

Approved 18/7/2023
Bq.



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TENDER HP23/003GS

RETURNABLE DOCUMENTS

AND

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR THE OFF-SITE STORAGE, BACK SCANNING, DIGITIZATION, INDEXING AND LABELING OF THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE (NDPWI) RECORDS IN TERMS OF THE NATIONAL ARCHIVES AND RECORDS SERVICE OF SOUTH AFRICA ACT 43 OF 1996 FOR A PERIOD OF 5 YEARS AT HEAD OFFICE, JOHANNESBURG AND PRETORIA REGIONAL OFFICES

**YOU ARE HEREBY INVITED TO BID TO THE GOVERNMENT OF THE
REPUBLIC OF SOUTH AFRICA**

PLEASE TAKE NOTE

BID NUMBER: HP23/003GS

CLOSING TIME: SHARP 11:00 CLOSING DATE: 08 AUGUST 2023

***BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL, AS A RULE NOT BE
ACCEPTED FOR CONSIDERATION***

BID DOCUMENTS MAY BE POSTED TO

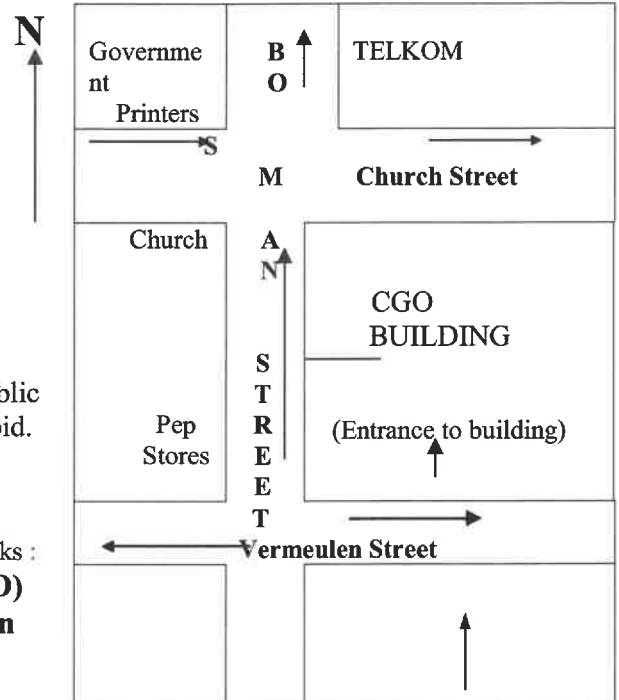
**DIRECTOR-GENERAL
Department of Public Works
Private Bag X65
PRETORIA
0001**

**ATTENTION: TENDER SECTION:
Central Government office: Room 121**

Bid documents that are posted must reach the Department of Public Works: Tender section, before 08:00 on the closing date of the bid.

OR

The bid documents may be deposited at the Department of Public Works :
Head Office: **Room 121, Central Government Office (CGO)
c/o Bosman and Vermeulen Street.(Entrance Vermeulen
Street) Pretoria,0001**



The Head Office of the Department of Public Works is open **Mondays to Fridays**
07:30 – 12:30 / 13:30 – 15:30. However, if the bid is late, it will, as a rule not be
accepted for consideration.

Bidders should ensure that bids are delivered timeously to the correct address.

SUBMIT ALL BIDS ON THE OFFICIAL FORMS - DO NOT RETYPE.

Bids by telegram, facsimile or other similar apparatus will not be accepted for consideration.

**SUBMIT EACH BID IN A SEPARATE SEALED ENVELOPE,
INDICATING THE TENDER NR., CLOSING DATE AND YOUR COMPANY NAME**

The Government Tender Bulletin is available on the Internet on the following web sites:

1. <http://www.treasury.gov.za>
2. <http://www.info.gov.za/documents/tenders/index.htm>

CONTENTS OF BID DOCUMENT

Project title:	APPOINTMENT OF A SERVICE PROVIDER FOR THE OFF-SITE STORAGE, BACK SCANNING, DIGITIZATION, INDEXING AND LABELING OF THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE (NDPWI) RECORDS IN TERMS OF THE NATIONAL ARCHIVES AND RECORDS SERVICE OF SOUTH AFRICA ACT 43 OF 1996 FOR A PERIOD OF 5 YEARS AT HEAD OFFICE, JOHANNESBURG AND PRETORIA REGIONAL OFFICES		
Project Leader:	THEMBI MAKAMA	Bid / no:	HP23/003GS

SECTIONS IN BID DOCUMENT

Bidders are to ensure that they have received all pages of the bid document, which consists of the following sections:

Bid Document Name:	Number of Pages:
Cover page	1 Page
Content page	1 Page
Map of closing address	1 Page
Bid Form (PA-32)	2 Pages
PA-04(GS): Notice and invitation to tender	8 Pages
PA-09 (GS): List of returnable document	1 Page
PA-10: General Conditions of contract (GCC)	10 Pages
PA-11: Bidder's Disclosure	3 Pages
PA-15.1 Resolution of Board of Directors	2 Pages
PA-15.2: Resolution of Board of Directors to enter into Consortia or Joint Ventures	2 Pages
PA-15.3: Special Resolution of Consortia or Joint Venture	3 Pages
PA-16 : Form for Claiming BBBEE points	10 Pages
PA-40: Declaration of designated groups for preferential procurement	2 Pages
Terms of reference	19 Pages
Pricing Schedule: Annexure A	4 Pages
Compliance Questionnaire : Annexure B	2 Pages

PA 32: INVITATION TO BID PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)				
BID NUMBER:	HP23/003GS	CLOSING DATE:	08 AUGUST 2023	CLOSING TIME: 11:00AM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE OFF-SITE STORAGE, BACK SCANNING, DIGITIZATION, INDEXING AND LABELING OF THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE (NDPWI) RECORDS IN TERMS OF THE NATIONAL ARCHIVES AND RECORDS SERVICE OF SOUTH AFRICA ACT 43 OF 1996 FOR A PERIOD OF 5 YEARS AT HEAD OFFICE, JOHANNESBURG AND PRETORIA REGIONAL OFFICES			
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (DPW04.1 GS or DPW04.2 GS). BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)				
Department of Public works: CGO Building: Bosman and Madiba ST				
Pretoria Central: Reception area				
OR POSTED TO:				
Attention to Procurement Office: Bid Admin: Department of Public Works: CGO Building: Bosman and Madiba ST: Private bag x65:				
Pretoria Central:0001				
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE	NUMBER		
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE	NUMBER		
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
		TCS PIN:	OR	CSD No:
SIGNATURE OF BIDDER		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)				

TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (1 ALL APPLICABLE TAXES)	R
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	DPWI	CONTACT PERSON	Thembi Makama
CONTACT PERSON	Kgomotso Mabelebele	TELEPHONE NUMBER	012 406 1490/082 057 4662
TELEPHONE NUMBER	012 406 2017	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	Thembi.Makama@dpw.gov.za
E-MAIL ADDRESS	Kgomotso.Mabelebele@dpw.gov.za		

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
 - 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? YES NO
 - 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
 - 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

Note Well:

- a) In respect of non VAT vendors the bidders may not increase the bid price under Section 67(1) of the Value Added Tax Act of 1991 where the relevant transaction would become subject to VAT by reason of the turnover threshold being exceeded and the bidder becomes liable for VAT.
- b) **All delivery costs must be included in the bid price, for delivery at the prescribed destination.**
- c) The price that appears on this form is the one that will be considered for acceptance as **a firm and final offer**.
- d) The grand total in the pricing schedule(s), inclusive of VAT, attached to the bid offer must correlate and be transferred to this form (PA32).
- e) Where there are inconsistencies between the grand total price offer in the pricing schedule(s) and the PA32 price offer, the price offer on the PA32 shall prevail and deemed to be firm and final. No further correspondence shall be entered into in this regard.

