

**MAINTENANCE AND SUPPORT, DIESEL REPLENISHMENT AND ONLINE MONITORING OF
BACK-UP GENERATORS FOR SARS OFFICES NATIONWIDE FOR A PERIOD OF 36 MONTHS.**

Briefing Session	17 March 2020 at 11H00
RFP No	RFP 39/2019
Closing Date	06 April 2020 at 11h00

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Bid Evaluation Committee

Procurement

Sourcing Lead: – Project Oversight

Governance, Compliance & Risk Specialist – Audit

Contract Specialist

Price Evaluator

B-BBEE Evaluator

Financial Analysis team

SARS Business Unit

Bid Specification Committee

Technical Evaluators

Corporate Legal Services

Legal Specialist

RFP Timelines

ACTIVITY	DUE DATE
RFP Advertisement in Government Tender Bulletin	06 March 2020
Tender documents on SARS website	06 March 2020
Non-compulsory briefing session	17 March 2020 at 11h00
Bidders to submit written questions	06 March – 25 March 2020
SARS response to bidders questions	30 March 2020
RFP Closing Date	06 April 2020 at 11h00

Bid Evaluation Process

Gate 0

Pre-Qualification Evaluation



- **Invitation to Bid SBD 1**
- Central Registration Report (Central Database System) from National Treasury
- 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 Risk Assessment Questionnaire
- Draft Service Level Agreement – Annexure C

Gate 1

Technical Evaluation

100 points

Achieve overall score of 70 out of 100 points to proceed to Gate 2

Mandatory Requirements

Technical Requirement



Gate 2

B-BBEE – 20 Points

Price & BEE Evaluation

Pricing – 80 Points

TECHNICAL

Clusters

Clusters	Regions	Preferable clusters (Yes or No)
Cluster A	Head Office/ Gauteng North/Limpopo	
Cluster B	Northern Cape/Free State	
Cluster C	Gauteng South/Mpumalanga	
Cluster D	Gauteng Central/ North West	
Cluster E	Kwa-Zulu Natal/Eastern Cape	
Cluster F	Western Cape	

Purpose

Maintenance and support, diesel replenishment and online monitoring of back-up generators for SARS offices nationwide for a period of 36 months.

Scope

Preventative maintenance

- Major and minor services

Reactive maintenance

- Fault finding and resolution,
- Repair and/or replacement of parts, and
- Drafting of scope of work for repairs and issuing of quotation or itemised BOQ for such works
- Diesel replenishment

Installation of Online Monitoring System

- System requirements
- Prioritisation

Disqualifying criteria (Mandatory)

No	Name of the document that must be submitted	Non-submission will result in disqualification?
1	Minimum Works Insurance coverage of R50M. Intention letter from the Insurance company to increase company's liability will be acceptable	YES
2	An EME or QSE	YES

Note: Failure to meet all the mandatory requirement will result into instant disqualification.

Technical evaluation criteria

NB: The minimum technical pre-requisite is 70 %

No	Criteria Description	Weights
1.	Company Experience	20
2.	Key Staff Skills and Experience (Electrical or Mechanical Technician with minimum NQF Level 5 with Trade Test)	20
3.	Cluster Footprint or Presence	20
4.	SHEQ Documents	20
5.	Technical Proposal/Methodology/ Innovation	10
6.	Online Monitoring System	10

Bid Evaluation Process Gate 2 (Price & BBBEE)

PRICING

National Treasury Preferential Procurement Regulation

Preference Point Systems

In the second stage of the evaluation, Tenders that have submitted all the required mandatory documents will be evaluated in terms of the 80/20 preference points system under section 2 of the Preferential Procurement Policy Framework Act, 2000, read with the Preferential Procurement Regulations, 2017

- The 80/20 preference point system is applicable to bids* with a Rand value equal
- to, or above R30 000 and up to a Rand value of R50 million (all applicable taxes included).

