

**SARS**  
**Briefing Session (Non Compulsory)**  
**RFP 08-2022 – Open Bid**

**Technical Security Modernisation**  
**Tender including maintenance and**  
**support – Streaan1, 2 & 3**

**01 Nov 2022 (09h00 - 11h00...)**

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# Agenda

<u>Start</u>	<u>End</u>	<u>Topic</u>
09:00 - 09:15		Welcome / Introduction
09:15 - 09:30		Governance, Rules and Procedures RFP 08-2022 overview (3 streams to be noted)
		Break / Questions / Discussions
09.30 - 10:00		Technical session (3 streams to be noted) Break / Questions Discussions
10:00 - 10:30		Pricing Session (3 streams to be noted) Break / Questions / Discussions
10:30 - 11:00		BBBEE (3 X SBD 6.1 to be noted) Wrap-up / questions / discussions

**RFP 08-2022 – Open bid**

**Briefing Session**

**Welcome & Introduction**

**Andrea Granchelli**

**Commodity Leader: ICT Procurement**

# Governance, Rules and Procedures

## **SARS Procurement**

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# Purpose

## Briefing Session

- **Purpose**
  - Explain selected concepts, procedures and other aspects of the RFP
- **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**
  - **relax any of the RFP rules unless communicated separately in writing**
- **The briefing session slides will be uploaded onto the SARS website.**
- **The RFP pack remains the primary source of information for the Respondent to respond.**

# Procedures during session

- **No questions will be answered during the session (this does not mean interaction and discussions during the session)** – respondents are referred to the Q&A process is noted in the main RFP document
- **SARS will review and focus on most pertinent themes during the session.**

- **Strict communication channels**
  - Respondents will be disqualified for non-compliance
- **No solicitation of information will be allowed other than by prescribed channels**
- **Deadlines to be strictly met**
- **Only prescribed submission format will be accepted**

# Rules of engagement

- **Other than the contact for the RFP below:**
  - Respondents may not have contact with SARS staff.
  - Respondents who are existing service provider(s) to SARS may only engage SARS staff regarding operational matters.
- **All contact relating to RFP matters are only to be addressed to SARS Procurement at [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za).**



# RFP Overview

**Technical Security Modernisation Tender including  
maintenance and support**

**Stream 1 - CCTV**

**Stream 2 – Access Control**

**Stream 3 – Alarm Systems**

# Background

- **The South African Revenue Service (SARS) has approximately one hundred and fifty six (156) offices (SARS Sites) nationally.**
- **The protection of SARS's assets, people, and general physical security at SARS Sites is of pivotal importance due to the nature of the operations and activities of SARS.**

# Objectives of this RFP

- The primary objective of this RFP is to appoint three service providers who have the capacity to provide SARS with modernised technical systems, install the new systems in SARS sites and supply the necessary maintenance and support for those systems.
- Stream 1 – modernised CCTV systems and LICENCE PLATE RECOGNITION systems (including maintenance for a period of three (3) years)
- Stream 2 – centralised ACCESS CONTROL solutions (including maintenance for a period of three (3) years)
- Stream 3 – modernised ALARM solutions (including maintenance for a period of three (3) years)
- **Refer to: SARS RFP 08-2022 (2.1 & 2.2 & 2.3)**  
**Business Requirements Specification**

# RFP Model

# RFP model

- Open Tender
- The RFP has mandatory requirements
- Each stream has its own mandatory requirements

**The respondent must meet these before the response will be considered for evaluation.**

# Bid preparation phase – Q&A

- Any questions / queries regarding the RFP process or content must be submitted in writing (email) to the email address below.
- All questions / queries must be submitted no later than the date indicated in the main document (Table 3).
- Any oral communication will be considered unofficial and non-binding to SARS.
- The queries must be :
  - to [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za)
  - Email format:

**Subject** : “RFP 08-2022 – Question”

**Body** : “Supplier : <supplier name>”

: “Question : <Question text>”

# Bid preparation phase – Q&A

- **The answers will be provided**
  - without the details of who posed the question
  - published on the SARS website
- **SARS will endeavour:**
  - to provide a response to questions as soon as possible after receipt
  - to finalise all responses on or before the date indicated in the main document (Table 3).

