

SARS Procurement Centre
Head Office

570 Fehrsen Street
 Linton House, Brooklyn Bridge
 Brooklyn, 0181
 Private Bag X92
 Pretoria, 0001



South African Revenue Service

Billing Address

South African Revenue Service
 Accounts Payable Registration Division
 Private Bag X 923
 Pretoria, 0001

Accounts Queries & Statements

Beverley Lombard
 E-mail: blombard@sars.gov.za
 Phone: 0124224123
 Fax: 0124224123

Purchase Order

Purchase Order Information		Delivery Address	
Description:	Copy of 6000019560	Deliver To:	South Africa
Order Number:	3100032391		SARS
Order Creation Date:	26/10/2022		Bronkhorst
Reference:	RFX 6-19669		299 Le Hae La SARS
Buyer:	Sydney Kotlolo		PRETORIA
Tel Number:	012 422 4177		0002
E-mail:	skotlolo@sars.gov.za	Tel Number:	0124224000
		Delivery Date:	30/11/2022

Vendor Information			
Vendor Number:	6000022347	Vat Number:	02-
Name:	AGILITY BUSINESS SOLUTIONS	CSD Number:	MAAA1134717
Address:	PO Box	Currency:	ZAR
	BOKSBURG	Payment Terms:	Z010 - SARS-within 7 days
		Tel Number:	060 614 3981
		Fax Number:	
Email:	agility.sb@outlook.com		

Supplier Note	
Manufacture , supply and deliver 102 External A3 (Code: 58) Poster Stands , delivery to take place at specified offices as per the attached spread sheet	

Item	Description	Quantity	Unit	Unit Price	Net Amount
1	A3 POSTER STANDS (HEAVY DUTY)	102	EA	1,911.77	195,000.54 ZAR
2	DELIVERY AND SET-UP COSTS	1	EA	0.01	0.01 ZAR
Total Net Value VAT Inclusive:					195,000.55 ZAR

Purchase Order

Description:	Copy of 6000019560
Order Number:	3100032391
Order Creation Date:	26.10.2022

CONDITIONS & INSTRUCTIONS TO VENDORS:

1. Standard Conditions:

- SARS Procurement Procedures (as amended), will apply for this Purchase Order.
- It is mandatory to acknowledge the receipt of this Purchase Order.
- Adherence to the terms and conditions as stated on this page is essential; failure to comply could result in payment being delayed.

2. Price Basis:

- The price/s quoted is/are firm for the duration of this Purchase Order and includes VAT, where applicable.

3. Exchange Rate (if applicable):

- The price/s quoted is/are based on the ruling exchange rate at date of quotation/ Tender.

4. Invoices and Payment:

- In respect of a Purchase Order for goods, a Proof of Delivery (POD) , reflecting the Purchase Order number, must accompany the goods to be delivered. No goods will be accepted without a corresponding POD.
- In respect of a Purchase Order for services rendered, a duplicate Invoice, reflecting the Purchase Order number, must be handed to the person receiving the service after such service has been completed.
- The original invoice/s must reflect the relevant Purchase Order number and sent directly to the Billing Address as indicated on page 1 of this Purchase Order. If the Purchase Order number is not quoted on the invoice, said invoice will not be paid.
- The Invoice number should not exceed 16 digits/characters.
- The Invoice date cannot be earlier than the delivery date acknowledged on the Proof of Delivery (POD).
- The Invoice descriptions and line items must match those reflected on this Purchase Order.
- A statement of the SARS account must, on a monthly basis, be sent to the accounts contact person as indicated on page 1 of the Purchase Order.

5. Cash Discount:

- Invoices must be clearly endorsed with the conditions under which the discount is offered.

6. Value Added Tax:

- Value Added Tax (VAT) must be shown separately on Invoices. If you are not registered for VAT you may not charge VAT.

7. Correspondence:

- For payments and account statements, correspondence must be addressed to the Accounts contact persons as detailed on page 1 of this Purchase Order.
- All other correspondence must be addressed to this office.

8. Alterations or Additions:

- Any alterations or additions to any of the terms of this Purchase Order must be made and confirmed in writing by this office.

9. Electronic Purchase Order Sign-Off:

- This Purchase Order has been electronically signed-off as part of the standard SARS Procurement process. The Supplier does not need any further approval from SARS to process this Purchase Order.



