

REQUEST FOR PROPOSAL

RFP 20/2019

**THE PROCUREMENT, MAINTENANCE AND SUPPORT OF SAP
AUXILLARY TOOLS (RETRO TAX TOOL, DATA COPY TOOL AND
REPORTING TOOL)**

RFP MAIN DOCUMENT

SUMMARY, GUIDELINES, CONDITIONS AND INSTRUCTIONS

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Summary, Guidelines, Conditions and Instructions

The South African Revenue Service (“**SARS**”) invites suitable qualified service providers (“**Bidders**”) to submit proposals (“**Tenders**”) in accordance with the rules set out in this Request for Proposal (RFP) for the:

- The Procurement, Maintenance and Support of SAP Auxiliary Tools (Retro Tax Tool, Data Copy Tool and Reporting Tool) for SARS.
- The Contract will be for a period of three (3) years.
- The Bidder(s) can respond to one and/or two (2) and/or all three (3) tools.
- **NB:** Please note that each of the Tools will be evaluated separately and independently of the other Tools as per the below evaluation criteria:

1 STRUCTURE OF THE RFP PACK

1.1 Structure

This RFP Pack is organised in six (6) sections consisting of one or more documents in each section.

Section	Description of section contents
1	The Procurement, Maintenance and Support of SAP Auxiliary Tools (Retro Tax Tool, Data Copy Tool and Reporting Tool) for the South African Revenue Service Summary Guidelines Instructions and Conditions for SARS
2	Standard Bidding Documents (SBD's)
3	Business Requirements Specification (BRS) documents for the Procurement, Maintenance and Support of SAP Auxiliary Tools (Retro Tax Tool, Data Copy Tool And Reporting Tool) (3 documents)
4	Mandatory Response Templates for the Retro Tax Tool, Data Copy Tool And Reporting Tool (3 documents)
5	Pricing Templates for the Retro Tax Tool, Data Copy Tool And Reporting Tool (3 documents)
6	Software Licence Maintenance and Support Services Agreements for the Retro Tax Tool, Data Copy Tool And Reporting Tool (3 documents)

1.2 RFP Pack Contents

Section	Document name	Document filename
1	RFP Main Document	SARS RFP 20/2019 1-1: The Procurement, Maintenance and Support of SAP Auxiliary Tools (Retro Tax Tool, Data

		Copy Tool and Reporting Tool) for the South African Revenue Service Summary Guidelines Instructions and Conditions
2	Invitation to Bid (SBD1)	SARS RFP 20/2019 2-1 Invitation to Bid (SBD 1)
	Declaration of Interest (SBD 4)	SARS RFP 20/2019 2-2 Declaration of Interest (SBD 4)
	Preference Points Claim Form (SBD 6.1)	SARS RFP 20/2019 of RFP 17/2012 2-3 Preference Points Claim Form (SBD 6.1)
	Declaration of Past SCM Practices (SBD 8)	SARS RFP 20/2019 2-4 Declaration of Past SCM Practices (SBD 8)
	Certificate of Independent Bid Determination (SBD 9)	SARS RFP 20/2019 2-5 Certificate of Independent Bid Determination (SBD 9)
	Supplier Cost and Risk Assessment Questionnaire	SARS RFP 20/2019 2-6 Supplier Cost and Risk Assessment Questionnaire
	SARS Oath / Affirmation of Secrecy	SARS RFP 20/2019 2-7 SARS Oath – Affirmation of Secrecy
3	Business Requirements Specification (BRS)	SARS RFP 20/2019 3-1: The Procurement, Maintenance and Support of SAP Auxiliary Tools (Retro Tax Tool, Data Copy Tool and Reporting Tool) Business Requirements Specification (BRS) for the Retro Tax Tool
		SARS RFP 20/2019 3-2: The Procurement, Maintenance and Support of SAP Auxiliary Tools (Retro Tax Tool, Data Copy Tool and Reporting Tool) Business Requirements Specification (BRS) for the Data Copy Tool
		SARS RFP 20/2019 3-3: The Procurement, Maintenance and Support of SAP Auxiliary Tools (Retro Tax Tool, Data Copy Tool and Reporting Tool) Business Requirements Specification (BRS) for the Reporting Tool
4	Mandatory Response Template for the Retro Tax Tool	SARS RFP 20/2019 4-1: Mandatory Response Template for the Retro Tax Tool
	Mandatory Response Template for the Data Copy Tool	SARS RFP 20/2019 4-2: Mandatory Response Template for the Data Copy Tool
	Mandatory Response Template for the Reporting Tool	SARS RFP 20/2019 4-3: Mandatory Response Template for the Reporting Tool
5	Pricing Template for the Retro Tax Tool	SARS RFP 20/2019 5-1: Pricing Template for the Retro Tax Tool
	Pricing Template for the Data Copy Tool	SARS RFP 20/2019 5-2: Pricing Template for the Data Copy Tool
	Pricing Template for the Reporting Tool	SARS RFP 20/2019 5-3: Pricing Template for the Reporting Tool
6	Master Service Agreement for the Retro Tax Tool	SARS RFP 20/2019 6-1: Software Licence Maintenance and Support Services for the Retro Tax Tool
	Software Licence Maintenance and Support Services Agreement for the Data Copy Tool	SARS RFP 20/2019 6-2: Software Licence Maintenance and Support Services for the Data Copy Tool

	Software Licence Maintenance and Support Services for the Reporting Tool	SARS RFP 20/2019 6-3: Software Licence Maintenance and Support Services for the Reporting Tool
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2 KEY DATES AND ACTIVITIES

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

No	Description	Start Date/Time	End Date/Time
1.	RFP is published	14 June 2019	n/a
2.	Compulsory briefing Session	24 June 2019 at 10:00; or 24 June 2019 at 14:00 (the Bidder must attend one of the 2 scheduled times)	n/a
3.	Bidders to submit written questions	18 June 2019	11 July 2019
4.	SARS response to Bidder's written questions	24 June 2019	12 July 2019
5.	Tenders due (the "Closing Date")	n/a	18 July 2019 at 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's 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 CONTACT PERSONS

All communications to SARS must be addressed to Tender Office at:

- E-mail: tenderoffice@sars.gov.za
- Tel number: (012) 647 9569

Communications sent by SARS regarding this tender will only be regarded as official communication if sent from tenderoffice@sars.gov.za, or a communication accompanied by a letter of authorisation signed by the SARS Executive: Procurement.

