

APPOINTMENT OF A SERVICE PROVIDER FOR THE RENTAL OF AN ELECTRONIC JOB DESIGN TOOL

Briefing Session: 10 October 2019 at 11H15

RFP Number: RFP 0024/2019

RFP Closing Date: 28 October 2019, 11H00

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Bid Evaluation Committee

Procurement

Sourcing Lead: Professional Services – Project Oversight

Governance, Compliance & Risk Specialist – Audit

Contract Specialist

Tender Office – Tender Queries

Value Delivery Planning – Price Evaluator

B-BBEE Evaluator

SARS Business Unit

Bid Specification Committee

Technical Evaluators

Corporate Legal Services

Legal Specialist

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RFP Timelines

ACTIVITY	DUE DATE
RFP Advertisement in Government Tender Bulletin	04 October 2019
Tender documents on SARS website	04 October 2019
Non-compulsory briefing session	10 October 2019 at 11H15
Questions relating to RFP	04 October 2019 to 18 October 2019
RFP Closing Date	28 October 2019, 11h00
Notice to bidders	*January/February 2020

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RFP 0024/2019: Background and Scope of work

Refer to sections 9.1 and 9.2. of the RFP document (page 06 - 13).



RFP 0024/2019:
RFP Document

Bidders Responses/ Documentation Required

Refer to sections 9.3 of the RFP document (page 13 - 16).



Tender Pack

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Evaluation and Selection Criteria

Refer to paragraph 12.3 of the RFP document (page 18 - 25).



RFP 0024/2019:
RFP Document

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Bid Evaluation Process – Gate 2 (Price & B-BBEE)
(Pricing Evaluation)

Bid Evaluation Process: Gate 2 – Price

The Price and B-BBEE 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 D – Pricing Template



RFP 0024/2019
Pricing Template

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 = Price of Bid under consideration
- P_{min} = Price of lowest acceptable Bid

Bid Evaluation Process Gate 2 (Price & B-BBEE)
(B-BBEE Evaluation)

B-BBEE = 20 points

Stage 2: B-BBEE Evaluation (20 points)

ADJUDICATION CRITERIA	POINTS
A duly completed Preference Point Claim Form: SBD 6.1 and a B-BBEE Certificate.	20

Bidders **MUST** complete and sign the SBD 6.1 form to claim the Bidder's B-BBEE preference points.

B-BBEE Requirements

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 being disqualified.

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

Use and Acceptance of Affidavits

Section 1.6 of the SBD 6.1 form 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 their Black ownership and turnover information in support of their Affidavits.

B-BBEE KEY SECTIONS TO COMPLETE IN SBD 6.1

BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 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 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 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? YES / NO (delete which is not applicable)

BEE requirements cont.

JOINT VENTURES

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.

SUB-CONTRACTING

- Bidders who want to claim preference points will have to comply fully with regulation 12(3) of the Preferential Procurement Regulations, 2017 with regard to sub-contracting:
- *“A person awarded a contract may not subcontract 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 of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the sub-contract.”*

Proof of Existence: Joint Ventures and/or Sub-Contracting

- Bidders must submit concrete proof of the existence of joint ventures and/or sub-contracting arrangements. SARS will accept signed agreements as acceptable proof of the existence of a joint venture and/or sub-contracting arrangement.
- The joint venture and/or sub-contracting agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or sub-contracting party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or sub-contracting arrangement.

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Services Agreement (Refer to section 13.2 of the main RFP document)

- Bidders are allowed to provide suggested contract amendment (contract mark-ups), if any, for SARS's consideration for which the Bidder will be assessed on. SARS will not accept any "standard terms and conditions" or a complete re-write of the service agreement by the Bidder.
- Upon award, SARS and the successful Bidder will conclude an agreement regulating the specific terms and conditions applicable to the services being procured by SARS, more or less in the format of the draft Services Agreement included in this tender pack.
- SARS reserves the right to vary the proposed terms and conditions of the draft Services Agreement upon the award of this RFP.
- Bidders are not required to sign the draft Services Agreement when submitting the proposal.

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Bid Submission

Bidders must submit copies of each file (Original and Duplicate) and a USB with content of each file by the **28 October 2019 at 11:00am**. (Refer to section 11 of the main RFP document)



TENDER BOX

SARS Brooklyn Bridge, 570 Fehrsen Street, Linton House, Brooklyn

Any enquiries must be referred, in writing via email:

tenderoffice@sars.gov.za cc and rft-professionalservices@sars.gov.za

File 1: Original / Duplicate

Exhibit 1

Pre-qualification documents

- SBD documents and other



Exhibit 2

Technical Responses

- Company profile and resources as per 9.3.1.
- References as per 9.3.2
- System Functionality as per 9.3.3
- Methodology and Approach as per 9.3.4
- User Support as per 9.3.5
- Data Security and Disaster Recovery as per 9.3.6



File 2: Original / Duplicate

Exhibit 1

- B-BBEE Certificate or Sworn Affidavit
- SBD 6.1
- Pricing Schedule (Annexure D)



NB! Bidders are required to mark their files correctly as indicated above. USB mut be marked with the Bidder's name.

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