P2P RFQ EVALUATION AND AWARD CHECKLIST STAGE 2

 Winning Bidder Name: **Agility business Solutions** Value: **195,000.54** RFQ No: **6000019669**

#	Description	Compliance	Responsible	Comments
STAGE 2: PRE-QUALIFICATION & EVALUATION				
1	If a briefing session was conducted, attach attendance register signed by attendees, including Business Unit and Buyer	Yes		
2	Enquiries received from bidders were responded to all bidders, and placed on RFQ file/folder	No		
3	OPE RFQ Opening Register attached and signed off by Buyer as received	Yes		
4	The request to submit quotations (RFQ specification with reference number, publish/issue and closing dates and/or email sent to bidders)	Yes		
5	Where OPE process not followed, attach the following documents signed by Manager Sourcing/Purchasing Manager: 5.1) Approval for deviating from OPE process, 5.2) RFQ specification with reference number, publish/issue and closing dates, 5.3) Email sent to bidders requesting quotations, and 5.4) Email of received quotes from bidders	Not Required		
6	Declaration of interest template signed by the technical evaluators (where technical evaluation is applicable)	Yes		
7	Minimum of three (3) written quotations received by closing date and time	Yes		
8	If less than three (3) quotations received, Memo for evaluating less than three (3) quotations approved in terms of DOA	Not Required		
9	Technical evaluation outcomes consolidated and individual Evaluation scoresheet signed by the evaluators (where technical evaluation is applicable)	Yes		
10	Price comparison sheet (80/20)	Yes		
11	Valid B-BBEE certificate / affidavit for all bidders where score is allocated for B-BBEE (valid at the closing date of the RFQ)	Yes		
12	Request B-BBEE Specialist to review the B-BBEE Affidavit/Certificate for transaction from R100K and above	Yes		
13	Is the price inclusive of VAT	Yes		
14	If price inclusive of VAT, verify VAT registration number on the CSD registration report or VAT vendor search on SARS website	Yes		
15	If the highest scoring bidder is not selected, signed Memo for not selecting the highest scoring bidder must be attached	Not Required		
16	Tax information of the winning bidder verified on the CSD report or CSD website	Yes		
17	CSD report of the winning bidder	Yes		
18	If RFQ Cancelled, attach motivation of cancellation and sign-off	Not Required		
19	SBD 1: Invitation to bid (winning bidder) (applicable to all RFQs)	Yes		
20	SBD 4: Declaration of interest (winning bidder) (applicable to all RFQs)	Yes		
21	SBD 6.1: Preference points claim form (winning bidder) (applicable to RFQ value >R30,000)	Yes		
22	SBD 6.2 Declaration certificate for local production and content (winning bidder) (where applicable)	Not Required		
23	SBD 8: Declaration of bidder's past supply chain management practices (winning bidder) (applicable to all RFQs)	No		
24	SBD 9: Certificate of independent bid determination (winning bidder) (applicable to all RFQs)	No		
25	SARS oath of secrecy (winning bidder) (ensure that all questions correctly answered)	Yes		
26	Verified if all the suppliers invited for RFQ are registered on the CSD (attach a full report of the winning bidder and the 1 pager report for other bidders to the PO as proof)	Yes		
STAGE 2 COMPLIANCE		88.5%		
RECOMMENDED		APPROVED		
Buyer (R20k-R1mil)	Ops Purch Mgr (R500k-R1mil)	Mgr Sourcing/Purch Mgr (R750k-R1mil)	Buyer (R0-R20k)	Ops Purch Mgr (R20k-R500k)
				Mgr Sourcing/Purch Mgr (R500k-R750k)
				Executive (R750k-R1mil)
Name: <u>Sidney Kotlolo</u>			Name: <u>M. Mahlangu</u>	
Signature: <u>[Signature]</u>			Signature: <u>[Signature]</u>	
Date: <u>04/10/2022</u>			Date: <u>24/10/2022</u>	
GOVERNANCE CHECKED (RFQ above R100K to be checked by GRC prior to PO creation) Connie Makama <u>[Signature]</u> <u>24/10/2022</u>			80% - 100% 50% - 79% 0% - 50%	

GRC findings:

1. The invitation to bid email is not attached ✓
2. proof of Technical Evaluation Criteria of all bidders including the winning bidder are not attached for verification ✓
3. The winning bidder's BEE certificate is not attached ✓
4. Declaration of Interest template for Evaluator Bridgette Baajies has no signature date ✓
5. 80/20 Evaluation Template has no signature for Ops Manager - Mmakubu ✓
6. Annexure C of Declaration of Local Content is not attached ✓



