



TENDER REQUEST FOR EXPAT TAX RETURNS

The American International School of Johannesburg (AISJ) invites you to submit a tender for the provision of Expat Tax Return Services for staff at both its Johannesburg and Pretoria Campuses.

CONTENTS

A. Background.....3
B. Instructions to Bidders3
C. Tender Eligibility4
D. Project Scope.....5
E. Process and Criteria6
F. Disclaimer.....9

SCHEDULES10
Schedule A: Form A.....10
Schedule B: Notice of Intention to Bid.....11
Schedule C: Declaration of Interest Form12

A. BACKGROUND

The American International School of Johannesburg (AISJ) is a leading pre-kindergarten through grade 12 co-educational school founded in 1982. AISJ is situated on two that serve Johannesburg and Pretoria.

AISJ is truly an international community that values and embraces the diversity of its students, faculty and staff with staff and students representing various nations from across the globe. AISJ offers a nurturing and engaging learning environment, small class sizes, international opportunities and a range of teaching strategies aimed at providing optimal learning and growth for all students.

The American International School of Johannesburg invites you to submit a proposal for the provision of expat tax return services for our expatriate staff.

B. INSTRUCTIONS TO BIDDERS

The bid response document must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the bid documents must be signed or stamped with the bidder's stamp as proof that the bidder has read the tender documents. Bid documents must be submitted on or before **4:00 PM on 23 October 2020** by emailing AISJ-Procurement@aisj-jhb.com or physical delivery to:

The American International School of Johannesburg Attention:

Mr. Siphesihle Nzimande

Procurement Office

Plot 160 Scorpion Trail

Knoppieslagte, Diepsloot

1. Tender Number

SCM/BO/R21-22/01

2. Issue Date

05 October 2020

3. Tender Validity

This tender is valid from 05 October 2020 to 05 December 2020

4. Tender Closing Date

23 October 2020

5. Late Bids

Bids which are submitted after the closing date and time will not be accepted.

6. Clarification

The tenderer will notify AISJ of any clarifications required, not less than four (4) working days before the closing date for tender submission. The AISJ will respond to all queries within 24-hours of the notification received. All tender related queries are to be sent by email to Mr. Siphesihle Nzimande in the Procurement office at AISJ-Procurement@aisj-jhb.com referencing the relevant Tender Number.

7. Opening of tenders

Tenders will be opened at the same date and time and will be reviewed by the tender evaluation team within four weeks of the closing date. Unsuccessful tenderers will be informed of the outcome, seven days after the announcement of the successful bidder. The unsuccessful bidders will have 30-days to submit in writing any queries they might have.

C. TENDER ELIGIBILITY

Eligible Tenders

Tenderers are deemed ineligible to submit a tender if:

1. The tender is signed by non-authorized persons
2. The tenderer fails to meet any mandatory criteria
3. Tenderers have the nationality outside the Republic of South Africa
4. Tenderers sub-contract 100% Scope of Work
5. Tenderers who are labour-brokers and/ or temporary employment services (TES)
6. A Tenderer has a conflict of interest.

A tenderer might be found to have a conflict of interest if they have any form of relationship with any employees of the school or its directors/board members

Basic Compliance

Basic compliance terms for this tender are:

1. Submission of returnables
2. Submission of one (1) hardcopy of response or email attachment of the same

Returnable Documents

AISJ will disqualify from the tender process any bidder that has failed to submit mandatory returnable documents and information on the closing date and time. Bidders should therefore ensure that all the mandatory returnable documents and information have been submitted. In order to assist bidders, AISJ has also included a column next to the required mandatory document and information to enable bidders to keep track of whether they have submitted or not. The mandatory documents and information are as follows:

Mandatory Requirements:

1. Company Profile
2. CVs including qualifications
3. References
4. Proposed approach and methodology
5. B-BBEE Certificate
6. Tax Clearance Certificate
7. Certificate of Incorporation

Intention to bid form

You must inform AISJ within four (4) business days of distribution of this RFP whether you wish to bid on this project. Please ensure that the RFP Administrator receives the duly completed Notice of Intention to Bid Form, **Schedule B**, by email no later than **09/10/2020**.

