



## RFP 07/2023 Provision of Armed Response Security and Alarm Monitoring Services

**Virtual Briefing Session: 21 June 2023 at 13H00**

**RFP No.: RFP 07/2023**

**Closing Date: 17 July 2023, at 11H00**

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# 1. INTRODUCTION: SARS TEAM

## Procurement

Sourcing Lead: Procurement

Governance, Compliance & Risk Specialist

Financial Analysis

Pricing Specialist

B-BBEE Specialist

## SARS Business Unit

Bid Specification Committee

## Corporate Legal Services

Legal Specialist

# 2. GOVERNANCE RULES AND PROCEDURES

## 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 published on the e-Tender Portal and SARS Website.

▪ The RFP pack remains the primary source of information for the Bidder to respond.

# 2.1 PROCEDURES DURING BRIEFING SESSION

- Questions during the session.

- SARS will take verbal and 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 on e-Tender portal and SARS website to all the bidders 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

## 2.2 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

# 3. BACKGROUND & SCOPE OF WORK

Refer to Annexure A – Bid Request Specification (BRS)



BRS

# 3.1 BRS: CORE BUSINESS REQUIREMENTS

## Key operational requirements

1. **Experience** : The service providers(Bidders) must the experience and expertise in the armed response and alarm monitoring field to monitor and respond to installed SARS alarms
2. **Capability**: Must the capability to render the armed response service to SARS and not compromise the protection of its facilities and asset
3. **Resources**: Must trained, qualified and PSIRA certified security personnel, with requisite equipment such firearms and PPEs' as well as vehicles;
4. **Legislative** :Ensure adherence to laws governing the security industry i.e. PSIRA, Firearms Control Act to name but a few
5. **Operational Efficiency** : Should be able to respond in line with the set timeframes set, monthly operational meetings and compile incident reports where breaches has occurred



## 3.2 BRS: PROVINCIAL DISTRIBUTION

### Offices covered per province

Region	Provinces covered in the region
Region A	Gauteng including Witbank and Standerton
Region B	KwaZulu-Natal and Eastern Cape Province
Region C	Limpopo and Mpumalanga Provinces, excluding Witbank and Standerton
Region D	Western Cape and Northern Cape Provinces, excluding Kimberley
Region E	Northwest and Free State Provinces, including Kimberley

## 3.3 CONCLUSION

### Partnership Equals Strengthen

**“SARS WISHES TO PARTNER WITH SERVICE PROVIDERS WHO ARE PASSIONATE AND COMMITTED TO RENDER A QUALITY SERVICE THAT DELIVERS VALUE FOR MONEY AND ENSURE EFFECTIVE PROTECTION OF ITS PERSONNEL, ASSETS AND FACILITIES”**

# 4. BID EVALUATION PROCESS

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## **REFER TO SECTION 7 OF THE MAIN RFP DOCUMENT:**

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Gate 0 – Prequalification Evaluation

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Gate 1 – Mandatory Evaluation

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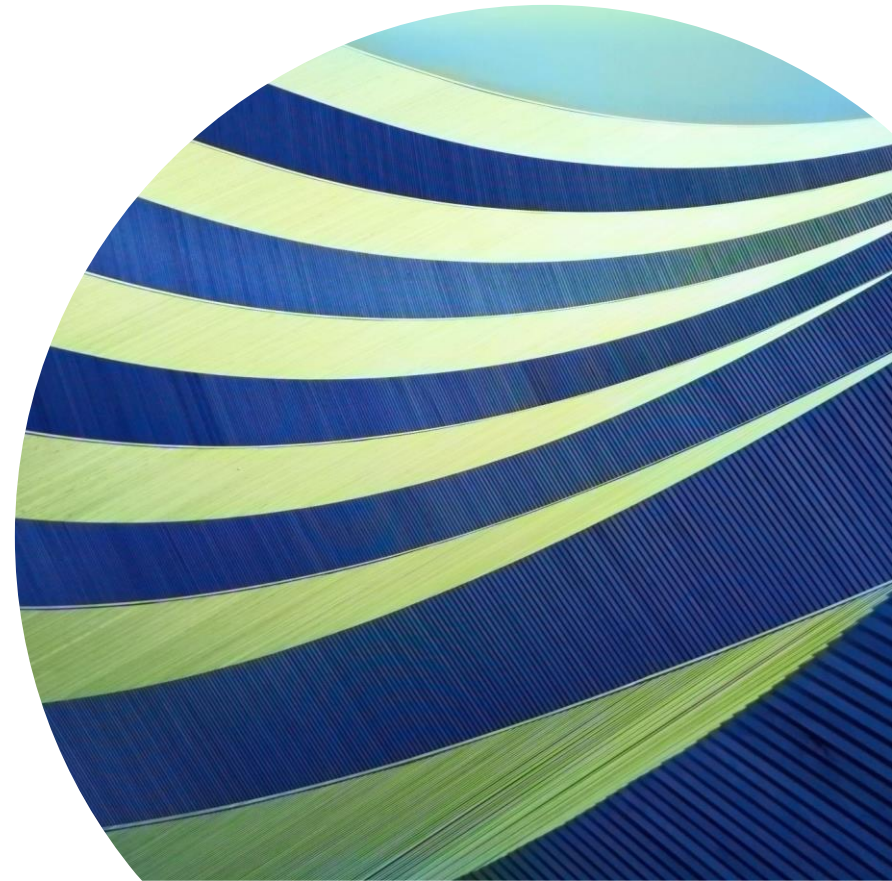
Gate 2 – Technical Evaluation

