



SOUTH AFRICAN REVENUE SERVICE

REQUEST FOR PROPOSAL

RFP38-2025- APPOINTMENT OF SERVICE PROVIDER FOR A TURN-KEY SOLUTION TO PROVIDE SARS WITH OFFICE SPACE IN GQEBERHA FOR LEASING AND FITOUT OVER A PERIOD OF NINE (9) YEARS AND ELEVEN (11) MONTHS.

MAIN RFP DOCUMENT

INSTRUCTIONS, GUIDELINES, AND CONDITIONS OF TENDER

TABLE OF CONTENTS

1	PURPOSE OF THIS REQUEST FOR PROPOSAL.....	3
2	OVERVIEW OF SARS' REQUIREMENTS	3
3	KEY ACTIVITIES AND DATES.....	6
4	COMMUNICATION.....	8
5	TENDER PREPARATION AND SUBMISSION	8
6	EVALUATION OF PROPOSALS	11
7	TRUSTS, JOINT VENTURES, SUBCONTRACTING AND OTHER ARRANGEMENTS.....	21
8	COMPLAINTS AND ALLEGATIONS	23
9	GENERAL CONDITIONS OF BIDDING	23
10	CHECKLIST OF RETURNABLES	34

REQUEST FOR PROPOSAL

Summary, Guidelines, Conditions and Instructions

1 PURPOSE OF THIS REQUEST FOR PROPOSAL

- 1.1 The purpose of this Request for Proposal (RFP) is for the South African Revenue Service (SARS) to invite suitably qualified service providers (bidders) to submit proposals (tenders) in accordance with the rules set out in this RFP for an appointment as a service provider(s) on a non-exclusive basis.

2 OVERVIEW OF SARS' REQUIREMENTS

2.1 Summary of the scope

- 2.1.1 Details of the scope of work and the required goods and services are defined in more detail in the Business Requirements Specification document and other documents forming an integral part of this RFP.

2.2 Background

- 2.2.1 The purpose of this Request for Proposal (RFP) is for the South African Revenue Service (SARS) to invite suitably qualified landlords, property owners or authorised service providers to submit proposals in accordance with the rules set out in this RFP.

2.2.2 The appointment will cover:

- The provision of office accommodation through leasing
- Turnkey execution of the fit-out that meets SARS's operational requirements.
- Inclusive of above the full professional design and engineering as part of the fit-out.

2.2.3 Overview of the Business Requirements

This tender is for TWO (2) buildings in Gqeberha in specific localities. Building (1) is the SARS Service Centre. Building (2) is the SARS Corporate Office. Bidders may bid on one or both buildings. Bidders bidding on both buildings must submit a separate and fully completed bid document per building they wish to bid on. (NB: No Information may be shared between bids – submit all required bid documentation per building a bidder wishes to bid on).

2.2.4 In achieving the SARS objectives, bid proposals are requested for a total turn-key accommodation solution in Gqeberha, providing for the lease and fit-out of the premise(s) by the landlord. Responses from prospective bidders are required to provide requisite information on the availability and fit-out of potential (1) SARS Service Centre located in modern shopping centres, retail centres, malls, and (2) SARS Corporate Office accommodation in near vicinity of the major shopping or retail centres. A “Location Map” of Gqeberha is provided as part of additional documents, restricting the areas of interest to those that are deemed to be suitable to SARS Business requirements and Property Strategy.

2.3 Two Stage Bidding Process

The tender will be evaluated in line with principles contained in paragraph 4.7.9 of the National Treasury Supply Chain Management Guidelines for Accounting Officers/Authorities published in 2004.

The two (2) stage bidding process will unfold as follows

2.3.1 Stage 1: Pre-qualification, Mandatory Evaluations and Technical Evaluations

Stage 1 of the tender process will involve the bidder's submission of unpriced technical proposals based on SARS Business Specification Requirements. The following information and documents are required for Stage 1 of the process:

- The landlord must submit a proposal on the lease premise offered to SARS, detailed technical aspects of the proposed premises, including CV's of the proposed Professional Team on the project and any other information deemed part of the lease offer.
- It is Important that the landlord provides a dimensioned drawing of the leased premise in CAD format DWG or DXF formats for SARS to do a concept space plan to be returned to the landlord and the landlord's Professional team for fit-out cost purposes. Failure to submit the drawings of the specific leased premises will result in the bidder technical proposal being disqualified for Stage 2 of the process.
- Bidders to meet with SARS Security and Risk evaluation teams on site.
- SARS Internal Space Planners will generate conceptual Furniture Layout plans to satisfy SARS that the areas / space offered can achieve the SARS workflows required (size, space, layout, shape, etc.).

- Buildings that are flagged by the Space Planners as having unsuitable layouts, shapes, impediments, etc. will be dropped from further evaluation.
- Occupation Certificate issued by City Council for the bigger premise (not the proposed leased area).
- Valid copy of Title Deed of the office Space Property or a Valid Mandate Agreement incorporating the Title Deed and recent Deed Search.
- SAPOA RETAIL area schedule, signed by architect or centre management. In summary the bidders should comply with the following for Stage 1 of the process:
 - Submit unpriced technical proposal of the property offered to SARS.
 - Comply with **Gate 0**: Pre-qualification evaluation requirements (as stated in Paragraph 7.2 of this document).
 - Comply with **Gate 1**: Mandatory evaluation requirements (as stated in paragraph 6.3 of this document). Comply with Gate 2: Technical evaluation requirements (as stated in paragraph 6.4 of this document).

NB: Prospective bidders must submit separate technical proposals and mandatory responses for each premises offered, Building 1 separate from Building 2. NB: No Information may be shared between bids – submit all required bid documentation per building a bidder wishes to bid on

2.3.2 **Stage 2:** Price and Specific Goals Evaluation

- SARS will invite bidders that met all mandatory and Technical requirements in Stage 1 to submit priced proposals for Stage 2 of the tender process. SARS will provide the successful bidder / landlord with limited conceptual spatial planning based on their specific proposed building(s) and related SARS CI fit-out standards specific to the selected premises allowing the landlord's professional team to do the design work up, final design, full engineer designs and quantification of the fit-out costs.
- SARS will issue conceptual plans only indicating Furniture layouts, wall positions, etc. to bidders whose Building(s) offers have passed Technical Stage 1.

- Bidders will use the general specifications issued by SARS for a typical Service Centre / SARS Corporate back office as a basis for costing the TI aspects for general construction and furniture quantities.
- Bidders will use their own knowledge of their buildings to cost for Building Engineering services, such as HVAC, Fire, Electrical, Generator, BMS, etc. required to meet all SARS specified tender requirements.

