

APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, INSTALLATION AND A 36-MONTH MAINTENANCE OF R410A AIRCONS AT VARIOUS SARS OFFICES

RFP No:

RFP 41/2025 A (GAUTENG)

RFP 41/2025 B (LIMPOPO)

RFP 41/2025 C (MPUMALANGA)

RFP 41/2025 D (WESTERN CAPE)

Q & A:

15 April 2026 to 6 May 2026

Non-Compulsory briefing session :

23 April 2026 at 11H00

Closing Date:

18 May 2026 at 11H00



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1. INTRODUCTION: SARS TEAM

Procurement
Sourcing Lead: Procurement
Price specialist
B-BBEE Specialist
Governance, Risk and Compliance
Financial Analyst
Contract Management
SARS Business Unit
Bid Specification Committee and Bid Evaluators
Corporate Legal Services
Legal Specialist



2. PURPOSE

Non-compulsory briefing session

- Purpose
 - To present the published scope of work to bidders
 - Provide a comprehensive overview of the contents on the main RFP document
 - Bidder's interested in site assessment visit should contact SARS tender office via email at tenderoffice@sars.gov.za to arrange for a suitable date and time.
- 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 e-tender and SARS website
- The published 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 questions
 - Bidders are requested to submit written questions during the open Q & A period to the published Tender Office email
 - 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



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 AND SCOPE OF WORK

Refer to Annexure A – Business Specification Requirements (BRS)

Refer to Annexure B – List of Offices



Annexure B - List
of Offices

4. BID EVALUATION PROCESS



REFER TO SECTION 7: EVALUATION PROCESS OF THE MAIN RFP DOCUMENT:



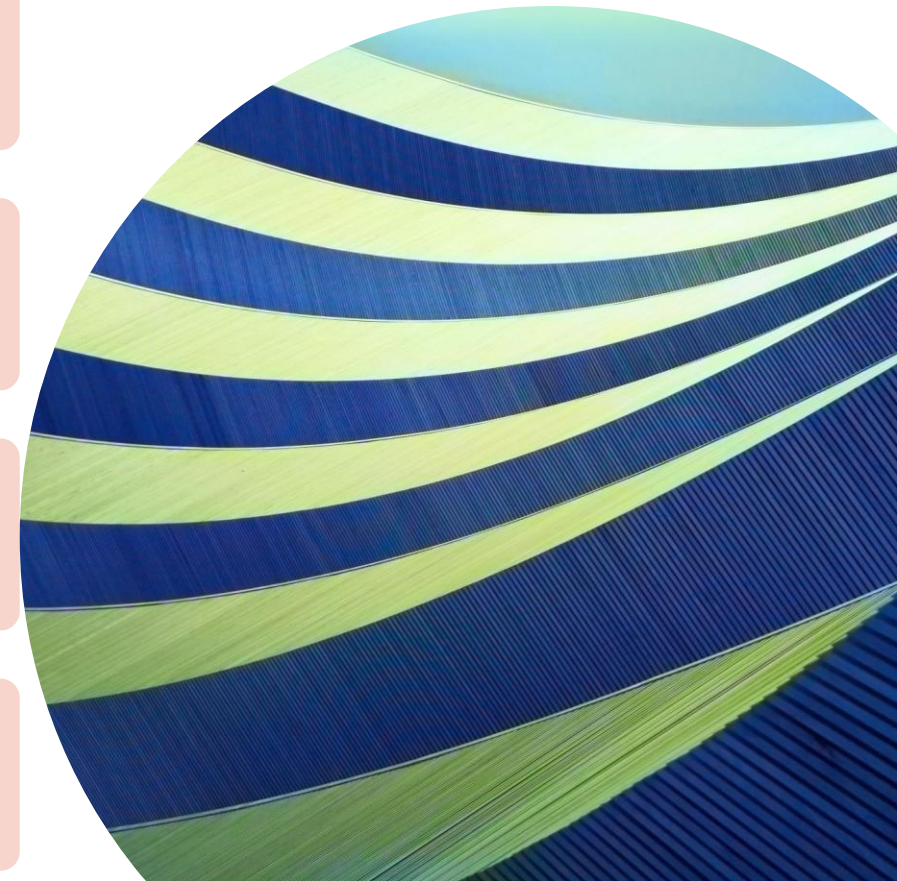
Gate 0 – Prequalification Evaluation



Gate 1 – Mandatory evaluation process



Gate 2 – Technical evaluation (Functionality)

