

SARS Procurement Centre

Head Office

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South African Revenue Service

Enquiries

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Request For Quotation

RFx Information and Rules

RFx Number:	6000017635
Description:	RFX6000017537-NPM-FurnRelocationCovid19
RFx Currency:	ZAR
Bid Start Date:	2022-02-28 17:00:00
Submission Period:	2022-02-28 17:00:00 - 2022-03-03 11:00:00

Compulsory Requirements

Acceptance of SARS Conditions as well as submission of Quotation

Complete SBD 1

Complete SBD 4

Complete SBD 6.1

Complete SBD 8

Complete SBD 9

Complete Oath of Secrecy

Mandatory Registrations (i.e. statutory bodies registration)

Valid & Original BEE Certificate or Approval letter from an Independent Regulatory Board for Auditors (IRBA) registered auditor

RFx Details

Item	Description	Quantity	Unit	Delivery Date / Performance Period	
1	SKILLED RESOURCES WITH LEADER The appointment of a Resource Service Provider to assist with the Relocation of SARS Head Office Furniture and files in and around Pretoria HO for a period of 20 NON CONSECUTIVE, working days BIDDERS TO INCLUDE IN THEIR QUOTATION: the provision of a safety file -10x SKILLED RESOURCES (WITH DEDICATED TEAM LEADER) -Basic admin/Communication skills, (Beneficial to have background in furniture relocation and background in SARS environment/security protocol -1x (8TON) Enclosed truck -Clear uniforms -Positive identification -Own tools & trolleys -Own transport to work *NO NEED FOR BIDDERS TO INCLUDE IN TRANSIT INSURANCE ON THEIR QUOTATION, BUT NEED TO CONFIRM THAT A MINIMUM OF R10K WOULD BE AVAILABLE IN THE EVENT OF A CLAIM	10	EA	01.04.2022	00:00:00
2	(8TON) ENCLOSED TRUCK	1	EA	01.04.2022	00:00:00
3	CLEAR UNIFORMS	1	EA	01.04.2022	00:00:00
4	OWN TOOLS & TROLLEYS	1	EA	01.04.2022	00:00:00

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GENERAL CONDITIONS AND REQUIREMENTS

NOTE: ALL QUOTATION CONDITIONS MUST BE STRICTLY ADHERED TO, FAILING WHICH THE BID MAY BE REJECTED OR DECLARED NON-RESPONSIVE

1. Pre-qualification Criteria

- 1.1. SARS will not make an award to any Bidder who is not registered on the National Treasury Central Supplier Database ("CSD").
- 1.2. The Bidder must be fully tax compliant in order for an award to be made to the Bidder.

2. Standard Requirements

- 2.1. The unit price quoted must be VAT inclusive, where applicable, and where the bidder is VAT registered or liable for VAT registration.
- 2.2. Ensure that all relevant documentation are completed in full and submitted. The applicable documents to be completed and attached are:

Standard Bidding documents	SBD's for below R30 000	SBD's for above R30 000
SBD 1	✓	✓
SBD 4	✓	✓
SBD 6.1		✓
SBD 6.2	Where applicable	Where applicable
SBD 8	✓	✓
SBD 9	✓	✓
Oath of Secrecy		✓
BEE Certificate		✓

- 2.3. When Bidders email their response, PDF format is the **ONLY** format acceptable by SARS IT Security.
- 2.4. Reduce the size of your email.
- 2.5. Bidders can also send more than one e-mail, but remember to add the RFx number on each of the emails in the subject line.
- 2.6. Hand delivered Quotation submission must be handed over to Procurement Centre desk. Submissions deposited into the tender box **WILL NOT** be accepted, unless an email informing SARS Procurement was received prior to the closing date and time.
- 2.7. Email all responses to the general email provided on the RFx document and **DO NOT** include the buyer in your response e-mail as this will cause your quote to be disqualified.

3. Evaluation Criteria

Evaluation of the Bid Responses will be adjudicated based on the Preference Point System 80/20 in line with the Preferential Procurement Regulation, 2017, as amended

Adjudication Criteria	Point
A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1) and a B-BBEE Certificate or sworn Affidavit.	20
Pricing	80

4. SARS B-BBEE Requirements

The checklist below indicates the BEE documents that must be submitted for RFQs, failure to submit will result in scoring zero for BEE

CLASSIFICATION	Codes	SUBMISSION REQUIREMENT
Exempted Micro Enterprise (EME)	Below R10 million p.a.	A sworn Affidavit or Copy of B-BBEE Certificate from CIPC.
Qualifying Small Enterprise (QSE)	Between R10 million and R50 million p.a.	Copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency. A sworn Affidavit above 51% Black Ownership.
Large Entity (LE)	Above R50 million p.a.	Copy of B-BBEE rating Certificate from a SANAS Accredited rating agency.

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- http://www.sanas.co.za/directory/bbee_default.php List of SANAS Accredited Verification Agencies on behalf of the DTI.

5. SARS reserves the right in its sole discretion to;

- 5.1. Cancel or reject any quote and not to award the RFQ to the lowest Bidder; or
- 5.2. Award parts of the RFQ to different Bidders, or not to award the RFQ at all;
- 5.3. Withdraw, suspend or cancel this RFQ or the RFQ process at any time and without providing reasons;
- 5.4. Not provide reasons for its rejection or the failure of any Bidder or Proposal failure;
- 5.5. Change any of its requirements as set out in this RFQ;
- 5.6. Change any condition, procedure or rule of the RFQ;
- 5.7. Amend, vary, or supplement any of the information, terms or requirements contained in this RFQ, any information or requirements delivered pursuant to this RFQ, or the structure of the RFQ process;
- 5.8. Re-advertise for RFQ responses; and
- 5.9. Provide further information in respect of, and modify the provisions of, this RFQ at any time prior to the Closing Date by notice to all prospective Bidders.
- 5.10. Cancel this RFQ without notifying the prospective Bidders.

6. SARS may at its sole discretion disqualify:

- 6.1. Bidders who is not fully tax compliant on the date of award of the RFQ. (please see par 1.2);
- 6.2. Bidders who submitted incomplete information and documentation according to the requirements of this RFQ;
- 6.3. Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, mandatory information, etc.;
- 6.4. Bidders who received information not available to other vendors through fraudulent means; and/or
- 6.5. Bidders who do not comply with any other requirements as stipulated in this document;
- 6.6. Bidders who did not submit the duly completed SBD forms;
- 6.7. Bidders who do not meet any of the mandatory requirements;
- 6.8. Bidders that responded but were not invited to quote for this RFX;
- 6.9. Bidders that do not use the standard e-mail address on the RFX document to submit responses or include the buyer in the response e-mail
- 6.10. Any person who is a provider (Bidder) or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed of or be disposed of, who directly or indirectly influence or interfere with the work of any of our officials involved in the procurement process in order, inter alia, to:
 - influence the process and/or outcome of the RFQ;
 - incite breach of confidentiality and/or the offering of bribes;
 - cause over- or under-invoicing;
 - influence the choice of procurement method or technical standards;
 - influence any of our officials in any way which may secure an unfair advantage during or at any stage of the procurement process.