



## **APPOINTMENT OF A VAT REFUND ADMINISTRATOR**

<b>Virtual Briefing Session:</b>	<b>25 July 2022 at 11H00</b>
<b>RFP No.:</b>	<b>RFP 02/2022</b>
<b>Closing Date:</b>	<b>16 August 2022, 11h00</b>

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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
- Financial Analysis Evaluator

## SARS Business Unit

- Bid Specification Committee
- Technical Evaluators

## Corporate Legal Services

- Legal Specialist

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# SARS Procurement

# 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"> <li>• SARS eSourcing platform.</li> <li>• National Treasury Tender Portal.</li> <li>• SARS website</li> </ul>	18 July 2022
Distribution of Tender documents on SARS website	18 July 2022
<b>Non-compulsory virtual briefing session</b>	25 July 2022 at 11h00
Last date for questions relating to RFP	08 August 2022
Bid Closing Date	16 August 2022 at 11h00
Notice to bidders	Oct/ Nov 2022

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# BACKGROUND & SCOPE OF WORK

Refer to paragraph 9 of the RFP document

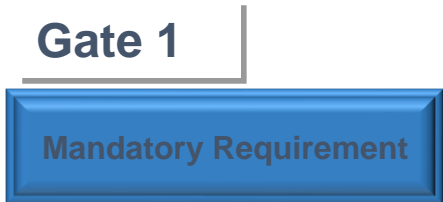
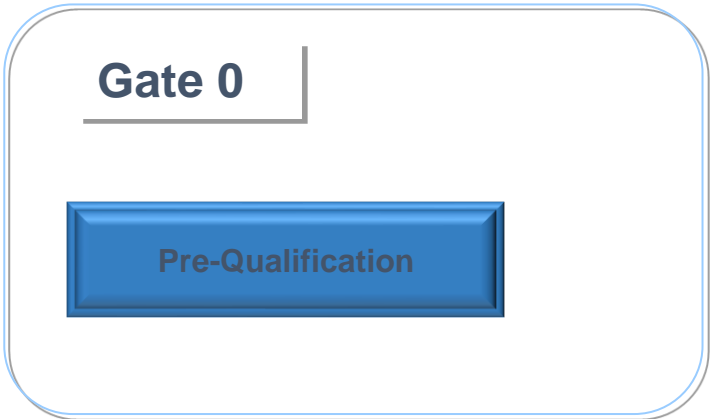


Adobe Acrobat  
Document

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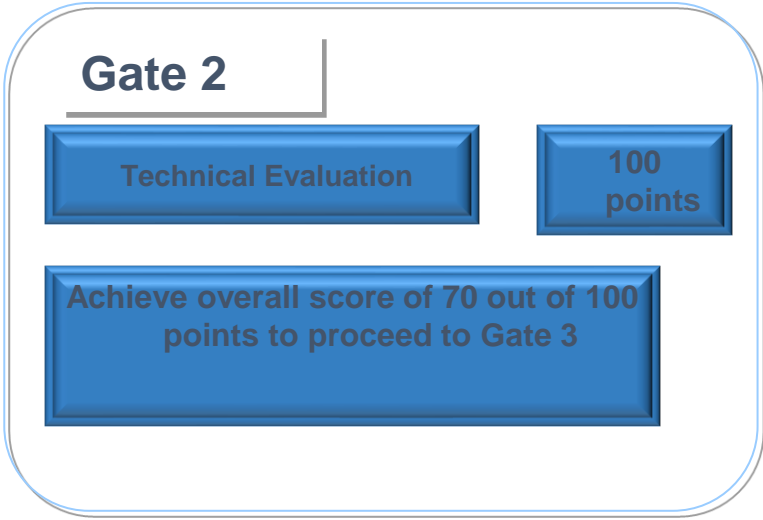
# BID EVALUATION PROCESS Refer to section 12 of the RFP doc



- Central Registration Report (Central Database System) from NT
  - Tax Compliance Status Pin
  - Invitation to Bid –SBD 1
  - Declaration of Interest (SBD 4)
  - Preference Point Claim Form – SBD 6.1
  - Cost and Risk Assessment Questionnaire
  - Annual Financial Statements
  - Bidder Compliance Checklist form for technical Evaluation (Annexure A2)
- 
- Minimum BBBEE status level 4

