**SARS RFP 31/2025**

APPOINTMENT OF A SERVICE PROVIDER FOR THE ACQUISITION OF EDISCOVERY TOOL

**MANDATORY REQUIREMENT RESPONSE TEMPLATE**

***Instructions***

1. *Bidder is instructed to follow the format (section numbering, headings etc.) of this Mandatory Requirement response template exactly. Bidder must not deviate from the numbering scheme nor deviate from the order in which the sections and subsections are presented in this template.*
2. *Each section of this Mandatory Requirement Response Template corresponds to a pre-qualification Mandatory Requirement each section is an explanation (in italics) of what is required to be submitted by the Bidder in its response. Omitting a section; a required response, answer or required documentation will result in SARS disqualifying the Bidder.*
3. *The response to each section of the Mandatory Requirement Response Template must be separated by a file divider in the Bidder’s hardcopy response.*
4. *The Bidder must use this MS-Word document as a template for its response. The Bidder may delete these italicised instructions and the tables headed by “Instructions for completing a Response to Table A” and “Instructions for completing a Response to Table B” from the completed template in its Proposal.*

***Important note regarding the contents of the Bidder’s response***

1. *The accuracy of the content of the Bidder’s response is paramount. SARS may, at its discretion, conduct a due diligence to verify the claims made in the Bidder’s Proposal during or after SARS’s evaluation of the Mandatory Requirement criteria. The Bidder is advised to note the provisions of the RFP with regard to misrepresentation and disqualification in the Main RFP Document*
2. *Unless otherwise specified, where responses are required to indicate Bidder’s capability, the Bidder’s current capabilities must be given.*
3. *The Bidder must make clear every aspect of its response to the information sought. SARS does not take any responsibility to clarify any aspect of the Bidder’s response. SARS may at its own discretion seek clarification from the Bidder. Any interpretation that is made by SARS evaluators of an ambiguous response will be final and need not be clarified by SARS.*
4. *SARS will evaluate the Bidder’s Proposal based on the information contained in the Proposal (and any clarifications, verifications or due diligence conducted by SARS). SARS has no responsibility to take extraneous information into account in its evaluation.*

**Mandatory Requirement Response**

1. Bidder’s end to end solution

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| --- | --- | --- |
| ***Mandatory requirement*** | | |
| Reference: RFP Main Document paragraph 7.3  • The bidder is required to confirm that they provide end-to-end eDiscovery solution with no part of the work sub-contracted by indicating comply or do not comply on the Response Table A of the SARS RFP 31-2025 5-1 Mandatory Response Template | | |
| **Instructions for completing Response Table A below.**   * *The Bidder must complete all fields in Response Table A in full.* * *The Bidder must attach relevant documentation in Response Table.* | | |
|  | **Field name** | ***Instructions*** |
| The bidder is required to confirm that they provide end-to-end eDiscovery solution with no part of the work sub-contracted by indicating comply or do not comply on the **Response Table A of the SARS RFP 31-2025 5-1** Mandatory Response Template | *The Bidder respond Comply/Do not Comply. Any other response made in this column will be interpreted as ‘Do Not Comply’.* |
| Comment | *Bidder’s comment* |
|  | |

|  |  |  |
| --- | --- | --- |
| **Response Table A** | | |
| **Bidder’s end to end solution** | **Comply /Do not Comply** | **Comment** |
| * + The bidder is required to confirm that they provide end-to-end eDiscovery solution with no part of the work sub-contracted by indicating comply or do not comply. |  |  |

1. OEM Confirmation or Partner Accreditation

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| --- | --- | --- |
| ***Mandatory requirement*** | | |
| **OEM confirmation or partner accreditation**  If the bidder is an Original Equipment Manufacturer (OEM), the bidder must submit a letter confirming that they are the OEM of the eDiscovery solution.  If the Bidder is a re-seller or a partner of an OEM, the Bidder must submit a letter or an agreement from the OEM. The letter or agreement must confirm that the Bidder is currently accredited by the OEM.  **NB: If the bidder is an authorized partner, the letter/certificate of confirmation must be valid upon the tender closing date.**  **The letter/certificate may be authenticated with the OEM during evaluation stage.** | | |
| **Instructions for completing Response Table B below.**   * *The Bidder must complete all fields in Response Table B in full.* * *The Bidder must attach relevant documentation in Response Table.* | | |
|  | **Field name** | ***Instructions*** |
| The Bidder must state "Comply/Do not Comply" in Response Table B of the ***SARS RFP 31-2025 5-1 Mandatory Response Template*** that they are the Original Equipment Manufacturer (OEM), a partner or a reseller of the eDiscovery tool | *The Bidder respond Comply/Do not Comply. Any other response made in this column will be interpreted as ‘Do Not Comply.* |
| Comment | *Bidder’s comment* |
|  | |

|  |  |  |
| --- | --- | --- |
| **Response Table B** | | |
| **OEM confirmation or partner accreditation** | **Comply /Do not Comply** | **Comment** |
| If the bidder is an Original Equipment Manufacturer (OEM), the bidder must submit a letter confirming that they are the OEM of the eDiscovery solution.  If the Bidder is a re-seller or a partner of an OEM, the Bidder must submit a letter or an agreement from the OEM. The letter or agreement must confirm that the Bidder is currently accredited by the OEM.  **NB: If the bidder is an authorized partner, the letter/certificate of confirmation must be valid upon the tender closing date (Within twelve (12) months period).**  **The letter/certificate may be authenticated with the OEM during evaluation stage.** |  |  |

**AuthoRised Signature of Bidder**

*I declare that the responses and the information provided above are accurate, complete, and correct and that I am authorised to sign this declaration on behalf of the Bidder.*

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| **Signature of Bidder’s Authorised Signatory** |  |
| **Name** |  |
| **Capacity** |  |
| **Date** |  |