2.4 Structure

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

Table 1: RFP pack outline and contents

Section	Index	Description of section contents
1	Main RFP Document	Documents outlining the main RFP guidelines, instructions, conditions and documents necessary for a bidder to submit a proposal.
2	Business Requirements Specification	Document(s) outlining the business requirements specifications, technical requirements and other information required by a bidder to submit a proposal.
3	SBD Documents	Standard Bid Documents (SBDs) and other administrative documents that are required by National Treasury and SARS Procurement to be read, completed, and returned as part of a bidder's proposal.
4	Contract management	The General Conditions of Contract (GCC) and/or proposed agreement under which SARS wishes to contract the services.
5	Response templates	Where applicable, response templates that are required to be completed and returned as part of a bidder's proposal.

3 KEY ACTIVITIES AND DATES

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

Table 2: Key activities and dates

No.	Activity	Date / Time / Details
1.	Bid Number:	RFP 38-2025
2.	Description:	Appointment of a Service Provider for a Turn-Key Solution to provide SARS with office space in Gqeberha for leasing and fitout over a period of nine (9) years and eleven (11) Months
3.	Duration of contract:	nine (9) years and eleven (11) Months.
4.	Validity period of proposals:	Bids submitted will be valid for a period of 180 calendar days from closing date. SARS may however, subject to the bidders' consent, extend the validity period prior to expiry thereof.
5.	Advertisement of the RFP:	a) National Treasury e-Tender Portal: 14 May 2026 b) SARS website: 14 May 2026
6.	RFP pack (complete set of bid documents) available for download from National Treasury e-Tender Portal and SARS website:	14 May 2026
7.	Virtual briefing session date and registration:	Non-compulsory briefing session Date: 22 May 2026 Time: 11 am 2026 Below is the meeting link: https://teams.microsoft.com/join/332386713627343?p=ShBOBQ9wo0Z0FsTGTu Meeting ID: 332 386 713 627 343 Passcode: xZ9NL3CN
8.	Bidders to submit written questions on or before:	From 14 May 2026 to date 5 June 2026
9.	SARS to respond to bidders' written questions on or before:	From 15 May 2026 to date 12 June 2026
10.	CLOSING DATE AND TIME (proposals due):	18 June 2026 at at 11H00

3.2 All dates and times in this RFP are South African Standard Time. 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 or expectation in any way for any bidder to demand that any action be taken on the date established, or on any other date. A bidder accepts that if SARS extends the deadline (closing date) for proposal submissions for any reason whatsoever, the requirements of this RFP will apply equally to the extended deadline.

4 COMMUNICATION

- 4.1 All communications to SARS must be addressed to the SARS Tender Office, emailed to tenderoffice@sars.gov.za, and must contain a clear reference to this RFP. Communication sent by SARS must 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 Procurement Executive.
- 4.2 A bidder may not make any communication to SARS regarding this RFP other than through the official contact provided in this document. SARS may, at its sole discretion, disqualify a bidder if the bidder communicates or attempts to communicate any information regarding this RFP to any of SARS' employees; officials; or any third parties involved in the preparation, evaluation, or award of the RFP other than through the official contact provided.

5 TENDER PREPARATION AND SUBMISSION

5.1 Introduction

- 5.1.1 SARS has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under section 76 of the Public Finance Management Act, 1999 (Act No. 1 of 1999), which prescribes that SARS' procurement processes be:
- 5.1.1.1 economical, efficient, fair, equitable, transparent, competitive and cost effective; and
 - 5.1.1.2 consistent with the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), its Regulations, and the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).

5.2 Question and answer process

- 5.2.1 A bidder may submit questions to SARS as part of the question-and-answer process to gain

a full understanding of any aspect of the RFP that is not clear to the bidder.

- 5.2.2 Between the dates given in paragraph 3, SARS will receive written questions sent by bidders by email through the official contact provided in this document. SARS will respond to these questions, but however is not obliged to respond to a question which in SARS' opinion is inappropriate and does not reasonably warrant an answer. The questions and answers will be published on the National Treasury e-Tender Portal and the SARS website. The identity of a bidder who has directed a question to SARS will not be disclosed by SARS in such responses.
- 5.2.3 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 reissued or additional documentation will be published on the National Treasury e-Tender Portal and SARS website. It is a bidder's responsibility to visit the National Treasury e-Tender Portal and SARS website at regular intervals to ensure that a bidder uses the latest versions of documents in the RFP pack.
- 5.2.4 **The National Treasury e-Tender Portal must be treated as the primary means of communication. In the event of any other communication that conflicts with communications posted on the National Treasury e-Tender Portal, the National Treasury e-Tender Portal communication will prevail.**

5.3 Central Supplier Database

- 5.3.1 All bidders wishing to do business with SARS must register on the Government's Central Supplier Database (CSD) at www.CSD.gov.za, and to include in their submission their CSD Master Registration Number. The recommended bidder(s) must be registered on the CSD prior to an award letter / purchase order / signed contract being issued.
- 5.3.2 Foreign suppliers with neither South African tax obligations nor history of doing business in South Africa must complete the questionnaire on the Standard Bidding Document (SBD) 1.

5.4 Proposal submission

- 5.4.1 For this RFP, SARS will accept proposal submissions in the form of physical proposal submissions, either deposited in the SARS tender box or posted to the SARS Tender Office.
- 5.4.2 The physical proposal submissions must be deposited in the SARS tender box on or before the closing date and time at the SARS Tender Office, situated at the main entrance at:

**SARS Procurement Tender Office,
Lehae La SARS,
299 Bronkhorst Street, Nieuw Muckleneuk, Brooklyn,
Pretoria, 0181.**

- 5.4.3 The proposals may also be couriered to the address provided in the afore mentioned paragraph.
- 5.4.4 Proposals will only be considered if received by the SARS Tender Office before the closing date and time, regardless of the method used.
- 5.4.5 Late proposals will not be accepted.
- 5.4.6 The onus is on the bidder to ensure that its proposal submission and documentation received by SARS in this bid are submitted timeously and are accurate and complete. Failure by any bidder to discharge this onus will result in proposal submissions being disqualified for consideration.

