

RFP 25-2024

Procurement of CISCO Network Equipment for the relocation of a Disaster Recovery Site to a SARS owned building, Alberton Campus.

**NON-COMPULSORY BRIEFING SESSION:
03 December 2024 AT 14H00**



CLOSING DATE: 06 December 2024 AT 11:H00

Table of Content

1. Welcome and Introduction

2. Governance, Rules and Procedures

3.RFP Timelines

4. Background and Requirements

5. Bid Evaluation Process

6. Price & Specific goals

7. Financial Analysis

8. Services Agreements

10. RFP submission and contact details

11. Q&A

Table of Content

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

Governance, Rules and Procedures

SARS PRODUCTIONS

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 uploaded to SARS & NT Portals.
- 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 posted to the SARS Website and e-Tender portal as part of the wider Q & A process
 - The SARS and e-Tender portal 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 Requirements
 5. Bid Evaluation Process
 6. Price & Specific goals
 7. Financial Analysis
 8. Services Agreements
 9. RFP Pack Contents
 10. RFP submission and contact details
 11. Q&A
-

RFP TIMELINES

ACTIVITY	DATE DUE
Advertisement of Bid in the • SARS Website and e-Tender	28 November 2024
Non-Compulsory briefing session	03 December 2024 at 14h00
Last day for Bidders to submit written questions	04 December 2024
Last day for SARS response to Bidder's written questions	05 December 2024
Bid Closing Date	06 December 2024 at 11h00
Notice to bidders	February/March 2025

Table of Content

1. Welcome and Introduction
 2. Governance, Rules and Procedures
 3. RFP Timelines
 - 4. Background and Requirements**
 5. Bid Evaluation Process
 6. Price & Specific goals
 7. Financial Analysis
 8. Services Agreements
 09. RFP submission and contact details
 10. Q&A
-

BACKGROUND & REQUIREMENTS

Refer to the Business Requirement Speciation
(BRS):

Table of Content

1. Welcome and Introduction
2. Governance, Rules and Procedures
3. RFP Timelines
4. Background and Requirements
- 5. Bid Evaluation Process**
6. Price & Specific goals
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 Main doc

Gate 0

Pre-Qualification

- Invitation to Bid –SBD 1
- Declaration of Interest (SBD 4)
- Preference Point Claim Form – SBD 6.1
- Supplier Risk Questionnaire
- Oath of Secrecy
- General Conditions of Contract
- Annual Financial Statements

Gate 1

Mandatory Requirement

- CISCO Partner Certification
- Bidder Organisation
- Delivery Timelines

BID EVALUATION PROCESS

Gate 2

Price = 80

100 points

Specific Goals = 20

The highest scoring bidder will be considered for award

Table of Content

1. Welcome and Introduction
 2. Governance, Rules and Procedures
 3. RFP Timelines
 4. Background and Requirements
 5. Bid Evaluation Process
 - 6. Price & Specific goals**
 7. Financial Analysis
 8. Services Agreements
 9. RFP Pack Contents
 10. RFP submission and contact details
 11. Q&A
-

Bid Evaluation Process Gate 2 – Price

The Price and Specific goals 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

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

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

B-BBEE evaluation (Gate 2, Stage 2)

Points for the B-BBEE/specific goals evaluation will be allocated in accordance with a bidder's ownership status as per SBD 6.1 Preference points claim form claimed. Points for specific goals can only be awarded to a bidder who submits a valid B-BBEE certificate or sworn affidavit together with the SBD 6.1 Preference points claim form.

B-BBEE (SPECIFIC GOALS) REQUIREMENTS

B-BBEE CERTIFICATE / SWORN AFFIDAVIT

SBD 6.1 PREFERENCE CLAIM FORM

SPECIFIC GOALS

Points for the specific goals evaluation will be allocated in accordance with a bidder's ownership status as per SBD 6.1.

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system)
The entity is a QSE	2
An entity with at least 51% Black Ownership	5
The entity has at least 30% Black Women Ownership	5
The entity has at least 51% Black Youth representation	2
The entity that is owned by Persons with Disabilities.	6

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

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">• A sworn affidavit or B-BBEE certificate from CIPC.
2.	Qualifying Small Enterprise (QSE)	Above R10 million up to R50 million p.a.	<ul style="list-style-type: none">• A sworn affidavit for entities with 51% Black Ownership and above; or• A copy of B-BBEE Rating Certificate from a SANAS accredited rating agency for entities with 50% and less black ownership.
3.	Large Enterprise (LE)	Above R50 million p.a.	<ul style="list-style-type: none">• A copy of B-BBEE Rating Certificate from a SANAS accredited rating agency.