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Gate 3 – Price and Specific Goals Evaluation

Stage 1 – Price Evaluation

Stage 2 – Specific Goals Evaluation



# 4.1 PREQUALIFICATION AND MANDATORY EVALUATION

## Gate 0: Pre-qualification Evaluation

Refer to paragraph 7.2 of the Main RFP document

## Gate 1: Mandatory Evaluation

Refer to paragraph 7.3 of the Main RFP document

# 4.2 TECHNICAL EVALUATION

## Gate 2: Technical Evaluation

Refer to paragraph 7.4 of the Main RFP document

# 4.3 PRICE EVALUATION

## Gate 3: Stage 1 – Price Evaluation

Refer to sub paragraph 7.5.2 of the Main RFP document; and  
Annexure B – Pricing Template



Annexure B

# 4.4 SPECIFIC GOALS EVALUATION

## Gate 3: Stage 2 – Specific Goals Evaluation

Refer to sub paragraph 7.5.3 and section 8 of the Main RFP document;

and

**SBD 6.1 – Preferential Claims Form**



SBD 6.1

## 4.5 SPECIFIC GOALS EVALUATION POINTS AND EVIDENCE

Specific goals evaluation Criteria	Maximum Points that may be awarded
<p>Bidders to submit:</p> <ul style="list-style-type: none"><li>a) A duly completed SBD 6.1 Preference point claim form, and</li><li>b) A valid B-BBEE certificate or sworn affidavit.</li><li>c) Share Certificates of the company or CIPC registration documents or letter from an attorney or registered accountant in their letterhead for the verification of ownership points claim</li></ul>	20



# 4.6 SPECIFIC GOALS

Points for the specific goals evaluation will be allocated in accordance with a bidder's entity size and ownership as per table 1 of the SBD 6.1.

<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
The entity is an EME	15	
The entity is an QSE	10	
Large Enterprise	5	
Women Owned Enterprise 30%+	5	

## 4.7 REQUIREMENTS FOR SPECIFIC GOALS

- Bidders MUST complete and sign the SBD 6.1 form to claim the Bidder's B-BBEE preference points Bidders who do not claim preference points may be scored zero for Specific goals.
- The B-BBEE certificate or sworn affidavit should be submitted in the name of the bidding entity. Entities who are in a holding and subsidiary relationships must submit a list / annexure of the B-BBEE certificate indicating the subsidiaries to the holding company
- Incorporated JVs or Consortiums must submit the B-BBEE certificate or affidavit of the entity. Unincorporated JVs must submit a consolidated B-BBEE certificate as if they were a group structure for every separate bid
- JVs or Consortiums are also required to submit signed JV or Consortium agreements
- SARS reserves the right to request bidders to submit proof of any information, to substantiate claims made about their Specific goals

## 4.8 SPECIFIC GOALS POINTS ALLOCATION AND EVIDENCE

#	Classification	Turnover	Submission requirement
1.	Exempted Micro Enterprise (EME)	Below R10 million p.a.	<ul style="list-style-type: none"> <li>• A sworn affidavit or certificate from CIPC.</li> <li>• Share Certificates of the company or CIPC registration documents or letter from an attorney or registered accountant in their letterhead <u>for the verification of ownership points claim</u></li> </ul>
2.	Qualifying Small Enterprise (QSE)	Between R10 million and R50 million p.a.	<ul style="list-style-type: none"> <li>• A sworn affidavit for entities with 51% Black Ownership and above; or</li> <li>• A copy of B-BBEE Rating Certificate from a SANAS accredited rating agency for entities with 50% and less black ownership.</li> <li>• Share Certificates of the company or CIPC registration documents or letter from an attorney or registered accountant in their letterhead <u>for the verification of ownership points claim</u></li> </ul>

# 4.8 SPECIFIC GOALS POINTS ALLOCATION AND EVIDENCE

#	Classification	Turnover	Submission requirement
3.	Large Enterprise (LE)	Above R50 million p.a.	<ul style="list-style-type: none"><li>• A copy of B-BBEE Rating Certificate from a SANAS accredited rating agency.</li><li>• Share Certificates of the company or CIPC registration documents or letter from an attorney or registered accountant in their letterhead <u>for the verification of ownership points claim</u></li></ul>

## 4.9 VALID 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)

**SARS reserves the right to request that bidders submit their Black ownership and turnover information in support of their Affidavits.**

# 4.10 BID EVALUATION PROCESS

## Objective Criteria and Appointment Methodology

Refer to sub paragraph 7.5.5 and 7.5.6 of the Main RFP document

# 5. FINANCIAL STATEMENTS ANALYSIS

Refer to paragraph 7.6 of the Main RFP document

## 6. MASTER SERVICES AGREEMENTS

The successful Bidders will be expected to enter into a Master Services Agreement with SARS.

The draft MSA is attached as Annexure C

Refer to Paragraph 7.8 of the Main RFP Document



# 7. BID SUBMISSION

Bidders must submit copies of each file (Original and Duplicate) and a USB with content of each file.

Refer to paragraph 6.5 of the Main RFP document



## 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](mailto:tenderoffice@sars.gov.za)

# 7.1 RFP TIMELINES

ACTIVITY	DATE
Advertisement of Bid in the: <ul style="list-style-type: none"><li>National Treasury Tender Portal.</li></ul>	15 June 2023
Tender documents on SARS website	15 June 2023
<b>Non-compulsory virtual briefing session</b>	21 June 2023
Last date for questions relating to RFP	10 July 2023
Bid Closing Date	17 July 2023 at 11:00am

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

# 8. QUESTION AND ANSWERS