5.5 Instruction for submitting a proposal

- 5.5.1 This section details the instructions to bidders for preparing a proposal in response to this RFP, which must be followed in detail to enable the information contained in a bidder's proposal to be read, understood and evaluated in a common and consistent layout, and to ensure that the information submitted is correct, complete and well structured. Should a proposal be received that is not in the correct format, SARS reserves the right to disqualify the entire proposal or portions of the proposal depending on the extent of the deviation from the format described in this document.
- 5.5.2 All proposals and supporting documentation must be submitted in English.
- 5.5.3 A bidder's proposal is required to be submitted in two forms:

1	x	One (1) hardcopy submission clearly marked. A "hardcopy submission" means an A4 ring bound lever arch file.
1	x	One (1) electronic submission of a complete copy of the hardcopy submission.

submission	An “electronic submission” means a memory stick (USB stick) containing a complete copy of the hardcopy submission. The onus is on the bidder to ensure that the electronic submission submitted is a complete copy of the hardcopy submission.
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- 5.5.4 The hardcopy and electronic submission must be marked and labelled correctly, and must be outer sealed, wrapped and packaged, for ease of reference during the evaluation process.
- 5.5.5 **Technical and Pricing information must be included in separate folders. The Technical information must be included in “Folder 1”, and the Pricing information must be included in “Folder 2”.**
- 5.5.6 A bidder is required to submit the contents of its submission (hardcopy and electronic) in the following format:

Table 3: Format and organisation of proposal

Files		Section	Responses
Folder 1: TECHNICAL proposal	<ul style="list-style-type: none"> • RFP reference • Description • Bidder name 	1	<ul style="list-style-type: none"> • Prequalification documents (SBD and other documents)
		2	<ul style="list-style-type: none"> • Response to mandatory requirements (if applicable) • Supporting documents for mandatory requirements (if applicable)
		3	<ul style="list-style-type: none"> • Response to technical requirements • Supporting documents for technical requirements
		4	<ul style="list-style-type: none"> • Company profile • Supplementary information
		5	<ul style="list-style-type: none"> • GCC

6 EVALUATION OF PROPOSALS

6.1 Process after the closing date

- 6.1.1 After the closing date and time SARS, will evaluate the proposals with reference to SARS’ evaluation criteria. SARS reserves the right to employ subject matter experts to assist in

performing such evaluations.

6.2 Prequalification evaluation process (Gate 0)

- 6.2.1 SARS has defined minimum administrative prequalification criteria that must be met by a bidder. The table below contains the administrative prequalification documents that are required as part of a bidder's proposal, which must be completed and signed by the duly authorised representative of the prospective bidder(s).
- 6.2.2 Where a bidder's proposal fails to comply fully with any of the prequalification criteria, SARS may at its discretion allow the bidder an opportunity to submit and/or supplement the information and/or documentation provided within a grace period of **seven (7) working days** or such alternative period as SARS may determine to achieve full compliance with these criteria before disqualifying the bidder.
- 6.2.3 **SARS will disqualify a bidder who does not achieve full compliance of the prequalification Standard Bidding Documents (SBD) after the grace period provided by SARS.**

Table 4: Prequalification criteria

	Prequalification documents to be submitted	Instructions	Non-submission will result in disqualification?
1.	SBD 1: Invitation to bid form	Bidder to complete and sign the supplied pro forma document.	YES
2.	SBD 4: Bidder's Disclosure	Bidder to complete and sign the supplied pro forma document.	YES
3.	Central Supplier Data Base	Proof of Registration to the national treasury central supplier database	NO
4.	General Conditions of Contract (GCC)	General Conditions of Contract (GCC)	NO
5	Supplier Cost And Risk Assessment Questionnaire	Bidder to complete and sign the risk questionnaire document.	NO
6.	Oath of Secrecy	Bidder to complete and sign the Oath of Secrecy document.	NO

6.3 Mandatory evaluation process (Gate 1)

6.3.1 Only Bidders that have met the prequalification criteria in Gate 0 will be evaluated in Gate 1 for mandatory evaluation. The table below contains the mandatory evaluation criteria.

6.3.2 **If a bidder does not meet any of the mandatory evaluation criteria, the bidder will be disqualified, and the bidder's proposal will not be evaluated further.**

Table 5: Mandatory evaluation criteria Building 1 Retail Office Space (Service Centre)

Category	Mandatory Criterion: Sourcing, Leasing and Suitable Fit (CAD)	Description / Requirements	Required Supporting Documents
Mandatory	Properties/ office space building within locality map provided in the areas highlighted in yellow	Properties/ office space building within locality map provided in the areas highlighted in yellow	Desktop evaluation and confirmation that proposed office space building is within the yellow highlighted areas in the attached locality map
Mandatory	SARS Space Planning Suitability Check	Does the shape of the Leased area proposed by the bidder support the current Service Centre Standard? SARS Space Planners to do full concept proposal of the proposed space to prove a suitable fit can be achieved. If a suitable fit is achieved, mandatory for this test is passed. If a suitable fit cannot be achieved, mandatory is failed.	Minimum AutoCAD *.DWG file content for evaluation: <ul style="list-style-type: none"> • Floor plans and • Primary Section
Mandatory	Security & Risk On-site Assessment Check	On Site evaluation will conduct a Security & Risk Assessment. Any issues identified by SARS must be discussed with authorized Bidder representative. If Bidders and SARS mutually agree the identified issues can be mitigated as part of Base readiness of building (not to SARS cost), then assessment is given a Pass. If correction of issues identified by SARS is not agreed to by Bidder, assessment result in FAIL and bid is eliminated from further evaluation.	Bidder to make themselves available to meet with SARS evaluation Teams on Site.
Mandatory	Construction Compliance documentation.	Occupation Certificate of the overall development / premise.	Occupation Certificate issued by City Council for the bigger premise (not the proposed leased area).
Mandatory	Valid Title deed of proposed property or Valid Mandate agreement incorporating the title deed and recent Deed Search.	Submission of a Valid copy of Title Deed of the Property or a Valid Mandate Agreement incorporating the Title Deed and recent Deed search.	Valid copy of Title Deed of the office/building Property or a Valid Mandate Agreement incorporating the Title Deed and recent Deed Search

Category	Mandatory Criterion: Sourcing, Leasing and Suitable Fit (CAD)	Description / Requirements	Required Supporting Documents
Mandatory	Retail Space Demand Requirements.	Retail Lease (Service Centre): Gross lettable area must align with SARS's space requirements. Lease premises should be SAPOA Retail Usable area of 1000 m ² within a Total Lettable Area (GLA) range starting at minimum 1000 m ² to a maximum of 1150 m ² .	SAPOA RETAIL area schedule, signed by architect or centre management.