¹ All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

PA-04 (GS): NOTICE AND INVITATION TO BID

THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR THE PROVISION OF OFFSITE STORAGE FOR THE NDPWI RECORD'S

Project title:	APPOINTMENT OF A SERVICE PROVIDER FOR THE OFF-SITE STORAGE, BACK SCANNING, DIGITIZATION, INDEXING AND LABELING OF THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE (NDPWI) RECORD'S IN TERMS OF THE NATIONAL ARCHIVES AND RECORDS SERVICE OF SOUTH AFRICA ACT 43 OF 1996 FOR A PERIOD OF 5 YEARS AT HEAD OFFICE, JOHANNESBURG AND PRETORIA REGIONAL OFFICES
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Bid no:	HP23/003GS		
Advertising date:	18 JULY 2023	Closing date:	08 AUGUST 2023
Closing time:	11H00	Validity period:	56 days

2.1 Substantive responsiveness criteria

Only tenderers who are responsive to the following substantive responsiveness criteria are eligible to submit tenders. Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from further consideration:

1	<input checked="" type="checkbox"/>	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited.
4	<input checked="" type="checkbox"/>	Submission of (PA-32): Invitation to Bid
5	<input checked="" type="checkbox"/>	Registration on National Treasury's Central Supplier Database.
6	<input type="checkbox"/>	Submission of record of attending compulsory virtual bid clarification / site inspection meeting.
7	<input type="checkbox"/>	The tenderer shall submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts) together with his tender.
8	<input type="checkbox"/>	The tenderer shall submit his fully priced and completed sectional summary- and final summary pages with the tender.
9	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required
10	<input type="checkbox"/>	
11	<input type="checkbox"/>	
12	<input type="checkbox"/>	

2.2 Administrative responsiveness criteria

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within seven (7) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

1	<input checked="" type="checkbox"/>	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .
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2	<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3	<input checked="" type="checkbox"/>	Submission of (PA-09 (GS)): List of Returnable Documents
4	<input checked="" type="checkbox"/>	Submission of (PA-11): Bidder's disclosure.
5	<input checked="" type="checkbox"/>	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
6	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
7	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD).
8	<input type="checkbox"/>	The tenderer shall submit his fully priced Bills of Quantities (complete document inclusive of all parts) within 14 days from request.
9	<input type="checkbox"/>	Upon request, submission of fingerprints obtainable from local SAPS including any other additional documentation and information required for vetting purposes.
10	<input type="checkbox"/>	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
11	<input checked="" type="checkbox"/>	Submission of fully completed Price Schedule (Annexure A)
12	<input checked="" type="checkbox"/>	Submission of Checklist Questionnaire (Annexure B)
13	<input checked="" type="checkbox"/>	Submission of National Archives and Records Service Act accreditation letter

3. Method to be used to calculate points for specific goals

For procurement transaction with rand value greater than R2 000, 00 and up to R1 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.			
Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
<input type="checkbox"/>	1. An EME or QSE which is at least 51% owned by black people.	10	ID Copy. or SANAS Accredited BBBEE Certificate/ Sworn Affidavit. or CSD Report. or CIPC (Company registration)
<input type="checkbox"/>	2. Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area.	2	Office Municipal Rates Statement. or Permission to occupy from local chief in case of rural areas (PTO). or Lease Agreement
<input type="checkbox"/>	3. An EME or QSE which is at least 51% owned by women.	4	ID Copy or CSD Report or CIPC (Company Registrations)
<input type="checkbox"/>	4. An EME or QSE which is at least 51% owned by people with disability.	2	Medical Certificate or South African Social Security Agency (SASSA) Registration or National Council for Persons with

			Physical Disability in South Africa registration (NCPDPSA)
5.	An EME or QSE which is at least 51% owned by youth.	2	ID Copy or CSD Report Or CIPC

<p><u>For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.</u></p>				
<input checked="" type="checkbox"/>	Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
	1.	An EME or QSE which is at least 51% owned by black people.	10	ID Copy. or SANAS Accredited BBBEE Certificate/ Sworn Affidavit. or CSD Report. or CIPC (Company registration)
	2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area.	2	Office Municipal Rates Statement. or Permission to occupy from local chief in case of rural areas (PTO). or Lease Agreement
	3.	An EME or QSE which is at least 51% owned by women	4	ID Copy or CSD Report or CIPC (Company Registrations)
	4.	An EME or QSE which is at least 51% owned by people with disability.	2	Medical Certificate or South African Social Security Agency (SASSA) Registration or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)
	5.	An EME or QSE which is at least 51% owned by youth.	2	ID Copy or CSD Report or CIPC

For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people.	4	ID Copy. or SANAS Accredited BBBEE Certificate/ Sworn Affidavit. or CSD Report. or CIPC (Company registration)
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area.	2	Office Municipal Rates Statement. or Permission to occupy from local chief in case of rural areas (PTO). or Lease Agreement
3.	An EME or QSE which is at least 51% owned by women	2	ID Copy or CSD Report or CIPC (Company Registrations)
<input type="checkbox"/> 4. <input type="checkbox"/>	An EME or QSE which is at least 51% owned by people with disability.	2	Medical Certificate or South African Social Security Agency (SASSA) Registration or National Council for Persons with Physical Disability in South Africa registration (NCPPDSA)
	OR		
<input type="checkbox"/> 5. <input type="checkbox"/>	An EME or QSE which is at least 51% owned by youth.		ID Copy or CSD Report Or CIPC
	NB. (The use of this goal is mandatory however the BSC must select either one of the two and not both)		

**4. The following evaluation method for responsive bids will be applicable:
(Where functionality is applicable, it will be applied as a pre-qualification)**

<input checked="" type="checkbox"/> 80/20 Preference points scoring system	<input type="checkbox"/> 90/10 Preference points scoring system	<input type="checkbox"/> Either 80/20 or 90/10 Preference points scoring system
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In case where below/above R 50 000 000 is selected, the lowest acceptable tender will be used to determine the applicable preference point system.

5. Note: Functionality will be applied as a prequalification criterion. Such criteria is used to establish minimum requirements where after bids will be evaluated solely on the basis of price and preference.

Functionality criteria:	Weighting factor:
<p>A. COMPANY EXPERIENCE Bidders must possess minimum of 10 years' experience in handling, scanning (standard size record's only) and indexing of classified State's records /documents in an off-site storage environment in compliance with the National Archives Act.</p> <p>Bidders must submit reference letters from their current and from previous clients as per the above. It must specify the type of service conducted, volume of records and duration (start date and end date). Letters must be on the client's company letterhead, be signed duly, dated and contactable details</p> <p>17 years' and above experience = 5 points 14-16 years' and above experience =4 points 10 - 13 years' and above experience =3 points Less than 10 years = 0 point</p>	30
<p>B. HANDLING CAPACITY (STANDARD AND WIDEFORMAT RECORDS) Bidders must submit reference letters from their current and from their previous clients. It must specify the number of standard boxes / wide format /tubes they can handle during the contract period. Letters must be on the client's company letterhead, be signed duly, dated and contactable details</p> <p>Handling of 70 000 boxes/tubes and above = 5 points Handling of 60 000- 69 999 boxes/tubes = 4 points Handling of 50 000- 59 999 boxes/tubes = 3 points Less than 50 000 boxes/tubes = 0 point</p>	10
<p>C. SORTING OF DOCUMENTS (STANDARD AND WIDE FORMAT RECORDS) Bidders must submit reference letters from their current and from their previous clients indicating 5 activities mentioned below. It must specify the type of service conducted, volume of records and the duration (start date and end date). Letters must be on the client's company letterhead, be signed duly, dated and contactable details</p> <p>a. sorting, b. categorize, c. page numbering, d. labelling, e. bar coding and filing</p> <p>The classification of records must be in accordance with NARS prescript. (Provide detailed Filing Plan indicating how the above key activities will be rolled out).</p> <p>Provide reference letter/s indicating 5 activities = 5 points Less than 5 activities = 0 points</p>	10