Should you not wish to respond to this RFP, you must destroy the RFP and any duplication thereof.

Declaration of Interest

As evident from its Core values on honesty, integrity and accountability, AISJ is corruption-free zone and takes all the necessary steps to prevent corrupt behavior with suppliers and employees alike.

All tenderers are required to complete the attached declaration of Interest form **Schedule A: Form A**. This form primarily allows tenderers to declare whether any relationship exists between the supplier and any person employed by the School, including those who are involved in the tendering process.

The duty is on the bidder to declare whether a conflict of interest exists to the process of evaluating /adjudicating of the tenders. This declaration must be done under oath. Failure to complete the Declaration of Interest Form will invalidate your Bid

D. PROJECT SCOPE

The American International School of Johannesburg seeks the services of a reputable tax practitioner who will provide Expat Tax Return Services on behalf of its expatriate staff members. The services will include but are not limited to:

1. Entry/ exit tax briefing meetings (where applicable)
2. Registration of new expatriate staff members for tax purposes (where applicable)
3. Timely preparation and submission of tax returns on behalf of expatriate staff
4. Preparation and review of mid-year and year-end shadow payroll reconciliation for expatriate employees
5. Advising on and assisting with requests for reasons, objections, appeals or alternative dispute resolution procedures, follow up on refunds, application for tax directives where required and including meeting with SARS where required
6. May be required to conduct workshops to employees to provide tips on tax efficient matters e.g. keeping a logbook for travel allowance purposes
7. From time to time may be required to have an onsite tax consultant to assist with the compilation and submission of

- tax returns
- 8. Ad hoc advisory services

Requirements

The respondent shall be required to prove their capability in the following areas:

1. Evidence of knowledge and experience in the laws governing expatriate tax returns in South Africa
2. Use of technology as a differentiator -
 - To give the school the ability to view progress/status of tax returns processing for various staff members
 - To reduce complexity for data submission by individual members of staff
3. Ability to handle multiple tax returns effectively and efficiently

Vendors should develop a written proposal which will address the following minimum information requirements:

1. **Approach** to be taken in the preparation and submission of tax returns inclusive of timelines
2. **Approach** to be taken in the preparation and review of mid-year and year-end shadow payroll reconciliation for expatriate employees
3. **Experience** and knowledge in matters expatriate tax returns
4. **Differentiators** (if any) that make set you apart from other vendors in the field
5. Engagement Partner, Manager and **team** profiles, **experience** and **qualifications**
6. Demonstrable **Internal Quality Review Process** on Advices / appeals
7. The **financial proposal section** should detail the following:
 - a. Expected time (in hours) spent in the end to end processing of tax returns per person if handling the returns for 70-100 of our staff members
 - b. Hourly rate to be charged by staff members (Tax Partners and other staff) handling submissions and/or engaging the tax authorities in case of any dispute

E. EVALUATION PROCESS AND CRITERIA

Overall Evaluation Criteria

All proposals will be evaluated on the overall criteria as per the table below. The specifics of each sessions will be expanded respectively.

Area	Score
Functional Score	60
Pricing Score	35
B-BBEE Score	5
Total	100

The successful bidder will not necessarily be the bidder with the highest combined score, highest technical score or the lowest pricing and this is to be used as a guideline for determining the successful bidder.

Functional Evaluation

The functionality evaluation will be conducted by a Bid Evaluation Committee which comprises various skilled and experienced members from diverse professional disciplines.