4 SARS'S REQUIREMENTS

4.1 Introduction

SARS's mandate under the South African Revenue Service Act 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's 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.

4.2 Overview of SARS's Requirements

Details of the required services are contained in the *SARS Business Requirements Specification (BRS)* document.

5 SARS'S APPROACH TO THIS RFP

5.1 Objectives

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

- 5.1.1 best value for money;
- 5.1.2 the meeting of SARS's current requirements (at a minimum) and providing for flexibility to meet SARS's future needs as they relate to the scope;
- 5.1.3 A successful contractual relationship between the parties that is flexible and high responsive to SARS's changing requirements over the Term;
- 5.1.4 Provision to SARS the services in a manner that is intended to create and maintain a high level of client satisfaction, in line with agreed service levels;
- 5.1.5 Provision of opportunities to small and medium-sized businesses which are compliant with the Broad-Based Black Economic Empowerment, 2003 (Act No.53 of 2003) its Regulations and Practice Codes.

5.2 Proposed Agreement

Details of the Proposed Agreements are contained in the Software Licence Maintenance and Support Services Agreements for the Retro Tax Tool, Data Copy Tool And Reporting Tool.

6 BIDDING QUALIFICATION

6.1 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's procurement processes be:

- 6.1.1 economical, efficient, fair, equitable, transparent, competitive and cost effective;
- 6.1.2 consistent with the Preferential Procurement Policy Framework Act 5 of 2000, read together with the Preferential Procurement Regulations, 2017;
- 6.1.3 consistent with the Broad-Based Black Economic Empowerment Act, 2003 (Act No.53 of 2003); and
- 6.1.4 Consistent with the prescripts of National Treasury relating to Supply Chain Management ("SCM").

In furtherance of this evaluation methodology, the following bidding qualifications set out further in paragraph 9 will apply.

6.2 Central Supplier Database ("CSD")

- 6.2.1 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 4A of 2016/2017 – Central Supplier Database.
- 6.2.2 National Treasury will maintain the database for all suppliers for Government and its institutions, and all existing and prospective suppliers are requested to register on the CSD by accessing the National Treasury website at www.CSD.gov.za.
- 6.2.3 As part of the bid submission, Bidders are required to submit their CSD registration number with their tender submission.
- 6.2.4 Transactions concluded with foreign suppliers with no local registered entity may be entered into even if the supplier is not registered on the CSD. Bidders must ensure that the Standard Bidding Document (SBD) 1 is completed in full.

6.3 Bidding Qualification

- 6.3.1 Prospective Bidders who cannot, or do not, satisfy all of the conditions contained in

paragraphs 6.3.1.1 to 6.3.1.3 should not submit bid proposals. If a Bidder is found not to meet any one of the requirements listed in paragraphs 6.3.1.1 to 6.3.1.3 then that Bidder's Tender will be rejected without any further consideration, at SARS's sole discretion.

- 6.3.1.1 SARS is only interested in organisations that take accountability for service delivery.
- 6.3.1.2 A Bidder must be a South African entity (Company, Close Corporation, Sole Proprietor or individual) or have a local branch office in South Africa.
- 6.3.1.3 No bid may be awarded to a Bidder whose tax matters have not been declared by the SARS to be in order. 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 a failure to do so will be a material breach of the Agreement.
- 6.3.1.4 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.
- 6.3.2** Subject to sub-paragraph 6.3.3 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"):
 - 6.3.2.1 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;
 - 6.3.2.2 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;
 - 6.3.2.3 makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of SARS's officers, directors, employees, advisors or other representatives;
 - 6.3.2.4 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;

6.3.2.5 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;

6.3.2.6 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;

6.3.2.7 has in the past engaged in any matter referred to in sub-paragraphs 6.3.2.1 to 6.3.2.6 foregoing;

6.3.2.8 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; or

6.3.2.9 is listed on the National Treasury's List of Tender Defaulters or the National Treasury's Database of restricted suppliers.

6.3.3 SARS in its sole discretion will be entitled (but not obliged) to exempt, in writing, a Bidder from disqualification in terms of sub-paragraph 6.3.2.7 foregoing. A Bidder that stands to be disqualified in term of sub-paragraph 6.3.2.7 foregoing may, prior to submitting a Tender, approach SARS in writing for an exemption as foresaid, in which event:

6.3.3.1 the Bidder is required to provide SARS with full information to enable SARS to consider such application for exemption; and

6.3.3.2 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's discretion.

6.3.4 By submitting a Tender, the Bidder represents to SARS that it does not stand to be disqualified in terms of paragraph 6.3.1 foregoing, unless it has otherwise applied for exemption or been exempted in terms of paragraph 6.3.3 foregoing.

6.3.5 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.

6.3.6 SARS may disqualify a Bidder:

6.3.6.1 whose Tender contains a misrepresentation;

- 6.3.6.2 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;
- 6.3.6.3 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;
- 6.3.6.4 who, or whose subcontractor, unlawfully had access to any of SARS's proprietary information or any other matter that may have unlawfully placed that Bidder in a preferential position in relation to any of the other Bidders;
- 6.3.6.5 who fails to comply with any conditions or requirements of this RFP;
- 6.3.6.6 who in SARS's 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
- 6.3.6.7 Who fails to respond as required to written notices given by SARS in connection with its Tender under this RFP

7 BID PREPARATION AND SUBMISSION

- 7.1 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 Fehrson Street

Brooklyn, Pretoria

- 7.2 Bid documents may either be posted to The Tender Office - SARS Procurement Department, Linton House, 570 Fehrson Street, Brooklyn Bridge, Brooklyn, Pretoria, 0181 OR placed in the tender box at the main entrance at the aforesaid address.