<p>D. RETRIEVALS ON URGENT DELIVERY(STANDARD AND WIDE FORMAT RECORDS) Bidders must demonstrate the turnaround times of retrievals through reference letter or schedule of evidence.</p> <p>Bidders to submit reference letters from their current and from previous clients as per the above. It must specify the turnaround time of retrievals through reference letters or schedule of evidence. Letters to be on the client's company letterhead, be signed duly, dated and contactable details</p> <p>Delivery time within 8 working hours on urgent request = 5 points Delivery time in more than 8 working hours on urgent request = 0 point</p>	10
<p>E. RETRIEVALS ON NORMAL DELIVERY (STANDARD AND WIDE FORMAT RECORDS) Bidders must demonstrate the turnaround times of retrievals through reference letter or schedule of evidence.</p> <p>Bidders to submit reference letters from their current and from previous clients as per the above. It must specify the turnaround time of retrievals through reference letters or schedule of evidence. Letters to be on the client's company letterhead, be signed duly, dated and contactable details</p> <p>Delivery time within 24 working hours on normal request = 5 points Delivery time in more than 24 working hours on normal request = 0 point</p>	10
<p>F. SCANNING, DIGITIZATION , INDEXING AND LABELING (STANDARD RECORDS) NDPWI wants to be ascertained that all scanned and digitized records are systematically transferred into NDPWI Records Management Systems and approved File Plan. The bidders must demonstrate how this activity will be executed or Implemented accordingly.</p> <p>The Bidders must submit reference letters from their current and from previous clients as per the above. It must specify the type of service conducted, volume of records and the duration (start date and end date. Letters must be on the client's company letterhead, be signed duly, dated and contactable details</p> <p>a) Off-site back scanning and digitalization of approximately 5 million A4/A3 size pages standard records from paper to electronic. The majority is A4 size. The projected quantities is for evaluation purposes only, the number of standard records are based on estimates and it can be more or less. b) Image quality must be 600 DPI and above c) Barcode tracking d) Computer reports e) Client training, skills transfer and workshops on scanning and digitization f) Indexing , labelling and electronic filing g) Inventory services h) Compliant electronic records system as per NARS requirements</p> <p>Provision of all the above and more is = 5 points Provision of less than the above is = 0 point</p>	30
Total	100 Points
Minimum functionality score to qualify for further evaluation:	70

6. COLLECTION OF BID DOCUMENTS:

- Bid documents are available for free download on e-Tender portal www.etenders.gov.za

Alternatively; Bid documents may be collected during working hours at the following address Room no 121 CGO ,256 Madiba Street CGO Building ,Pretoria ,0001. A non-refundable bid deposit of R 700 is payable, (Cash only) is required on collection of the bid documents.

A **select** pre bid meeting with representatives of the Department of Public Works will take place at _____ on **dd/mm/yyyy** starting at _____ . Venue _____ . (if applicable)

7. ENQUIRIES RELATED TO BID DOCUMENTS MAY BE ADDRESSED TO:

DPW Project Leader:	Thembi Makama	Telephone no:	012 406-1490
Cell no:	0820574662	Fax no:	0862728740
E-mail:	thembi.makama@dpw.gov.za		

8. DEPOSIT / RETURN OF BID DOCUMENTS:


Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the bid document.

All tenders must be submitted on the official forms –

<p>BID DOCUMENTS MAY BE POSTED TO:</p> <p>THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 65 ,PRETORIA,0001 0010</p> <p>ATTENTION: PROCUREMENT SECTION: ROOM 121 SCM PRACTITIONER: MS KGOMOTSO MABELEBELE UNIT: SCM ACQUISITION GOODS AND SERVICES TEL: 012 406 2017 E- mail: Kgomotso.Mabelebele@dpw.gov.za</p> <p>POSTED TENDERS MUST BE RECEIVED PRIOR CLOSING DATE AND TIME AT 11H00 BY THE DEPARTMENT</p>	OR	<p>DEPOSITED IN THE TENDER BOX AT:</p> <p>THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE CGO BUILDING BOSMAN AND MADIBA STREETS PRETORIA CBD ROOM NO 121</p>
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9. COMPILED BY:

Thembi Makama		Project Manager	18/7/2023
Name of Project Leader	Signature	Capacity	Date

PA-09 (GS): LIST OF RETURNABLE DOCUMENTS

Project title:	APPOINTMENT OF A SERVICE PROVIDER FOR THE OFF-SITE STORAGE, BACK SCANNING, DIGITIZATION, INDEXING AND LABELING OF THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE (NDPWI) RECORDS IN TERMS OF THE NATIONAL ARCHIVES AND RECORDS SERVICE OF SOUTH AFRICA ACT 43 OF 1996 FOR A PERIOD OF 5 YEARS AT HEAD OFFICE, JOHANNESBURG AND PRETORIA REGIONAL OFFICES		
Project Leader:	THEMBI MAKAMA	Bid / Quote no:	HP23/003GS

1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

(Bidders may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)

Bid Document Name:	Number of Pages:	Returnable document:
Cover page	01 Pages	<input type="checkbox"/>
Map	01 Pages	<input type="checkbox"/>
Bid form of offer (PA 32)	02 Pages	<input type="checkbox"/>
PA 04 (GS): Notice and invitation to tender	08 Pages	<input type="checkbox"/>
PA 09 (GS): List of returnable documents	01 Pages	<input type="checkbox"/>
PA-10(GS): General Conditions of contract	10 Pages	<input type="checkbox"/>
PA-11(GS) Bidder's Disclosure	03 Pages	<input type="checkbox"/>
PA-15.1: Resolution of board of Directors	02 Pages	<input type="checkbox"/>
PA-15.2: Resolution of board of Directors to enter into consortia or joint venture	02 Pages	<input type="checkbox"/>
PA-15.3: Special resolution of consortia or joint ventures	03 Pages	<input type="checkbox"/>
PA-16: Preference Points Claim form	10 Pages	<input type="checkbox"/>
PA-40: Declaration of designated groups for preferential procurement	02 Pages	<input type="checkbox"/>
Terms of Reference	12 Pages	<input type="checkbox"/>
Pricing Schedule: Annexure A	04 Pages	<input type="checkbox"/>
Compliance Questionnaire : Annexure B	02 Pages	<input type="checkbox"/>
Submission of National Archives and Records Service Act accreditation letter	01 Pages	<input type="checkbox"/>

Name of Bidder	Signature	Date

PA-10: GENERAL CONDITIONS OF CONTRACT (GCC)

NOTES:

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. **Definitions**
2. **Application**
3. **General**
4. **Standards**
5. **Use of contract documents and information; inspection**
6. **Patent rights**
7. **Performance security**
8. **Inspections, tests and analysis**
9. **Packing**
10. **Delivery and documents**
11. **Insurance**
12. **Transportation**
13. **Incidental services**
14. **Spare parts**
15. **Warranty**
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31. **Notices**
32. **Taxes and duties**
33. **National Industrial Participation Programme (NIPP)**
34. **Prohibition of restrictive practices**

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

- 1.1. **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. **"Contract"** means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. **"Contract price"** means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. **"Corrupt practice"** means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6. **"Country of origin"** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. **"Day"** means calendar day.
- 1.8. **"Delivery"** means delivery in compliance of the conditions of the contract or order.
- 1.9. **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.
- 1.10. **"Delivery into consignees store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. **"Dumping"** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. **"Force majeure"** means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13. **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. **"GCC"** means the General Conditions of Contract.
- 1.15. **"Goods"** means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

- 1.16. **“Imported content”** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17. **“Local content”** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. **“Manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19. **“Order”** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. **“Project site”** where applicable, means the place indicated in bidding documents.
- 1.21. **“Purchaser”** means the organization purchasing the goods.
- 1.22. **“Republic”** means the Republic of South Africa.
- 1.23. **“SCC”** means the Special Conditions of Contract.
- 1.24. **“Services”** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. **“Written” or “in writing”** means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be

made in confidence and shall extend only so far as may be necessary for purposes of such performance.

- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2. Documents to be submitted by the supplier are specified in SCC.

11. Insurance

- 11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- 12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period of not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction on any person by the Accounting Officer/ Authority will, at the discretion of the Accounting Officer/ Authority, also be applicable to any enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which the first-mentioned person, is or was in the opinion of the Accounting Officer/ Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish The National Treasury, with the following information:

- i) The name and address of the supplier and/or person restricted by the purchaser;
- ii) The date of commencement of the restriction
- iii) The period of the restriction; and
- iv) The reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than ten years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

- 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in Connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of the procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under contract unless they Otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of Liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss 12 or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
 - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African

33. National Industrial Participation Programme (NIPP)

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive Practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Name of Bidder	Signature	Date

PA-11: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest (1) in the enterprise, employed by the state?

