

SARS

Briefing Session (Non Compulsory)

RFP 16-2022 – Open Bid

Renewal of current VMWare Sns and
the procurement of additional
licenses

22 Mar 2023 (09h00 – 10h30 ...)

Agenda

<u>Start</u>	<u>End</u>	<u>Topic</u>
09:00 - 09:15		Welcome / Introduction
09:15 - 09:30		Governance, Rules and Procedures RFP 16-2022 overview
		Break / Questions / Discussions
09.30 - 10:30		Mandatory / Technical Pricing Break / Questions / Discussions
		BBBEE Wrap-up / informal questions and discussions
10:30 - 11:00		

RFP 16-2022 – Open bid

Briefing Session

Welcome & Introduction

Andrea Granchelli

Commodity Leader: ICT Procurement

Governance, Rules and Procedures

SARS Procurement

Purpose

Briefing Session

- **Purpose**
 - Explain selected concepts, procedures and other aspects of the RFP
- **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**
 - **relax any of the RFP rules unless communicated separately in writing**
- **The briefing session slides will be uploaded onto the SARS website.**
- **The RFP pack remains the primary source of information for the Respondent to respond.**

Procedures during session

- **No questions will be answered during the session (this does not mean interaction and discussions during the session)** – respondents are referred to the Q&A process is noted in the main RFP document
- **SARS will review and focus on most pertinent themes during this session.**

- **Strict communication channels**
 - Respondents will be disqualified for non-compliance
- **No solicitation of information will be allowed other than by prescribed channels**
- **Deadlines to be strictly met**
- **Only prescribed submission format will be accepted**

Rules of engagement

- **Other than the contact for the RFP below:**
 - Respondents may not have contact with SARS staff.
 - Respondents who are existing service provider(s) to SARS may only engage SARS staff regarding operational matters.
- **All contact relating to RFP matters are only to be addressed to SARS Procurement at tenderoffice@sars.gov.za.**

RFP Overview

Background

- **Since 2008, SARS has successfully implemented and maintained the VMWare solution for server virtualisation with assistance from the OEM (VMWare International).**
- **It is now SARS's intension to maintain these capabilities by renewing the VMWare software maintenance and support with a distributor / re-seller (i.e. the SP).**

Objectives of this RFP

- **Renewing the VMWare software maintenance and support with a distributor / re-seller (i.e. the SP).**
- **for a period of three (3) years)**

Refer to: SARS RFP 16-2022 2.1 Business Requirements Specification

RFP Model

RFP model

- Open Tender
- The RFP has mandatory requirements

The respondent must meet these before the response will be considered for evaluation.

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 no later than the date indicated in the main document (Table 3).
- Any oral communication will be considered unofficial and non-binding to SARS.
- The queries must be :
 - to tenderoffice@sars.gov.za
 - Email format:

Subject : “RFP 16-2022 – Question”

Body : “Supplier : <supplier name>”

: “Question : <Question text>”

Bid preparation phase – Q&A

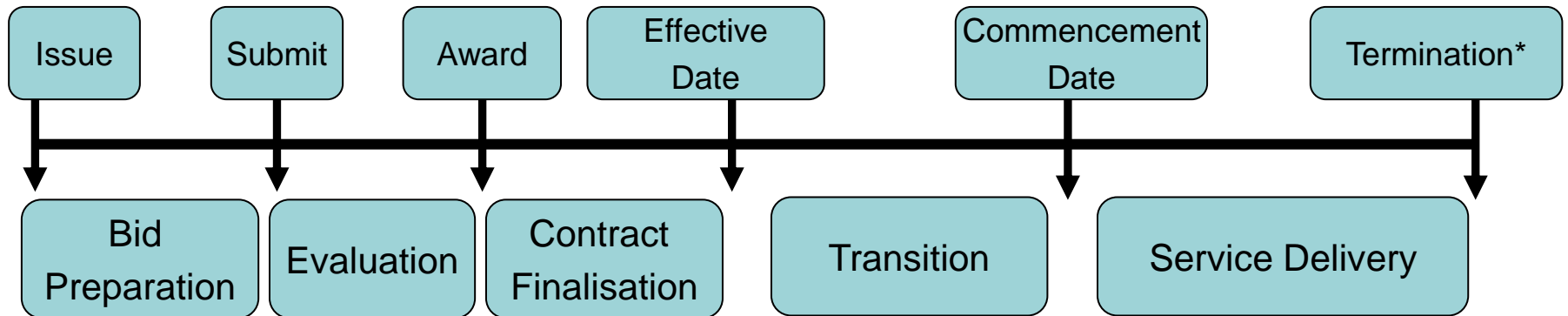
- **The answers will be provided**
 - without the details of who posed the question
 - published on the SARS website
- **SARS will endeavour:**
 - to provide a response to questions as soon as possible after receipt
 - to finalise all responses on or before the date indicated in the main document (Table 3).

