



**REFERENCE: RFP 23/2018**

**MAIN RFP DOCUMENT**

**SUPPLY, INSTALLATION AND MAINTENANCE OF  
FREE STANDING HOT AND COLD WATER  
DISPENSERS AND SUPPLY AND DELIVERY OF  
BOTTLED WATER TO CERTAIN SARS OFFICES,  
NATIONWIDE FOR A PERIOD OF 36 MONTHS.**

**DATE ISSUED : 18 MAY 2018**

**CLOSING DATE : 18 JUNE 2018**

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## Summary, Guidelines, Conditions and Instructions

**RFP 23/2018** Supply, Installation and Maintenance of free standing hot and cold water dispensers and supply and delivery of bottled water to certain SARS offices, nationwide for a period of 36 months.

SARS requirements for the free standing water dispensers and bottled water has been grouped into clusters as indicated in the tables below. The bidder(s) have an option to bid for any of the clusters or all. The bidder(s) must bid for all the offices in a cluster selected.

**Table 1: Cluster A**

Northern & Western Cape				
No	SARS Office	Address	Number of rented coolers	Est. number of bottles of water per month
1	Nakop Border Control	N10 Highway	1	20
2	Vioolsdrift Border Control	N7 Highway	3	25
3	Sable Centre	Cnr Teddington & Durban Streets, Bellville	6	180
4	Alexander bay Border Control	R382 Highway	1	5
<b>Total</b>			<b>11</b>	<b>230</b>

**Table 2: Cluster B**

North West				
No	SARS Office	Address	Number of rented coolers	Est. number of bottles of water per month
1	Ramatlabana Customs Border Control	N18/R203 Highway	4	30
2	Skilpadshek Customs Border Control	N4 Highway	6	50
3	Kopfontein Customs Border Control	R49 Highway	4	50
<b>Total</b>			<b>14</b>	<b>130</b>

**Table 3: Cluster C**

Mpumalanga				
No	SARS Office	Address	Number of rented coolers	Est. number of bottles of water per month
1	Mahamba Customs Border Control	R543 Highway	3	12
2	Oshoek Customs Border Control	N17 Highway	3	30
3	Nerston Customs Border Control	R65 Highway	1	12
4	Jeppes Reef Customs Border Control	R570 Highway	4	20
5	Lebombo Customs Border	N4 Highway	15	100

	Control			
6	Mananga	R571 Highway	4	20
<b>Total</b>			<b>30</b>	<b>194</b>

**Table 4: Cluster D**

<b>Limpopo</b>				
<b>No</b>	<b>SARS Office</b>	<b>Address</b>	<b>Number of rented coolers</b>	<b>Est. number of bottles of water per month</b>
1	Beitbridge Border Control	N1 Highway	12	200
2	Grobler's Bridge Border Post	R572 Highway	7	60
<b>Total</b>			<b>19</b>	<b>260</b>

**Table 5: Cluster E**

<b>KwaZulu-Natal</b>				
<b>No</b>	<b>SARS Office</b>	<b>Address</b>	<b>Number of rented coolers</b>	<b>Est. number of bottles of water per month</b>
1	Golela Customs Border Control	N2 Highway	2	50
2	Trescon Building	201 Pixley KaSame Street	4	60
3	Qacha's Nek Border Control	N2/R56 Highway	1	10
<b>Total</b>			<b>7</b>	<b>120</b>

**Table 6: Cluster F**

<b>Free State</b>				
<b>No</b>	<b>SARS Office</b>	<b>Address</b>	<b>Number of rented coolers</b>	<b>Est. number of bottles of water per month</b>
1	Ficksburg Border Control	N10 Highway	5	30
2	Caledonspoort Border Control	N7 Highway	3	10
3	Maseru Bridge Border Control	Cnr Teddington & Durban Streets, Bellville	7	40
4	Van Rooyen's Hek Border Control	R382 Highway	3	10
<b>Total</b>			<b>18</b>	<b>90</b>

Table 7: Cluster G

Gauteng				
No	SARS Office	Address	Number of rented coolers	Est. number of bottles of water per month
1	Head Office - Le Hae La SARS	299 Bronkhorst Street	1	6
2	Alberton Campus	McKinnon Street, Alberton	6	100
3	Doringkloof Office Park	Doringkloof Office Park, 7 Protea Street	4	100
<b>Total</b>			<b>11</b>	<b>206</b>

## 1 STRUCTURE OF THE RFP PACK

The South African Revenue Service ("**SARS**") invites certain qualified persons ("**Bidders**") to submit tenders and proposals ("**Tenders**") in accordance with the rules set out in this RFP for Supply, Installation and Maintenance of free standing hot and cold water dispensers and Supply and Delivery of bottled water to certain SARS offices, nationwide for a period of 36 months.