YES / NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

(1) the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?
YES / NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
YES / NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name).....
in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

This form has been aligned with SBD4

PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

_____ (legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

- The Enterprise submits a Bid / Tender to the Department of Public Works in respect of the following project:

_____ (project description as per Bid / Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid / Tender Document)

- *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
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12			
13			
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15			
16			
17			
18			
19			
20			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

Note:

- * Delete which is not applicable.
- NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
- In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
- Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
- Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP

PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

On _____ (date)

RESOLVED that:

1. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

to the Department of Public Works in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid /Tender Document)

2. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: _____

_____ (code)

Postal Address: _____

 _____ (code)

Telephone number: _____ (code)

Fax number: _____ (code)

	Name	Capacity	Signature
1			
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- Note:*
- * Delete which is not applicable*
 - NB.** This resolution must be signed by all the Directors / Members / Partners of the Bidding Enterprise*
 - Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page*

ENTERPRISE STAMP

PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Held at _____ *(place)*

on _____ *(date)*

RESOLVED that:

RESOLVED that:

- A. The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the Department of Public Works in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ *(Bid / Tender Number as per Bid /Tender Document)*

B. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

C. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of:

D. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item D above.

F. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: _____

_____ (code)

Postal Address: _____

_____ (code)

Telephone number: _____

Fax number: _____

	Name	Capacity	Signature
1			
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The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the consortium/joint venture submitting this tender, as named in item 2 of Resolution PA-15.2.
3. Should the number of the Duly Authorised Representatives of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.
4. Resolution PA-15.2, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture, must be attached to this Special Resolution (PA-15.3).

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATION 2022



public works
& infrastructure
Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

PA-16: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 Preference Points System to be applied

(Tick whichever is applicable).

- The applicable preference point system for this tender is the **80/20** preference point system.
- The applicable preference point system for this tender is the **90/10** preference point system.
- Either the **90/10** or **80/20** preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender shall be awarded for:

1.3.1 Price; and

1.3.2 Specific Goals

1.4 The maximum points for this tender are allocated as follows:

CHOOSE APPLICABLE PREFERENCE POINT SCORING SYSTEM	<input type="checkbox"/> 80/20	<input type="checkbox"/> 90/10
PRICE		
SPECIFIC GOALS		
Total points for Price and Specific Goals	100	

1.5 Breakdown Allocation of Specific Goals Points

1.5.1 For Procurement transactions with rand value greater than R2 000.00 and up to R1 Million (Inclusive of all applicable taxes), the specific goals as listed in table 1 below are applicable.

All Acquisitions

Table 1

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE which is at least 51% owned by black people	10	ID Copy Or SANAS Accredited BBBEE Certificate or sworn affidavit where applicable Or CSD Report Or CIPC (company registration)
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	Office Municipal Rates Statement Or Permission To Occupy from local chief in case of rural areas (PTO) Or Lease Agreement
3.	An EME or QSE which is at least 51% owned by women	4	ID Copy Or CSD Report Or CIPC (company registration)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATION 2022

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
4.	An EME or QSE which is at least 51% owned by people with disability	2	Medical Certificate Or South African Social Security Agency (SASSA) registration Or National Council for Persons with Physical Disability in South Africa registration (NCPPDSA)
5.	An EME or QSE which is at least 51% owned by youth .	2	ID Copy Or CSD Report Or CIPC (company registration)

1.5.2 **For procurement transactions with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals as listed in table 2 below are applicable:**

All Acquisitions

Table 2

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE or any entity which is at least 51% owned by Historically Disadvantaged Individuals (HDI)	10	ID Copy Or SANAS Accredited BBEE Certificate or sworn affidavit where applicable Or CSD Report

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATION 2022

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
			Or CIPC (company registration)
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	Office Municipal Rates Statement Or Permission To Occupy from local chief in case of rural areas (PTO) Or Lease Agreement
3.	An EME or QSE or any entity which is at least 51% owned by women	4	ID Copy Or CSD Report Or CIPC (company registration)
4.	An EME or QSE or any entity which is at least 51% owned by people with disability	2	Medical Certificate Or South African Social Security Agency (SASSA) registration Or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)
5.	An EME or QSE or any entity which is at least 51% owned by youth .	2	ID Copy Or CSD Report Or CIPC (company registration)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATION 2022

1.5.3 For procurement transactions with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals as listed in table 3 below are applicable

All Acquisitions

Table 3

Serial No	Specific Goals	Preference Points allocated out of 10	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE or any entity which is at least 51% owned by Historically Disadvantaged Individuals (HDI)	4	ID Copy Or SANAS Accredited BBEE Certificate or sworn affidavit where applicable Or CSD Report Or CIPC (company registration)
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	Office Municipal Rates Statement Or Permission To Occupy from local chief in case of rural areas (PTO) Or Lease Agreement
3.	An EME or QSE or any entity which is at least 51% owned by women	2	ID Copy Or CSD Report Or CIPC (company registration)
4. <input type="checkbox"/>	An EME or QSE or any entity which is at least 51% owned by people with disability	2	Medical Certificate Or

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATION 2022

Serial No	Specific Goals	Preference Points allocated out of 10	Documentation to be submitted by bidders to validate their claim for points
5. <input type="checkbox"/>	<p>OR</p> <p>An EME or QSE or any entity which is at least 51% owned by youth.</p> <p>(only one specific goal is applicable between specific goal number 4 and specific goal number 5 under 90/10 Preference Point System)</p>		<p>South African Social Security Agency (SASSA) registration</p> <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)</p> <p>ID Copy</p> <p>Or</p> <p>CSD Report</p> <p>Or</p> <p>CIPC (company registration)</p>

1.6 Failure on the part of the tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals, if the service provider/ tenderer did not submit proof or documentation required to claim for specific goals will be interpreted to mean that preference points for specific goals are not claimed.

1.7 The organ of state reserves the right to require of a service provider/tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No.

5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1,2 and 3 above as may be supported by proof/ documentation stated in the conditions of this tender:

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATION 2022

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. An EME or QSE or any entity which is at least 51% owned by Historically Disadvantaged Individuals (HDI)	4	10		
2. Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	2		
3. An EME or QSE or any entity which is at least 51% owned by women	2	4		

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATION 2022

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
4. An EME or QSE or any entity which is at least 51% owned by people with disability or 5. An EME or QSE or any entity which is at least 51% owned by youth .* (only one specific goal is applicable between specific goal number 4 and specific goal number 5 under 90/10 Preference Point System)	2	2		

Note: *in respect of the 90/10 point system a selection of either disability or youth may be made with an allocation of 2 points for either of them.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm,

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATION 2022

certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Name of Tenderer

EME¹ QSE² Non EME/QSE (tick applicable box)

1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in rural / under developed area/township	Indicate if military veteran
1.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Where Owners are themselves a Company, Close Corporation, Partnership etc, identify the ownership of the Holding Company, together with Registration number
State date of South African citizenship obtained (not applicable to persons born in South Africa)

1 EME: Exempted Micro Enterprise
2 QSE: Qualifying Small Business Enterprise



PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

2. DECLARATION:

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2017, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

Signed by the Tenderer

Name of representative	Signature
	Date



TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR THE OFF-SITE STORAGE, BACK SCANNING, DIGITIZATION, INDEXING AND LABELING OF THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE (NDPWI) RECORDS IN TERMS OF THE NATIONAL ARCHIVES AND RECORD SERVICES OF SOUTH AFRICA ACT 43 OF 1996 FOR A PERIOD OF 5 YEARS AT HEAD OFFICE, JOHANNESBURG AND PRETORIA REGIONAL OFFICES