BID01

RFQ Ref No	6000019669	Approved budget value (incl VAT)	R 596 190.00	RFQ Operating Date (CCYY-MM-DD)	2022-09-05	RFQ Closing Date (CCYY-MM-DD)	2022-09-12
RFQ Description	Supply and delivery of A3 master stands to SACS						

RFQ Closing Date

Supply and delivery of A3 poster stands to SARS branches

—

R 195 000.00

No legal implications

v 2022.03.00

01/03

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Declaration of interest

By signing this document, you hereby certify that you have at all relevant times acted within the ambit of the Public Finance Management Act (No. 1 of 1999) and the Treasury Regulations promulgated in terms of the PFMA. You hereby further certify that you are not personally related to any of the supplier(s) (if natural person(s)), or in the event of the supplier being a legal entity, you are not related to any of the director(s), shareholder(s), member(s), partner(s) or trustee(s) of the legal entity included in this request. You confirm that you were not influenced in any way by any person(s) or by any external factors. You confirm that you have at all relevant times acted in the best interest of SARS. In the event that you are related to any of the aforementioned persons, or were influenced in any manner by any person(s) or external factors, please disclose such relations and/or factors, gifts, hospitality or material advantage received from the aforementioned person(s) and/or any other parties.

Business Unit Support

Delegation	Name	s-ID	Supported	Within budget	Signature	Conflict of interest	Comments	Date
1 Head: NOSE	Herman Smith		Yes ☒ No ☐	Yes ☒ No ☐		Yes ☐ No ☒	APPROVED	06/10/2022
2 BU Finance	Irfaan Rahman	S1032916	Yes ☒ No ☐	Yes ☒ No ☐	<i>Irfaan Rahman</i>	Yes ☐ No ☒	APPROVED	06/10/2022

Procurement recommendation and approval as per DOA

	Threshold value (Incl. VAT)	Procurement support/ recommendation	Procurement approval delegation in terms of DOA	Tick level required
1	Up to R20,000.00	• N/A	• Buyer	☐
2	Exceeding R20,000.00 up to R500,000.00	• Buyer	• Operational Purchasing Manager	☒
3	Exceeding R500,000.00 up to R750,000.00	• Operational Purchasing Manager	• Manager Sourcing/Purchasing Manager	☐
4	Exceeding R750,000.00 up to R1,000,000.00	• Manager Sourcing/Purchasing Manager	• Executive	☐

Procurement Approval as per DOA									
Delegation	Name	S-ID	Recommend	Approved	Signature	Conflict of Interest	Comments	Date	
1 Buyer (preparer and recommender/ approver)	Sidney Kottolo	s1029191	Yes ☒ No ☐	Yes ☐ No ☐	Sim Kottolo	Yes ☐ No ☒		2022-10-06	
2 Operational Purchasing Manager	M. Mahlangu	s2020991	Yes ☐ No ☐	Yes ☒ No ☐		Yes ☐ No ☒		24/10/2022	
3 Manager Sourcing / Purchasing Manager			Yes ☐ No ☐	Yes ☐ No ☐		Yes ☐ No ☐			
4 Executive				Yes ☐ No ☐		Yes ☐ No ☐			
5 Procurement Governance (RFQ above R100k to be reviewed by GRC prior to PO creation)	Connie Makama	s2017926				Yes ☐ No ☒	1. request Mmakubu to sign this document	25/10/2022	
6 Additional signatory						Yes ☐ No ☐			