Price Evaluation

Stage 1: Price Evaluation (80 points)

Adjudication Criteria		Points
Price Evaluation	$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

Notes to Price Submission

Only Bidders that have achieved the minimum technical threshold of **70** will be considered for price evaluation

Stage 1: Price Evaluation (80 points)

- The Bidder must only complete "ALL GREEN" cells in full for all sheets provided.
- Bidders are not allowed to change the pricing template other than completing the green cells as per note 1 above. Any changes by the bidders may result in their bid being non-responsive
- Bidder are to input the company Name across all cluster on the spreadsheet.
- All prices provided by the bidder must EXCLUDE VAT, the formulae in the tables will add VAT at 15% automatically. The prices must be given in South African Rand and must be all inclusive as no additional costs will be allowed.
- Bidders are required to submit a signed hardcopy and excel version of the pricing on a soft copy.
- The Bidders pricing is to remain firm for 180 days from the closing date of this tender; SARS reserves the right to negotiate with the recommended bidder prior to signing of the contract.
- Bidders must take note that the tender is sub-divided into six (6) submissions (Cluster A to Cluster F), Bidders are required to complete pricing for ALL sites within a cluster. An incomplete cluster will be deemed as forfeiture of that cluster by the Bidder.

Notes to Price Submission cont...

Stage 1: Price Evaluation (80 points)

- Bidders to take note that as part of the tender specification, the bidders are required to provide a cost for the Once-off installation and maintenance of an online Monitoring system per generator. SARS will then take the unit cost provided and multiple it with the number of generators based on the number of clusters that the bidder has bided for
- The Cost for the Once-off Installation and maintenance of the Online Monitoring system must be indicated separately as per the Pricing template
- The bidders must note that SARS will only pay for Call Out rates above 50km radius. The rate provided for this line item will be reviewed on a Quarterly
- Bidders to indicate for which clusters they are bidding for on the attached Check list (Pricing Check List)
- Bidders to note that the pricing template per cluster is divided into six tables as follows: Table 1: Preventive Maintenance, Table 2: Annual Escalation percentage, Table 3: Hourly & Daily Rates, Table 4: Material and Markup, Table 5: Travelling Expenses for Call Outs , Table 6: Diesel Replenishment Markup - Bidders to ensure that all tables are fully completed

Bid Evaluation Process Gate 2 (Price & BBEE)

B-BBEE

B-BBEE Mandatory

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

- **The Mandatory B-BBEE for this Tender:**
 - **only EME or QSE can respond**

B- BBEE = 20 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.	20

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 in **gate 2**.

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 scoring zero for B-BBEE.

Classification	Turnover	Submission Requirement
Exempted Micro Enterprise (EME)	Below R10 million p.a	A sworn 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 agency. A sworn Affidavit above 51% Black Ownership.
Large Enterprise (LE)	Above R50 million p.a.	Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency.

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 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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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?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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B-BBEE Key Sections to complete in SBD

Continued....

- (v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
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		
OR		
Any EME		
Any QSE		

Use and acceptance of Affidavits

Please note that sworn affidavits must be signed by the Bidder's representative and attested to by a Commissioner of Oaths.

SARS reserves the right to request that Bidders submit their Black ownership and turnover information in support of their sworn affidavits.

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:

Regulation 11(8)

- 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.

Regulation 11(9)

- 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 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

Public Finance Management Act (PFMA)

- Fair
- Equitable
- Transparent
- Competitive
- Cost Effective

Purpose

- Part of overall risk management strategy of SARS
- One of multiple governance steps to assess financial fitness
- Assess financial stability
- Identify financial risks
- Recommend appropriate mitigating strategies

Financial Requirements

- **Three recent complete sets of Audited/Reviewed Annual Financial Statements comprising of:**
 - ✓ 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
 - ✓ Any supplementary information
- **Less than three years Financial Periods**
 - ✓ Explanatory Letter – Providing reasons why the entity has been trading for less than three years.

Financial Requirements

- **Joint Arrangements (JA)**

- ✓ Annual financial statements of the JA and legal agreement detailing the % of ownership of each entity.
- ✓ Unincorporated JAs must submit separate F/S for each party to the JA.
- ✓ Signed JA legal agreement.

- **Financial statements in Bidding Companies Name**

- ✓ Financial statements must be on the bidder's name
- ✓ Subsidiary submitting holding company's F/S must also furnish a Performance Guarantee from holding company

Bid Submission

Bidders must submit copies of each file (Original and Duplicate) and a USB with content of each file by the



TENDER BOX

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

Any enquiries must be referred, in writing via email:
tenderoffice@sars.gov.za from 06 March – 25 March 2020