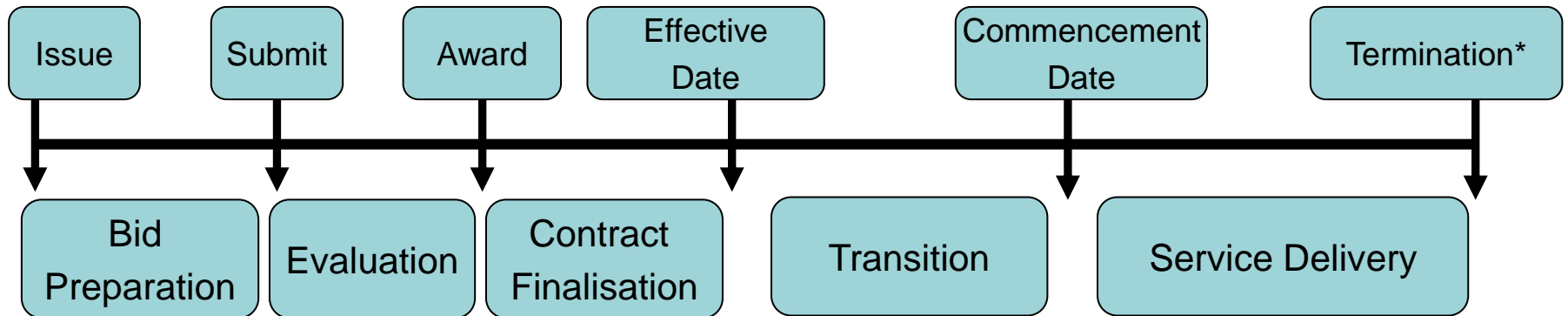
# Bid preparation phase

- **SARS may:**
  - call one or more briefing sessions
    - Compulsory or non-compulsory
  - issue communications
    - answering questions from Respondents
    - clarifying issues arising from questions
    - amending the RFP, including changing dates and times in the RFP process.