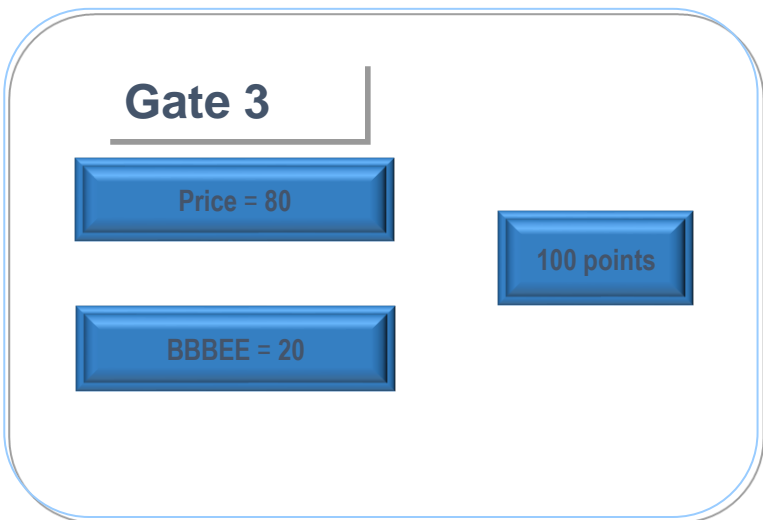
# BID EVALUATION PROCESS

Refer to section 12 of the RFP doc



Refer to Annexure A3 (Technical Evaluation Criteria):

- Desktop Technical Evaluation = 46 points
- Presentation/ demonstration = 54 points



- Valid B-BBEE Certificate/ Sworn Affidavit
  - Preference Point Claim Form – SBD 6.1
  - Annexure B – Pricing Schedule
- Each location has a separate pricing schedule

This must be aligned to Annexure A5: Bidding Location Template

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# 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 Schedule

Adjudication Criteria	Points
Price Evaluation	80



Microsoft Excel  
Worksheet

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

$P_s$  = 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 B-BBEE

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

Classification	Turnover	Submission Requirement
<b>Exempted Enterprise (EME)</b>	<b>Micro</b> 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”).
<b>Qualifying Enterprise (QSE)</b>	<b>Small</b> 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.
<b>Large Enterprise (LE)</b>	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.

# 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)

# 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.

# SUB-CONTRACTING AND JOINT VENTURES

## 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.

# 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	12
5	Non-compliant
6	Non-compliant
7	Non-compliant
8	Non-compliant
Non-compliant contributor	Non-compliant

# 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 B-BBEE scorecard is prepared for every separate bid.



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# Financial Analysis Evaluation

Bidders are required to submit the public interest score and complete sets of audited / independently reviewed annual financial statements in compliance with the Companies Act 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.

The annual financial statements must contain:

- Statement of Profit and Loss and Other Comprehensive Income;
- Statement of Financial Position;
- Statement of Cash Flows;
- Statement of changes in equity/ net assets ; and
- Accompanying Notes.

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

- A letter detailing that fact, signed by a duly authorised representative of the entity;
- The annual financial statements that the entity is able to provide, taking into account the period that it has been trading; 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 Joint Venture (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.

SARS reserves the right to request further information with regards to the annual financial statements of a bidder at a later stage.

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# SERVICE AGREEMENTS

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 **16 August 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 Link: [https://esourcing.sars.gov.za/sap/bc/webdynpro/sap/zeso\\_csd\\_create\\_supplier#](https://esourcing.sars.gov.za/sap/bc/webdynpro/sap/zeso_csd_create_supplier#)



## TENDER BOX

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

Any enquiries must be referred, in writing via email:  
[tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za) cc [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 Annual Financial Statements



## Exhibit 2

### Technical Response

- Service Provider Compliance Checklist for Technical Evaluation (Annexure A2)
- Response to Technical Requirements as per paragraph 10 of the RFP document and (Annexure A3 & Annexure A4)
- Annexure A5: Signed Bidding Location Template
- Supporting documents for the technical response.



## Exhibit 3

### Agreements

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





# FILE 2: ORIGINAL / DUPLICATE

Exhibit 1

Pricing Schedule



Exhibit 2

- B-BBEE Certificate/ Sworn Affidavit
- SBD 6.1

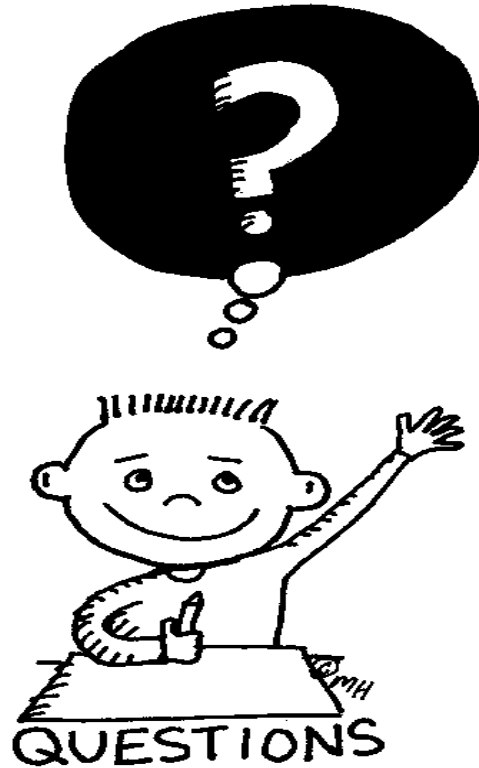


**NB ! Each file must be marked correctly and sealed separately for easy reference during the evaluation process. USB must be marked with Bidder Name**

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# QUESTION AND ANSWERS



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