**SARS RFP 09/2022**

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE AUDIO-VISUAL AND STAGING EQUIPMENT FOR SARS EVENTS**

**Mandatory Response Template**

***Instructions***

1. *Bidder is instructed to follow the format (section numbering, headings etc.) of this pre-qualification response template exactly. Bidder must not deviate from the numbering scheme nor deviate from the order in which the sections and subsections are presented in this template.*

1. *The Bidder must use this MS-Word document as a template for its response. The Bidder may delete these italicised instructions and the tables headed by “Instructions for completing a Response to Table A” and “Instructions for completing a Response to Table B” from the completed template in its Proposal.*

***Important note regarding the contents of the Bidder’s response***

1. *The accuracy of the content of the Bidder’s response is paramount. SARS may, at its discretion, conduct a due diligence to verify the claims made in the Bidder’s Proposal during or after SARS’s evaluation of the mandatory criteria. The Bidder is advised to note the provisions of the RFP with regard to misrepresentation and disqualification in the RFP Main Document*
2. *Unless otherwise specified, where responses are required to indicate Bidder’s capability, the Bidder’s current capabilities must be given.*
3. *The Bidder must make clear every aspect of its response to the information sought. SARS does not take any responsibility to clarify any aspect of the Bidder’s response. SARS may at its own discretion seek clarification from the Bidder. Any interpretation that is made by SARS evaluators of an ambiguous response will be final and need not be clarified by SARS.*
4. *SARS will evaluate the Bidder’s Proposal based on the information contained in the Proposal (and any clarifications, verifications or due diligence conducted by SARS). SARS has no responsibility to take extraneous information into account in its evaluation.*

**Mandatory Response**

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE AUDIO-VISUAL AND STAGING EQUIPMENT FOR SARS EVENTS**

**[Bidder Name]**

1. Servicing sars across the country

|  |  |  |
| --- | --- | --- |
| ***Mandatory requirement*** | | |
| Reference: RFP Main Document paragraph 7.3  The Bidder must confirm (on the mandatory response template) that, they will be able to Service all SARS offices across the country. | | |
| **Instructions for completing Response Table A below.**   * *The Bidder must complete all fields in Response Table A in full. The Bidder Must submit details* * *The Bidder may add more lines to its Response in Table A if necessary.* | | |
|  | **Field name** | ***Instructions*** |
| The Bidder must confirm (on the mandatory response template) that, they will be able to Service all SARS offices across the country. | *The Bidder either respond Confirm/Do not confirm* |
| Comment | *Any comment* |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Response Table A** | | | |
| **Warranty** | **Confirm/Do not confirm** | | **Comment** |
| The Bidder must confirm (on the mandatory response template) that, they will be able to Service all SARS offices across the country. | **Confirm** | **Do not confirm** |  |

1. AUTHORISED Signature of Bidder

*I declare that the responses and the information provided above are accurate, complete, and correct and that I am authorised to sign this declaration on behalf of the Bidder.*

|  |  |
| --- | --- |
| **Signature of Bidder’s Authorised Signatory** |  |
| **Name** |  |
| **Capacity** |  |
| **Date** |  |