### 1.1 Structure

This RFP Pack is organised in 5 (five) sections consisting of one or more documents in each section.

Section	Description of section contents	Document Name
1	Documents outlining the RFP background, conditions, instructions and documents necessary for the Bidder to register for the Bidders briefing session.	Main RFP Document
2	Standard Bid Documents (SBDs). These documents are required by SARS Procurement and National Treasury to be read and to be returned as part of the Bidder's Tender response.	Standard Bidding Documents Supplier Cost and Risk Assessment Questionnaire Oath of Secrecy

3	Documents outlining the business requirements, technical requirements and other information required by the Bidder to submit a Tender response.	<b>Annexure A</b> – Deliverables and Service Levels for each cluster.  <b>Annexure B</b> - Technical Specification for Supply, Installation, and Maintenance of free standing hot and cold water dispensers and Supply and Delivery of bottled water to certain SARS offices
4	Response templates. Templates that are required to form part of the Bidder's Tender response.	<b>Annexure C</b> - Pricing Template
5	The proposed agreement under which SARS wishes to contract the services	Draft Service Level Agreement (SLA)

## 2 KEY DATES AND ACTIVITIES

This RFP bidding process is valid for a period of one hundred and eighty **180** business days from the closing date. Consequently, bidders undertake to submit quantitated prices that are valid for a period of one hundred and eighty 180 business days from the closing date.

The table below lists certain key dates and activities relevant from time of issuance of the RFP up to and until the closing date:

**Table 8: Key dates and activities**

No	Description	Start Date/Time
1.	Advertisement of the Bid in the Government tender bulletin, National Treasury and SARS website.	18 May 2018
2.	Bidders non-compulsory Briefing Session	24 May 2018 at 11:00
3.	Bidders to submit written questions	23 May 2018 – 07 June 2018
4.	SARS to respond to written questions posed by bidders	11 June 2018
5.	Tenders due (" <b>Closing Date and time</b> ")	<b>18 June 2018 at 11h00</b>

## DETAILS OF NON - COMPULSORY BRIEFING SESSION

**VENUE** : SARS Procurement Centre  
Brooklyn Bridge  
Linton House - Ground Floor  
570 Fehrnsen Street  
Brooklyn, Pretoria

**Time** : 11:00

All dates and times in this RFP are South African Standard Time.

Any time or date in this RFP is subject to change at SARS' discretion. The establishment of a time or date in this RFP does not create an obligation on the part of SARS to take any action, or create any right in any way for any Bidder to demand that any action be taken on the date established, or on any other date. The Bidder accepts that; if SARS extends the deadline for RFP submission for any reason, the requirements of this RFP otherwise apply equally to the extended deadline.

### **3 SARS' REQUIREMENTS**

#### **3.1 Introduction**

SARS' mandate under the South African Revenue Service Act No. 34 of 1997 includes the collection of all revenues that are due, ensuring maximum compliance with revenue legislation and providing a customs service that will maximise revenue collection, facilitate trade and protect the borders of South Africa. SARS' vision is to be an innovative revenue and customs agency that enhances economic growth and social development and supports South Africa's integration into the global economy in a way that benefits all citizens. SARS strives to exercise its mandate in an efficient and cost effective manner.

#### **3.2 Overview of SARS Requirements**

The main objective of this bid is to appoint a service provider (s) for **RFP 23/2018**: Supply, Installation and Maintenance of free standing hot and cold water dispensers and Supply and Delivery of bottled water to certain SARS offices for a period of 36 months. Details of the required services are contained in the technical bid specification document. The bidder (s) have an option to bid for one (1) cluster per region or all clusters as indicated on the specification. The price template has been attached as Annexure C. Bidder(s) are advised to clearly indicate the regions that they are bidding for on the checklist provided. Please make sure that the pricing template is fully completed for all the items listed on the template.

## **4 SARS' APPROACH TO THIS RFP**

### **4.1 Objectives**

SARS' primary objective in issuing this RFP is to conclude one or more service agreements with successful Bidders that will achieve the following:

- 4.1.1 best value for money;
- 4.1.2 the sustainable supply of Services; and
- 4.1.3 the meeting of SARS' current requirements (at a minimum) and providing for flexibility to meet SARS' future needs related to the scope.