Table 6 Mandatory evaluation criteria Building 2 Commercial Offices

Category	Mandatory Criterion: Sourcing, Leasing and Suitable Fit (CAD)	Description / Requirements	Required Supporting Documents: New Development
Mandatory	Properties/ office space building within locality map provided in the areas highlighted in yellow	Properties/ office space building within locality map provided in the areas highlighted in yellow	Desktop evaluation and confirmation that proposed office space building is within the yellow highlighted areas in the attached locality map
Mandatory	SARS Space Planning Suitability Check	Does the shape of the Leased area proposed by the bidder support the current Corporate Office Standard? SARS Space Planners to do full concept proposal of the proposed space to prove a suitable fit can be achieved. If a suitable fit is achieved, mandatory for this test is passed. If a suitable fit cannot be achieved, mandatory is failed.	Minimum AutoCAD *.DWG file content for evaluation: <ul style="list-style-type: none"> Floor plans and Primary Section
Mandatory	Security & Risk On-site Assessment Check	On Site evaluation will conduct a Security & Risk Assessment. Any issues identified by SARS must be discussed with authorized Bidder representative. If Bidders and SARS mutually agree the identified issues can be mitigated as part of Base readiness of building (not to SARS cost), then assessment is given a Pass. If correction of issues identified by SARS is not agreed to by Bidder, assessment result in FAIL and bid is eliminated from further evaluation.	Bidder to make themselves available to meet with SARS evaluation Teams on Site.
Mandatory	Construction Compliance documentation.	Occupation Certificate of the overall development / premise.	Occupation Certificate issued by City Council for the bigger premise (not the proposed leased area).
Mandatory	Valid Title deed of proposed property or Valid Mandate agreement incorporating the title deed and recent Deed Search.	Submission of a Valid copy of Title Deed of the Property or a Valid Mandate Agreement incorporating the Title Deed and recent Deed search.	Valid copy of Title Deed of the office/building Property or a Valid Mandate Agreement incorporating the Title Deed and recent Deed Search

Category	Mandatory Criterion: Sourcing, Leasing and Suitable Fit (CAD)	Description / Requirements	Required Supporting Documents: New Development
Mandatory	Office Space Demand Requirements.	Commercial Offices Lease: Gross lettable area must align with SARS's space requirements. Lease premises should be SAPOA Offices Usable area of 3500 m ² within a Total Lettable Area (GLA) range starting at minimum 3500 m ² to a maximum of 4200 m ² .	SAPOA OFFICES area schedule, signed by architect or Office centre management.

6.4 Technical evaluation process (Gate 2)

- 6.4.1 Only bidders that have met the prequalification and mandatory evaluation requirements will be evaluated for technical capability and functionality, strictly according to the technical evaluation criteria below. A bidder is required to provide a technical solution for the required goods and services that meet SARS' requirements, and that is financially competitive and offers value for money.
- 6.4.2 The technical evaluation will be scored out of a total of 100 points, and bidders are required to score a minimum threshold of (75) out of 100 points to proceed to the next stage of evaluation, namely price and B-BBEE/specific goals evaluation. **NB this threshold applies independently to both evaluation for Retail office space Building 1 and Building 2 Commercial office space. Therefore, a bidder must score 75 points on either building to proceed to gate 3 (Price and BBBEE evaluation)**
- 6.4.3 **If a bidder does not meet the technical evaluation minimum threshold for neither of the buildings proposed, the bidder will be disqualified, and the bidder's proposal will not be evaluated further.**

Table 7: Technical evaluation criteria Retail office space Building 1 (Service Centre)

Criterion:	Weight / Points	Description / Requirements	Scoring
Bidder / Landlord	10	Evaluate landlord / bidders experience in property. JV's to be evaluated as a single combined entity.	Landlords / Bidders Company Profile indicates that the landlord is experienced in Property Leasing with 10+ years leasing history (10). Company Profile indicates property leasing experience but is not extensive or solid at 4 to 9 years history (5). Company Profile does not give confidence that the landlord / bidder can handle a project of this size (1 to 3 years leasing experience) or information is not provided (0).
Professional Teams	20	Evaluate if the Landlord has proposed a registered professional Team. Points are issued per professional category and our full or zero, unless otherwise specified per category. Project Manager – CV detailing experience.	Professional Registration (Professional Body Membership. Candidate registrations not accepted): Architect or Interior Designer to be SACAP or IID Registered (4). Mechanical Engineer or Technologist registered with ECSA (2). Electrical Engineer / Technologist registered with ECSA (2). Rational Fire Engineers or Fire Engineering Company (2). Professional Quantity Surveyor registered with SACQSP (2). GBCSA Interiors Specialist (can be one of the above) with GBCSA Interiors registration number (4) Experience: Construction project manager: <ul style="list-style-type: none"> with Tenant Installation turnkey experience (4) without Tenant Installation turnkey experience (2)
Professional Construction TI Fitout Contractor	20	Evaluate if the Landlord has proposed a competent building contractor experienced in Tenant Installation type works and or Internal fitout works. Evaluate based on Contractors CV'S.	Contractors CV indicates 5 or more TI and or Internal fitout works , type construction projects (20). Contractor CV has less than 5 TI and or Internal fitout works , type construction projects (10) Contractor experience is questionable (not TI and or Internal fitout works, type work) or not supplied (0).
Water Security Infrastructure	5	Reliable Stable municipal water supply and pictures of existing backup storage OR proposal for water security solution / Confirmation that 2 to 3 days water security solution will be developed.	Pictures confirming water supply with backup storage OR Proposed water security solution / Confirmation (5) No submission = 0
Generators	5	SARS Requires Landlord to install backup generator for Retail Area.	Landlord confirms that a dedicated Standby generator will be installed for the SARS Leased area(s) = 5. No Submission = 0
Technical fit-out (Infrastructure Construction Program plan)	15	Programme demonstrating: Start & end dates Logical sequence Planned completion date Critical path & Time Risk Allowance (TRA) Alignment with full Turn-Key solution.	Programme demonstrating: Start & end dates (2) Logical sequence (4) Planned completion date (2) Critical path (2) Time Risk Allowance (TRA) – (1) Alignment with Turn-Key solution – (4). No Submission - 0 points.

