

APPOINTMENT OF A GROUP LIFE INSURER

Briefing Session **29 APRIL 2019 at 11H00**

RFP No **RFP 10/2019**

Closing Date **22 MAY 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 – Pre-Qualification

Value Delivery Planning – Price Evaluator

Financial Analysis team

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	18 April 2019
Tender documents on SARS website	18 April 2019
Non-compulsory briefing session	29 April 2019 at 11H00
Questions relating to RFP	18 April – 10 May 2019
RFP Closing Date	22 May 2019, 11h00
Notice to bidders	June/ July 2019

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Background and Scope of work

Refer to section 9 of the RFP document.



Adobe Acrobat
Document

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Gate 0

Pre-Qualification

- Invitation to Bid SBD 1
- Tax Compliance status pin
- Central Registration Report (Central Database System) from NT
- SARS Oath of Secrecy
- Declaration of interest SBD 4
- Preference Point Claim form- SBD 6.1
- Declaration of Bidder's Past SCM Practices – SBD 8
- Certificate of Independent Bid Determination – SBD 9
- Supplier cost and risk assessment questionnaire
- Bidder Compliance checklist
- GCC
- Set of audited/ reviewed annual financial statements for 3 financial periods

Gate 1

Pre- Technical Evaluation

Mandatory Requirements

- Submit Minimum B-BBEE status level 3
- Valid B-BBEE certificate/ Sworn Affidavit
- Submit a valid certificate/ license of an authorised financial service provider with the financial sector conduct authority (FSCA)
- Submit Annexure A1 Minimum Mandatory Benefits Requirements

Gate 2

Price = 90

100 points

BBBEE = 10

Bidder Compliance Checklist

Bidders are required to complete Annexure A2 to assist the evaluators to locate mandatory requirements documents.

Section No.	Mandatory Requirement	Compliant	Non - Compliant	Reference page in Submission	Comments
8.3.1	Minimum B-BBEE Status Level 3	√		Pg.	
8.3.2	Certificate/ License with Financial Sector Conduct Authority (FSCA)	√		Pg.	
8.3.3	Mandatory Benefits Requirements		√	Pg.	Bidder to state reason for non-compliance

EXAMPLE

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Bid Evaluation Process Gate 2 (Price & BBBEE)

PRICING

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 (90 points)

Bidders must refer to Annexure B – Pricing Template

Adjudication Criteria	Points
Price Evaluation	90



Microsoft Excel
Worksheet

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

P_s = Points scored for price of Bid under consideration
 P_t = Rand value of Bid under consideration
 P_{\min} = Rand value of lowest acceptable Bid

Bid Evaluation Process Gate 2 – Price Breakdown

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 Break down (90 points)

Please note that pricing will be evaluated as follows:

Core Benefit contributions payable by the employer

- Core benefit weighted at 70/90 points

Additional Flexi Benefit contributions payable by the employee

- Flexi cover weighted at 10/90 points
- Spouse's life cover weighted at 5/90 points
- Extended Funeral Cover weighted at 5/90 points

Bid Evaluation Process Gate 2 (Price & BBEE)

B-BBEE

B-BBEE Mandatory Requirement

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

- **The Mandatory B-BBEE Level for this Tender is Level 3, 2 or 1**

B-BBEE = 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.	10

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

B-BBEE Certificate

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 Micro Enterprise (EME)	Below R10 million p.a.	A DTI Affidavit or Certificate from CIPC
Qualifying Small Enterprise (QSE)	Between R10 million and R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating. 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 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 their Black ownership and turnover information in support of their Affidavits.

B-BBEE KEY SECTIONS TO COMPLETE IN SBD

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 CERTIFICATE

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 regulations 11(8) and 11(9) of the Preferential Procurement Regulations, 2011 with regard to sub-contracting:
- A person must not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an Exempted Micro Enterprise 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.

FINANCIAL ANALYSIS EVALUATION

BACKGROUND

- Public Finance Management Act (PFMA)
- Fair
- Equitable
- Transparent
- Competitive
- Cost Effective

Financial Evaluation

- Financially Stable
- Financially Viable
- Identify Financial Risks
- Apply Appropriate Mitigating Strategies

Financial Evaluation

- **Complete Sets of Audited/ Independently Reviewed Annual Financial Statements**

- ✓ Signed Auditors / Accounting Officers Opinions
- ✓ Statement of 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

- **Less than 3 Financial Periods**

Explanatory Letter

- **Joint Ventures**

Unincorporated JVs must submit separate F/S for each party to the JV. Signed JV legal agreement.

- **Financial statements in Bidding Companies Name**

Subsidiary submitting holding company's F/S must also furnish a Performance Guarantee

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General Condition of Contract

Service Providers are requested to:

- Read the GCC and initial each page

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Bid Submission

Bidders must submit copies of each file (Original and Duplicate) and a CD-ROM or USB with content of each file by the **22 May 2019 at 11:00**



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 rft-professionalservices@sars.gov.za
(18 April – 10 May 2019)

File 1: Original/ Duplicate

Exhibit 1

- Pre-qualification documents (SBD documents)



Exhibit 2

- Annexure A1: Mandatory Benefits Requirements
- Annexure A2: Compliance Checklist
- A valid certificate/ license with Financial Sector Conduct Authority



Exhibit 3

- General Conditions of Contract



File 2: Original/ Duplicate

Exhibit 1

- SBD 6.1 Preference Point Claim Form
- Valid B-BBEE Certificate/ Sworn Affidavit
- Financial Statements (3 years audited annual statements)



Exhibit 2

- Annexure B: Premiums and Rates Schedule



NB! Each file must be marked correctly and sealed separately for easy reference during the evaluation process. CD-ROM / USB marked with Bidder Name

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