- 7.3** Attendance of the briefing session is **Compulsory**. The Compulsory briefing session will be held at Linton House, 570 Fehrsen Street, Brooklyn Bridge, Brooklyn, and Pretoria. There will be two (2) briefing sessions, but bidders are required to attend only one briefing session. Registration for the first briefing session is from **09:30 until 10:00**, with a starting time of **10:00**. Registration for the second briefing session is from **13:30 until 14:00**, with a starting time of **14:00**.
- 7.4** 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.
- 7.4.1** Late Tenders will not be accepted.
- 7.4.2** In this RFP document the terms “shall” and “must” indicate a mandatory requirement. Bidder’s compliance with mandatory requirements is essential. Failure to comply with such requirements may lead to the disqualification of a Bidder. 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.
- 7.4.3** All Tenders and supporting documentation must be submitted in English.
- 7.4.4** 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
- 7.4.5** Tenders must be valid for a minimum of **180** days from the Closing Date.

8 PROPOSAL COMPLIANCE

- 8.1** The Bidder must ensure that all provisions and instructions in table 1 for the completion and submission of a Proposal are followed in detail. 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’s sole discretion result in that Tender being disqualified:

Table 1: Pre- Qualification

No:	Name of the document that must be submitted	Non-submission may result in disqualification?
1	Invitation to bid – SBD 1	YES – Please complete and sign the supplied pro forma document.
2	Pricing Schedule –20/2019 4- 1: Pricing Template	YES – Please submit full details of pricing proposals to SARS on RFP 20/2019 5- 1 to 5-3: Pricing Templates
3	Declaration of Interest – SBD 4	YES - Please complete and sign the

		supplied pro forma document.
4	SBD 6.1 – Preference Point Claim Form	No–Non-submission will lead to a zero score on B-BBEE.
5	Declaration of Bidder's Past Supply Chain Management Practices – SBD 8	YES - Please complete and sign the supplied pro forma document.
6	Certificate of Independent Bid Determination – SBD 9	YES - Please complete and sign the supplied pro forma document
7	SARS' s Oath of Secrecy	YES – 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	YES - Please complete and sign the supplied pro forma document.
9	Central Supplier Database System Registration Report from National Treasury	YES – Bidders must register on the Central Supplier Database system and submit the report as confirmation of registration. The successful Bidder will be expected to be registered on CSD before contracting.
10	B-BBEE certificate OR Sworn Affidavit (whichever applicable according to SBD 6.1)	Yes–Non-submission will lead to disqualification
11	Three (3) most recent Financial Statements	YES – Bidders are required to submit complete sets of audited / reviewed annual financial statements in the name of the bidding entity.

8.2 Question and Answer Process

- 8.2.1** Between the dates given in paragraph 2, SARS will accept questions sent by Bidders by email to the following address: tenderoffice@sars.gov.za. SARS will respond to these questions, provided that SARS will not be obliged to respond to a question should it choose not to do so. Where SARS responds to a question, it will do so by publishing the question and response on the SARS procurement website. The identity of a Bidder who has directed a question to SARS will not be disclosed by SARS in such responses.

- 8.2.2** SARS may issue updated versions of documents issued in the RFP Pack and/or may issue additional documentation to form part of the RFP pack. Such re-issued or additional documentation will be published on the SARS procurement website. It is the Bidder's responsibility to visit the SARS procurement website at regular intervals to ensure that the Bidder uses the latest versions of documents in the RFP pack.
- 8.2.3** Depending on SARS's assessment of the nature and extent of Bidders' questions during the Question and Answer process, SARS may schedule additional compulsory or optional briefing sessions.
- 8.2.4** The SARS's procurement website must be treated as primary means of communication by SARS to registered Bidders. Communications to registered Bidders made by email are made as a courtesy. In the event of any communication received by the Bidders that is in conflict with communications posted on the SARS procurement website, the SARS procurement website communication will prevail.

9 EVALUATION AND SELECTION

9.1 Process after Closing Date

After the Closing Date in paragraph 2:

- 9.1.1** 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 so either in writing or at a meeting convened with the Bidder for that purpose;
- 9.1.2** SARS may conduct a due diligence on any Bidder or its Subcontractor, 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 or Subcontractor'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;
- 9.1.3** no material amendment/s may be made to a Tender, unless specifically permitted or requested by SARS;
- 9.1.4** 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;
- 9.1.5** SARS may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the respective Tenders;

- 9.1.6** SARS will evaluate the Tenders with reference to SARS's Evaluation Criteria. SARS reserves the right to employ subject matter experts to assist in performing such evaluations.

9.2 SARS's Pre-qualification Criteria – Gate 0

- 9.2.1** 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 6.3 and 8:

- 9.2.1.1** 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:

- 9.2.1.1.1** reject the Tender in question and not to evaluate it at all;
- 9.2.1.1.2** 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;
- 9.2.1.1.3** 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.

9.3 SARS's Mandatory qualification Criteria- Gate 1

- 9.3.1** Bidder(s) must submit the documents listed in the tables below. Failure to submit proof of compliance with any of the mandatory requirements will result in the Bidder being disqualified. The Bidder(s) can respond to one and/or two (2) and/or all three(3) Tools

NB: Please note that each of the Tools will be evaluated separately and independently of the other Tools as per the below evaluation criteria:

TABLE 2- MANDATORY EVALUATION CRITERIA FOR THE RETRO TAX TOOL

No	Pre- Technical Evaluation Criterion	Disqualification for Non- Compliance	Ref
1.	The Bidder must confirm (on the Mandatory Response Template) that the Retro Tax tool runs on the SAP HCM ERP system and S/4 HANA compatible	Yes	Mandatory Response Template