APPOINTMENT OF A SERVICE PROVIDER FOR THE OFF-SITE STORAGE, BACK SCANNING, DIGITIZATION, INDEXING AND LABELING OF THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE (NDPWI) RECORDS IN TERMS OF THE NATIONAL ARCHIVES AND RECORD SERVICES OF SOUTH AFRICA ACT 43 OF 1996 FOR A PERIOD OF 5 YEARS AT HEAD OFFICE, JOHANNESBURG AND PRETORIA REGIONAL OFFICES

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APPOINTMENT OF A SERVICE PROVIDER FOR THE OFF-SITE STORAGE, BACK SCANNING, DIGITIZATION, INDEXING AND LABELING OF THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE (NDPWI) RECORDS IN TERMS OF THE NATIONAL ARCHIVES AND RECORD SERVICES OF SOUTH AFRICA ACT 43 OF 1996 FOR A PERIOD OF 5 YEARS AT HEAD OFFICE, JOHANNESBURG AND PRETORIA REGIONAL OFFICES

Annexures

- A Pricing Schedule
- B Checklist

1. INTRODUCTION

The National Department of Public Works and Infrastructure (NDPWI) provides accommodation to government Departments and Institutions. Its mandate is governed largely by Government Immovable Asset Management Act of 2007 (GIAMA). The Department further provides strategic leadership to Construction and Property Industries, and co-ordinates the implementation of Expanded Public Works Programmes (EPWP). In order to preserve its institution memory, the Department is committed to ensuring a safe and secure information and records management services in line with the provisions of National Archives and Records Service of South Africa Act No 43 of 1996 (NARS).

2. PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this bid is to solicit proposals from suitably qualified and experienced bidder(s) for the provision of secure off-site record storage facilities, scanning, digitization and indexing for standard records and wide format documents at;

- a) Head Office,
- b) Johannesburg and
- c) Pretoria Regional Offices,

The Department requires the provision of an off-site storage, back scanning, digitization (standard records) and indexing of records from the prospective bidder(s) within the public sector. The records of the Department are mainly wide format documents (building plans, maps and standard records). The service provider will provide the service for a period of five (5) years.

3. TIMELINE OF THE BID PROCESS

The period of validity of tender and the withdrawal of offers, after the closing date and time is 56 days. All dates and times in this bid are South African standard time. Any time or date in this bid is subject to change at the Department of Public Works and Infrastructure discretion. The establishment of a time or date in this bid does not create an obligation on the part of the

Department to take any action, or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the Department extends the deadline for bid submission (the closing date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

4. CONTACT AND COMMUNICATION

4.1 Any communication to an official or a person acting in an advisory capacity for NDPWI in respect of the bid between the closing date and the award of the bid by the Bidder(s) is discouraged.

4.2 All communication between the Bidder(s) and NDPWI must be done in writing.

4.3 Whilst all due care has been taken in connection with the preparation of this bid, NDPWI makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete.

4.4 NDPWI, it's employees and advisors will not be liable with respect to any information communicated which may not be accurate, current or complete.

4.5 If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by NDPWI (other than minor clerical matters), the Bidder(s) must promptly notify NDPWI in writing of such discrepancy, ambiguity, error or inconsistency in order to afford NDPWI an opportunity to consider what corrective action is necessary (if any).

4.6 Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by NDPWI will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.

4.7 All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the bid or the tendering process must keep the contents of the bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this bid.

5. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the bid conditions or **setting of counter conditions** by Bidders or qualifying any bid conditions may result in the invalidation of such bids.

6. SUPPLIER DUE DILIGENCE

NDPWI reserves the right to conduct supplier due diligence to final award or at any time during the contract period. This may include site visits and requesting of additional information.

7. DURATION OF THE CONTRACT

The successful bidder will be appointed for a period of **5 years**, subject to the Service Level Agreement being concluded and agreed upon by both parties.

8. SCOPE OF WORK

8.1 Standard Records

The following is the scope of work as envisaged by NDPWI;

- a) The off –site storage must have the capacity to cater NDPWI current and future records which may expand by 5% per annum over the contract period.
- b) Off-site back scanning, indexing and digitization of approximately 5 000 000 page sizes ranges from A4, A3 and any other standard records from paper to electronic without misfiling and misplacing of any records . This may include all types of records, files, reports, finance batches and various documents. The projected quantities is for evaluation purposes only, the number of pages are based on estimates and it can be more or less.
- c) Indexing all scanned standard records in a compatible format with NDPWI ICT infrastructure/platform(s), uploading of same, and align to the Department Records Management System and approved File Plan.

APPOINTMENT OF A SERVICE PROVIDER FOR THE OFF-SITE STORAGE, BACK SCANNING, DIGITIZATION, INDEXING AND LABELING OF THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE (NDPWI) RECORDS IN TERMS OF THE NATIONAL ARCHIVES AND RECORD SERVICES OF SOUTH AFRICA ACT 43 OF 1996 FOR A PERIOD OF 5 YEARS AT HEAD OFFICE, JOHANNESBURG AND PRETORIA REGIONAL OFFICES

- d) The scanned records must be in their original order and sequence after scanning.
- e) Full audit trail of records must be available at all times.
- f) The Department will assign a resource as and when required to ensure scanned documents are of high quality and filled back in order.
- g) To ensure the eligibility of scanned documents, the Department requires 600dpi and above. Furthermore the scanned documents must be PDF friendly and fully comply with applicable legislation e.g. NARS, standards and other applicable digitization requirements.
- h) The indexing should allow identification of categories within each micrographic content with acceptable minimum metadata for ease of retrieval of documents using key information such as, supplier name, file description, amount, transaction date, expense type, payment number, and business unit;
- i) Image processing, data protection
- j) Compliance with Protection of Personal Information (POPI) Act no 4 of 2013.
- k) Relocation and transportation of approximately 11 000 M2 boxes of standard records from old to the new service provider. The number of boxes are based on estimates and it can be more or less. NDPWI wants to be ascertained that whenever records are moved or transported, they are kept secure from loss or damage. Bidders are requested to Provide Relocation Plan detailing of how the transfer process will take place from the old to the new off -site storage service provider;
- l) Transportation and delivery of approximately ±19 000 M2 boxes (new box take on) of records between NDPWI and the storage facility as and when requested. The projected quantities is for evaluation purposes only, the number of boxes are based on estimates and it can be more or less.

8.2 Building Plans / Drawings / Wide Format Records

- a) Provision of off-site storage, take on and management of the drawings currently in tubes as per NARS requirements, which measures in standard metric sizes from A3-A0 in majority and some non-metric sizes. The drawing records are currently stored in tubes.
- b) All work to fully comply with applicable legislation e.g. NARS standards and other applicable digitization requirements.
- c) Indexing all wide format documents in a compatible format with NDPWI ICT infrastructure / platform(s) and uploading of same and align to the NDPWI Records Management System and approved File Plan.

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- d) Provide an audit report to verify the barcoded (indexed) drawing records against the index report. Possible anomalies in the filing systems to be identified. Approximately 450 000 drawing records contained within 21 000 tubes.
- e) Tubes must accommodate maximum of 20 drawings records per tube, to accommodate fragile historic artefacts catering for the weight of heavy paper / plastic / fiber building drawings / plans.
- f) Capture and seal tubes on each side for dust preventions to repair and or replace all damaged tubes.
- g) Barcoding, labelling, indexing and take-on of new drawings that are manually captured and ready for take-on.
- h) Provide Proof of Delivery that is duly signed by NDPWI official when submitting invoices for payment purposes.
- i) Provide an updated index report of all building drawings / plans (wide format documents) and provide daily tube reports of retrievals together with proof of deliveries.
- j) Standard industry process to be followed in terms of capturing and barcoding in accordance with NARS requirements.
- k) The index report to be updated daily to reflect scanned records i.e. drawings already digitally imaged.
- l) Image processing, data protection and data backup.
- m) Relocation and transportation of approximately 18 000 tubes and 3 000 standard size boxes of building plans / drawings (wide format documents) from old to the new service off-site provider which measures in standard metric sizes from A3-A0 in majority and some non-metric sizes. NDPWI wants to be ascertained that whenever tubes / records are moved or transported, they are kept secure from loss or damage. Bidders are requested to Provide Relocation Plan detailing process of how the transfer process will take place from the old to the new off -site storage service provider; Provision to be made for securing and replacing damaged tubes. Projected quantities is for evaluation purposes only, the number of wide format documents are based on estimates and it can be more or less.
- n) Retrieval of building plans / drawings (wide format documents) using tracking systems for efficient and easy access within 24 hours of normal request.
- o) The urgent building plans / drawings (wide format documents) must be provided within 8 hours including online request.

