



PROVISION OF SHORT-TERM INSURANCE BROKERAGE SERVICES

Virtual Briefing Session:	17 January 2023 at 14:00
RFP No.:	RFP 31/2022
Closing Date:	30 January 2023, 11:00

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

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

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. 	12 December 2022
Tender documents on SARS website	12 December 2022
Non-compulsory virtual briefing session	17 January 2023 at 14h00
Last date for questions relating to RFP	23 January 2023
Bid Closing Date	30 January 2023 at 11h00
Notice to bidders	April/May 2023

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

BACKGROUND & SCOPE OF WORK

Refer to section 2 of the RFP document for scope of work and requirements for the appointment of a competent insurance broker who could approach the local and international markets to obtain best quotes for related covers and administer all claims efficiently and effectively.

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 8 of the RFP doc

Gate 0

Pre-Qualification

- Invitation to Bid (SBD 1)
- Central Registration Report (Central Database System) from NT
- Standard Bidding Document (SBD 4)
- Preference Point Claim Form (SBD 6.1)
- Supplier Risk Questionnaire
- General Conditions of Contract (GCC)
- A complete set of three (3) most recent audited / independently reviewed financial statements

Gate 1

Mandatory Requirement

- Minimum BBBEE status level 3
- Certificate/License proving a bidder is an Authorised Financial Service Provider with the Financial Sector Conduct Authority (FSCA)
- Proof that the Director/Regional Manager and the Key Account Manager have passed The FAIS Regulatory Exams.
- Proof of Professional Indemnity Cover of R 150 Million
- Letter confirming the online system used for logging, submission, tracking and reporting of claims.

BID EVALUATION PROCESS

Refer to section 9 of the RFP doc

Gate 2

Technical Evaluation

100 points

Achieve overall score of 70 out of 100 points to proceed to the next gate

- Annexure A2: Technical evaluation criteria (Desktop and Presentation)

Gate 3

Price = 80

100 points

BBBEE = 20

- B-BBEE Certificate/ Sworn Affidavit
- Preference Point Claim Form (SBD 6.1)
- Annexure B – Pricing Template

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

Points for the price evaluation will be calculated in accordance with the formula stated below.

Bidders are required to complete all line items in the pricing response template provided by SARS, which will be used for the price evaluation. The price should be all-inclusive for all the goods and services required in the scope of work, and bidders must ensure the completeness and accuracy of the pricing figures provided in the pricing response template. Failure to complete the pricing response template may lead to a bidder scoring zero for the pricing evaluation or disqualification of the bidder.

Stage 1: Price Evaluation (80 points)

Bidders must refer to Annexure B – Pricing Template

Adjudication Criteria	Points
Price Evaluation	80

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

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

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

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)

JOINT VENTURES AND SUB -CONTRACTING

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 BBEE scorecard is prepared for every separate bid.

Proof of Existence: Joint Ventures

Bidders must submit proof of the existence of joint ventures arrangements. SARS will accept signed agreements as acceptable proof of the existence of a joint venture arrangement.

The above-mentioned joint venture agreement must clearly set out the roles and responsibilities of the Lead Partner and the joint venture 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 arrangement.

SUB -CONTRACTING

SUB-CONTRACTING

Bidders who want to claim preference points will have to comply fully with the Preferential Procurement Regulations, 2017 regarding 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.

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 bidder.

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 Level Agreement

Bidders are requested to:

- Comment on the terms and conditions set out in the Service Level 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 Service Level 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

FILE 1: ORIGINAL / DUPLICATE

Exhibit 1

Pre-qualification documents

- SBD documents and others



Exhibit 2

Technical Response

- Response to mandatory requirements
- Response to technical requirements
- Any supporting documentation



Exhibit 3

Agreements

- General Conditions of Contract (GCC)
- Draft Service Level Agreement



FILE 2: ORIGINAL / DUPLICATE

Exhibit 1

B-BBBEE Certificate

- SBD documents and others



Exhibit 2

- Pricing Schedule



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

BID SUBMISSION

Bidders must submit copies of each file (Original and Duplicate) and a CD-ROM or USB with content of each file by the **30 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 on <https://www.sars.gov.za/procurement/esourcing/>



TENDER BOX

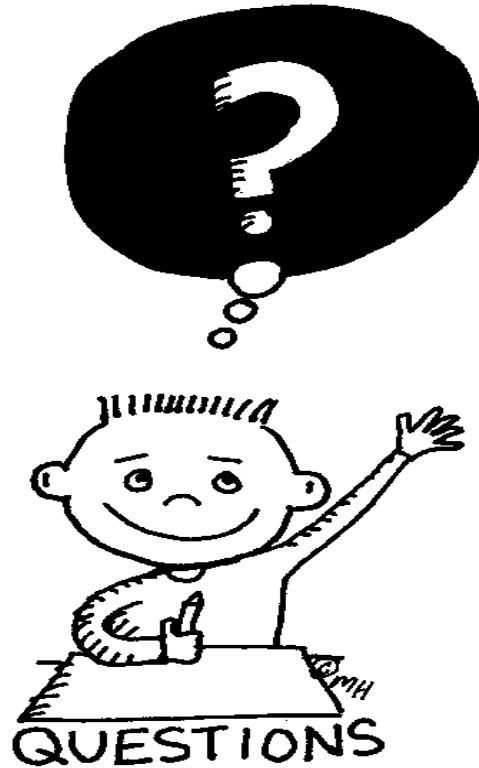
Tender Office SARS Procurement, Lehae La SARS
Head Office, 299 Bronkhorst Street Nieu
Mucleneuk, Pretoria

Any enquiries must be referred, in writing via email:
tenderoffice@sars.gov.za cc rft-professionalservices@sars.gov.za

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