2.	The Bidder must provide a SAP accreditation letter which states that the Bidder is a SAP accredited partner	Yes	Mandatory Response Template
3.	The Bidder must submit a valid B- BBEE Certificate with Level 3 or 2 or 1 contributor or a Sworn Affidavit which is Level 3 or 2 or 1 (whichever applicable according to SBD 6.1)	Yes	Mandatory Response Template
4.	The Bidder(s) must have attended the compulsory Briefing Session	Yes	Mandatory Response Template

TABLE 3- MANDATORY EVALUATION CRITERIA FOR THE DATA COPY TOOL

No	Pre- Technical Evaluation Criterion	Disqualification for Non- Compliance	Ref
1.	The Bidder must confirm (on the Mandatory Response Template) that the Data Copy Tool runs on the SAP HCM ERP system and S/4 HANA compatible	Yes	Mandatory Response Template
2.	The Bidder must provide a SAP accreditation letter which states that the Bidder is a SAP accredited partner	Yes	Mandatory Response Template
3.	The Bidder must submit a valid B- BBEE Certificate with Level 3 or 2 or 1 contributor or a Sworn Affidavit which is Level 3 or 2 or 1 (whichever applicable according to SBD 6.1)	Yes	Mandatory Response Template
4.	The Bidder(s) must have attended the compulsory Briefing Session	Yes	Mandatory Response Template
5.	The Bidder must confirm (on the Mandatory Response Template) the data Copy Tool is able to scramble HR Master data.	Yes	Mandatory Response Template

TABLE 4- MANDATORY EVALUATION CRITERIA FOR THE REPORTING TOOL

No	Pre- Technical Evaluation Criterion	Disqualification for Non- Compliance	Ref
1.	The Bidder must confirm (on the Mandatory Response Template) that the Reporting Tool runs on the SAP HCM ERP system and S/4 HANA compatible	Yes	Mandatory Response Template
2.	The Bidder must provide a SAP accreditation letter which states that the Bidder is a SAP accredited partner	Yes	Mandatory Response Template

3.	The Bidder must submit a valid B- BBEE Certificate with Level 3 or 2 or 1 contributor or a Sworn Affidavit which is Level 3 or 2 or 1 (whichever applicable according to SBD 6.1)	Yes	Mandatory Response Template
4.	The Bidder(s) must have attended the compulsory briefing session	Yes	Mandatory Response Template

9.4 SARS's Technical Evaluation Criteria – Gate 2

Bidder(s) must achieve a minimum threshold of 70% for technical evaluations to proceed to Gate 3: Price and BEE evaluations stage.

The Technical evaluation will consist of two (2) parts, i.e. The Desktop evaluation and System Demonstration/Presentation evaluation. Only Bidders who score a minimum of 70 points out of the total 100 points will proceed to Gate 3: Price and BEE.

Functionality	Maximum points allocated	Minimum Threshold
Desktop technical evaluation	60 points	n/a
Demonstration / presentation technical evaluation	40 points	n/a
Overall combined score	100 points	70 points

The table below illustrates the technical evaluation criterion and sub-criteria.

NB: Please note that each of the Tools will be evaluated separately and independently of the other Tools as per the below evaluation criteria:

TABLE 5- TECHNICAL EVALUATION CRITERIA FOR THE RETRO TAX TOOL

NO	TECHNICAL EVALUATION CRITERION	SCORING CRITERIA	SCORE
1.	Company Profile and Reference		6
1.1.	Bidders to provide three (3) contactable references of companies where similar services were provided recently (within the last 5 years)	1 = Only one (1) reference submitted 2 = Two (2) references submitted 3 = Three (3) references submitted	1 = 2 2 = 4 3 = 6

2.	Functionality		45
Bidders to supply screen shots that demonstrate the following functionality:			
2.1.	A solution where certain retro transaction can be captured and maintained without updating the previous Tax year's totals.	1= Does not meet criteria 2= Meets criteria	1= 0 2= 7
2.2.	A solution which enables the payroll schema to calculate and process any retroactive transactions over a Tax or reconciliation period.	1= Does not meet criteria 2= Meets criteria	1= 0 2= 6
2.3.	Retro calculations to be done programmatically.	1= Does not meet criteria 2= Meets criteria	1= 0 2= 3
2.4.	IRP5 totals for the previous tax year and previous reconciliation period will remain unchanged	1= Does not meet criteria 2= Meets criteria	1=0 2= 5
2.5.	Variable pay earnings to be taxed according to the date on which they are paid.	1= Does not meet criteria 2= Meets criteria	1=0 2= 5
2.6.	Reconciliation will not be a problem at year-end or any reconciliation period to define the different tax deductions in the current tax year/reconciliation period for the previous Tax year/reconciliation period.	1= Does not meet criteria 2= Meets criteria	1=0 2= 5
2.7.	Allow for the exclusion of payments to update the previous Tax year totals prior to the IRP5 run as needed.	1= Does not meet criteria 2= Meets criteria	1=0 2= 5
2.8.	The solution should not be at risk with any future dated Support Packs / Enhancement packs released by SAP.	1= Does not meet criteria 2= Meets criteria	1=0 2= 5
2.9.	The solution to use the SAP Standard enhancement framework	1= Does not meet criteria 2= Meets criteria	1=0 2= 4
3	Implementation Plan / Project Plan		4
3.1.	Bidders to provide an Implementation plan indicating the time frames for implementing and customizing the Solution to SARS unique requirements	1= No Project plan Submitted 2=Implementation takes more than a month 3=Implementation takes less than a month	1=0 2= 2 3= 4
4	Support		5
4.1.	Bidders to describe the nature of Technical and Functional support for the Retro Tax Tool (e.g. telephonic, email etc.) and whether there is local support available	1= No local Support 2= Local Support and either Telephonic or email support 3 = Local Support and also both Telephonic and email support	1=0 2= 2.5 3= 5
5.	Presentation / Demonstration		40
Bidders will be required to demonstrate on the system compliance to the required functionality:			
5.1.	Ability to capture and maintain retro transactions without updating the previous Tax year's total	1= Does not meet criteria 2= Meets criteria	1= 0 2= 6
5.2.	Ability for payroll schema to calculate and process retroactive transactions over a Tax or reconciliation period	1= Does not meet criteria 2= Meets criteria	1= 0 2= 5
5.3.	Retro calculations to be done programmatically	1= Does not meet criteria 2= Meets criteria	1= 0 2= 3
5.4.	IRP5 totals for the previous Tax year and previous reconciliation period will remain unchanged	1= Does not meet criteria 2= Meets criteria	1=0 2= 4
5.5.	Variable pay earnings to be taxed according to the date on which they are paid	1= Does not meet criteria 2= Meets criteria	1=0 2= 4