- p) Security of all records stored at the off-site storage in accordance with applicable best practice and statutory requirements.
- q) Supply and delivery of new empty tubes as and when requested by NDPWI; proof of delivery required.

8.3 General Requirements

- a. Apply quality control and provide NDPWI with the computer based database index report for all files (records) stored at the facility upon completion of relocation;
- b. Provide ICT back-up services including the critical aspects of the Disaster Recovery Plan.
- c. Retrieval services of records stored at off-site storage using tracking systems for efficient and easy access within 24 hours of ordinary request.
- d. Retrieval services of records using tracking systems for efficient and easy access within a maximum of 8 working hours of urgent request; including online display systems.
- e. Ensure adequate, accurate filing, indexing and labeling of standard records and wide format as per the NARS requirements.
- f. Provide a list of all records that are due for disposal in order for NDPWI to make an informed decision.
- g. Facilitate disposal process and issue Destruction Certificates as and when requested;
- h. Retention Schedule monitoring system, advice the Department as and when required.
- i. After disposal, all waste paper must be sent to NDPWI.
- j. All files to be allocated destruction dates according to NARS stipulations.
- k. Provide management information reports on a monthly basis. Reports in Excel format, for an example, number of retrieved files/tubes per month, number of new box intake, and any other reports that maybe requested by NDPWI.
- l. Barcoding and labeling of records.
- m. Provision of stationery e.g. archive boxes (M2), lids, labels and other stationery that may be required.
- n. Provide Proof of Delivery that is duly signed by NDPWI official when submitting invoices for payment purposes.
- o. Bidders to demonstrate to NPWI how the scanning of high volume documents will be done without misfiling and misplacing of any record.

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- p. Provide a clear process that include risk mitigation control strategy. The bidder must be able to identify, assess, evaluate and monitor the risks. Proof of Concept to ensure high quality of scanned documents.

9. VOLUME OF RECORDS

9.1 TAKE ON

OFFICE	TYPE OF RECORDS	ESTIMATED TAKE-ON NUMBER OF RECORDS /DOCUMENTS
NDPWI Head Office, Pretoria (Registry)	Standard size boxes (archive boxes)	11 000 M2 boxes Total = 11 000 M2 boxes The projected quantities is for evaluation purposes only, the number of boxes are based on estimates and can be more or less.
NDPWI Head Office- Pretoria (Central Drawing Archives)	Wide format documents (tubes) Archive M2 /M3 boxes	18 000 tubes 3 000 boxes Total = 21 000 The projected quantities is for evaluation purposes only, the number of wide format are based on estimates and can be more or less.

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9.2 PROJECTED EXPANSION

OFFICE	TYPE OF RECORDS	ESTIMATED NUMBER OF PROJECTED EXPANSION RECORDS/DOCUMENTS
NDPWI Head Office, Pretoria (Registry)	Standard (archive M2 boxes)	15 000 boxes
NDPWI Johannesburg Regional Office (Registry)	Standard (archive M2 boxes)	2 000 boxes
NDPWI Pretoria Regional Office (Registry)	Standard (archive M2 boxes)	2 000 boxes
		Total = 19 000 The projected quantities is for evaluation purposes only, the number of boxes are based on estimates and it can be more or less.
NDPWI Head Office- Pretoria (Central Drawing Archives)	Wide format documents	3 000 tubes
	Standard (archive M2 boxes)	500 boxes
		Total = 3 500 The projected quantities is for evaluation purposes only, the number of wide format documents are based on estimates and it can be more or less.

A Bidder must have adequate capacity to handle a total estimates of 30 000 standard records and 24 500 wide format over a 5 year term contract.

10. RELOCATION AND TAKE ON PLAN

The bidders to demonstrate and provide a clear outline of how the relocation of records /tubes will be transferred from the current off-site storage to the new one;

- 10.1 Provide a clear Relocation and take on Plan with reasonable timeframes.
- 10.2 Indicate how the records will be handled to minimize damage and loss during the Relocation phase.
- 10.2 Provide a clear Project plan and a list of resources that will be utilized to ensure efficient and success of the project.
- 10.3 Provide an audit report to verify the barcoded (indexed) drawing records against the index report. Possible anomalies in the filing systems to be identified.
- 10.4 Approximately 11 000 standard records and 450 000 drawings/wide format records contained within 21 000 tubes.
- 10.5 Provide a comprehensive CV of a Project manager (single point of contact) in Relocation project.

11. PRICING

11.1 The structure of the pricing schedule,

11.2 General instructions for completing the pricing schedule template

- 11.2.1 Bidders must complete the attached Pricing Schedule (Annexure A) in full. In instances where a service is free of charge or cannot be provided, it must be clearly indicated as such.
- 11.2.2 Bidders must note that the volumes reflected are based on projections and for comparative and evaluation purposes only. Final volumes will be determined after the award of the Bid.
- 11.2.3 **Once off provisional amount have been included on the take on cost, the Department will pay the provisional amount of not more than 1.9 million to recommended bidder, with exception to the service provider who is currently in possession of the Department's records.**

11.3 Currency and VAT.

11.2.1 All Bidders' pricing must be quoted in South African Rand (ZAR) inclusive of VAT.

11.2.2 NDPWI requires bidders to attach a list of detailed bills of quantities that is costed per item and a summary of totals for monthly cost and overall cost for a period of 5 years.

12. MEASURABLE DELIVERABLES

12.1 Off-site back Scanning and digitization of approximately 5 million A4/A3 pages of standard records; the projected quantities is for evaluation purposes only, the number of standard records are based on estimates and it can be more or less.

12.2 Indexing all scanned standard records in a compatible format with DPWI ICT infrastructure / platform(s), uploading of same, and align to the Approved File Plan of the Department.

12.3 Ensure back up and indexing is in place of all scanned documents.

12.4 Provide all supervision, labour, material, equipment, transportation to perform retrieval services.

12.5 Confidential destruction services as and when required.

12.6 Transportation and delivery of approximately (projected expansion) of _+ 19 000 boxes of standard records, 3000 tubes and 500 boxes of wide format Records between NDPWI and the storage facility during the term contract.

12.7 Maintain professionalism at all times and have all required Licenses.

12.8 Ensure security of the Department's records at all times.

12.9 Maintenance of the off-site storage and provision of general records service.

12.10 Transfer existing records from old to the new Service Providers location.

12.11 Permanent withdrawal services and process of how the withdrawal process will take place from current service provider to the new one.

12.12 Provide updated index report to the Department; (on an Excell format).

12.13 Provide management information reports as and when required.

13. EVALUATION CRITERIA

NDWI has set the following minimum standards that a bidder needs to meet in order to be evaluated and selected as a successful bidder.

