral communication will be considered unofficial and non-binding to SARS.
- The queries must be :
  - from registered representatives
  - to [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za) Email format:

**Subject** : “RFP 15-2021 – Question”  
**Body** : “Bidder: <Bidder name>”  
: “Question : <Question text>”

# Bid preparation phase – Q&A

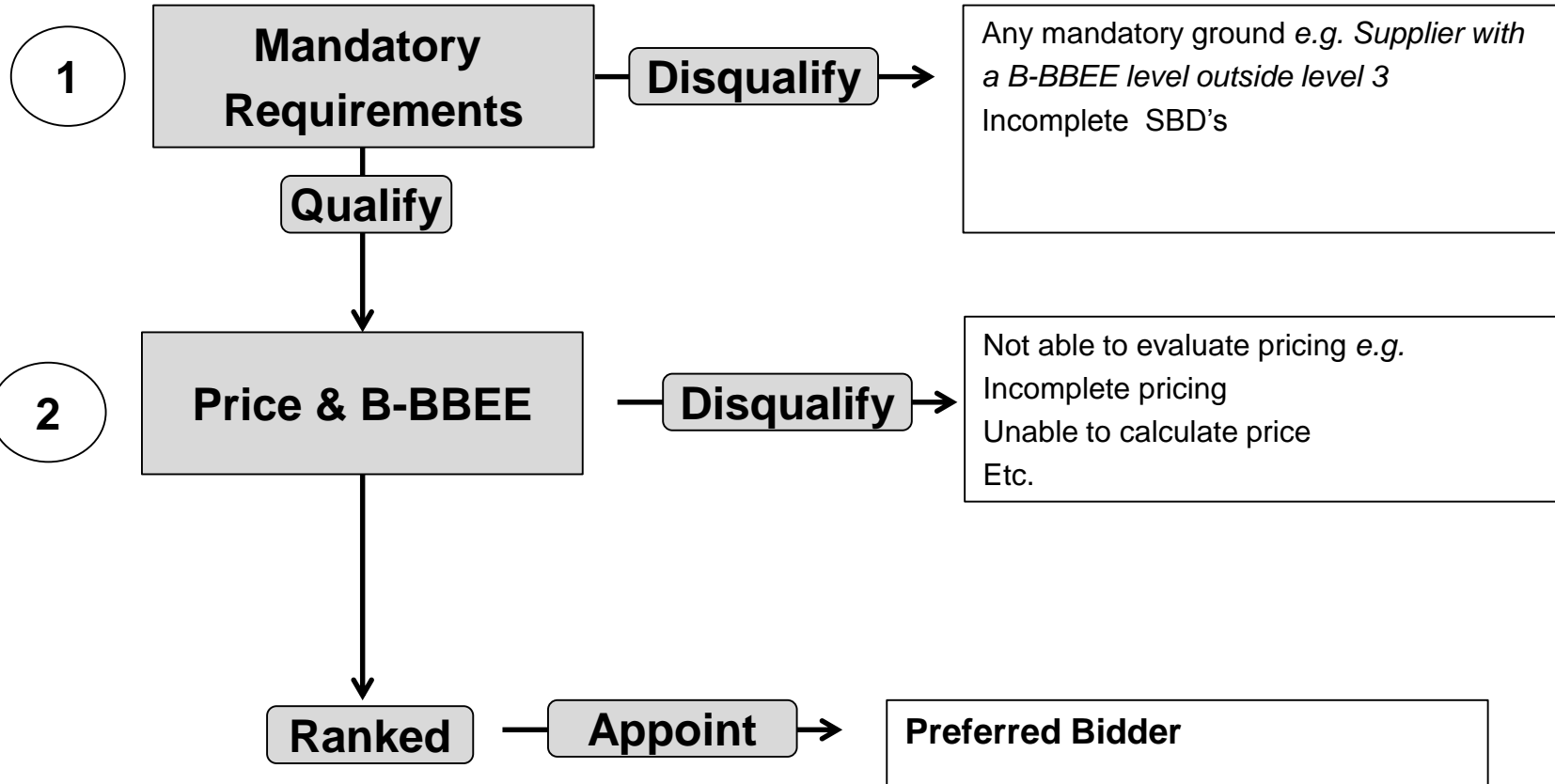
- **The answers will be published on the SARS website without the details of who posed the question**
- **SARS will endeavour:**
  - to provide a response to questions as soon as possible after receipt
  - to finalise all responses on or before **09 September 2021**

# Bid preparation phase

- **SARS may:**
  - call one or more non-compulsory briefing sessions
    - issue communications
    - answering questions from Bidders
    - clarifying issues arising from questions
    - amending the RFP, including changing dates and times in the RFP process.