5.6.	Reconciliation will not be a problem at year-end or any reconciliation period to define the different tax deductions in the current Tax year/reconciliation period for the previous Tax year/reconciliation period.	1= Does not meet criteria 2= Meets criteria	1=0 2= 4
5.7.	Allow for the exclusion of payment to update the previous Tax year totals prior to the IRP5 as needed	1= Does not meet criteria 2= Meets criteria	1=0 2= 5
5.8.	The solution should not be at risk with any future dated Support Packs/Enhancement packs released by SAP	1= Does not meet criteria 2= Meets criteria	1=0 2= 5
5.9.	The solution should use the SAP Standard enhancement framework and should run on SAP HCM ERP	1= Does not meet criteria 2= Meets criteria	1=0 2= 4
Total			100

TABLE 6- TECHNICAL EVALUATION CRITERIA FOR THE DATA COPY TOOL

NO	TECHNICAL EVALUATION CRITERION	SCORING CRITERIA	SCORE
1.	Company Profile and Reference		6
1.1.	Bidders to provide three (3) contactable references of companies where similar services were provided recently (within the last 5 years)	1 = Only one (1) reference submitted 2 = Two (2) references submitted 3 = Three (3) references submitted	1 = 2 2 = 4 3 = 6
2.	Functionality		45
Bidders to supply screen shots that demonstrate the following functionality:			
2.1.	Ability to do client copy	1= Cannot Client copy (IF one of the criteria is missing, i.e. 2.1.1 to 2.1.3) 2= Can do Client Copy with all three abilities (2.1.1 to 2.1.3)	1= 0 2= 9
2.1.1.	Ability to slice the data by time period and/or company code		
2.1.2.	Are all dependencies intact when slicing the data		
2.2.3.	Ability to exclude unnecessary data (e.g. workflows, Logs) and easily copy custom tables		
2.2.	Ability to Restore copied data (data export and import)	1 = Cannot restore copied data 2. = Can Restore copied data	1= 0 2= 5
2.3.	Ability to Sync HR Master data, including : Customised Info types, Finance data related to HR (e.g. Travel, Subsistence etc.)	1= Cannot Sync data 2. = Can synch only HR Master Data 3. = Can synch HR Master data including customised info types and finance data	1= 0 2 = 3 3 = 5
2.4.	Ability to copy the entire master data database or to copy a sample/subset of the entire master data	1= Cannot copy master data 2= Can only copy the entire master data 3 = Can copy the entire master data and the subset/sample of data	1=0 2= 4 3 = 8
2.5.	Ability to copy on the foreground and on the	1= Cannot copy	1=0

	background	2= Can only copy on the Foreground 3= Can only copy on the Background 4 = Can copy both on the foreground and the Background	2= 4 3= 6 4 = 8
2.6.	Ability to scramble data	1= Cannot scramble 2= Can scramble all information	1=0 2= 10
3	Implementation Plan / Project Plan		4
3.1.	Bidders to provide an Implementation plan indicating the time frames for implementing and customizing the Solution to SARS unique requirements	1= No Project plan Submitted 2= Implementation takes less than a month 3 = Implementation takes more than a month	1=0 2= 2 3= 4
4	Support		5
4.1.	Bidders to describe the nature of support for the Data Tool (e.g. telephonic, email etc.) and whether there is local support available	1= No local Support 2= Local Support and either Telephonic or email support 3 = Local Support and also both Telephonic and email support	1=0 2= 2 3= 5
5.	Presentation / Demonstration		40
Bidders will be required to demonstrate on the system compliance to the required functionality:			
5.1.	Ability to client copy	1= Cannot Client copy 2= Can do Client Copy	1= 0 2= 6
5.2.	Ability to Restore (Data export and import)	1 = Cannot restore 2. = Can Restore	1= 0 2= 6
5.3.	Ability to Sync HR Master data, including: Customised Info types, Finance data related to HR (e.g. Travel, Subsistence etc.)	1= Cannot Sync data 2. = Can synch only HR Master Data 3. = Can synch HR Master data including customised info types and finance data	1= 0 2 = 3 3 = 5
5.4.	Ability to Copy the entire master data or copy a sample/subset of the entire master data	1= Cannot copy master data 2= Can only copy the entire master data 3 = Can copy the entire master data and the subset/sample of data	1=0 2= 4 3 = 8
5.5.	Ability to scramble data	1= Cannot scramble 2= Can scramble all information	1=0 2= 9
5.6.	Ability to copy on the foreground and on the background	1= Cannot copy 2= Can only copy on the Foreground 3= Can only copy on the Background 4 = Can copy both on the foreground and the Background	1=0 2= 2 3= 4 4 = 6
Total			100

