**SARS Procurement Centre**
**Head Office**
570 Fehrsen Street
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Private Bag X92
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South African Revenue Service

**Enquiries**
**Telephone:** 012 647 9880
**Response e-mail:** Proc.responses@sars.gov.za

# Request For Quotation

## RFx Information and Rules

| | |
|---|---|
| **RFx Number:** | 6000021365 |
| **Description:** | STANDARD LAPTOPS |
| **RFx Currency:** | ZAR |
| **Bid Start Date:** | 2023-02-23 15:00:00 |
| **Submission Period:** | 2023-02-23 15:00:00 - 2023-03-03 11:00:00 |

## RFx Details

| Item | Description | Quantity | Unit | Delivery Date / Performance Period | |
|---|---|---|---|---|---|
| 1 | STANDARD LAPTOP | 1 | EA | 30.03.2023 | 00:00:00 |
| 2 | STANDARD LAPTOP | 1 | EA | 30.03.2023 | 00:00:00 |
| 3 | STANDARD LAPTOP | 1 | EA | 30.03.2023 | 00:00:00 |
| 4 | STANDARD LAPTOP | 1 | EA | 30.03.2023 | 00:00:00 |
| 5 | STANDARD LAPTOP | 1 | EA | 30.03.2023 | 00:00:00 |
| 6 | STANDARD LAPTOP | 1 | EA | 30.03.2023 | 00:00:00 |
| 7 | STANDARD LAPTOP | 1 | EA | 30.03.2023 | 00:00:00 |
| 8 | STANDARD LAPTOP | 1 | EA | 30.03.2023 | 00:00:00 |
| 9 | STANDARD LAPTOP | 1 | EA | 30.03.2023 | 00:00:00 |
| 10 | STANDARD LAPTOP | 1 | EA | 30.03.2023 | 00:00:00 |
| 11 | STANDARD LAPTOP | 1 | EA | 30.03.2023 | 00:00:00 |
| 12 | STANDARD LAPTOP | 1 | EA | 30.03.2023 | 00:00:00 |
| 13 | STANDARD LAPTOP | 1 | EA | 30.03.2023 | 00:00:00 |
| 14 | STANDARD LAPTOP | 1 | EA | 30.03.2023 | 00:00:00 |
| 15 | STANDARD LAPTOP | 1 | EA | 30.03.2023 | 00:00:00 |
| 16 | STANDARD LAPTOP | 1 | EA | 30.03.2023 | 00:00:00 |

South African Revenue Service

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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 if 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.