# EVALUATIONS

# Evaluation process



# Gate 0- Prequalification

- **History**
  - No member of management / shareholding with history of collusive dealings or corruption.
- **All Standard Bid Documents completed and signed**
- **Signed Oaths of Secrecy**
  - By all members of the Bidder's bid team

# Gate 0- Prequalification -Discretionary

- **SARS, at its sole discretion, may disqualify a Bidder from the evaluation process for:**
  - Shareholder, indirect shareholder (>15%), director or senior management not fully tax compliant
  - Incomplete tender documentation
    - Oath of Secrecy / required format / number of copies / omitted or incomplete responses

# Gate 0- Prequalification -Discretionary

- **SARS, at its sole discretion, may disqualify a Bidder from evaluation for:**
  - Non-adherence to RFP rules
  - Non-adherence to rules of engagement
  - Non-compliance to ethics



# Gate 1 (Mandatory Requirements)

No:	Mandatory Requirements
1.	<p>The Bidder must confirm (on the mandatory response template) that the Smart Display of the device is PADS 4 certified.</p> <p><b>NB: The bidder must provide a brochure as a proof of the product that the bidder is proposing and/or providing, which confirms that the Smart Display of the device is PADS 4 certified</b></p>
2.	<p>The Bidder must confirm (on the mandatory response template) that the device is a 49 inch, 24 / 7 commercial display.</p> <p><b>NB: The bidder must provide a brochure as a proof of the product that the bidder is proposing and/or providing, which confirms that the device is a 49 inch 24/7 commercial display</b></p>
3.	<p>The Bidder must confirm (on the mandatory response template) that the device has a wireless and LAN connectivity.</p> <p><b>NB: The bidder must provide a brochure as a proof of the product that the bidder is proposing and/or providing, which confirms that the device has a wireless and LAN connectivity.</b></p>

# Gate 1 (Mandatory Requirements)

No:	Mandatory Requirements
4.	<p>The Bidder must confirm (on the mandatory response template) that the device has KNOX Security capabilities.</p> <p><b>NB: The bidder must provide a brochure as a proof of the product that the bidder is proposing and/or providing, which confirms that the device has KNOX Security capabilities</b></p>
5.	<p>The Bidder must confirm (on the mandatory response template) that the Device has a System on Chip (SOC), which allows users to create an enhanced virtual collaboration workspace without needing a physical computer in the room, or any physical connection.</p> <p><b>NB: The bidder must provide a brochure as a proof of the product that the bidder is proposing and/or providing, which confirms that the device has a SOC, which allows users to create an enhanced virtual collaboration workspace without needing a PC in the room or any physical connection</b></p>
6.	<p>The Bidder must confirm (on the mandatory response template) that the device is supporting advanced UHD (Ultra High Definition) upscaling technology.</p> <p><b>NB: The bidder must provide a brochure as a proof of the product that the bidder is proposing and/or providing, which confirms that the device is supporting advanced UHD upscaling technology</b></p>

# Gate 1 (Mandatory Requirements)

No:	Mandatory Requirements
7.	<p>The Bidder must provide a certification and/or letter from the Original Equipment Manufacturer (OEM), i.e. Samsung, Life Good, etc. which confirms that the bidder is accredited by the OEM (the OEM to which the bidder is providing the device for).</p> <p><b>NB: The bidder must provide a letter from the OEM, which indicates that the bidder is accredited by the OEM.</b></p>
8.	<p>The Bidder must confirm (on the mandatory response template) that they (and/or the sub-contractor) have Regional centres across the country.</p> <p><b>NB: The bidder must provide an address for each of their Regional Office(s).</b></p>
9.	<p>The Bidder must confirm (on the mandatory response template) that the device has a minimum of 5 years carry-in warranty.</p> <p><b>NB: The bidder must provide a brochure as a proof of the product that the bidder is proposing and/or providing, which confirms that the device has a minimum of 5 years carry-in warranty.</b></p>