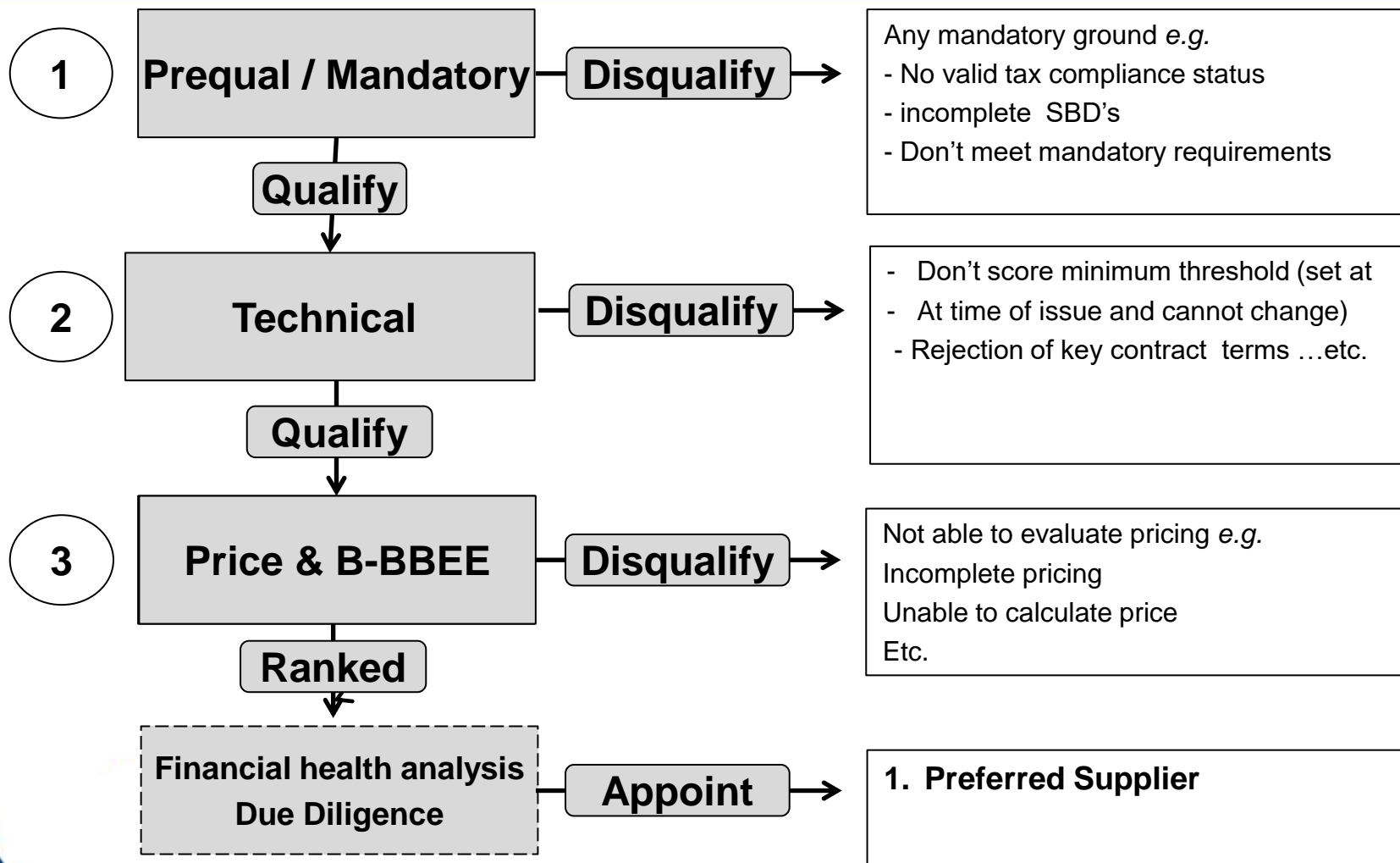


# Key events and phases

## RFP Process



# Evaluation process



# Prequalification - Discretionary

- **SARS, at its sole discretion, may disqualify a Respondent from evaluation for:**
  - Non-adherence to RFP rules
  - Non-adherence to rules of engagement
  - Non-compliance to ethics

# Evaluation: Price and B-BBEE

Criteria	Weighting (ex 100)
B-BBEE	10
Price	90

- 90/10 evaluation in terms of PPPFA<sup>1</sup> on contract value.
- B-BBEE evaluation performed on the basis of the submitted B-BBEE certificate.<sup>2</sup>
- Statutory formula<sup>2</sup> applied to the Bidder's submitted pricing.

<sup>1</sup> Preferential Procurement Policy Framework Act 5 of 2000

<sup>2</sup> National Treasury Regulations 2011 to the PPPFA

# RFP Pack content

# RFP Pack Contents

- **RFP pack is organised into 5 Sections**

<b>Section 1</b>	<b>Summary, guidelines, instructions and Conditions.</b>
<b>Section 2</b>	<b>Business requirements specifications (X3)</b>
<b>Section 3</b>	<b>Standard Bid Documents (X3 SBD 6.1)</b>
<b>Section 4</b>	<b>The conditions, rights and obligations under which SARS wishes to procure the Services.</b>
<b>Section 5</b>	<b>Documents, templates, questionnaires and checklists required for the submission of the Bidder's Proposal</b>

# RFP Pack – Section 1

**Section 1 of the RFP pack contains the documents necessary to gain an overview of the RFP and for attendance to the Briefing Session**

1. [RFP 08-2022 1-1 Summary, Guidelines, Instructions and Conditions.](#) **This must be read in detail by all Bidders.**
2. The Oath of Secrecy / Solemn Declaration must be completed and signed by the authorised representative of the Bidder's team and submitted with the response.

# RFP Pack – Section 2

**Section 2 has three documents (each stream) which details the business and technical requirements of the RFP**

1. SARS RFP 16-2021 (2-1 &2-2 &2-3) Business Requirement Specification.

**These documents detail the requirements of the business. It must be read in detail to understand SARS's requirements for all aspects of the service for each stream:**



# RFP Pack – Section 3

**Section 3 contains the Prequalification Documents**

**ALL THESE DOCUMENTS MUST BE COMPLETED SIGNED  
AND SUBMITTED AS PER THE INSTRUCTIONS IN THE  
FORMS**

**Please note that there are 3 SBD6.1 documents that need  
to be submitted ie each stream will have its  
corresponding SBD6.1**

# RFP Pack – Section 4

- **Section 4 currently has 1 documents containing the proposed contract**
- **For the purpose of expediting the issue a GCC was issued)**
- **The draft agreements will uploaded to the SARS website before the tender closes**

## **SARS RFP 08-2022 4-1 General Conditions Of Contract.**

- **The proposed draft contracts contain the details of the terms and conditions under which SARS wishes to enter into agreement with the successful Bidders.**

# RFP Pack – Section 5

Section 5 contains the templates required for the completion of a Bidder's Proposal

**1. SARS RFP 08-2022 5-1 Mandatory Response Template.**

This template must be completed in order for the Bidder to be evaluated in terms of the technical evaluation criteria.

**2. SARS RFP 08-2022 (5-2A, 5-2B, 5-2C) Technical Response Template.**

These template must be completed in order for the Bidder to be evaluated in terms of the technical evaluation criteria.