The evaluation process will be based on prequalification/threshold criteria. The criteria will be as follows:

FUNCTIONAL EVALUATION CRITERIA		Weighting
Company Experience		20
Experience in Expat Tax Returns Services of a similar magnitude Bidders are required to demonstrate clearly in the company profile, at least 4 projects completed successfully in the past 3 financial years	Profile provided = [1-5 points] and; 1 successfully completed project = [1-5 points] 2 Successfully Completed Projects = [2-10 points] 3 Successfully Completed Projects = [3 -15 points]	
References		15
Provide actual reference letters with contactable personnel in line with the number of projects completed. The reference letters should demonstrate capabilities in expat tax preparation and shadow payroll reconciliation services.	1 References = [1-5 points] 2 References = [2-10 points] 3 References = [3-15 points]	
Demonstrable Team Structure		5
Team organogram with detail on levels of escalation (where they arise).	Exceptional and detailed organogram provided = [1-5 points]	
Relevant Personnel Qualifications		10
Recommended Lead consultant's CV's with required/relevant qualifications.	Diploma = [5 points] Bachelor's & Master's degree = [10 points]	
Relevant Personnel Experience		10
In-depth experience and understanding of the SARS Expat tax filing services and shadow payroll management in companies (demonstrated on CV's)	0-2 years' experience = [2 points] 2-3 years' experience = [4 points] 3-4 years' experience = [6 points] 4-5 years' experience = [8 points] 5 and more	
Methodology		40
The service provider must demonstrate a thorough understanding of the scope of the service and provide a methodology on how the services will be provided and managed	Proposed methodology must demonstrate: - Full understanding of the scope [10 points] - Clear project execution [10 points] - Communication methodology [10 points] - Differentiating factors [10 points]	
		100

*Points allocation is based on the following criteria: 1:

Unacceptable, does not meet set criteria

2: Weak, less than acceptable. Insufficient for performance requirements 3: Satisfactory should be adequate for stated element

4: Very good, above average compliance to the requirement

5: Exceptional mastery of the requirement should ensure extremely effective performance

Pricing evaluation

Prices will be evaluated as follows:

- Inclusive of VAT
- Including contingencies
- Making an appropriate adjustment for any other acceptable variations, deviations, loss evaluation
- The following calculation is applied to determine the scoring:
 - The lowest price score is given a score of 10 and the others are ranked accordingly. Scores for price are based on the following method: (Note that the lower the price, the higher the score.)
 - *Normalised price score* =
$$\frac{\text{lowest tender price} \times 10}{\text{Tender Price}}$$
 - This score is then adjusted for the total weighting of: = *normalised price* * *total weighted price*

AISJ is under no obligation to accept the lowest priced response. AISJ reserves the right to reject any and all of the responses submitted and terminate discussions and or negotiations at any time and to depart from any terms and conditions contained within this RFQ without incurring liability and reserves the right to negotiate with one or more suppliers

B-BBEE Evaluation

All proposals will be evaluated on the criteria provided in the table below.

Details

B-BBEE Status Level of Contributor	Score
B-BBEE Levels 1-4	5
B-BBEE Levels 5-8	3
No B-BBEE Certificate	0

F. DISCLAIMER

The American international School of Johannesburg reserves the right to accept or reject any variation, deviation, tender offer or alternative offer and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The American International School of Johannesburg reserves the right not to appoint a provider, to accept and / or award the whole or any portion of the tender and is not obliged to provide reasons for the rejection of any tender. The American International School of Johannesburg will not incur any liability to a tenderer for such cancellation and rejection but will give written reason for action upon request to do so.

SCHEDULE A: FORM A

Name of Bidder:	
Postal Address:	
Street Address:	
Telephone Number:	
Email Address:	

Supplier Legal Status

Type of Business	Select the one that applies
Sole Trader	
Partnership	
Close Corporation	
Private Company	
Public Company	
Joint Venture/Strategic Alliance	
Trust	

Contract Person	Person's Role at Company	Signature

SCHEDULE B: NOTICE OF INTENTION TO BID

Tax Services – Expat Tax Returns RFP

DUE DATE: October 09, 2020

SUBMISSION ADDRESS

Attention: Mr. Siphesihle Nzimande at AISJ-Procurement@aisj-jhb.com

Supplier's Name:	
-------------------------	--

Supplier's contact details for RFP purposes

Name	Telephone	E-mail

Name	
Signature	

SCHEDULE C: DECLARATION OF INTEREST FORM

1. DECLARATION OF INTEREST

ETHICAL CODE OF CONDUCT / CONFLICT OF INTEREST

The purpose of this ethical code of conduct is to ensure that all business transactions take place in an environment of honesty, integrity, fair competition and respect for South African Laws. This code outlines AISJ's expectations from all its employees and suppliers who participate, directly or indirectly, in procurement activities.

