



South African Revenue Service

PROVISION OF TRAVEL MANAGEMENT AND RELATED SERVICES

Virtual Briefing Session: 12 January 2023 at 10H00

RFP No.: RFP 29/2022

Closing Date: 31 January 2023, 11h00

Table of Content

- 1. Welcome and Introduction**
- 2. Governance, Rules and Procedures**
- 3.RFP Timelines**
- 4. Background and Scope of Work**
- 5. Bid Evaluation Process**
- 6. Price & B-BBEE**
- 7. Financial Analysis**
- 8. Services Agreements**
- 9. RFP submission and contact details**
- 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

Table of Content

1. Welcome and Introduction
- 2. Governance, Rules and Procedures**
3. RFP Timelines
4. Background and Scope of Work
5. Bid Evaluation Process
6. Price & B-BBEE
7. Financial Analysis
8. Services Agreements
9. RFP submission and contact details
10. Q&A

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

Table of Content

1. Welcome and Introduction
2. Governance, Rules and Procedures
- 3. RFP Timelines**
4. Background and Scope of Work
5. Bid Evaluation Process
6. Price & B-BBEE
7. Financial Analysis
8. Services Agreements
9. RFP submission and contact details
10. Q&A

RFP TIMELINES

ACTIVITY	DATE DUE
Advertisement of Bid in the: <ul style="list-style-type: none"> • SARS eSourcing platform. • National Treasury Tender Portal. • SARS website 	12 December 2022
Distribution of Tender documents on SARS website	12 December 2022
Non-compulsory virtual briefing session	12 January 2023 at 10h00
Last date for questions relating to RFP	23 January 2023
Bid Closing Date	31 January 2023 at 11h00
Notice to bidders	May/ June 2023

Table of Content

1. Welcome and Introduction
2. RFP Timelines
- 3. Background and Scope of Work**
4. Bid Evaluation Process
5. Price & B-BBEE
6. Services Agreements
7. RFP submission and contact details
8. Q&A

BACKGROUND & SCOPE OF WORK

Refer to paragraph 2 of the RFP document

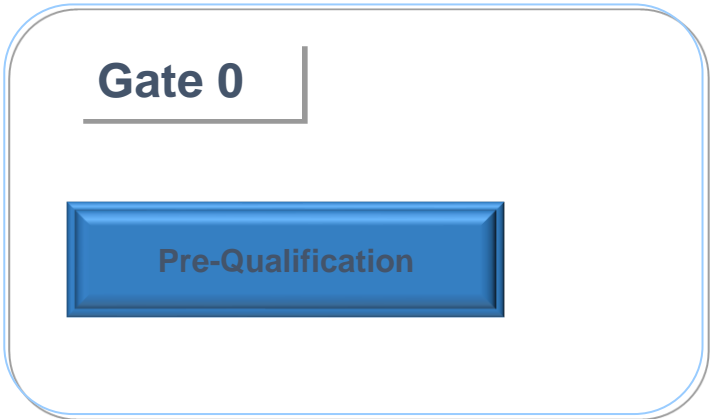


Adobe Acrobat
Document

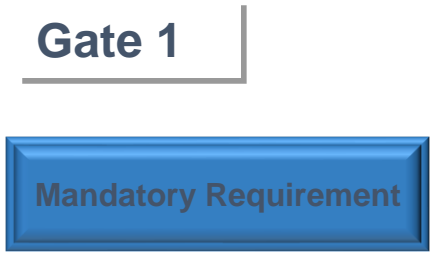
Table of Content

1. Welcome and Introduction
2. Governance, Rules and Procedures
3. RFP Timelines
4. Background and Scope of Work
- 5. Bid Evaluation Process**
6. Price & B-BBEE
7. Financial Analysis
8. Services Agreements
9. RFP submission and contact details
10. Q&A

