**SARS RFP 09/2025**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CISCO SERVER ROOM KIT FOR THE THREE NEW OFFICE SPACE AT BROOKLYN AND SURROUNDING AREAS**

**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 attach documentary evidence of claims where specifically requested and where directed may attach additional documentation. All documentation must be placed in a subsection of section 7 (Additional Documentation) located at the end of this template and a reference to the documentation must be made by the Bidder in the ‘Table B Additional Documentation References’ of the referring section. SARS is not under any obligation to evaluate material that is not referenced within ‘Table B Additional Documentation References’ and in the manner set out above.*
5. *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 Organisation

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| ***Mandatory requirement*** | | |
| Reference: RFP Main Document paragraph 7.3  SARS is interested only in organizations that take full accountability for service delivery. Thus, any Bidder, be it a juristic person, partnership, sole proprietor, or any special-purpose vehicle, must take full accountability for service delivery.  A Bidder must be registered in South Africa in terms of South African laws and operate in South Africa.  **NB: The Bidder must have attached its Companies and Intellectual Property Commission (CIPC) registration. In terms of consortiums or Joint Ventures (JVs), incorporated JVs must submit their CIPC registration, and unincorporated JVs must submit individual CIPC registration documents.** | | |
| **Instructions for completing Response Table A & Table B 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 must have CIPC registration documents | *The Bidder must supply a response of ‘Confirm’ or ‘Do Not Confirm’. Any other response made in this column will be interpreted as ‘Do Not Confirm’.* |
| Comment | *The bidder must indicate whether they operate in South Africa* |
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| **Response Table A** | | |
| **Accreditation** | **Confirm/Do not Confirm** | **Comment** |
| Bidders must be registered in South Africa in terms of South African laws and the bidder must be operating in South Africa. |  |  |
| **Response Table B: References to Attached Documentation** | | |
| **Reference** | **Document Title** | **Submitted In Support Of** |
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1. CISCO Partner Certification/ ACCREDITATION

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| ***Mandatory requirement*** | | |
| Reference: RFP Main Document paragraph 7.3  The Bidder must provide a proof that it holds one of the followings valid Cisco Partner certificates: Global Gold integrator or Gold Integrator or Premier Integrator.    **NB: The Bidder itself must be a CISCO Partner and cannot rely on a sub-contractor to fulfil this requirement.**  **NB: SARS reserves the right to verify the Bidder’s CISCO status, either through the CISCO locator or consultations with CISCO. If it is found that the Bidder has misrepresented their CISCO partner's status, the Bidder will be disqualified from further evaluations.**  **NB: If the Bidder will be submitting documentation / proof of certification / CISCO Partner status of its parent / holding company and/or subsidiary, the Bidder must submit a letter which demonstrates the relationship between the (2) companies in terms of ownership. In this instance the Bidder need to submit proof in the form of a signed confirmation letter from the OEM that the Bidder, as a separate subsidiary of its parent / holding company, is deemed to hold the same certification and CISCO Partnership of its holding company by virtue of the relationship and ownership structure.** | | |
| **Instructions for completing Response Table A & Table B 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 must provide a proof that it holds one of the followings valid Cisco Partner certificates: Global Gold Integrator or Gold Integrator or Premier Integrator. | *The Bidder respond Confirm/Do not Confirm. Any other response made in this column will be interpreted as ‘Do Not Confirm’.* |
| Comment | *The bidder must indicate the partner certification level.* |
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| **Response Table A** | | |
| **Accreditation** | **Confirm/Do not Confirm** | **Comment** |
| The Bidder must provide a proof that it holds one of the followings valid Cisco Partner certificates: Global Gold Integrator or Gold Integrator or Premier Integrator. |  |  |
| **Response Table B: References to Attached Documentation** | | |
| **Reference** | **Document Title** | **Submitted In Support Of** |
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1. Experience in Cisco network infrastructure projects

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| Reference: RFP Main Document paragraph 7.3  The bidder must demonstrate experience by supplying a minimum of three (3) Cisco network infrastructure projects that they have undertaken in the public or private sector, as outlined in the mandatory response template, ***SARS RFP 09-2025 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 should list as many clients as is necessary to show that all elements of the scope of these requirements are being delivered by the Bidder to clients. The Bidder should list as many clients as is necessary to show the scale of its current delivery is at least equivalent to that required for the delivery of services.* * *The Bidder may add more lines to Response Table A if necessary to provide details of all its clients.* | | | | | |
|  | **Field name** | ***Instructions*** | | | |
| *Client Name* | *The Bidder must supply the full name of the current client of the Bidder.*  *The Bidder cannot use the client of a subcontractor as a reference; the client must have a current contract with the Bidder for the services.*  *SARS is seeking only the names of clients to whom the Bidder delivers services within the borders of South Africa.* | | | |
| *Scope of Services Rendered* | *The Bidder must describe in full the services that the Bidder renders to the client. The Bidder must show that the scope of services delivered to the client is relevant to the requirements services set out in the Business Requirements Specification.*  *If the services described are in any way delivered with a subcontractor or third party, this must be fully disclosed.* | | | |
| *Years of Delivery* | *The Bidder must supply the dates of delivery e.g. “2010–present”.* | | | |
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| **Response Table A** | | | | | |
| **Current Client Base** | | | | | |
| **Client Name** | | | **Contact Number** | **Scope of Services Rendered** | **Years of Delivery** |
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**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** |  |