## **5 BIDDING QUALIFICATION**

### **5.1 Introduction**

SARS has a detailed evaluation methodology premised on Treasury Regulation 16A3 of the Public Finance Management Act 1 of 1999, which prescribes that SARS' procurement processes be:

- 5.1.1 economical, efficient, fair, equitable, transparent, competitive and cost effective;
- 5.1.2 consistent with the Preferential Procurement Policy Framework Act 5 of 2000, read together with the Preferential Procurement Regulations, 2017; and
- 5.1.3 consistent with the Broad-Based Black Economic Empowerment Act 53 of 2003.

In furtherance of this evaluation methodology, the following bidding qualifications as set out in paragraph 5 will apply.

### **5.2 Central Supplier Database ("CSD")**

- 5.2.1 Service Providers and suppliers who wish to render services to SARS will no longer register at SARS directly. Suppliers will have to register on National Treasury Central Supplier Database ("CSD") as per National Treasury Circular No 3 of 2015/2016 – Central Supplier Database.
- 5.2.2 National Treasury will maintain the database for all suppliers for Government and its institutions.
- 5.2.3 All existing and prospective suppliers are requested to self- register on the CSD by accessing the National Treasury website at [www.CSD.gov.za](http://www.CSD.gov.za).



5.2.4 As part of the bid submission, bidders are required to submit their CSD number with their tender submission.

### **5.3 Bidding Qualification**

5.3.1 Prospective Bidders who cannot, or do not, satisfy all of the conditions contained in paragraphs 5.3.1.1 to 5.3.1.4 should not submit bid proposals. If a Bidder is found not to meet any one of the requirements listed in paragraphs 5.3.1.1 to 5.3.1.4, then that Bidder's Tender will be rejected without any further consideration, at SARS' sole discretion.

5.3.1.1 SARS is only interested in organisations that take accountability for service delivery. To avoid issues encountered where a single entity cannot provide the warranties of performance required or be held accountable for performance, SARS will not consider Tenders submitted by a consortium or a special purpose vehicle constituted only for the purpose of responding to this RFP.

5.3.1.2 A Bidder must be a South African entity (Company, Close Corporation, Sole Proprietor or individual) or have a local branch office in South Africa.

5.3.1.3 The Bidder must be fully tax compliant as part of its Tender. The Bidder's attention is further drawn to the requirement that the successful Bidder must ensure that it remains compliant with all South African Tax and Customs laws and regulations throughout the Term, and failure to do so will be a material breach of the Agreement.

5.3.1.4 The Bidder must comply with all applicable legislation in the Republic of South Africa in the performance of its daily activities, including but not limited to labour legislation and bargaining council agreements, health and safety regulations and environmental laws.

5.3.2 Subject to sub-paragraph 5.3.3 below, SARS will disqualify any Bidder who either itself or any of whose members (save for such members who hold a minority interest in the Bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the Bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of SARS or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity"):

5.3.2.1 engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other Bidder in respect of the subject matter of this RFP;

5.3.2.2 seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;

- 5.3.2.3 makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of SARS' officers, directors, employees, advisors or other representatives;
- 5.3.2.4 makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- 5.3.2.5 accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- 5.3.2.6 pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- 5.3.2.7 has in the past engaged in any matter referred to in sub-paragraphs 5.3.2.1 - 5.3.2.6 foregoing; or
- 5.3.2.8 has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such Bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.
- 5.3.3 SARS in its sole discretion will be entitled (but not obliged) to exempt, in writing, a Bidder from disqualification in terms of sub-paragraph 5.3.2.7 foregoing. A Bidder that stands to be disqualified in term of sub-paragraph 5.3.2.7 foregoing may, prior to submitting a Tender, approach SARS in writing for an exemption as foresaid, in which event:
- 5.3.3.1 the Bidder is required to provide SARS with full information to enable SARS to consider such application for exemption; and
- 5.3.3.2 SARS will not be obliged to consider any such application or to grant any exemption, such consideration or granting of exemption being solely within SARS' discretion.
- 5.3.4 By submitting a Tender the Bidder represents to SARS that it does not stand to be disqualified in terms of paragraph 5.3.1 foregoing, unless it has otherwise applied for exemption or been exempted in terms of paragraph 5.3.3 foregoing.
- 5.3.5 SARS will reject a Bidder's Tender without any further consideration where that Bidder makes culpable misrepresentation to SARS in its Tender or at any stage during this RFP process.
- 5.3.6 SARS may disqualify a Bidder who:

- 5.3.6.1 whose Tender contains a negligent misrepresentation which is materially incorrect or misleading;
- 5.3.6.2 in respect of whom any of the members (save for such members who hold a minority interest in the Bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the Bidder other than through shares listed on a recognised stock exchange), directors or members of senior management are not in full compliance with all applicable laws relating to taxation in South Africa, in which regard SARS further reserves the right to require the Bidder to submit a valid tax clearance certificate in respect of any one or more such persons;
- 5.3.6.3 whom SARS considers to be directly or indirectly owned, controlled or managed by persons who are not acceptable to SARS from an ethical, business or governance perspective;
- 5.3.6.4 who had access to any of SARS' proprietary information or any other matter that may have unfairly placed that Bidder in a preferential position in relation to any of the other Bidders;
- 5.3.6.5 who materially fails to comply with any conditions or requirements of this RFP;
- 5.3.6.6 who in SARS' opinion has either materially failed to comply with any of the conditions of any existing or past agreement between such Bidder and SARS or who has performed unsatisfactorily under any such agreement; or
- 5.3.6.7 who fails to respond as required to written notices given by SARS in connection with its Tender under this RFP.
- 5.3.6.8 Where there is conflict between the Specification and/or any documentation published along with this document. The Provisions of this document take precedence overall.

## **6 BID SUBMISSION**

- 6.1.1 Bids must be properly received and deposited in the below mentioned tender box on or before the closing date and before the closing time at the Tender Submission Office situated at:

SARS Procurement Centre

Brooklyn Bridge

Linton House - Ground Floor

570 Fehrsen Street

Brooklyn, Pretoria

- 6.1.2 Bid documents may either be posted to The Tender Office - SARS Procurement Department, Linton House, 570 Fehrsen Street, Brooklyn Bridge, Brooklyn, Pretoria, 0181 OR placed in the tender box at the main entrance at the aforesaid address
- 6.1.3 Tender documents will only be considered if received by the Tender Office before the Closing Date and time, regardless of the method used to send or deliver such documents to SARS.
- 6.1.4 Late tenders will not be accepted and shall be returned to bidders, after being recorded by the Tender Office as such.
- 6.1.5 In this RFP document the terms "shall" and "must" indicate a mandatory requirement. Bidder compliance with mandatory requirements is essential. Failure to comply with such requirements can lead to the disqualification of a Bidder.
- 6.1.6 The terms "should" or "may" indicate desirable or advisory requirements. Bidder compliance with such terms may lead to an increase in a Bidder's technical score.
- 6.1.7 All tenders and supporting documentation must be submitted in English.
- 6.1.8 All costs incurred during the preparation and compilation of a Bidder's proposal, as well as the delivery of a Bidder's tender documents to SARS will be borne exclusively by the Bidder.
- 6.1.9 Tender must be valid for a minimum period of **180** days from the closing date of the tender.

## **6.2 TENDER COMPLIANCE**

- 6.2.1 The Bidder's attention is drawn to the following documents which are required as part of a Bidder's Tender and which, if omitted, may at SARS' sole discretion result in that Tender being disqualified:

**Table 9 – Supporting Documents**

No.	Name of the document that must be submitted	Non-submission may result in disqualification?
1	Invitation to bid – SBD 1	<b>YES</b> – Please complete and sign the supplied pro forma document.
2	Pricing Schedule – SBD 3.1	<b>YES</b> – Please submit full details of pricing proposal to SARS.
3	Declaration of Interest – SBD 4	<b>YES</b> - Please complete the supplied pro forma document.
4	Preference Point Claim Form - SBD 6.1 (The SBD 6.1 must be duly completed to claim preferential points)	<b>No</b> – Non-submission will lead to a zero score on B-BBEE.
5	Declaration of Bidder's Past Supply Chain Management Practices – SBD 8	<b>YES</b> - Please complete and sign the supplied pro forma document.
6	Certificate of Independent Bid Determination – SBD 9	<b>YES</b> - Please complete and sign the supplied pro forma document
7	SARS' Oath of Secrecy	<b>YES</b> – Please complete and sign the supplied pro forma document in the presence of Commissioner of Oaths and initial every page.
8	Supplier Cost and Risk Assessment Questionnaire	<b>YES</b> - Please complete and sign the supplied pro forma document.
9	CSD Report	<b>YES</b> – Must accompany bid submission.
10	B-BBEE certificate OR Sworn Affidavit (whichever applicable according to SBD 6.1)	<b>YES</b> – Must accompany bid submission.
11	Draft Service Level Agreement (SLA)	<b>YES</b> – Must accompany bid submission
12	<p>A complete set of audited/reviewed annual financial statements for three (3) most recent financial periods in the name of the bidding entity.</p> <p>The annual financial statements must contain:</p> <ul style="list-style-type: none"> <li>• Statement of Profit and Loss and other Comprehensive Income</li> <li>• Statement of Financial Position</li> <li>• Statement of Cash Flows</li> </ul>	<b>YES</b> - Please submit