BID EVALUATION PROCESS Refer to section 7 of the RFP doc



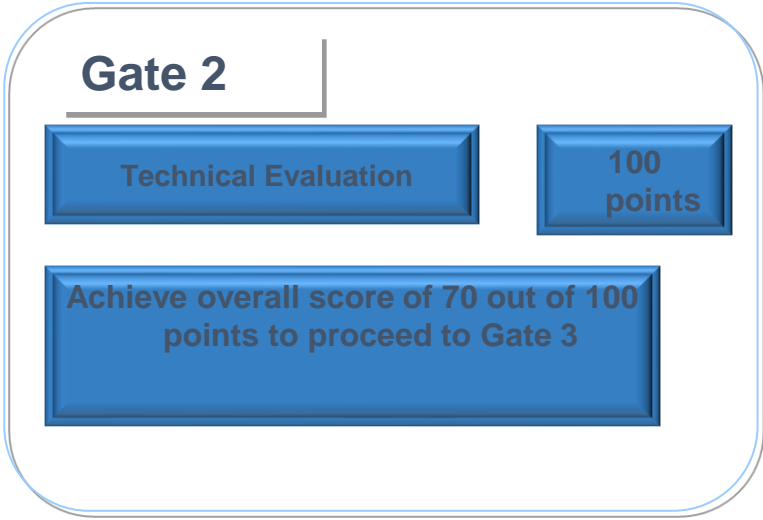
- Central Registration Report (Central Database System) from NT
- Invitation to Bid –SBD 1
- Declaration of Interest (SBD 4)
- Preference Point Claim Form – SBD 6.1
- Supplier Risk Questionnaire
- Proof of registration on the Central Supplier Database (CSD)
- General Conditions of Contract
- Complete set of 3 most recent audited/reviewed Annual Financial Statements



-
- Minimum BBEE status level 3
 - Valid IATA Accreditation

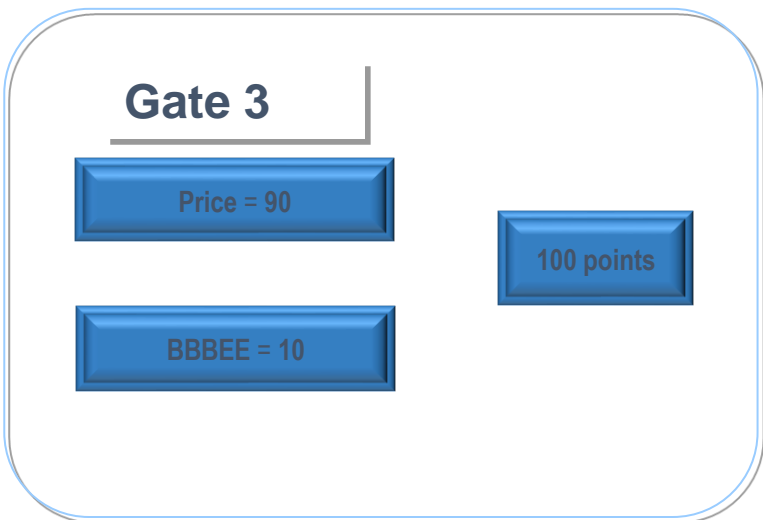
BID EVALUATION PROCESS

Refer to section 12 of the RFP doc



Refer to Annexure A1 & A2 (Technical Evaluation Criteria for desktop & presentation):

- Desktop Technical Evaluation = 64 points
- Presentation/ demonstration = 36 points



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

Table of Content

1. Welcome and Introduction
2. Governance, Rules and Procedures
3. RFP Timelines
4. Background and Scope of Work
5. Bid Evaluation Process
- 6. Price & B-BBEE**
7. Financial Analysis
8. Services Agreements
9. RFP submission and contact details
10. Q&A

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 (90 points)

Bidders must refer to Annexure B – Pricing Schedule

Adjudication Criteria	Points
Price Evaluation	90



Microsoft Excel
Worksheet

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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

Stage 2: B-BBEE Evaluation (10 points)

B-BBEE Evaluation Criteria

Bidders to submit:

- a) A duly completed SBD 6.1 Preference point claim form, and
- b) A valid B-BBEE certificate or sworn affidavit.

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)

SUB-CONTRACTING AND JOINT VENTURES

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 (90/10 system)
1	10
2	9
3	6
4	Non-compliant
5	Non-compliant
6	Non-compliant
7	Non-compliant
8	Non-compliant
Non-compliant contributor	Non-compliant

Table of Content

1. Welcome and Introduction
2. Governance, Rules and Procedures
3. RFP Timelines
4. Background and Scope of Work
5. Bid Evaluation Process
6. Price & B-BBEE
- 7. Financial Analysis Evaluation**
8. Services Agreements
9. RFP submission and contact details
10. Q&A

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.

Table of Content

1. Welcome and Introduction
2. Governance, Rules and Procedures
3. RFP Timelines
4. Background and Scope of Work
5. Bid Evaluation Process
6. Price & B-BBEE
7. Financial Analysis
- 8. Services Agreements**
9. RFP submission and contact details
10. Q&A

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.