JOINT VENTURES AND CONSORTIUMS

Where, for the purposes of this RFP, a bidder submits its proposal as a joint venture or consortium (incorporated or unincorporated), the bidder must submit the joint venture / consortium agreement, which sets forth the following details:

1. identification of each party to the agreement in full;
2. the percentage ownership of the joint venture / consortium of each party to the agreement (if applicable);
3. the precise functions and responsibilities which each party will fulfil in terms of the agreement. This should include details of the delimitations of scope within the goods and services to be assigned to such a party(ies);
4. the anticipated percentage of the revenue that the party(ies) would receive (anticipated revenue that the party(ies) would receive as a percentage of the total revenue the bidder would anticipate receiving over the term of the agreement with SARS), if the bidder is successful; and
5.). The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party(ies) in respect of matters pertaining to the joint venture. clearly set out the roles and responsibilities of the Lead Partner and the remainder joint venture / consortium party(ies)

VALID AFFIDAVITS

- Affidavits must be sworn or affirmed before a person authorized to administer the oath or take the affirmation.
- Name/s of deponent as they appear in the identity document and the identity number must be completed.
- Designation of the deponent as either the director, owner or member must be indicated in order to know that the person deposing to the sworn affidavit is duly authorised.
- 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.

Table of Content

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

Service Agreements

- Any award made to a bidder under this RFP is conditional, amongst other provisions, upon SARS and such bidder concluding a written agreement within twenty-one (21) working days of the bidder receiving the written agreement. The timeous finalisation of such an agreement will be an absolute pre-condition to the recommended Bidder being awarded the tender and providing the goods or services to SARS.
- If the recommended Bidder fails to sign the proposed agreement within the time frame stipulated, SARS reserves the right to:
- Cancel the award to the recommended bidder;
- Enter into negotiations with the second ranked Bidder and conclude the proposed agreement with such second ranked Bidder; or
- take any other action SARS deems reasonable and appropriate

Service Agreements

- SARS may prescribe certain performance standards (Service Levels) that a successful bidder must comply with in the performance of the services.
- Failure to adhere to the Service Levels will result in SARS levying a financial penalty for the Service Level Failure.
- Multiple Service Level Failures with the SARS' prescribed Service Levels will constitute a material breach of the Service Level Agreement.
- Notwithstanding the implementation of the Service Levels and Financial Penalties, SARS reserves the right and without derogation to any other remedies it may have in law, to terminate the Service Level Agreement for breach (persistent non-compliance) by the successful bidder.

Table of Content

1. Welcome and Introduction
2. Governance, Rules and Procedures
3. RFP Timelines
4. Background and Requirements
5. Bid Evaluation Process
6. Price & Specific goals
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 06 December 2024 **at 11:00**

Bid documents will only be considered if received by SARS before the Closing Date and time.



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

RFP Submission Files format

All RFP Submission files **MUST** be in the following format:

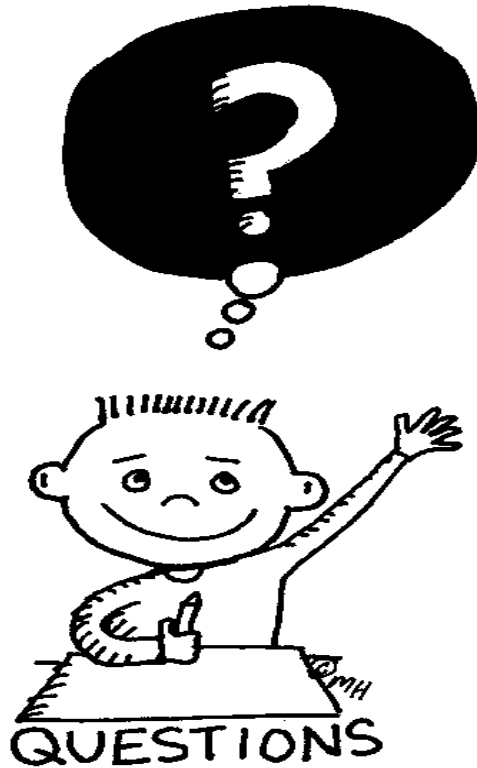
- Table of Contents aligned with Tender documentation
- Numbering as per Tender documentation and provided Templates
- RFP Submission Files to be **clearly labelled** as per Table of Contents and Templates



Table of Content

1. Welcome and Introduction
 2. Governance, Rules and Procedures
 3. RFP Timelines
 4. Background and Requirements
 5. Bid Evaluation Process
 6. Price & Specific goals
 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