- Accompanying Notes

Entities which are trading for less than 3 (three) financial periods should provide:

- A letter detailing the fact, signed by a duly authorised representative of the entity; and
- Any other information or documentation which would provide more clarity on the financial history of the bidder.

In the event that the subsidiary is the bidding entity and submits the financial statements of the holding company for financial evaluation purposes, the holding company must furnish a Performance Guarantee that is signed by a duly authorised representative of the entity.

In the event of the bid being in the form of a Joint Venture (JV), the following is required:

- Annual financial statements of the JV; and
- JV legal agreement detailing the percentage ownership of each entity.
- Unincorporated JV's should submit separate financial statements for each party in the JV and a signed JV legal agreement.

**NB: SARS retains the right to request further information with regards to the annual financial statements, should the need arise.**

**Table 10 – Mandatory Requirements**

No	Name of the document that must be submitted
1	The bidder's must provide proof that the bottled water is SABS approved (proof should be provided by the bidder or the original provider of the bottled water). Refer to SANS 1657:2014
2	The bidder's must provide a Letter of Authority (LOA) from the dispenser's manufacturer that confirms that it conforms to the NRCS (National Regulator for Compulsory Specifications)'s standard. As per the National Regulator for Compulsory Specifications Act, (Act No 5 of 2008).
3	A valid B-BBEE certificate with Level 1 to 4 OR Sworn Affidavit (whichever is applicable according to SBD 6.1)
4	Submit a fully completed bid pricing proposal for all the offices in the cluster(s) bid for. <b>NB: Bidders must provide a pricing for all sites within a cluster that they are bidding for, failure to do so may result in their bid being non-responsive.</b>
5	Proof of Public Liability Insurance (PLI) (Certified copy of insurance policy) or the letter of intent from the bidder's insurer to increase the PLI to the required sum. R2 000 000.00

***NB: Failure to comply with all the above mandatory requirements will result in immediate disqualification***

## **7 EVALUATION AND SELECTION**

### **7.1 Process after Closing Date**

After the Closing Date in paragraph 2 (Key Dates)

- 7.1.1 SARS may request additional information, clarification or verification in respect of any information contained in or omitted from a Bidder's Tender, which SARS may do either in writing or at a meeting convened with the Bidder for that purpose;
- 7.1.2 SARS may conduct a due diligence on any Bidder, which may include interviewing customer references or performing other activities to verify a Bidder's submitted or other information and capabilities (including visiting the Bidder's various premises and/or production sites to verify certain stated facts or assumptions) and in which regard the Bidder will be obliged to provide SARS with all such access, assistance and/or information as SARS may reasonably request. The Bidder shall respond within the timeframes set by SARS, failing which SARS reserves the right not to consider the Bidder's Tender any

further;

- 7.1.3 no material amendment/s may be made to a Tender, unless specifically permitted or requested by SARS;
- 7.1.4 SARS may shortlist Bidders and may request presentations from such short-listed Bidders. All costs relating to the preparation of such presentations will be borne by the Bidders;
- 7.1.5 SARS may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the respective Tenders;
- 7.1.6 SARS will evaluate the Tenders with reference to SARS' Evaluation Criteria. SARS reserves the right to employ subject matter experts to assist in performing such evaluations.

## **7.2 SARS' Pre-qualification Criteria – Gate 0**

- 7.2.1 SARS has defined minimum pre-qualification criteria that must be met by the Bidder in order for SARS to accept a Tender for evaluation. In this regard a pre-evaluation verification will be carried out by SARS in order to determine whether a Tender complies with the provisions of paragraphs 6.2 and 7.2
- 7.2.2 Where there is a failure to comply fully with any of the pre-qualification criteria, or SARS is for any reason unable to verify whether the pre-qualification criteria are fully complied with, SARS will have the right to either:
  - 7.2.2.1 reject the Tender in question and not to evaluate it at all;
  - 7.2.2.2 give the Bidder an opportunity to supplement the information and/or documentation provided by it under its Tender so as to achieve full compliance with the pre-qualification criteria, provided that such information and/or documentation can be provided within a period of 7 (seven) days and is purely administrative in nature;
  - 7.2.2.3 in any event permit the Tender to be evaluated, subject to the outstanding information and/or documentation being submitted prior to the award of the tender.