Criterion:	Weight / Points	Description / Requirements	Scoring
Bidder / Landlord	10	Evaluate landlord / bidders experience in property. JV's to be evaluated as a single combined entity.	Landlords / Bidders Company Profile indicates that the landlord is experienced in Property Leasing with 10+ years leasing history (10). Company Profile indicates property leasing experience but is not extensive or solid at 4 to 9 years history (5). Company Profile does not give confidence that the landlord / bidder can handle a project of this size (1 to 3 years leasing experience) or information is not provided (0).
Accessibility to Public Transport	10	Bidders to submit maps where they have indicated positioning and distances.	Access to Public Transport (all forms of public transport) within 1km (10). Access to Public Transport (all forms of public transport) within 1 to 1,5km (7). Greater than 1,5km's (0)
Access to Public Parking Facilities	5	Bidders to submit maps where they have indicated public parking.	Onsite public parking facilities within 500m (5) Parking facilities greater than 500m (0).
Building Visibility	5	Bidders to submit photos.	Good visibility from major roads, routes, etc. (5) Questionable or info not provided (0)
Building with access to Public Ablutions Facilities Accessibility	5	Bidder to submit maps indicating location of bathrooms.	Retail facility has public bathrooms (i.e. public bathrooms in shopping centre) (5). Retail facility does not have public bathrooms or info not provided (0).
Total Score	100	Score Achieved:	

Table 8: Technical evaluation criteria Building 2 Commercial office space

Criterion:	Weight / Points	Description / Requirements	Scoring
Bidder / Landlord	10	Evaluate landlord / bidders experience in property. JV's to be evaluated as a single combined entity.	Landlords / Bidders Company Profile indicates that the landlord is experienced in Property Leasing with 10+ years leasing history (10). Company Profile indicates property leasing experience but is not extensive or solid at 4 to 9 years history (5). Company Profile does not give confidence that the landlord / bidder can handle a project of this size (1 to 3 years leasing experience) or information is not provided (0).
Professional Teams	20	Evaluate if the Landlord has proposed a registered professional Team. Points are issued per professional category and our full or zero, unless otherwise specified per category. Project Manager – CV detailing experience.	Professional Registration (Professional Body Membership. Candidate registrations not accepted): Architect or Interior Designer to be SACAP or IID Registered (4). Mechanical Engineer or Technologist registered with ECSA (2). Electrical Engineer / Technologist registered with ECSA (2).

Criterion:	Weight / Points	Description / Requirements	Scoring
			Rational Fire Engineers or Fire Engineering Company (2) Professional Quantity Surveyor registered with SACQSP (2) GBCSA Interiors Specialist (can be one of the above) with GBCSA Interiors registration number (4) Experience: Construction project manager: <ul style="list-style-type: none"> with Tenant Installation turnkey experience (4) without Tenant Installation turnkey experience (2)
Professional Construction TI Fitout Contractor	20	Evaluate if the Landlord has proposed a competent building contractor experienced in Tenant and or Internal fitout works, type works. Evaluate based on Contractors CV's.	Contractors CV indicates 5 or more TI and or Internal fitout works , type construction projects (20). Contractor CV has less than 5 TI and or Internal fitout works , type construction projects (10) Contractor experience is questionable (not TI and or Internal fitout works, type work) or not supplied (0).
Water Security Infrastructure	5	Reliable Stable municipal water supply and pictures of existing backup storage OR proposal for water security solution / Confirmation that 2 to 3 days water security solution will be developed.	Pictures confirming water supply with backup storage OR Proposed water security solution / Confirmation (5) No submission = 0
Generators	5	SARS Requires Landlord to install Prime generator for Commercial Office Area.	Landlord confirms that Prime generator will be installed for SARS Leased area(s) = 5. No Submission = 0
Technical fit-out (Infrastructure Construction Program plan)	15	Programme demonstrating: Start & end dates Logical sequence Planned completion date Critical path & Time Risk Allowance (TRA) Alignment with full Turn-Key solution.	Programme demonstrating: Start & end dates (2) Logical sequence (4) Planned completion date (2) Critical path (2) Time Risk Allowance (TRA) – (1) Alignment with Turn-Key solution – (4). No Submission - 0 points.
Accessibility to Public Transport	15	Access to Public Transport	Access to Public Transport within 1km (15). Access to Public Transport within 1 to 1,5km (10). Greater than 1,5km's (0)
Access to nearby retail outlets	10	Access to Retail Outlets (GBCSA requirement to reduce vehicle travel / improve staff conveniences. Bidders asked to submit photos	Access to Retail Facilities on site – up to 1km (10). Access to Retail Facilities within 1 to 1.5km (5). Greater than 1.6km (0).
Total Score	100	Score Achieved:	

6.5 Price and B-BBEE/specific goals evaluation (Gate 3)

6.5.1 Price and Specific Goals evaluations will be evaluated on Stage 2 of the tender process.

- 6.5.2 In line with the requirements of the Preferential Procurement Policy Framework Act, 2000, and its Regulations and SARS Preferential Procurement Policy, only bidders that have met or exceeded the minimum threshold for functionality in the technical evaluation, will be evaluated further. Therefore, only short-listed bidders in stage one of the tender process will be required to submit price proposal, and to submit SBD6.1 to claim the BBBEE Specific goals which will only be issued to the short-listed bidders in stage two of the two stage bidding process.
- 6.5.3 SARS will apply the applicable preference point system in accordance with published preference point system. Should actual pricing proposals submitted by the bidders differ from the estimated costs prescribing the system to be used, the lowest acceptable tender will be used to determine the applicable preference point system.

Table 7: Price and B-BBEE/specific goals evaluation

	Criteria	Points
1.	Price	80/90
2.	Specific goals	20/10
	TOTAL	100

6.6 Financial risk analysis

- 6.6.1 Financial Risk Analysis is an independent stage of SCM processes. Financial Risk analysis will be conducted on Stage 2 of the tender process on shortlisted bidders for recommendation of award.

6.7 Proposed legal agreement

- 6.7.1 Any award made to a bidder under this RFP is conditional, amongst other provisions, upon SARS and such bidder concluding a written agreement within twenty-one (21) working days of the bidder receiving the written agreement. The timeous finalisation of such an agreement will be an absolute pre-condition to the recommended bidder(s) being awarded the tender and providing the goods or services to SARS.
- 6.7.2 If the recommended bidder(s) fails to sign the proposed agreement within the time frame stipulated, SARS reserves the right to:
- 6.7.2.1 cancel the award to the recommended bidder;

- 6.7.2.2 enter into negotiations with the second ranked bidder(s) and conclude the proposed agreement with such second ranked bidder(s); or
- 6.7.2.3 take any other action SARS deems reasonable and appropriate.
- 6.7.3 Bidders are requested to-
 - 6.7.3.1 Comment on the terms and conditions set out in the draft agreement and where necessary, propose required changes to such terms and conditions.
 - 6.7.3.2 Each comment and/or amendment must be explained.
 - 6.7.3.3 All changes and/or amendments to the agreement must be in an easily identifiable colour font and tracked for ease of reference.
- 6.7.4 Upon award, SARS and the successful bidder will conclude the agreement which regulates the specific terms and conditions applicable to the goods and services being procured by SARS. In this regard:
 - 6.7.4.1 SARS will enter into negotiations with the bidder with a view to concluding the agreement.
 - 6.7.4.2 SARS will be entitled to cease negotiating with a bidder if SARS, in its sole discretion, is of the opinion that: (i) the bidder has made misrepresentations in its proposal; (ii) the bidder is attempting to withdraw from positions or commitments made in its proposal; (iii) the bidder is not negotiating in good faith; or (iv) an agreement may not be expeditiously concluded with the bidder for any other reason.
 - 6.7.4.3 SARS reserves the right to vary the terms and conditions of the proposed agreement during the course of negotiations with a bidder at SARS' sole discretion.
 - 6.7.4.4 SARS reserves the right to accept or reject any or all amendments or additions proposed by the successful bidder if such amendments or additions are unacceptable to SARS or pose a risk to the organisation.
- 6.7.5 A bidder should note that the terms of its proposal will be incorporated in the proposed agreement by reference and that SARS relies upon the bidder's proposal as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder. It follows therefore that any misrepresentations in a proposal may result in legal action or other processes by SARS against the bidder, notwithstanding the conclusion of an agreement between SARS and the bidder for the provision of the goods and services in question. In the event of a conflict between the bidder's proposal and the agreement

concluded between the parties, the agreement will prevail.