Bid preparation phase

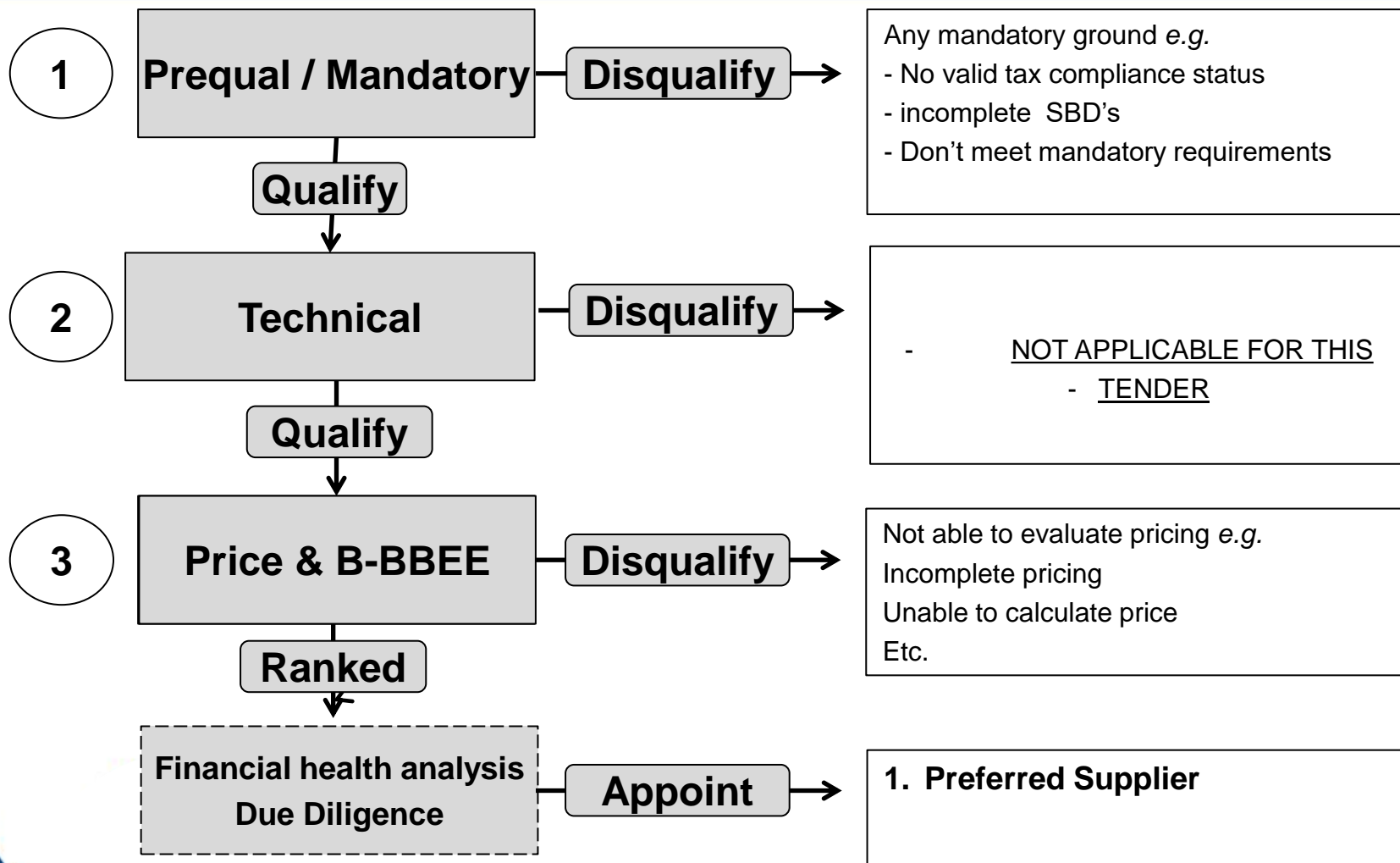
- **SARS may:**
 - call one or more briefing sessions
 - Compulsory or non-compulsory
 - issue communications
 - answering questions from Respondents
 - clarifying issues arising from questions
 - amending the RFP, including changing dates and times in the RFP process.