## **7.3 SARS' Technical Evaluation Criteria – Gate 1**

- 7.3.1 Only bidders that have met the mandatory requirements will be evaluated in gate 1 on technical functionality. In the technical evaluation phase, bidders will need to attain a minimum of 60 out of 100 points.
- 7.3.2 Please note that SARS reserves the right to contact the clients for reference check. It is therefore important to ensure that the clients listed on the reference are contactable.



**Table 11: Technical criteria**

No	Criteria	Weight
<b>1</b>	<b>Bidder's Experience</b>	
1.1	<p>Experience of the service provider in rendering the same service to corporate and public sector clients. The bidder will be allocated points based on the flowing sliding scale:</p> <ul style="list-style-type: none"> <li>• 0 to 2 years = 5</li> <li>• 3 to 5 years = 10</li> <li>• 6 years and above = 15</li> </ul>	15
<b>2</b>	<b>References</b>	
2.1	<p>The prospective bidder (s) must submit 3 contactable references with company names to which it has provided the same service within the past 5 (five) years.</p> <ul style="list-style-type: none"> <li>• Project Name &amp; Type – 1 point</li> <li>• Company - 1 point</li> <li>• Contact Details - 1 point</li> <li>• Project Value - 1 point</li> <li>• Purchase Order/ Appointment Letter - 1 point</li> </ul> <p><b>NB: 5 points will be allocated for each reference with a positive response.</b></p>	15
<b>3</b>	<b>Maintenance methodology</b>	
3.1	<p>The prospective bidder must submit a maintenance methodology which outlines the following:</p> <ul style="list-style-type: none"> <li>• Maintenance methodology = 10 points</li> <li>• The maintenance/servicing methodology must include the standards used for the replacement/ repair/ service of dispensers every 6 months = 15 points</li> </ul>	25
<b>4</b>	<b>Key Account Manager: Experience</b>	
4.1	<p>The prospective bidder must provide relevant experience in managing key clients account in the private or public sector. The prospective bidder will be allocated points based on the following sliding scale:</p> <ul style="list-style-type: none"> <li>• 0 to 2 years = 5</li> <li>• 3 to 5 years = 10</li> <li>• 6 years and above = 15</li> </ul>	15
<b>4</b>	<b>Sourcing methodology</b>	

4.1	<p>The prospective bidder must provide a methodology on how the bidder will source and supply the water dispensers and bottled water to the sites/clusters. The methodology is to indicate the process from the commencement to the termination of the contract. This will be incorporated into the Service Level Agreement as an Annexure.</p> <ul style="list-style-type: none"> <li>• Supply: 15 points</li> <li>• Source: 15 points</li> </ul>	30
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*Note: A minimum of 60 points on technical aspect is required to proceed to the next gate which is price and B-BBEE*

#### 7.4 SARS' Pricing and BEE Evaluation – Gate 2

In the second stage of the evaluation, Tenders that have met the threshold on technical evaluation 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

Criterion	Points
BBBEE status	20
Price	80

##### 7.4.1.1 Stage 1 – Price Evaluation (80 points).

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

Where

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

#### 7.4.1.2 Stage 2 – BEE Evaluation (20 points)

The checklist below indicates the B-BBEE documents that must be submitted for this Bid, failure to submit will result in scoring zero for B-BBEE.

Adjudication Criteria	Points
A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1) and a B-BBEE Certificate	20

CLASSIFICATION	Codes	SUBMISSION REQUIREMENT
Exempted Micro Enterprise (EME)	Below R10 million p.a.	Certified Copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by the Independent Regulatory Board for Auditors ("IRBA") or a letter from an Accounting Officer as contemplated in the CCA. A sworn affidavit
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 or a Registered Auditor approved by IRBA. A sworn affidavit
Large Entity (LE)	Above R50 million p.a.	Certified Copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by IRBA.

Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

Bidders who do not claim preference points will be scored zero for BEE but cannot be excluded from the tender process.

