

SARS Procurement Centre

Head Office

Lehae La Sars
299 Bronkhorst Street,
Nieuw Muckleneuk
0181
Private Bag X92
Pretoria, 0001



South African Revenue Service

Enquiries only e-mail: Proc.Queries@sars.gov.za
Enquiries Contact number: 012 647 9880
Submit Bid Response to e-mail: Proc.responses@sars.gov.za

Request For Quotation

RFx Information and Rules	
RFx Number:	6000024242
Description:	Copy of 6000024153
RFx Currency:	ZAR
Bid Start Date and Time:	2023-11-30 17:00:00
Bid End Date and Time:	2023-12-05 11:00:00

RFx Details				
Item	Description	Quantity	Unit	Delivery Date
1	PHOTOCOPY PAPER A4 & A3	1	EA	01.10.2024

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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 for an award to be made to the Bidder.

2. Standard Requirements

2.1. Ensure that all relevant documentation is completed in full and submitted. The applicable documents to be completed and attached are:

Standard Bidding documents	Description	Non-submission may result in disqualification
SBD 1	Invitation to bid form The SBD 1 form must be completed in the name of the bidding entity.	√
SBD 4	Declaration of interest form The SBD 4 form must be completed in the name of the bidding entity.	√
SBD 6.1	Preference Points Claim Form The SBD 6.1 form must be completed in the name of the bidding entity.	√
SBD 6.2 and Annexures	Declaration Certificate of Local Production and Content. The SBD 6.2 form must be completed in the name of the bidding entity. Designated sectors as determined by the Department of Trade and Industry.	Where applicable
BEE Certificate	The B-BBEE certificate or sworn affidavit must be submitted in the name of the bidding entity.	√
Pricing Schedule	Bidder to complete full details and breakdown of the pricing proposal. The price should be all-inclusive for all the goods and services required in the scope of work, and the bidders must ensure the completeness and accuracy of the pricing figures provided in the pricing response template. The unit price quoted must be VAT inclusive, where applicable, and where the bidder is VAT registered or liable for VAT registration.	√
CSD	Bidder to submit the proof of registration on the Central Supplier Database (CSD).	√

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- 2.2. When Bidders email their response, PDF format is the **ONLY** format acceptable by SARS IT Security.
- 2.3. Reduce the size of your email.
- 2.4. Bidders can also send more than one e-mail, but the RFx number **MUST** be on each of the emails in the subject line.
- 2.5. 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.
- 2.6. 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 result in disqualification of your quote.
- 2.7. Bidders may not forward RFx invitations to other bidders who are not invited. Bids received from bidders who are not invited will not be considered for evaluation, to minimize the risk of collusion on pricing amongst the bidders.

3. Evaluation Criteria

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

Adjudication Criteria	Point
A duly completed SBD 6.1 and a valid SANAS Accredited B-BBEE Certificate or 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.

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

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- 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.