1.1 Suppliers

Suppliers' interest in relation to AISJ must be included with the quotation/tender documents. A quotation/tender shall be excluded from further evaluation if a supplier fails to declare any interest or potential conflict of interest. All suppliers must complete this declaration that no conflict or potential/perceived conflict of interest exists.

1.2 AISJ personnel

- a) All employees have a duty to promote the reputation and business of AISJ and not to make any personal gain at the expense of or as a result of their employment by AISJ. Decisions and functions carried out in the course and scope of employment must be directed at what is in the best interests of the AISJ. Personal interests must not conflict with those of AISJ
- b) An employee of AISJ (including long term contract workers) and their immediate family (i.e. spouse, life-long partners, parents and children) may not participate in or benefit directly or indirectly (i.e. through shareholding, profit sharing, etc.) from tenders / contracts with AISJ. This provision specifically excludes shareholding and/or profit sharing which is immaterial (as defined in the Companies Act) in a public and/or listed company.
- c) When a conflict of interest arise after a contract is awarded or in the case of a sole source supplier, the Procurement Committee shall deliberate the merits of each case and recommend to the Executive Committee and/or Board for a final decision.
- d) Where a possible conflict of interest (other than the above) arises, the interest must be declared in writing to the Procurement Committee as soon as it arises, and the employee must recuse him/herself from participating in any way in related business dealings. Written disclosure is affected by the employee.

1.3 Non-Executive Board Members of AISJ

In respect of non-executive board members, the provisions of the companies act in respect of declaration of interest shall be strictly observed.

2 DECLARATION

- 2.1 Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive

bid, limited bid or proposal). In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorized representative declare his/her position in relation to the evaluating/adjudicating authority where:

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2.2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.2.1 Full Name of bidder or his or her representative: _____

2.2.2 Identity Number: _____

2.2.3 Position occupied in the Company (director, trustee, shareholder²): _____

2.2.4 Company Registration Number: _____

2.2.5 Tax Reference Number: _____

2.2.6 VAT Registration Number: _____

2.2.7 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee numbers must be indicated in Table 1 below.

NB: The term supplier, tenderer or bidder shall have a corresponding meaning.

Table 1: Declarations by tenderer

QUESTION	YES	NO	PROVIDE FULL DETAILS WHERE APPLICABLE
Are you (the tenderer) presently employed by AISJ or any of its subsidiaries?			
Are any of your directors, partners, fellow trustees & beneficiaries, shareholders, executive managers, subcontractors or their spouses, lifelong partners, parents and/or children presently employed by AISJ or any of its subsidiaries?			
If you are presently employed by AISJ or any of its subsidiaries, did you obtain the appropriate authority to undertake remunerative work outside your employment in the public sector? If so, please provide proof.			
Does any of your directors, partners, fellow trustees & beneficiaries, shareholders, executive managers, subcontractors have any relationship (i.e. spouses, lifelong partners, parents or children) with any person employed by AISJ who may be involved with the evaluation and or adjudication of this bid?			
Is there any other potential conflict of interest between the tenderer or any of the tenderer's directors, partners, fellow trustees & beneficiaries, shareholders, executive managers, subcontractors and AISJ, whether personal or professional, which the public could perceive may impair or otherwise influence AISJ or any of its members' or employees' judgements, decisions or actions?			

SIGNED DECLARATION

I, the undersigned _____ certify that the information furnished in paragraph 2 above is correct. I accept that AISJ may reject the bid or act against me in terms of AISJ's procurement policy should this declaration prove to be false or incomplete.

Name of Bidder	
Signature	
Position	
Date	