## **Use and acceptance of Affidavits**

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

## **Joint Ventures and Consortiums**

A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

## **Tertiary Institutions and Public Entities**

Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

## **Pre-qualification criteria**

In line with the Governments objectives for the advancement of SMMEs and certain designated groups, a Pre- Qualification Criteria is being introduced for preferential procurement. The aim of this Request for Proposal (RFP) is to solicit proposals from potential bidder(s) with minimum B-BBEE status level 1 to 4.

### **7.5 Acceptance of RFP conditions**

The Bidder's participation in the RFP process is deemed to constitute acknowledgement and acceptance by the Bidder of the terms and conditions contained in this RFP.

### **7.6 Reservation of rights**

SARS reserves the right in its discretion to:

7.6.1 make no award or award in part;

7.6.2 withdraw, suspend or cancel this RFP or the RFP process at any time and without providing reasons;

7.6.3 not provide reasons for its rejection or the failure of any Bidder or Tender, save on

application and in terms of applicable legislation;

- 7.6.4 change any of its requirements as set out in this RFP by giving Bidders reasonable notice;
- 7.6.5 change any condition, procedure or rule of the RFP by giving Bidders reasonable notice;
- 7.6.6 amend, vary, or supplement any of the information, terms or requirements contained in this RFP, any information or requirements delivered pursuant to this RFP, or the structure of the RFP process;
- 7.6.7 re-advertise for Tenders;
- 7.6.8 provide further information in respect of, and modify the provisions of, this RFP at any time prior to the Closing Date by notice to all prospective Bidders;
- 7.6.9 conduct site visits and/or perform audits whenever SARS deems it prudent to do so;
- 7.6.10 undertake further checks on Bidders, which may include information on public record or in the public domain, information contained in internal SARS records or information received from other government institutions;
- 7.6.11 no longer consider a Bidder's Tender where adverse information about the Bidder or its Tender submission has come to the attention of SARS, provided that such Bidder is informed accordingly and invited to comment;
- 7.6.12 to award a Tender based on which Bidder is offering the best value for money, even if such Tender is not the lowest priced tender; and
- 7.6.13 to make the award subject to the successful Bidder entering into a duly signed contract with SARS.

## **7.7 Validity of information**

SARS has made reasonable efforts to ensure the accuracy of the information contained in this RFP. However, neither SARS, nor its employees, officers, advisers or agents will be liable to the Bidder or any third party for any inaccuracy, the omission of any information in the RFP or in respect of any additional information SARS may provide to the Bidder as part of the RFP process.

The Bidder is deemed to have examined this RFP and any other information supplied by SARS to the Bidder and to have satisfied itself before submitting any of its responses as to the correctness and sufficiency of such information.

## **7.8 RFP not an offer**

This RFP does not constitute an offer to do business with SARS, but merely serves as an invitation to Bidders to facilitate a requirements-based decision process.

Nothing in this RFP or any other communication made between SARS (including its officers, directors, employees, advisers and representatives) is a representation that SARS will offer, award or enter into a contract with the Bidder.

## **7.9 Preparation Costs**

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this RFP and all other costs incurred by it throughout the RFP process. Furthermore, no statement in this RFP will be construed as placing SARS, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the Bidders in the preparation of their response to this RFP.

## **7.10 Conflict of Interest**

If at any time the Bidder identifies an actual or potential conflict of interest, the bidder must immediately notify SARS in writing. SARS reserves the right to exclude the Tender submitted by such Bidder from further consideration, unless the Bidder is able to resolve the conflict. In addition, if it comes to SARS' knowledge that there was indeed a conflict of interest or a potential conflict of interest, same will be grounds for the immediate disqualification of the bidder

## **7.11 Indemnity**

If a Bidder breaches the conditions of this RFP and, as a result of that breach, SARS incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the RFP process and/or enforcement of intellectual property rights or confidentiality obligations), then the Bidder indemnifies and holds SARS harmless from any and all such costs which SARS may incur and for any damages or losses SARS may suffer.

## **7.12 Responsibility for sub-contractors and Bidder's personnel**

A Bidder is responsible for ensuring that its sub-contractors (if any), personnel (including officers, directors, employees, advisors and other representatives of a Bidder) and personnel of its sub-contractors comply with all terms and conditions of this RFP and in particular the provisions of paragraph 7.4.1.2 above. In the event that SARS allows a Bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the

Bidder and SARS will not under any circumstances be liable for any losses or damages incurred by such sub-contractors.