TABLE 7- TECHNICAL EVALUATION CRITERIA FOR THE REPORTING TOOL

NO	TECHNICAL EVALUATION CRITERION	SCORING CRITERIA	SCORE
1.	Company Profile and Reference		6
1.1.	Bidders to provide three (3) contactable references of companies where similar services were provided recently (within the last 5 years)	1 = Only one (1) reference submitted 2 = Two (2) references submitted 3 = Three (3) references submitted	1 = 2 2 = 4 3 = 6
2.	Functionality	45	
Bidders to provide screen shots that demonstrate the following functionality:			
2.1.	Ability to create custom reports.	1= Does not meet criteria 2= Meets criteria	1= 0 2= 8
2.2.	Can be easily exported to Excel or Adobe PDF, or sent via email.	1= Does not meet criteria 2= Meets criteria	1= 0 2= 4
2.3.	Ability to find, format and distribute your data	1= Does not meet criteria 2= Meets criteria	1= 0 2= 3
2.4.	Create Standard Queries that can be used by multiple users	1= Does not meet criteria 2= Meets criteria	1=0 2= 5
2.5.	Security Aspects (Access to reports): Must align to SAP standard authorization	1= Does not meet criteria 2= Meets criteria	1=0 2= 4
2.6.	Queries can be scheduled for when to run	1= Does not meet criteria 2= Meets criteria	1=0 2= 3
2.7.	Graphical presentation and Analysis functionality	1= Does not meet criteria 2= Meets criteria	1=0 2= 3
2.8.	Dashboards options (Headcount, Overtime, absenteeism)	1= Does not meet criteria 2= Meets criteria	1=0 2= 3
2.9.	Users must be able to execute the report in the foreground and the background	1= Does not meet criteria 2= Meets criteria	1=0 2= 3
2.10.	Manager's must be able to execute some of the reports via Manager Self Service and the SAP Portal	1= Does not meet criteria 2= Meets criteria	1=0 2= 3
2.11.	When a query is created by a user, the ability to log the query for editing by other users must be available in order to prevent one user to overwrite another user's query.	1= Does not meet criteria 2= Meets criteria	1=0 2= 3
2.12.	Download facility for user and managers	1= Does not meet criteria 2= Meets criteria	1=0 2=3
3	Implementation Plan / Project Plan	4	
3.1.	Bidders to provide the Implementation plan indicating the time frames for implementing and customizing the Solution to SARS unique requirements	1= No Project plan Submitted 2= Implementation takes more than a month 3 = Implementation takes less than a month"	1=0 2= 2 3= 4
4	Support		
4.1.	Bidders to describe the nature of technical and Functional support for Reporting Tool (e.g. telephonic, email etc.) and whether there is local support available	1= No local Support 2= Local support and includes either Telephonic or email support 3 = Local support and	1=0 2= 2 3= 5

		includes both Telephonic and email support	
5.	Presentation / Demonstration		40
Bidders will be required to demonstrate on the system compliance to the required functionality:			
5.1.	1 Ability to create custom reports	1= Does not meet criteria 2= Meets criteria	1= 0 2= 5
5.2.	2. Ability to export to Excel or PDF, or send via email	1= Does not meet criteria 2= Meets criteria	1= 0 2= 4
5.3.	3. Ability to find, format and distribute data	1= Does not meet criteria 2= Meets criteria	1= 0 2= 3
5.4.	5 Ability to create Standard queries that can be used by multiple users	1= Does not meet criteria 2= Meets criteria	1=0 2= 3
5.5.	6 Security (Access to reports)	1= Does not meet criteria 2= Meets criteria	1=0 2= 3
5.6.	7 Ability to schedule queries when to run	1= Does not meet criteria 2= Meets criteria	1=0 2= 3
5.7.	8 Graphical presentation and Analysis functionality	1= Does not meet criteria 2= Meets criteria	1=0 2= 2
5.8.	9 Dashboard options	1= Does not meet criteria 2= Meets criteria	1=0 2= 2
5.9.	10 Automation of ad-hoc reports	1= Does not meet criteria 2= Meets criteria	1=0 2= 3
5.10.	11 Ability to execute the reports in the foreground and background	1= Does not meet criteria 2= Meets criteria	1=0 2= 3
5.11.	12 Ability to execute reports via SAP Manager Self Service and SAP Portal	1= Does not meet criteria 2= Meets criteria	1=0 2= 3
5.12.	13 Ability to lock the query for editing by other users (to prevent one user overwriting another users query)	1= Does not meet criteria 2= Meets criteria	1=0 2= 3
5.13.	14 Download facility for users and managers	1= Does not meet criteria 2= Meets criteria	1=0 2=3
Total			100

The points obtained for technical evaluation must be a minimum of 70%. Bidders who obtain less than 70% will be declared non-responsive and therefore disqualified to proceed for further evaluations on Gate 3: Price and BEE evaluations stage.

9.5 SARS's Pricing and B-BBEE Evaluation – Gate 3

9.5.1 In the this stage of the evaluation, Tenders that have qualified after the 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

NB: Please note that each of the Tools will be evaluated separately and independently of the other Tools as per the below evaluation criteria:

Criterion	Points
Price	80
B-BBEE status	20

Gate 3, 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

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 bi

Gate 3, Stage 2 – BBBEE 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.	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. A sworn affidavit – Entities with black ownership greater than 51%
Large Entity (LE)	Above R50 million p.a.	Certified Copy of B-BBEE Rating Certificate from a SANAS accredited rating agency.

Failure on the part of a Bidder to submit a B-BBEE Status level of contributor together with the bid will lead to disqualification.

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

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 Affidavits.

Joint Ventures and Consortiums

A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate for every separate tender.

Tertiary Institutions and Public Entities

Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their tenders.

9.6 Financial Statements

Bidders are required to submit a complete set of audited/independently reviewed annual financial statements for three (3) most recent financial periods in the name of the bidding entity. The financial statement analysis will be conducted on the shortlisted bidders. Bidder(s) must attain a satisfactory financial position.

The annual financial statements must contain:

- Statement of Profit and Loss and other Comprehensive Income
- Statement of Financial Position
- Statement of Cash Flows
- Statement of Changes in Equity/Net Assets
- 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.

9.7 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.