13.1 FUNCTIONALITY EVALUATION CRITERIA

The minimum threshold of **70% and above** for evaluation criteria must be met for further evaluation of price and preference

Criteria	Weights
<p>A. COMPANY EXPERIENCE</p> <p>Bidders must possess minimum of 10 years' experience in handling, scanning (standard size record's only) and indexing of classified State's records /documents in an off-site storage environment in compliance with the National Archives Act.</p> <p>Bidders must submit reference letters from their current and previous clients as per the above. It must specify the type of service conducted, volume of records and duration (start date and end date). Letters must be on the client's company letterhead, be signed duly, dated and contactable details</p> <p>17 years' and above experience = 5 points 14-16 years' and above experience =4 points 10 - 13 years' and above experience =3 points Less than 10 years = 0 point</p>	30
<p>B. HANDLING CAPACITY (STANDARD AND WIDE FORMAT RECORDS)</p> <p>Bidders must submit reference letters from their current and previous clients. It must specify the number of standard boxes / wide format /tubes they can handle during the contract period. They must specify the type of service conducted, volume of records and duration (start date and end date). Letters must be on the client's company letterhead, be signed duly, dated and contactable details</p>	10

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<p>Handling of 70 000 boxes/tubes and above = 5 points Handling of 60 000- 69 999 boxes/tubes = 4 points Handling of 50 000- 59 999 boxes/tubes = 3 points Less than 50 000 boxes/tubes = 0 point</p>	
<p>C. SORTING OF DOCUMENTS (STANDARD AND WIDE FORMAT RECORDS)</p> <p>Bidders must submit reference letters from their current and previous clients indicating 5 activities mentioned below. It must specify the type of service conducted, volume of records and the duration (start date and end date). Letters must be on the client’s company letterhead, be signed duly, dated and contactable details</p> <ul style="list-style-type: none"> a. sorting, b. categorize, c. page numbering, d. labelling, e. bar coding and filing <p>The classification of records must be in accordance with NARS prescript. (Provide detailed Filing Plan indicating how the above key activities will be rolled out).</p> <p>Provide reference letter/s indicating 5 activities = 5 points Less than 5 activities = 0 points</p>	10
<p>D. RETRIEVALS ON URGENT DELIVERY (STANDARD AND WIDE FORMAT RECORDS)</p> <p>Bidders must demonstrate the turnaround times of retrievals through reference letter or schedule of evidence.</p> <p>Bidders to submit reference letters from their current and previous clients as per the above. It must specify the turnaround time of retrievals through reference</p>	10

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<p>letters or schedule of evidence. Letters to be on the client’s company letterhead, be signed duly, dated and contactable details</p> <p>Delivery time within 8 working hours on urgent request = 5 points Delivery time in more than 8 working hours on urgent request = 0 point</p>	
<p align="center">E. RETRIEVALS ON NORMAL DELIVERY (STANDARD AND WIDE FORMAT RECORDS)</p> <p>Bidders must demonstrate the turnaround times of retrievals through reference letter or schedule of evidence.</p> <p>Bidders to submit reference letters from their current and previous clients as per the above. It must specify the turnaround time of retrievals through reference letters or schedule of evidence. Letters to be on the client’s company letterhead, be signed duly, dated and contactable details</p> <p>Delivery time within 24 working hours on normal request = 5 points Delivery time in more than 24 working hours on normal request = 0 point</p>	10
<p align="center">F. SCANNING, DIGITILIZATION AND INDEXING AND LABELING (STANDARD RECORDS)</p> <p>NDPWI wants to be ascertained that all scanned and digitized records are systematically transferred into NDPWI Records Management Systems and approved File Plan. The bidders must demonstrate how this activity will be executed or Implemented accordingly.</p> <p>The Bidders must submit reference letters from their current and previous clients as per the above. It must specify the type of service conducted, volume of records and the duration (start date and end date. Letters must be on the client’s company letterhead, be signed duly, dated and contactable details</p>	30

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<ul style="list-style-type: none"> a) Off-site back scanning and digitalization of approximately 5 million A4/A3 size pages standard records from paper to electronic. The majority is A4 size. The projected quantities is for evaluation purposes only, the number of standard records are based on estimates and it can be more or less. b) Image quality must be 600 DPI and above c) Barcode tracking d) Computer reports e) Client training, skills transfer and workshops on scanning and digitization f) Indexing , labelling and electronic filing g) Inventory services h) Compliant electronic records system as per NARS requirements <p>Provision of all the above and more is = 5 points Provision of less than the above is = 0 point</p>	
TOTAL	100

14. SERVICE LEVEL AGREEMENT

There will be a Service Level Agreement regulating specific terms and conditions applicable to the services being procured between the successful bidder and NDPWI.

15. MISREPRESENTATION DURING THE LIFE CYCLE OF THE CONTRACT

The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that the Department of Public Works and Infrastructure relies upon the bidder’s Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.

It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by the Department of Public Works against the bidder notwithstanding the conclusion of the Service Level Agreement between the NDPW and the bidder for the provision of the Service in question. In the event of a conflict between the bidder’s proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

16. PREPARATION COSTS

The Bidder will bear all its costs in preparing, submitting and presenting any response or tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing the Department of Public Works and Infrastructure, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

17. CONFIDENTIALITY

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with the Department of Public Works and Infrastructure examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by the Department remain proprietary to the Department of Public Works and Infrastructure and must be promptly returned to the Department upon request, together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure, the Department of Public Works and Infrastructure written approval prior to the release of any information that pertains to;

- a) The potential work or activities to which this bid relates; or
- b) The process which follows this bid.
- c) Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

No confidential information relating to the process of evaluating or adjudicating tenders or appointing a bidder will be disclosed to a bidder or any other person not officially involved with such process.

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All technical enquiries regarding this project must be referred to;

MS THEMBI MAKAMA

TELEPHONE NUMBER – 012 406-1490

CELL- 0829574662

Email Thembi.makama@dpw.gov.za

Supply Chain Management related enquiries must be referred to;

MS KGOMOTSO MABELEBELE

TELEPHONE NUMBER- 012 406-2017

Email Kgomotso.mabelebele@dpw.gov.za

Physical address

256 Madiba Street,

Pretoria,

0010

Postal address

Private X 65,

Pretoria

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APPOINTMENT OF A SERVICE PROVIDER FOR THE OFF-SITE STORAGE, BACK SCANNING, DIGITIZATION, INDEXING AND LABELING OF THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE (NDPWI) RECORDS IN TERMS OF THE NATIONAL ARCHIVES AND RECORDS SERVICES OF SOUTH AFRICA ACT 43 OF 1996 FOR A PERIOD OF 5 YEARS AT HEAD OFFICE, JOHANNESBURG AND PRETORIA REGIONAL OFFICES

	ESTIMATED QUANTITY	UNIT PRICE (INC VAT)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL COST FOR 60 MONTHS INCLUSIVE OF VAT
A) INITIAL TAKE ON FROM CURRENT SUPPLIER - ONCE OFF COSTS (STANDARD RECORD AND WIDE FORMAT DOCUMENTS)								
STANDARD RECORD'S								
Packing & Labelling of boxes - 427mm x 330mm x 250mm	11000							
Indexing per box- 427mm x 330mm x 250mm	11000							
Data capture per box - 427mm x 330mm x 250mm	11000							
Collection and delivery fee per box - 427mm x 330mm x 250mm	11000							
Permanent withdrawal per box-427mm x 330mm x 250mm	11000							
SUB TOTAL - STANDARD RECORDS								
WIDE FORMAT DOCUMENTS								
Packing & Labelling of boxes - 427mm x 330mm x 250mm	3000							
Collection of boxes - 427mm x 330mm x 250mm	3000							
Wide format plans in boxes Packing, Collection & Labelling of boxes - 427mm x 330mm x 250mm	3000							
Data Capture - per box	3000							
Box Location Label	3000							
Location Handling Fee	3000							
Data Import	1							
Collection of boxes - Drawing Tubes (1215mm X 1,5mm)	18000							
Data Capture - per drawing tube	18000							
Box Location Label - Drawing Tubes (1215mm X 1,5mm)	18000							
Location Handling Fee - Drawing Tubes (1215mm X 1,5mm)	18000							
Indexing description of each tube	18000							
Permanent withdrawal per tubes in boxes (1215mm X 1,5 mm) and (427mm X 330mm X 250mm)	21000							
Audit report to verify the barcoded (indexed) (@ 20 Plans per Tube)	21000							
SUB TOTAL - WIDE FORMAT DOCUMENTS								
TOTAL - INITIAL TAKE ON ONCE OFF COST FOR STANDARDS RECORDS AND WIDE FORMAT DOCUMENTS								
STANDARD RECORDS								
B) STORAGE								
Storage costs per month per box (427mm x 330mm x 250mm)	30000							
Storage costs per month per box - additional 1000 boxes per month (427mm x 330mm x 250mm)	1000							
SUB TOTAL - STORAGE COSTS								