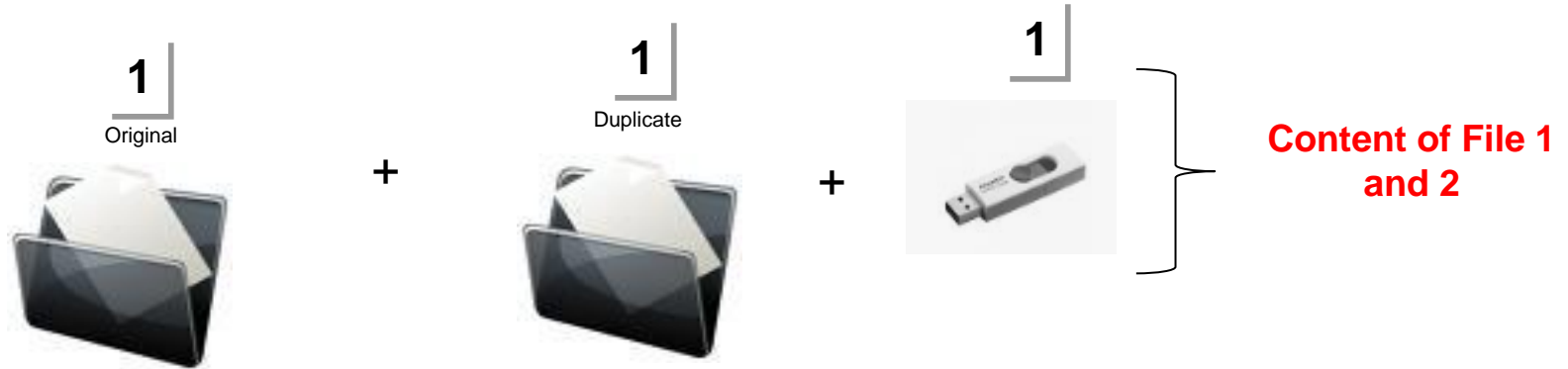
Table of Content

1. Welcome and Introduction
2. Governance, Rules and Procedures
3. RFP Timelines
4. Background and Scope of Work
5. Bid Evaluation Process
6. Price & B-BBEE
7. Financial Analysis
8. Services Agreements
- 9. RFP submission and Contact Details**
10. Q&A

BID SUBMISSION

Bidders must submit copies of each file (Original and Duplicate) and a USB with content of each file by the **31 January 2023 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#



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

FILE 1: ORIGINAL / DUPLICATE

Exhibit 1

Pre-qualification documents

- SBD documents and other documents



Exhibit 2

Mandatory Requirements Response

- Response to Mandatory Requirements
- Supporting documents for mandatory requirements



Exhibit 3

Technical Response

- Response to technical requirements
- Supporting documents for technical requirements



Exhibit 4

Draft Services Agreement

- General Conditions of Contract
- Draft Services Agreement



FILE 2: ORIGINAL / DUPLICATE

Exhibit 1

Pricing

- Annexure B: Pricing Schedule



Exhibit 2

B-BBEE

- B-BBEE Certificate/ Sworn Affidavit
- SBD 6.1



Exhibit 3

Annual Financial Statements

- 3 most recent years audited/ independently reviewed financial statements

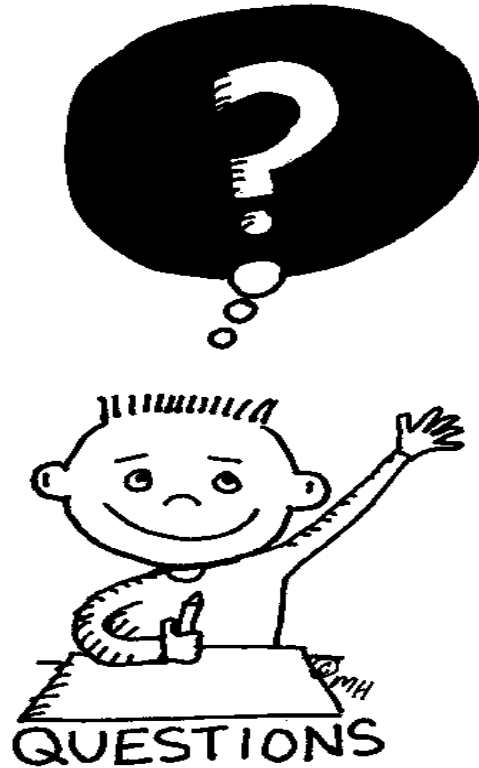


NB ! Each file must be marked correctly and sealed separately for easy reference during the evaluation process. USB must be marked with Bidder Name

Table of Content

1. Welcome and Introduction
2. Governance, Rules and Procedures
3. RFP Timelines
4. Background and Scope of Work
5. Bid Evaluation Process
6. Price & B-BBEE
7. Financial Analysis
8. Services Agreements
9. RFP submission and contact details
- 10. Q&A**

QUESTION AND ANSWERS



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