follow on 6/17669

P2P RFQ PRE-MARKET CHECKLIST STAGE 1

RFQ No

600001

560
9481

#	Process	Description	Compliance	Responsible	Comments
STAGE 1: RFQ PREPARATION (Prepare RFQ Pack to be issued)					
1	The BU request	Business Unit request received with signed-off Specifications/Scope of work	Yes		
2		Budget indication (shopping cart/RTP)	Yes		
3		Request registered on the RFQ register	Yes		
4	Validate the BU Request	Is a technical evaluation required (technical evaluation must be conducted for RFQ with a budget that exceeds R200 000)	Yes		
5		If the budget request exceeds R200 000 and technical evaluation is not included, sign-off from Business Unit and Operational Purchasing Manager was obtained	Not Required		
6		Signed-off technical evaluation criteria by Business Unit and Operational Purchasing Manager (if applicable)	Yes		
7		Mandatory requirement indicated on the RFQ document (if applicable)	Not Required		
8		Technical criteria and minimum threshold indicated on the RFQ document (if applicable)	Yes		
9		Appointment letter signed by all technical evaluators (if applicable)	Not Required		
10		Pricing template / Bill of quantity included (if applicable)	No		
11	Compile the RFQ pack	Is a briefing session applicable or not. If applicable, indicate in the RFQ/X document whether it is compulsory or not, including Venue, date and time	Yes		
12		Specifications to be submitted to market			
13		SBD1: Invitation to bid form (applicable to all RFQs)	Yes		
14		SBD 4: Declaration of interest form (applicable to all RFQs)	Yes		
15		SBD 6.1: Preference points claim form (applicable to RFQ with value >R30 000)	Yes		
16		SBD 6.2 Declaration certificate for local production and content form (where local content is applicable)	Not Required		
17		SBD 8: Declaration of bidder's past supply chain management practices form (applicable to all RFQs)	Not Required		
18	Governance	SBD 9: Certificate of independent bid determination form (applicable to all RFQs)	No		
19		SARS' oath of secrecy	Yes		
20		Is this a Construction related project and complied with the CIDB requirement (if applicable)	No		
21		Is the RFQ advertised for a minimum of three (3) working days (if not, Manager Sourcing/Purchasing Manager approval must be attached)	Yes		
22		Selected suppliers should be registered on CSD (if not, Purchasing Manager approval must be attached)	Yes		
23		RFQ's will be issued via OPE (if not, Manager Sourcing/Purchasing Manager approval must be attached)	Yes		

STAGE 1 COMPLIANCE

86.4%

80% - 100%

50% - 79%

0% - 49%

RESPONSIBLE AND ACCOUNTABLE (R0 - R20k approved by buyer)

Sidney Kotlolo

Buyer Name

Signature

(R0-R20k) will not need further approval

Date

I understand that my signature represents a true and accurate reflection of the RFQ documentation compilation, and I acknowledge responsibility and accountability thereof.

APPROVED

Ops Purch Mgr
(R20k-R500k)Mgr Sourcing/Purch Mgr
(R500k-R750k)Executive
(R750k-R1m)

Name

M. Mahlangi

Mossie Nkomo

Signature

Date

15/08/22

15/08/22

I understand that my signature represents a true and accurate reflection of RFQ documentation reviewed prior to signing.

Procurement to Complete

Incident Tracking No.

Business Unit to Complete

Purchase Request Details

Name of Cost Centre **National Operations Scheduling & Enablement**
Name of GL Account **External Poster Stands (A2)**

Cost Centre code **237001**
GL Account No. **443020**

Requestor Details

First Name(s) & Surname **Leon Potgieter**
Department **National Operations Scheduling & Enablement**
Designation **Executive**
S-ID Number **s 1036098** Tel No. **0124225822**

Requester Signature

Date (CCYY-MM-DD)

2022-07-13

Approver Details

First Name(s) & Surname **Herman Smith**
Designation **Head: National Operations Scheduling and Enablement**
S-ID Number **s 1022468** Tel No. **0824922504**

Approver Signature

Date (CCYY-MM-DD)

13 July 2022

Purchase Request Details

Purchase Type **Routine** Budgeted Value ☐ R0 - R500k ☒ > R500k Commodity Type **Facilities**
Request Type ☒ Once-Off ☐ Recurring Need ☐ Other ☐ If "Other" please specify

Description of Need/Request **Procurement of 102 External Queue Signage Stands for all SARS Branch office (Delivery incl)**

Please indicate any supporting documents submitted with this application Detailed Specification ☒ Approved Business Case ☐ Other ☐

If Other, specify

Budgeted Guideline (Incl VAT) **R 596,190.00** Required Delivery Date (CCYY-MM-DD) **2020-06-01** Total Quantity **102**

Goods to be Delivered? Yes ☒ No ☐ Your Reference No

Is this an IT Related Request Yes ☐ No ☒

Receiving Party Details

First Name(s) & Surname **Bridgette Baadjies**
Building Name **LeHae Le SARS, Block D**
Street Name **299 Bronkhorst Street**
City / Town **Nieuw Muchleneuk** Postal Code **0181**

Tel No. **0124228551**

Cell. No. **0824625289**

Cost Centre Manager Details

First Name(s) & Surname **Herman Smith**
Designation **Head: Operations Enabling and Production Planning**
Budget Guideline **R 596,190.00** S-ID Number **s 1022468**

Cost Centre Manager Signature

Date (CCYY-MM-DD)

13 July 2022

For Good Governance where a Cost Centre Manager is also a finance manager, the Authority to spend should be approved from a higher reporting line of authority.