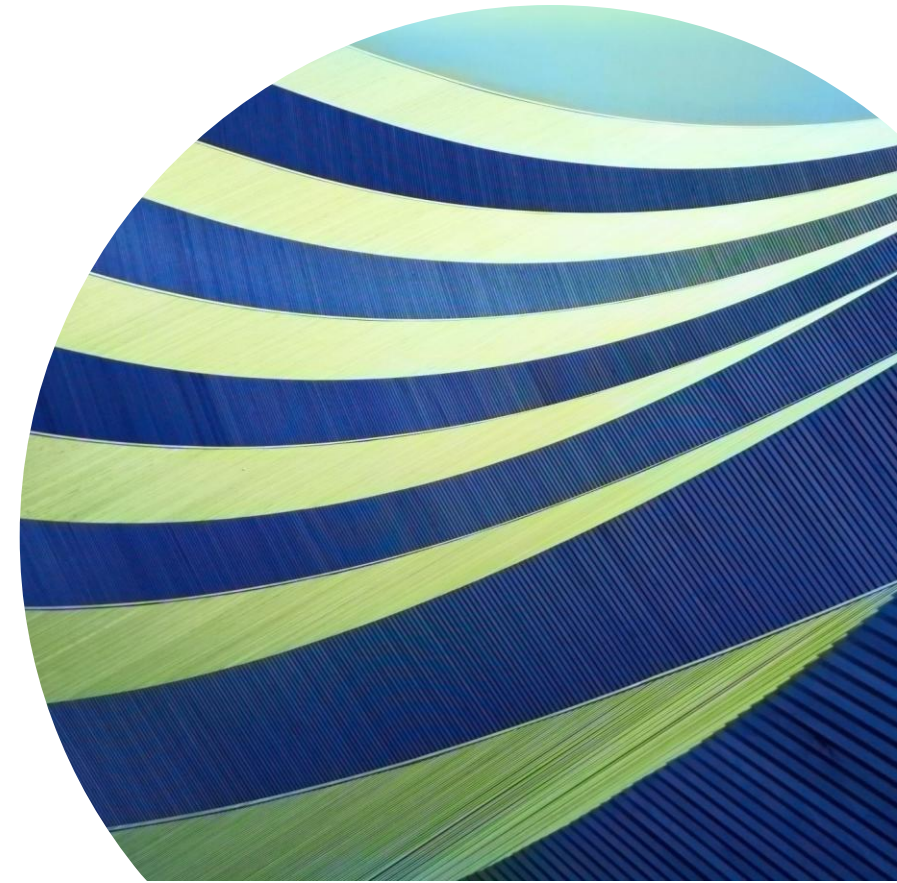


4.1 BID EVALUATION PROCESS

Main RFP Document (Section 7)