Key events and phases

RFP Process



Evaluation process



Prequalification - Discretionary

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

Evaluation: Price and B-BBEE

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

- 80/20 evaluation in terms of PPPFA¹ on contract value.
- B-BBEE evaluation performed on the basis of the submitted B-BBEE certificate.²
- Statutory formula² applied to the Bidder's submitted pricing.

RFP Pack content

RFP Pack Contents

- **RFP pack is organised into 5 Sections**

Section 1	Summary, guidelines, instructions and Conditions.
Section 2	Business requirements specification
Section 3	Standard Bid Documents
Section 4	The conditions, rights and obligations under which SARS wishes to procure the Services.
Section 5	Documents, templates, questionnaires and checklists required for the submission of the Bidder's Proposal

RFP Pack – Section 1

Section 1 of the RFP pack contains the documents necessary to gain an overview of the RFP and for attendance to the Briefing Session

1. [RFP 16-2022 1-1 Summary, Guidelines, Instructions and Conditions.](#) **This must be read in detail by all Bidders.**
2. The Oath of Secrecy / Solemn Declaration must be completed and signed by the authorised representative of the Bidder's team and submitted with the response.

RFP Pack – Section 2

Section 2 details the business requirements of the RFP

1. SARS RFP 16-2022 2-1 Business Requirement Specification.

This document details the requirements of the business. It must be read in detail to understand SARS's requirements for all aspects of the service (NB the annexures)

RFP Pack – Section 3

Section 3 contains the Prequalification Documents

**ALL THESE DOCUMENTS MUST BE COMPLETED SIGNED
AND SUBMITTED AS PER THE INSTRUCTIONS IN THE
FORMS**

RFP Pack – Section 4

- **Section 4 contains the proposed contract**

SARS RFP 16-2022 4-1 draft legal agreement.

- **The proposed draft contract contains the details of the terms and conditions under which SARS wishes to enter into agreement with the successful Bidder.**

RFP Pack – Section 5

Section 5 contains the templates required for the completion of a Bidder's Proposal

1. SARS RFP 16-2022 5-1 Mandatory Response Template.

This template must be completed in order for the Bidder to be evaluated in terms of the technical evaluation criteria.

2. SARS RFP 16- 2022 5-2 Pricing Response Template.

The Pricing template (all tabs) to be completed by the Bidder for usage in the Pricing/B-BBEE stage of the evaluation

3. SARS RFP 16-2022 5-3 Proposal Response Checklist.

Bidder's Proposal Format

Bidder's Proposal

- **This is covered in detail in the document:**
- **[SARS RFP 16-2022 1-1 Summary, Guidelines, Instructions and Conditions](#)**
- **Each Proposal must be separately filed**
- **The original hardcopy (pdf) must be signed**

Pricing Template

Bidder's Proposal – Pricing

- **Pricing Template**

- The Pricing Template must be completed.
- The template must be fully populated. SARS may not be able to evaluate a partially completed template and will be forced to reject the proposal if this is the case.
- The pricing template (PDF) must be signed by the Bidder's authorised signatory.
- It is critical that the methodology behind the Pricing is fully understood by the Bidder.
- Submit questions through the Q&A process. .

Pricing response template - rules

- **All input (unprotected) cells must be completed**
 - No other cells to be populated.
 - All cells are to be completed - if cells are left blank SARS may not be able to evaluate the financial response.
 - Do not attempt to change formulas, formats or to unprotect the templates. If there is a problem – phrase it in a question to SARS.
- **The amounts entered in the Pricing Templates must:**
 - Include VAT
 - Be firm and not indicative (180 days)
 - **SARS cannot pay for 3 years upfront**

B-BBEE – REFER TO

***RFP 16-2022 1-1 Summary,
Guidelines, Instructions and
Conditions.***

Wrap up

**Please submit all questions
electronically to SARS
Procurement at**

tenderoffice@sars.gov.za