Financial Approver Details

First Name(s) & Surname **Yolande van der Merwe**
Designation **Chief Financial Officer**
Funds Available Y ☐ N ☐ Approved Y ☐ N ☐ S-ID Number S **1031804**

Financial Approver Signature

Date
(CCYY-MM-DD)**Additional Signatories (if required)**

First Name(s) & Surname **Elrika Henning**
Position **Manager : Finance**
Designation **Manager : Finance**
S-ID Number S **2016885**

Additional Signatures
*Henning*Date
(CCYY-MM-DD)**13/07/2022**

Sidney Kotlolo

From: ProcurementOPE
Sent: 05 September 2022 02:53 PM
Subject: RFx 6000019669
Attachments: Ext - Type 58 - Branch Appointment Signage Post (002).pdf; Queue Signage Poster stands - Requirements.xlsx; Technical Criteria_A3 External Poster frames 2022.09.24.pdf; SCM-Bid documents SBD 6.2 Local Content 2015.docx; SBD 6.2 Local Content (100% steel content).pdf; RFx 6000019669.pdf; Oath of Secrecy.pdf; SBD 1..pdf; SBD 4 new (00B).pdf; SCM-Bid documents SBD 6.1 in terms of PPR 2017.pdf; BEE_Affidavit-EME-Gen 2021.pdf; BEE_Affidavit-QSE-Gen 2021.pdf

Dear Prospective Bidder,

We would like to draw your attention to the following RFQ:

RFx: 6000019669 SUPPLY AND DELIVER EXTERNAL QUEUE SIGNAGE STANDS FOR ALL SARS BRANCH OFFICES

NB: INDICATE RFx NUMBER IN SUBJECT WHEN RESPONDING

Closing date for applications: **12.09.2022 AT 11:00:00**. No late responses will be accepted.

NB: Service providers to send supporting proof as per attached Technical Criteria

NB: there will be a compulsory Virtual briefing meeting on Wednesday 7th September 2022 at 11h00

The correct email to send your response back is Proc.Responses@sars.gov.za

Any queries can be directed to Proc.Queries@sars.gov.za

IMPORTANT NOTES:

1. **When suppliers email their response, reduce the size of your email (maximum 3MB per mail). Suppliers can also send more than one email; remember to add the RFx number on each of the emails in the subject line.**
2. **Where possible, please submit your quote at least an hour before closing time to ensure that if there are problems we can assist in time. It remains the supplier responsibility to ensure that mails are sent successfully on time. SARS will not accept any quote received late irrespective of the challenges faced by the bidder in sending the quote.**
3. **Send your response in PDF format as this is the only format acceptable by SARS IT Security.**
4. **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.**
5. **Email all responses to the email provided on the RFx document and do not CC the buyer in your response, as your quote will be disqualified.**
6. **Please complete and submit the applicable documents which are attached to this invitation.**
7. **Please confirm via e-mail if you do not wish to respond to this request.**
8. **Bidders are not allowed to forward/share the invitation to other suppliers as the uninvited quotes will not be accepted to avoid collusion amongst bidders.**

Please complete & submit **applicable** affidavit as per below categories if BEE Certificate is not available.

DTI Affidavit	Category of suppliers
EME – Turnover below R10m	All suppliers in this category
QSE- Turnover between R10m-R50m	Suppliers with >51% Black Ownership

Regards,

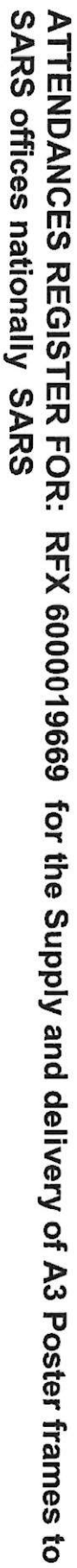
Procurement One Point of Entry
Finance: Procurement

Tel +27 12 647 9880

Email: Proc.OPE@sars.gov.za

299 Bronkhorst Street, Lehae La SARS, Brooklyn





SITE/OFFICE NAME : Compulsory Virtual Briefing

DATE : 07/09/2022 @11h00

[illegible]

Sidney Kotlolo

Subject: Evaluation of RFX 6000019669 for the External Queue signage
Location: Microsoft Teams Meeting

Start: Thu 2022/09/29 12:00 PM
End: Thu 2022/09/29 01:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Sidney Kotlolo
Required Attendees: Bridgette Baadjies; Kershnee Vandayar; Liza Steyn

Good day colleagues

Could you please avail yourselves for the purpose of evaluating the documents for the external signage as agreed by yourselves by e-mail confirmation

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 331 848 066 946

Passcode: YLkPEi

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