6.8 Performance Standards

- 6.8.1 SARS may prescribe certain performance standards (Service Levels) that a successful bidder must comply with in the performance of the services.
- 6.8.2 Failure to adhere to the Service Levels will result in SARS levying a financial penalty for the Service Level Failure.
- 6.8.3 Multiple Service Level Failures with the SARS' prescribed Service Levels will constitute a material breach of the Service Level Agreement.
- 6.8.4 Notwithstanding the implementation of the Service Levels and Financial Penalties, SARS reserves the right and without derogation to any other remedies it may have in law, to terminate the Service Level Agreement for breach (persistent non-compliance) by the successful bidder.

7 TRUSTS, JOINT VENTURES, SUBCONTRACTING AND OTHER ARRANGEMENTS

7.1 Proof of existence of a trust, joint venture, consortium and subcontracting arrangements

- 7.1.1 Where, for the purposes of this RFP, a bidder submits its proposal as a trust, such bidder must submit concrete proof of the existence of a trust. SARS will accept a registered trust deed as acceptable proof of the existence of a trust. The trust deed must include amongst others:
 - 7.1.1.1 Details of the trustees of the trust; and
 - 7.1.1.2 Details of the beneficiaries of the trust. In instances where the beneficiary is a trust, the trust deed of that specific trust is required.
- 7.1.2 Where, for the purposes of this RFP, a bidder submits its proposal as a joint venture or consortium (incorporated or unincorporated), the bidder must submit the joint venture / consortium agreement, which sets forth the following details:
 - 7.1.2.1 identification of each party to the agreement in full;
 - 7.1.2.2 the percentage ownership of the joint venture / consortium of each party to the

agreement (if applicable);

- 7.1.2.3 the precise functions and responsibilities which each party will fulfil in terms of the agreement. This should include details of the delimitations of scope within the goods and services to be assigned to such a party(ies);
- 7.1.2.4 the anticipated percentage of the revenue that the party(ies) would receive (anticipated revenue that the party(ies) would receive as a percentage of the total revenue the bidder would anticipate receiving over the term of the agreement with SARS), if the bidder is successful; and
- 7.1.2.5 clearly set out the roles and responsibilities of the Lead Partner and the remainder joint venture / consortium party(ies). The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party(ies) in respect of matters pertaining to the joint venture.
- 7.1.2.6 If a bidder is submitting a proposal in the form of an unincorporated joint venture / consortium, the SBD 4 Bidder's disclosure form should be completed by each party participating in the joint venture / consortium agreement, and proof of CSD registration should be submitted for all parties participating in the joint venture / consortium for this RFP.
- 7.1.2.7 Joint venture members should be advised that each member will be held jointly and severally liable for the performance of the joint venture.
- 7.1.3 Where, for the purposes of this RFP, a bidder has or intends to subcontract areas of scope of the goods and services, the bidder must submit the subcontracting agreement, and must note the following:
 - 7.1.3.1 the bidder must indicate the name of the subcontractor(s), the percentage of the contract that will be subcontracted, the B-BBEE status level of the subcontractor(s) and whether the subcontractor(s) is an EME or QSE;
 - 7.1.3.2 a bidder awarded a contract, may only enter into a subcontracting arrangement with the approval of SARS;
 - 7.1.3.3 the agreement will be concluded between the main contractor(s) and SARS, therefore, the main contractor(s) and not its/their subcontractor(s) will be held liable for performance in terms of its contractual obligations;
 - 7.1.3.4 the successful bidder must, at all times, be solely and entirely accountable to SARS for the performance of its contractual obligations in terms of the agreement; and
 - 7.1.3.5 Without diminishing the bidder's accountability in any way for the delivery of the services, including the performance standards, SARS may require: access to and

transparency in the subcontracting agreements; the full details of the functions which the subcontractor will fulfil in terms of the agreement including details of the delimitations of scope within the services to be assigned to such a subcontractor; monitoring and reporting of subcontractor's participation and performance to SARS; direct participation of subcontractor(s) in the account and project planning activities; and subcontractors' representation in governance structures and committees. SARS will, at all times, demand fair dealing in the relationship between a bidder and its subcontractor(s).

8 COMPLAINTS AND ALLEGATIONS

- 8.1.1 Should a Bidder have rational reasons to believe that the tender process is unfair or irregular, including the fact that the technical specifications are not open and/or are written for a particular bidder, brand or product; the bidder is urged to notify the Procurement Department within ten (10) days after publication of the bid and provide details of its complaint for SARS' consideration.
- 8.1.2 Any suspicious activity, including requests, approaches or calls asking for upfront payment to secure an award of a bid or in lieu of claims that the outcome of a tender can be influenced towards a particular bidder, bidders are requested to immediately inform the *SARS Fraud / Anti-Corruption* Hotline at 0800-002870 or email at anti-corruption@sars.gov.za for further investigation.
- 8.1.3 The "SARS hotline" further provides an anonymous reporting channel for any unethical behaviour that a bidder wants to report.