9.8 Reservation of rights

SARS reserves the right in its discretion to:

- 9.8.1** make no award
- 9.8.2** withdraw, suspend or cancel this RFP or the RFP process at any time and without providing reasons;
- 9.8.3** not provide reasons for its rejection or the failure of any Bidder or Tender, save on application and in terms of applicable legislation;
- 9.8.4** change any of its requirements as set out in this RFP by giving Bidders reasonable notice;
- 9.8.5** change any condition, procedure or rule of the RFP by giving Bidders reasonable notice;
- 9.8.6** 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;
- 9.8.7** re-advertise for Tenders;
- 9.8.8** 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;
- 9.8.9** conduct site visits and/or perform audits whenever SARS deems it prudent to do so;
- 9.8.10** 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;
- 9.8.11** 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;

- 9.8.12** 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;
- 9.8.13** to make the award subject to the successful Bidder entering into a duly signed contract with SARS; and
- 9.8.14** to disqualify a Bidder whose bid contains a misrepresentation which is materially incorrect or misleading.

9.9 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, advisors 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.

9.10 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.

9.11 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.

9.12 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.

9.13 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.

9.14 Precedence

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

9.15 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 9.16 below. 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,

9.16 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.

9.17 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.

9.18 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.

9.19 Tax Compliance

No bid may be awarded to a Bidder whose tax matters have not been declared by the SARS to be in order. 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.

9.20 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.

10 INSTRUCTIONS FOR SUBMITTING A RESPONSE TO THIS RFP

This paragraph details the instructions to Bidders for preparing a Tender response to this tender. 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.

10.1 Proposal Format

- 10.1.1** The Bidder's Proposal contents are detailed in paragraph 10.2 below.
- 10.1.2** The Bidder's Proposal will consist of a number of Files, where a File consists of an original hardcopy file and a Compact Disc (CD). The CD must be the electronic copy of the original hardcopy file. Where reference is made to a "hardcopy file" this means an A4 ring bound file. Where reference is made to a "CD" this means either a CD or a Digital Versatile Disc (DVD) or memory stick.
- 10.1.3** The Bidder's hardcopies must be printed single-sided.
- 10.1.4** A File must be wrapped and sealed in brown paper and must be labelled with the same text as the hardcopy file and CD.

10.2 Organisation and Contents of a Proposal

10.2.1 File 1- Common File

Irrespective of which or how many Tools for which the Bidder is submitting a Proposal, the Bidder will be required to submit a Common File. This file must contain the following sections, each divided by a file divider in the hardcopy file and each section must be placed in separate directories on the CD electronic copy.

Table 8: Common file organisation and contents

Common File		
Label (on both file cover and CD)		RFP 20/2019 <Bidder Name> Common File
NO:	File divider / Directory name	Content Required

1.	SBDs	<p>Completed Standard Bidding Documents.</p> <p><u>Invitation to Bid (SBD1)</u></p> <p><u>Declaration of Interest (SBD 4)</u></p> <p><u>Declaration of Past SCM Practices (SBD 8)</u></p> <p><u>Certificate of Independent Bid Determination (SBD 9)</u></p> <p><u>Supplier Cost and Risk Assessment Questionnaire</u></p> <p>The original signed documents must be included in the hardcopy file. In the electronic copy the original signed document must be scanned</p>
2	Signed Oaths of Secrecy by the members of the Bidder's bid team.	The Oath of Secrecy SARS RFP 20-2019 2-7 SARS Oath - Affirmation of Secrecy signed by each member of the Bidder's Bid team in the presence
3	CSD registration	<p>Central Supplier Database (CSD) valid at the Closing Date.</p> <p>In the hardcopy file the original document must be included.</p> <p>In the electronic copy the original hardcopy must be scanned</p>
4	Mandatory Requirement response template for each Tool the Bidder is submitting a Proposal for.	<p>A completed template for each Tool (as well as the References) for which the Bidder is submitting a Proposal:</p> <p><i>Tool x Mandatory Response Template</i> (where x is the Tool reference for which the Bidder is submitting a response)</p> <p>A printout of the completed and signed template(s) must be included in the hardcopy file.</p> <p>The completed and signed template(s) must be scanned</p>
5	Annual Financial Statements	<p>The Bidder's last 3 (three) years audited annual financial statements.</p> <p>In the electronic copy the original audited annual financial statements must be</p>

10.2.2 File 2- File NP-x (Non Pricing Section for Tool x)

Depending on which and for how many Tools the Bidder is submitting a Proposal, the Bidder will be required to submit a File NP-x for each Tool bid upon (where x is the Tool reference). This file must contain the sections, as set out hereunder; each divided by a file divider in the hardcopy file and placed in separate directories on the electronic copy CD. Note that the x is the Tool reference appearing in the title, divider name, directory names and filenames.

Note that if a Bidder is submitting a Proposal for more than one Tool, the same documents may have to be submitted in more than one File. (For example, if a Subcontractor is proposed in more than one Tool, then the Subcontractor's Tax Clearance Certificate and B-BBEE certificate must be submitted in each Tool File for which the Subcontractor is being proposed). Note that an original certificate need not be supplied in every File, provided that where a copy is provided, the copy must contain a note referencing the File in which the original is contained. This principle applies to all documents, so that all documents for a Tool are contained within the File for a Tool, and can be evaluated as a self-contained pack.

Table 9: Non-pricing file organisation and contents

File NP-x (Non Pricing Section for Tool x)		
Label (on both file cover and CD)		RFP 20/2019 <Bidder Name> File-NP-x
NO:	File divider / Directory name	Content Required
1	Technical Response	Technical Responses as well as References Business Profile that describes the service offerings, years of experience and capability to deliver and support the Solution to SARS.
2	Agreement	Completed template: <i>Tool x Agreement Response Template</i> A printout of the completed template must be included in the hardcopy file. The completed template must be submitted in Microsoft Word format in the electronic copy.

3	Subcontractor CSD registration	Bidder must attach a current Central Supplier Database (CSD) for every Subcontractor named by the Bidder in the template in 3 of Table 8 above. The CSD must be scanned
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10.2.3 File 3- File P-x (Pricing and B-BBEE Section for Tool x)

Depending on which and for how many Tools the Bidder is submitting a Proposal, the Bidder will be required to submit a *File P-x* for each Tool for which it is submitting a Proposal (where x is the Tool reference). This file contains one section to be placed in a file divider in the hardcopy file and in a directory on the electronic copy CD with the label set out hereunder. Note that the “x” (appearing in the title, directories and filenames) is the Tool reference. The actual Tool reference must be substituted for “x” in the Bidder’s response.