**3. SARS RFP 08- 2022 5-3 Pricing Response Template.**

The Pricing template (all tabs) to be completed by the Bidder for usage in the Pricing/B-BBEE stage of the evaluation

**4. SARS RFP 08-2022 5-4 Proposal Response Checklist.**

# Bidder's Proposal Format

# Bidder's Proposal

- **This is covered in detail in the document:**
- **[SARS RFP 08-2022 1-1 Summary, Guidelines, Instructions and Conditions](#)**
- **Each Proposal must be separately filed**
- **The original hardcopy (pdf) must be signed**

# Pricing Template

# Bidder's Proposal – Pricing

- **Pricing Template**

- The Pricing Template must be completed.
- The template must be fully populated. SARS may not be able to evaluate a partially completed template and will be forced to reject the proposal if this is the case.
- The pricing template (PDF) must be signed by the Bidder's authorised signatory.
- It is critical that the methodology behind the Pricing is fully understood by the Bidder.
- Submit questions through the Q&A process. .

# Pricing response template - rules

- **All input (unprotected) cells must be completed**
  - No other cells to be populated.
  - All cells are to be completed - if cells are left blank SARS may not be able to evaluate the financial response.
  - Do not attempt to change formulas, formats or to unprotect the templates. If there is a problem – phrase it in a question to SARS.
- **The amounts entered in the Pricing Templates must:**
  - Include VAT
  - Be firm and not indicative (180 days)



# B-BBEE

# BEE Mandatory Requirements

The Preferential Procurement Regulations 2017 (PPR) allows SARS to exercise its discretion to issue Tenders with mandatory B-BBEE requirements:

Stream	BEE Mandatory	<b><i>Non-Submission of the required documentation will result in the disqualification of the bidder</i></b>
<b>Stream 1- CCTV</b>	The bidder must be a company with a BBEE status of at least Level 2  <b>With</b> subcontracting 30% to an EME or QSE which is at least 51% owned by black people	<i>A valid B-BEEE certificate/Affidavit with status level 1 or 2                       and complete section 7.1.1 on SBD6.1 indicating 30% subcontracting</i>
<b>Stream 2–Access Control</b>	The bidder must be a company with a BBEE status of at least Level 2  <b>With</b> subcontracting 30% to an EME or QSE which is at least 51% owned by black people	<i>A valid B-BEEE certificate/Affidavit with status level 1 or 2                       and complete section 7.1.1 on SBD6.1 indicating 30% subcontracting</i>
<b>Stream 3 – Alarm Systems</b>	The bidder must be a company with a BBEE status of at least Level 2	<i>A valid B-BEEE certificate/Affidavit with status level 1 or 2</i>

Failure to submit the required certification documents will result in **disqualification**.

# BBE 10 Points

**B-BBEE points may be allocated to Bidders on submission of documentation or evidence as follows:**

ADJUDICATION CRITERIA	POINTS
A duly completed Preference Point Claim Form: SBD 6.1 and a B-BBEE Certificate/Affidavit	10

Bidders **MUST** complete and sign the SBD 6.1 form to claim the Bidder's B-BBEE preference points, failing which, the Bidder will be scored zero.

# BEE Certificate/Affidavit

The table below indicates the specific B-BBEE certification documents that must be submitted for this tender. Failure to submit the required certification documents will also result in Bidders scoring zero for B-BBEE.

Classification	Turnover	Submission Requirement
<b>Exempted Micro Enterprise ( EME)</b>	Below R10 million p.a.	A sworn Affidavit or Certificate from CIPC
<b>Qualifying Small Enterprise (QSE)</b>	Between R10 million and R50 million p.a.	<b>A sworn Affidavit – only 51% BO and above</b> Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency
<b>Large Enterprise (LE)</b>	Above R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency

Incorporated JVs must submit the B-BBEE status of the entity. Unincorporated JVs must submit a consolidated B-BBEE certificate as if they were a group structure for every separate Bid.

Section 1.6 SBD 6.1 states.. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

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

# B-BBEE Key Sections to complete in SBD

## BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

### 6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4. AND 4.1

6.1 B-BBEE Status Level of Contribution: ..... = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of a B-BBEE status level of contributor.

## 7 SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?  
*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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# Points Awarded for BBBEE

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points (80/20 system)</b>	<b>Number of Points (90/10 system)</b>
1	20	10
2	18	9
3	14	6
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-Compliant Contributor	0	0

# B-BBEE Key Sections to complete in SBD continued.....

7.1.1 If yes, indicate:

- (i) What percentage of the contract will be subcontracted? .....%
- (ii) The name of the sub-contractor? .....
- (iii) The B-BBEE status level of the sub-contractor? .....
- (iv) Whether the sub-contractor is an EME or QSE? YES / NO (delete which is not applicable)  
**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- (v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b> √	<b>QSE</b> √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		



## Regulation 6(5)

- A tenderer may not be awarded points for B-BBEE status level of contributor if the tender documents indicate that the tenderer intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract.

## Regulation 12(3)

- A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an Exempted Micro Enterprise that has the capability

# Wrap up

**Please submit all questions  
electronically to SARS  
Procurement at**

**[tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za)**