# Gate 1 (Mandatory Requirements)

No:	Mandatory Requirements
10.	<p>The Bidder must confirm (on the mandatory response template) that they have the availability of spares to replace DOA (Dead On Arrival) and faulty units.</p> <p><b>NB: The bidder must confirm, that they have the availability of spares to replace DOA (Dead On Arrival) and faulty units.</b></p>

# Gate 2 (Price and B-BBEE Evaluation)

Criteria	Weighting (ex 100)
B-BBEE	20
Price	80

- 80/20 evaluation in terms of PPPFA<sup>1</sup> on contract value.
- B-BBEE evaluation performed on the basis of the submitted B-BBEE certificate.<sup>2</sup>
- Statutory formula<sup>2</sup> applied to the Bidder's submitted pricing.

<sup>1</sup> Preferential Procurement Policy Framework Act 5 of 2000

<sup>2</sup> National Treasury Regulations 2017 to the PPPFA

Selected topics  
Pricing templates

# B-BBEE

# B-BBEE = 20 Points

**B-BBEE points may be allocated to Bidders on submission of documentation or evidence as follows:**

<b>ADJUDICATION CRITERIA</b>	<b>POINTS</b>
A duly completed Preference Point Claim Form: SBD 6.1 and a B-BBEE Certificate/Affidavit.	20

Bidders **MUST** complete and sign the SBD 6.1 form to claim the Bidder's B-BBEE preference points, failing which, the Bidder will be scored zero.



# B-BBEE Certificate/Affidavit

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

Classification	Turnover	Submission Requirement
<b>Exempted Micro Enterprise ( EME)</b>	Below R10 million p.a	<b>A sworn Affidavit or Certificate from CIPC</b>
<b>Qualifying Small Enterprise (QSE)</b>	Between R10 million and R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency. <b>A sworn Affidavit – only 51% BO and above</b>
<b>Large Enterprise (LE)</b>	Above R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency.

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 SBD 6.1 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 proof of their Black ownership and turnover information in support of their Affidavits.

# B-BBEE Key Sections to complete in SBD

## BID DECLARATION

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 PARAGRAPHS 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?

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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 or QSE?

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

# Sub-contracting

Bidders who want to claim preference points will have to comply fully with regulations 6(5) and 12(3) of the Preferential Procurement Regulations, 2017 with regard to sub-contracting:

## Regulation 6(5)

- **A tenderer may not be awarded points for B-BBEE status level of contributor if the tender documents indicate that the tenderer intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract.**

## Regulation 12(3)

- **A person awarded a contract may not sub-contract 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 than the person concerned, unless the contract is sub-contracted to an Exempted Micro Enterprise that has the capability and ability to execute the sub-contract.**

# Proof of Existence: Joint Ventures

- 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.

# Agreement Requirements

# Bidder's Proposal Format

# Bidder's Proposal

- **Each Proposal section must be separately wrapped and must contain:**
  - One hardcopy
    - A4, ring binders
  - One electronic copy
    - CD or DVD or USB
- **The hardcopy must be signed and must contain the original signatures.**



# Bidder's Proposal contents

## Common File A - Sections

Invitation to Bid (SBD1)

Declaration of Interest (SBD 4)

Declaration of Past SCM Practices (SBD 8)

Certificate of Independent Bid Determination (SBD 9)

Supplier Cost and Risk Assessment Questionnaire

Signed Oaths of Secrecy

Central Supplier Database (CSD)

A completed and signed mandatory template (as well as the References)

The sections are separated by file dividers labelled with the section names in the hardcopy version. On the CD/DVD the files must be placed in directories named after the sections.

# Bidder's Proposal contents

## Non-Pricing – Sections

Agreement

Subcontractor CSD registration

## Pricing - Section

Pricing template

Preference Points Claim Form (SBD 6.1)

Bidder's B-BBEE Certificate

Subcontractor B-BBEE Certificates

The sections are separated by file dividers labelled with the section names in the hardcopy version.

On the CD/DVD the files must be placed in directories named after the sections.

# WRAP UP

- **Tender Closing date 15 September 2021 at 11:00**
- **Reminder to submit all follow-up questions electronically to SARS Procurement before close of business 07 September 2021 to [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za)**