9 GENERAL CONDITIONS OF BIDDING

- 9.1 **By bidding, a bidder, is deemed to have accepted all terms and conditions of this RFP; and is further deemed to have accepted that if successful, any award made will be made subject to the terms and conditions of this RFP.**
- 9.2 **Reservation of rights**
 - 9.2.1 In addition to any rights which SARS has reserved to itself in this document or any other document in the RFP pack, SARS reserves the right in its sole discretion to:
 - 9.2.1.1 make no award, or to accept part of a proposal rather than the whole;

- 9.2.1.2 withdraw, or cancel this RFP;
 - 9.2.1.3 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;
 - 9.2.1.4 schedule additional briefing sessions / site inspections, and to conduct site visits, site inspections, product evaluations, local content evaluations, and/or perform audits including due diligence exercises on any bidder whenever SARS deems it prudent to do so;
 - 9.2.1.5 no longer consider a bidder's proposal where adverse information about the bidder or its proposal submission has come to the attention of SARS, provided that such bidder is informed accordingly and afforded an opportunity to object;
 - 9.2.1.6 subject to applicable legislation and conditions of tender, award a proposal based on which bidder is offering the best value for money, even if such proposal has not scored the highest points during the evaluation;
 - 9.2.1.7 conduct a risk assessment of a bidder's capability to deliver the goods and perform the services in accordance with the specified service levels and/or achieve SARS' objectives;
 - 9.2.1.8 request clarification or verification in respect of any information contained in or omitted from a bidder's proposal, which SARS may do either in writing or at a meeting convened with the bidder for that purpose;
 - 9.2.1.9 conduct a due diligence on any bidder or its subcontractor, which may include interviewing customer references or performing other activities to verify information and capabilities submitted, claimed, or otherwise, (including visiting a bidder's, subcontractors, or customer reference premises, sites and/or facilities to verify certain stated facts or assumptions). The bidder will be obliged to grant SARS with all such access, assistance and/or information as SARS may reasonably request. The bidder must respond within the timeframes set by SARS, failing which SARS reserves the right not to consider the bidder's proposal any further; and/or
 - 9.2.1.10 request presentations from such short-listed bidders. All costs relating to the preparation of such presentations will be borne by the bidders.
- 9.2.2 SARS will disqualify any bidder, report to the National Treasury and take the necessary steps to restrict a bidder from doing business with the State, who:

- 9.2.2.1 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;
- 9.2.2.2 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;
- 9.2.2.3 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;
- 9.2.2.4 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;
- 9.2.2.5 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;
- 9.2.2.6 pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, which 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;
- 9.2.2.7 has been found guilty in a court of law or administrative or regulatory authority having appropriate jurisdiction on charges of unethical or improper conduct, regardless of whether or not a prison term or penalty was imposed;
- 9.2.2.8 is listed on the National Treasury's Register for Tender Defaulters or the National Treasury's Database of Restricted Suppliers; or
- 9.2.2.9 whose tender contains a misrepresentation which is materially incorrect or misleading.

9.2.3 Bidders' own conditions

- 9.2.3.1 Bidders may not come up with their own terms and conditions, counter conditions, modify or vary any of the terms, conditions or requirements herein. SARS may disqualify any bidder who fails to comply with this clause.

9.3 Conflict of interest

- 9.3.1 If at any time a bidder identifies an actual or potential conflict of interest, the bidder must immediately notify SARS in writing. SARS reserves the right to exclude the proposal submitted by such bidder from further consideration, unless the bidder is able to resolve the conflict to SARS' satisfaction. 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.

9.4 Confidentiality

- 9.4.1 Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, information contained in a bidder's proposal(s) may not be disclosed by any bidder, other than to a person officially involved with SARS' examination and evaluation of a proposal.
- 9.4.2 Throughout this RFP process and thereafter, the bidders must secure SARS' 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 such legal action as SARS may deem suitable.

9.5 Fronting

- 9.5.1 SARS supports the spirit of broad-based black economic empowerment and recognises that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background SARS condemns any form of fronting.
- 9.5.2 SARS, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries / investigations to determine the accuracy of the representations made in the bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder / contractor to conduct business with the public sector for a period not exceeding ten years,

in addition to any other remedies SARS may have against the bidder / contractor concerned.

9.6 Insurance

- 9.6.1 The successful bidder will be required, on or before the effective date of the agreement and for the duration of the agreement, to have and maintain in force adequate insurance cover consistent with acceptable and prudent business practices and acceptable to SARS, which shall include, without limitation, professional indemnity and public liability insurance cover as appropriate.

9.7 Indemnity

- 9.7.1 If a bidder breaches any condition 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 or defence 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.
- 9.7.2 A successful bidder shall indemnify, hold harmless and agree to defend SARS and its officers, employees, agents, successors-in-title, and assigns, from any and all Losses arising from, or in connection with, any of the following-
- 9.7.2.1 Third party claims attributable to any breach of the provisions of the Services Agreement by the successful bidder;
 - 9.7.2.2 Third party claims attributable to theft, fraud or other unlawful activity or any negligent, wilful or fraudulent conduct by the successful bidder or its employees and claims attributable to errors and/or omissions;
 - 9.7.2.3 Third party claims arising from or related to the death or bodily injury of any SARS agent, employee, business invitee, or business visitor or other person on SARS's premises caused by the negligent acts or omissions of the successful bidder or its employees; and
 - 9.7.2.4 Third party claims arising from damage to property owned or leased by SARS or a third party caused by the successful bidder's or its employees' negligence or misconduct.

9.8 Intellectual property

- 9.8.1 SARS retains ownership of all intellectual property rights in the documents that form part of this RFP.
- 9.8.2 Bidders will retain the intellectual property rights in their proposals but grant SARS the right to reproduce any copyrighted works for the purposes of the tender process.
- 9.8.3 Subject to any specific provisions in any service level agreement, master services agreement, work orders or change orders or any other agreement concluded between SARS and a bidder in terms of this RFP, all intellectual property rights created, generated, coded or designed in terms of this bid to meet SARS' business requirements and needs will be, and remain the perpetual exclusive property of SARS. Successful bidders who so create, generate, code or design any intellectual property for SARS in terms of this RFP, undertake to provide SARS with full access to such intellectual property including the provision of security keys and access codes both during and after the bidders appointment as a service provider or vendor.
- 9.8.4 In the event that any bidder utilises any third party intellectual property, in terms of a license, to submit a bid, or that such third party intellectual property will be utilised to fulfil SARS' business requirements for the bid, bidders firstly warrant that they have the rights to do so, and secondly, agree to fully indemnify SARS against in any claims whatsoever arising from the application of third party intellectual property in the SARS environment and on the basis of SARS' indemnity rights in the Indemnity clause above.

9.9 **Limitation of liability**

- 9.9.1 A bidder participates in this RFP process entirely at its own risk and cost. SARS will 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.

9.10 **Preparation costs**

- 9.10.1 A bidder will bear all its costs in preparing, submitting, delivering, and presenting any response or proposal to this RFP and all other costs incurred by it throughout the RFP process. 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.

9.11 **Precedence**

- 9.11.1 The terms and conditions of this document will prevail over any information provided during any briefing session or communication, whether oral or written, unless such information is official written communication, as set out per the Communication paragraph in this document, and that such information expressly states that it amends this document.