Table 10: Pricing and B-BBEE file organisation and contents

File P-x (Pricing and B-BBEE for Tool x)		
Label (on both file cover and CD)		RFP 20/2019 <Bidder Name> File-P-x
NO:	File divider / Directory name	Content Required
1	Pricing template	Completed template: <i>Tool x Pricing Response Template</i> A printout of the completed and signed template must be included in the hardcopy file. The completed template must be submitted in Microsoft
2	Preference Points Claim Form (SBD 6.1)	A completed Preference Points Claim Form (SBD 6.1) for Tool x.
3	Bidder's B-BBEE Certificate	The Bidder's B-BBEE certificate, valid as at the Closing Date. For the electronic copy, the original hardcopy must be scanned

4	Subcontractor B-BBEE Certificates	For every Subcontractor named by the Bidder in the template in 3 above, the Bidder must attach a B-BBEE certificate or auditor's report in the hardcopy file. The B-BBEE certificates must be scanned and submit
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10.3 Example 1

10.3.1 If a Bidder is submitting a Proposal for Retro Tax Tool and Data Copy Tool, it would consist of the following:

Table 11: Example contents (Retro Tax Tool and Data Copy Tool)

File	Documents in the file
<p>Hardcopy response to be submitted in file labelled:</p> <p style="text-align: center;">RFP 20/2019</p> <p style="text-align: center;"><Bidder Name></p> <p style="text-align: center;">Common File</p> <p>Electronic response to be submitted in on a CD labelled:</p> <p style="text-align: center;">RFP 20/2019-<Bidder Name>-Common</p>	<ul style="list-style-type: none"> • Standard Bid Documents • Signed Oaths of Secrecy • CSD registration of the Bidder • Mandatory Response Templates for Retro Tax Tool and Data Copy Tool and supporting documents • Annual Financial Statements
<p>Non-Pricing Section – Retro Tax Tool</p> <p>Hardcopy response to be submitted in file labelled:</p> <p style="text-align: center;">RFP 20/2019</p> <p style="text-align: center;"><Bidder Name></p> <p style="text-align: center;">File NP- Retro Tax Tool</p> <p style="text-align: center;">Non Pricing</p> <p>Electronic response to be submitted on a CD labelled:</p>	<ul style="list-style-type: none"> • Technical Response Documents and References for Retro Tax Tool • Signed Service Level Agreement with Mark- Ups (if any) for Retro Tax Tool • Subcontractors' CSD registration

<p>RFP 20/2019-<Bidder Name>-NP- Retro Tax Tool</p>	
<p>Pricing Section – Retro Tax Tool Hardcopy response to be submitted in file labelled:</p> <p style="text-align: center;">RFP 20/2019</p> <p style="text-align: center;"><Bidder Name></p> <p style="text-align: center;">File P- Retro Tax Tool</p> <p style="text-align: center;">Pricing and B-BBEE</p> <p>Electronic response to be submitted on a CD labelled:</p> <p style="text-align: center;">RFP 20-2019-<Bidder Name>-P- Retro Tax Tool</p>	<ul style="list-style-type: none"> • Pricing Response Template for Retro Tax Tool • Preference Points Claim Form SBD 6.1 • Bidder's B-BBEE Certificate • Subcontractor's B-BBEE certificate
<p>Non-Pricing Section – Data Copy Tool</p> <p>Hardcopy response to be submitted in file labelled:</p> <p style="text-align: center;">RFP 20/2019</p> <p style="text-align: center;"><Bidder Name></p> <p style="text-align: center;">File NP- Data Copy</p> <p style="text-align: center;">Non Pricing</p> <p>Electronic response to be submitted on a CD labelled:</p> <p style="text-align: center;">RFP 20/2019-<Bidder Name>-NP- Data Copy</p>	<ul style="list-style-type: none"> • Technical Response Documents and References for Data Copy • Signed Service Level Agreement with Mark- Ups (if any) for Data Copy • Subcontractors' CSD registration
<p>Pricing Section – Data Copy Hardcopy response to be submitted in file labelled:</p> <p style="text-align: center;">RFP 20/2019</p> <p style="text-align: center;"><Bidder Name></p> <p style="text-align: center;">File P- Data Copy</p> <p style="text-align: center;">Pricing and B-BBEE</p>	<ul style="list-style-type: none"> • Pricing Response Template for Data Copy • Preference Points Claim Form SBD 6.1 • Bidder's B-BBEE Certificate • Subcontractor's B-BBEE certificates

Electronic response to be submitted on a CD labelled: RFP 20-2019-<Bidder Name>-P- Data Copy	
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The Bidder, in this example, will submit 5 (five) sealed packages wrapped in brown paper:

(i) a package containing the hardcopy file of the Common File and the CD of the Common File labelled:

RFP 20/2019

<Bidder Name>

Common File

(ii) a package containing the hardcopy file of File NP-Retro Tax Tool and the CD of File NP-Retro Tax Tool labelled:

RFP 20/2019

<Bidder Name>

File NP-Retro Tax Tool

Non Pricing

(iii) a package containing the hardcopy file of File P- Retro Tax Tool and the CD of File P-Retro Tax Tool labelled:

RFP 20/2019

<Bidder Name>

File P-Retro Tax Tool

Pricing and B-BBEE

(iv) a package containing the hardcopy file of File NP-Data Copy Tool and the CD of File NP-Data Copy Tool labelled:

RFP 20/2019

<Bidder Name>

File NP-Data Copy Tool

Non Pricing

(v) a package containing the hardcopy file of File P-Data Copy Tool and the CD of File P-Data Copy Tool labelled:

RFP 20/2019

<Bidder Name>

File P-Data Copy Tool

Pricing and B-BBEE