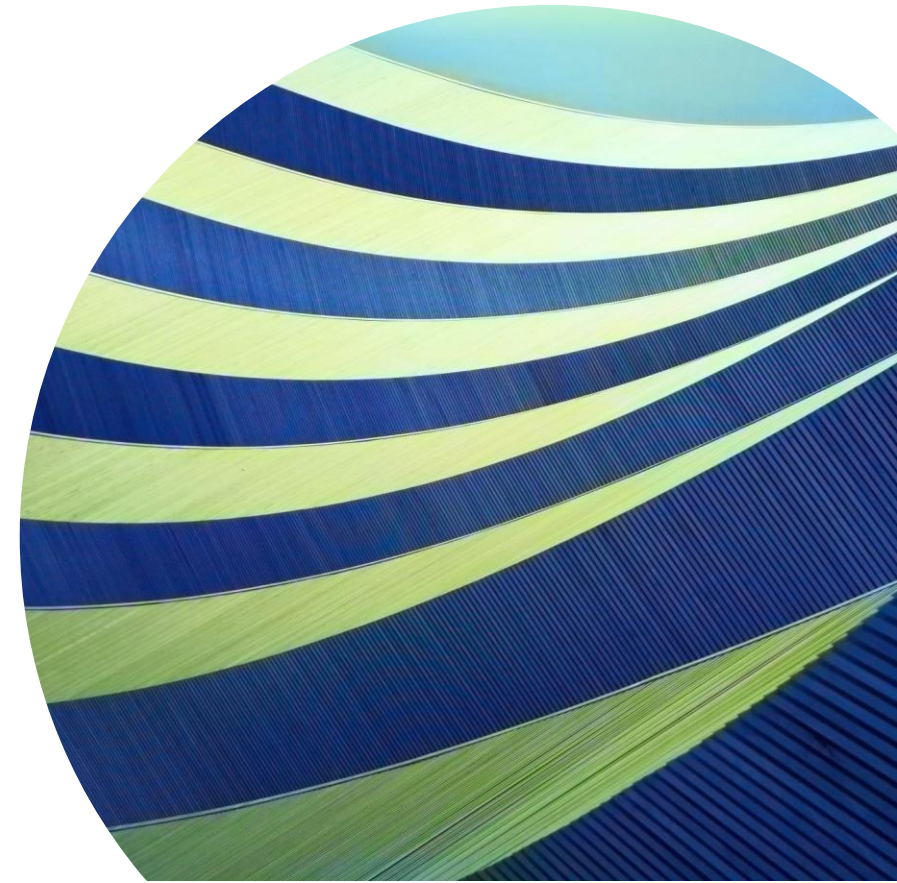


Main RFP
Document



4.2 PRICING SCHEDULE

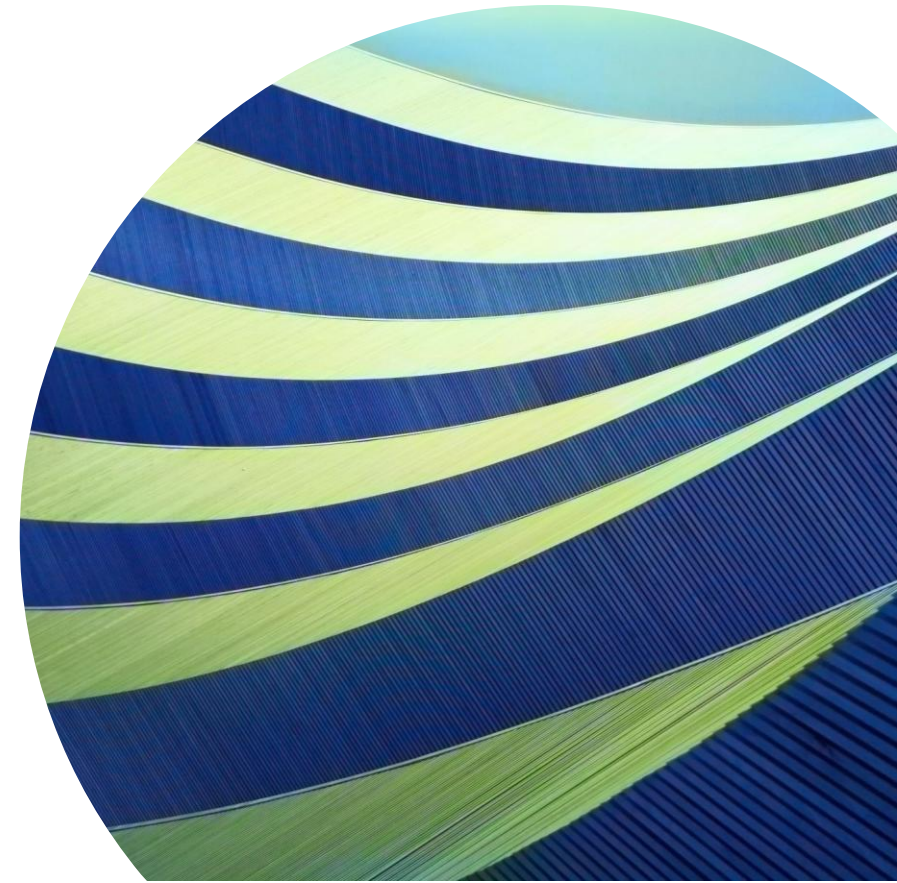
Pricing templates



4.3 SPECIFIC GOALS

B-BBEE certificate or sworn affidavit

SBD 6.1 Preference point claim form



4.3 FINANCIAL ANALYSIS

4.4.2 FINANCIAL REQUIREMENTS:

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.

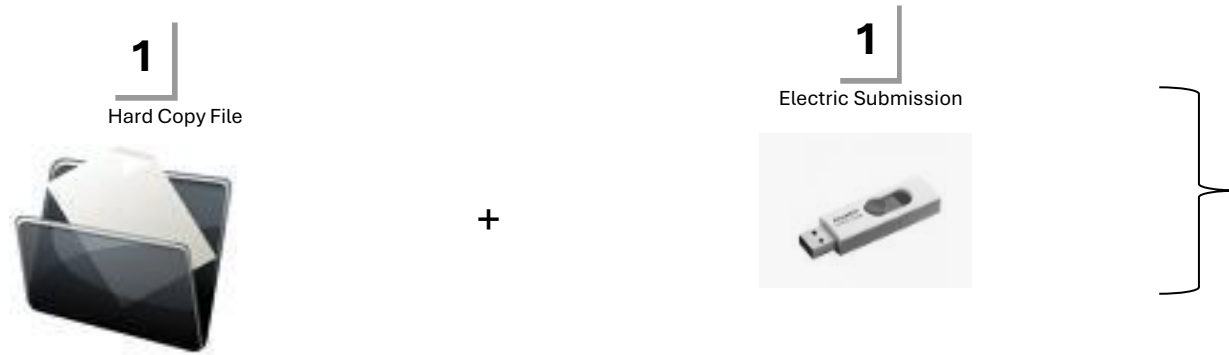
- **Three recent complete sets of Audited/Reviewed Annual Financial Statements comprising of:**
 - ✓ Statement Of Profit and Loss Comprehensive Income (*Income Statement*)
 - ✓ Statement of Financial Position (*Balance Sheet*)
 - ✓ Statement of Cash Flows (*Cash Flow Statement*)
 - ✓ Accompanying Unabridged Notes for ALL of the above documents
 - ✓ Any supplementary information
- **Less than three years Financial Periods**
 - ✓ 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.



5. RFP submission and contact details

Bidders must submit one (1) hard copy file 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 Nieuw
Mucleneuk, Pretoria

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

5.1 RFP TIMELINES

ACTIVITY	DATE
Advertisement of Bid in the: <ul style="list-style-type: none">• National Treasury e-Tender Portal.• Tender documents on SARS website• CIDB	15 April 2026
Non-compulsory virtual briefing session	23 April 2026 @ 11h00
Last date for questions relating to RFP	15 April 2026 to 6 May 2026
SARS response	16 April 2026 to 11 May 2026
Bid Closing Date	18 May 2026 at 11:00am



Thank you
Rea leboha
Re a leboga
Ndza Khenza
Dankie
Ndi a livhuwa
Ngiyabonga
Enkosi
Ngiyabonga