#### **7.13 Confidentiality**

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this RFP or a Bidder's Tender(s) will be disclosed by any Bidder or other person not officially involved with SARS's examination and evaluation of a Tender.

No part of the RFP may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This RFP and any other documents supplied by SARS remain proprietary to SARS and must be promptly returned to SARS upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived therefrom.

Throughout this RFP process and thereafter, Bidders must secure SARS's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this RFP relates; or (ii) the process which follows this RFP. Failure to adhere to this requirement may result in disqualification from the RFP process and civil action.

After the Closing Date, no confidential information relating to the process of evaluating or adjudicating Tenders or appointing a Bidder will be disclosed to a Bidder or any other person not officially involved with such process.

#### **7.14 Intellectual Property**

SARS retains ownership of all Intellectual Property Rights in the tender information documents that form part of this RFP. Bidders will retain the Intellectual Property Rights in their tender responses, but grant SARS the right to make copies of, alter, modify or adapt their responses, or to do anything which in its sole discretion is necessary to do for reasons relating to the RFP process.

#### **7.15 Limitation of Liability**

A Bidder participates in this RFP process entirely at its own risk and cost. SARS shall not be liable to compensate a Bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this RFP process.

#### **7.16 Tax Compliance**

No tender shall be awarded to a Bidder who is not tax compliant. SARS reserves the right to

withdraw an award made, or cancel a contract concluded with a successful Bidder in the event that it is established that such Bidder was in fact not tax compliant at the time of the award. SARS further reserves the right to cancel a contract with a successful Bidder in the event that such Bidder does not remain tax compliant for the full term of the contract.

No tender shall be awarded to a Bidder (or any of its members, directors, partners or trustees) whose names appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. SARS reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a Bidder has been blacklisted with National Treasury by another government institution.

#### **7.17 Screening and Vetting of Service Provider**

Acceptance of this tender/quotation is subject to the condition that both the contracting firm and its personnel providing the service must be screened and cleared by the appropriate authorities to the grade of clearance in line to classified information, intelligence in the possession of SARS and areas designated as National Key points that they may have. Obtaining a positive recommendation is the responsibility of the contracting firm concerned. If the principal contractor appoints a subcontractor, the same provisions and measures will apply to the subcontractor.

#### **7.18 Governing Law**

South African law governs this RFP and the RFP response process. The Bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this RFP, the RFP itself and all processes associated with the RFP.

### **8 Instructions for submitting a response to this RFP**

This paragraph details the instructions to Bidders for preparing a Tender response to RFP 23/2018. These instructions must be followed in detail to ensure that the information contained in the Bidder's Tender is correct, complete and well structured. All Tenders must comply with the requirements and instructions as set out in the RFP. Bidders must ensure that information and documentation supplied can be easily understood and thus, evaluated in a fair and consistent manner.

Should a Tender be received that is not in the correct format, SARS reserves the right to reject the entire Tender or portions of the Tender depending on the extent of the deviation from the format described in this document. Information that has not been requested must not be submitted in the Bidder's Tender.



## 8.1 Organisation of a Tender response

8.1.1 Irrespective of whether the Bidder is responding to portions of the Tender, or the Tender as a whole, the Bidder will be required to submit the following:

FILE 1	<p><b>Section 1</b></p> <ul style="list-style-type: none"><li>▪ Pre-qualification documents (SBD documents)</li></ul> <p><b>Section 2</b></p> <ul style="list-style-type: none"><li>▪ Mandatory &amp; Technical Requirement</li><li>▪ Technical Responses</li><li>▪ Supporting documents for technical responses</li><li>▪ <b>Annexure A</b> – Deliverables and Service Levels.</li><li>▪ <b>Annexure B</b> - Technical Specification for Supply, Installation and Maintenance of free standing hot and cold water dispensers and Supply and Delivery of bottled water to certain SARS offices</li></ul> <p><b>Section 3</b></p> <ul style="list-style-type: none"><li>▪ 3 years Audited /Reviewed Financial Statements</li></ul> <p><b>Section 4</b></p> <ul style="list-style-type: none"><li>▪ Initialled draft Service Level Agreement (SLA)</li></ul>
FILE 2	<p><b>Section 1</b></p> <ul style="list-style-type: none"><li>▪ BEE Certificate</li></ul> <p><b>Section 2</b></p> <ul style="list-style-type: none"><li>▪ Pricing Schedule</li></ul> <p><b>The completed pricing schedule must be submitted in Microsoft Excel format in an electronic copy.</b></p>