9.12 Responsibility for bidder's personnel and subcontractors

- 9.12.1 A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives of a bidder), its subcontractors (if any), and personnel of its subcontractors comply with all the terms and conditions of this RFP.
- 9.12.2 If SARS allows a bidder to make use of subcontractors, such subcontractors 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 subcontractors.
- 9.12.3 The proposal shall however be awarded to the bidder as a primary contractor who shall be responsible for the management of the awarded proposal. No separate contract shall be entered into between SARS and/or its client and any such subcontractors.
- 9.12.4 If a bidder includes evidence of experience of individuals that are not currently employed by the said bidder, then the bidder is required include in their submission a letter or agreement from the respective individual whose evidence of experience is included in the proposal, that the individual is aware and is in agreement that their evidence of experience may be included for tendering purposes, and that the said individual confirms to commit and will make him/herself available for the contract period should the contract be awarded.
- 9.12.5 If a bidder includes experience of an entity other than the bidder itself, then the bidder must include in their submission a letter or agreement from the respective entity that the entity is aware and agrees that their experience may be included for tendering purposes. Copies of the signed agreements between the relevant parties must be attached to the proposal responses.

9.13 Prohibition of participation in resultant tender

- 9.13.1 Any bidder, whether participating in a trust, joint venture, consortium and/or subcontracting arrangement, who participates in preparatory work on the basis of which another tender will flow, may not participate in the resultant tender because of the advantage of having been privy to the underlying preparatory work.

9.14 RFP not an offer

- 9.14.1 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 an agreement with the bidder.

9.15 SARS' oath / affirmation of secrecy

- 9.15.1 SARS has a Policy in terms of which the successful bidder; key personnel or any other personnel as may be determined by SARS will be required, upon award, to individually take a mandatory oath/ declaration/ affirmation of secrecy. The award will therefore be made subject to the condition that the successful bidder along with the personnel referred to above comply with the afore mentioned Policy.

9.16 Screening and vetting of a bidder

- 9.16.1 Acceptance of a bidder's proposal is subject to the condition that both the successful bidder and its personnel providing the goods and services, must be screened and cleared by the appropriate authorities to the grade of clearance in line with SARS' applicable policies.
- 9.16.2 Obtaining the necessary clearance is the responsibility of the successful bidder concerned. If the successful bidder appoints a subcontractor, the same provisions and measures will apply to the subcontractor.
- 9.16.3 The bidders shall supply and maintain a list of personnel involved on the project indicating their clearance status.

9.17 Tax compliance

- 9.17.1 It is a requirement that any supplier conducting business with SARS is tax compliant at the date of award of a contract / bid and remains tax compliant throughout the duration of their contracts with SARS.
- 9.17.2 **Verification of tax compliance status prior to award**

- 9.17.2.1 SARS must verify supplier/ bidder's tax compliance status prior to the awarding of a contract.

- 9.17.2.2 No contract / bid may be awarded to a supplier who is not tax compliant.
- 9.17.2.3 Where the recommended supplier / bidder is not tax compliant, it must be notified in writing of their non-compliant status and be granted a minimum of seven (7) working days to submit written proof regarding their tax compliance status with SARS or proof that arrangement has been made with SARS to meet their outstanding tax obligations.
- 9.17.2.4 Should the recommended bidder/ supplier fail to provide written proof of their tax compliance status as contemplated in paragraph 10.17.2.3 above, SARS as the procuring entity must reject the bid submitted.
- 9.17.2.5 Accordingly, the supplier / bidder is responsible to provide SARS with proof of its tax compliance status which must be verified through the Central Supplier Database or eFiling.

9.17.3 Verification and/or confirmation of tax compliance status during the course and scope of executing awarded contract

- 9.17.4 9.17.3.1 SARS reserves the right to request the supplier or successful bidder to provide written proof of tax compliance status at any time during the execution of the awarded contract.
- 9.17.5 9.17.3.2 Further, SARS reserves the right to withdraw an award made, or cancel a contract concluded with a supplier / successful bidder in the event that it is established that such supplier / bidder was in fact not tax compliant at the time of the award.
- 9.17.6 9.17.3.3 Furthermore, SARS reserves the right to cancel a contract with a supplier / successful bidder in the event that such supplier / bidder does not remain tax compliant for the full term of its contract.
- 9.17.7 In line with SARS's strategic objectives, the directors / owners of the bidding entity who are not tax compliant may be referred to the SARS tax compliance unit for further investigation in order to achieve full tax compliance.
- 9.17.8 In terms of section 3 of the Tax Administration Act, Act No. 28 of 2011, SARS is responsible for the administration of a tax Act under the control or direction of the Commissioner for SARS. Accordingly, SARS may as part of the administration of a tax Act exercise its powers, *inter alia*, to collect revenue due to the fiscus and enforce compliance with legislation administered by the Commissioner for SARS.

9.18 Tender defaulters and restricted suppliers

- 9.18.1 No bid will be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appears on the National Treasury's Register for Tender Defaulters or the National Treasury's Database of Restricted Suppliers.

9.19 Local production and content

- 9.19.1 SARS supports and promotes local production and local content, environmentally friendly products, and sustainable sourcing.
- 9.19.2 To enable this objective to be adequately assessed and as part of contract management, bidders shall advise SARS of its local and regional strategy and its initiatives to involve, support and use local/regional entities and workforce.
- 9.19.3 The appointed supplier shall provide and use, for the performance of this contract, local subcontractors or locally acquired materials, equipment and facilities, to the extent available and within reasonable costs, to produce the quality and quantity of work and materials required by this contract.

9.20 Validity of information

- 9.20.1 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 (directly or otherwise) to a bidder or any third party for any inaccuracy or omission of any information in the RFP or in respect of any additional information SARS may provide to a bidder as part of the RFP process.
- 9.20.2 A bidder is deemed to have examined this RFP and any other information supplied by SARS to the bidder and to have satisfied itself as to the correctness and sufficiency of such information before submitting any of its responses.

9.21 Governing law

- 9.21.1 This RFP and any resultant agreement shall be governed by the laws of the Republic of South Africa.

10 CHECKLIST OF RETURNABLES

Table 11: Checklist of returnable documents

	Checklist of returnable documents	Comply	Do not comply
1.	Pre-qualification: The tender proposal has been organised as per the format required for this tender.	2.	3.
4.	SBD 1: Invitation to bid form has been completed and signed.		
5.	SBD 4: Bidder's Disclosure has been completed and signed.		
6.	Proof of registration on the Central Supplier Database (CSD) has been submitted.		
7.	General Conditions of Contract (GCC) has been completed and signed.		
8.	Supplier Cost And Risk Assessment Questionnaire		
9.	Oath of Secrecy		
10.	All the mandatory evaluation requirements have been submitted with this bid.		
11.	All the technical evaluation requirements have been submitted with this bid.		