	ESTIMATED QUANTITY	UNIT PRICE (INC VAT)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL COST FOR 60 MONTHS INCLUSIVE OF VAT
C) PROJECTED EXPANSION								
Packing & Labelling of boxes - 427mm x 330mm x 250mm	19000							
Indexing per box- 427mm x 330mm x 250mm	19000							
Data capture per box - 427mm x 330mm x 250mm	19000							
Collection and delivery fee per box - 427mm x 330mm x 250mm	19000							
Permanent withdrawal per box-427mm x 330mm x 250mm	30000							
Scanning, Indexing and A3, A4 Documents	5000000							
SUB TOTAL - PROJECTED EXPANSION								
D) RETRIEVALS								
<i>Delivered within 24 hours of ordinary Requests:</i>								
Handling Fee-(retrieval handling in) 50 Boxes per month (427mm x 330mm x 250mm)	100							
Handling Fee-(retrieval handling out) 50 Boxes per month (427mm x 330mm x 250mm)	100							
Retrieval location handling fee(Search fee) 50 Boxes per month (427mm x 330mm x 250mm)	100							
Collection charge per trip - (15 trips per month)	30							
Delivery charge per trip - (15 trips per month)	30							
<i>Delivered within 8 hours of urgent Requests:</i>								
Urgent Handling Fee - (retrieval handling in) - 20 Boxes per month (427mm x 330mm x 250mm)	20							
Urgent Handling Fee - (retrieval handling out) - 20 Boxes per month (427mm x 330mm x 250mm)	20							
Urgent Retrieval location handling fee(Search fee) 20 Boxes per month (427mm x 330mm x 250mm)	20							
Urgent Delivery charge per trip - 20 Boxes within 8 hours - 5 trips per month (express delivery)	20							
SUB TOTAL - RETRIEVAL COSTS								
E) NEW BOX TAKE ON COSTS								
Packing & Labelling per box - 427mm x 330mm x 250mm	5000							
Indexing per box- 427mm x 330mm x 250mm	5000							
Indexing per file 40 payment per wallet	500000							
Data capture per box - 427mm x 330mm x 250mm	500000							
Data capture per file per wallet	500000							
File Labels Per File	500000							
Collection and delivery fee per box - 427mm x 330mm x 250mm	5000							
Location Handling Fee of new 1000 boxes-427mm x 330mm x 250mm	5000							
SUB TOTAL - NEW BOX TAKE ON COSTS								
F) OTHER RETRIEVALS & TRANSACTION COSTS								
Scan & Email Transfer	20							
Destruction per box	20							
SUB TOTAL - OTHER RETRIEVALS & TRANSACTION COSTS								
G) ARCHIVE STATIONERY & SUPPLIES								
Archive Box & Lid - 427mm x 330mm x 250mm per month	2 000							
SUB TOTAL - ARCHIVE STATIONERY SUPPLIES								
TOTAL PRICE (A; B; C; D; E; F AND G)								

	ESTIMATED QUANTITY	UNIT PRICE (INC VAT)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL COST FOR 60 MONTHS INCLUSIVE OF VAT
WIDE FORMAT DOCUMENTS								
H) STORAGE								
Storage of wide format plans in boxes (427mm x 330mm x 250mm)	3000							
Storage costs per month per tube (1215mm X 1.5mm)	18000							
Storage costs per month per box - additional 50 boxes per month (427mm x 330mm x 250mm)	50							
Storage costs per month per tube - additional 50 tubes per month (1215mm X 1.5mm)	50							
SUB TOTAL - STORAGE COSTS								
I) PROJECTED EXPANSION								
Packing & Labelling of boxes - 427mm x 330mm x 250mm	500							
Packing and Labelling of Tubes (1215mm X 1.5mm)	3000							
Indexing per box- 427mm x 330mm x 250mm	500							
Data capture per box - 427mm x 330mm x 250mm	500							
Collection and delivery fee per box - 427mm x 330mm x 250mm	500							
SUB TOTAL - PROJECTED EXPANSION								
J) RETRIEVALS								
Delivered within 24 hours of Request:								
Handling Fee - (retrieval handling out) - 200 per month Drawing Tubes (1215mm X 1.5mm) and 100 per month boxes	300							
Handling Fee - (retrieval handling in) - 200 per month Drawing Tubes (1215mm X 1.5mm) and 100 per month boxes	300							
Delivery charge per trip - 20 trips per month	20							
Delivered within 8 hours of Request:								
Urgent Handling Fee - (retrieval handling out) - 25 per month Drawing Tubes (1215mm X 1.5mm) and 25 per month boxes	50							
Urgent Handling Fee - (retrieval handling in) - 25 per month Drawing Tubes (1215mm X 1.5mm) and 25 per month boxes	50							
Urgent Delivery charge per trip - within 8 hours - 15 trips per month	15							
SUB TOTAL - RETRIEVAL COSTS								
K) NEW BOX TAKE ON COSTS								
Packing & Labelling of boxes - 427mm x 330mm x 250mm	50							
Collection of boxes - 427mm x 330mm x 250mm	50							
Data Capture - per file X 10 files per box	50							
Box Location Label	50							
Location Handling Fee	50							
File Labels Per File	50							
Index / Input Sheets Per Pad	50							
Archive Box & Lid - 427mm x 330mm x 250mm	50							
Packing & Labelling of boxes - Drawing Tubes (1215mm X 1.5mm)	50							
Collection of boxes - Drawing Tubes (1215mm X 1.5mm)	50							
Data Capture - per drawing X 20 drawings per tube	3 000							
Box Location Label - Drawing Tubes (1215mm X 1.5mm)	150							
Location Handling Fee - Drawing Tubes (1215mm X 1.5mm)	150							
ID barcode and File Labels Per File	3 500							
Index / Input Sheets Per Pad	150							
SUB TOTAL - NEW BOX TAKE ON COSTS								

	ESTIMATED QUANTITY	UNIT PRICE (INC VAT)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL COST FOR 60 MONTHS INCLUSIVE OF VAT
L) OTHER RETRIEVALS & TRANSACTION COSTS								
Fax Transfer	1							
Scan & Email Transfer	1							
Destruction per box	1							
Permanent withdrawal per box	24 500							
SUB TOTAL - OTHER RETRIEVALS & TRANSACTION COSTS								
M) ARCHIVE STATIONERY & SUPPLIES								
Archive Box & Lid - 427mm x 330mm x 250mm	500							
Drawing Tubes (1215mm X 1,5mm)	1500							
Flat Drawing Boxes 10 per month	1500							
SUB TOTAL - ARCHIVE STATIONERY SUPPLIES								
TOTAL PRICE (H; I; J; K; L AND M)								
OVERALL TOTAL INCLUSIVE VAT (A-M)								
N.B (TOTAL VALUE OF THIS BID SHOULD BE TRANSFERRED TO PA 32 FORM)								

1. STRUCTURE OF THE PRICING SCHEDULE

This spreadsheet contains the financial response template for the bid. The bid pricing submission instructions in this document must be read in conjunction with instructions or notes IN THE Terms of Reference.

2. GENERAL INSTRUCTIONS FOR COMPLETING THE PRICING SCHEDULE TEMPLATE

2.1.1 Bidders must submit a paper copy and an electronic copy of the Pricing Schedule. In the event of a discrepancy, the paper copy will prevail."

2.1.2 Bidders must sign all paper copies of their Pricing Schedule.

2.1.3 Bidders must complete the attached template in full. In instances where a service is free of charge or cannot be provided, it must be clearly indicated.

2.1.4 Bidders must note that the volumes reflected are based on projections and for comparative and evaluation purposes only. Final volumes will be determined after the award of the Bid.

2.3 Currency and VAT

2.3.1 All Bidders' pricing must be quoted in South African Rands (ZAR) inclusive of VAT.

3. PROVISIONAL COST

NB! Once off provisional amount have been included on the take on cost, the Department will pay the provisional amount of not more than 1.9 million, with exception to the service provider who is currently in possession of the Department's records.

COMPLIANCE QUESTIONNAIRE

ANNEXURE B

Technical Criteria	Questionnaire Responses				Supporting Documents
	Name of Company	Contact Person	Telephone	Number of Years	
Company Experience : How many years has your company been in operation for off-site record storage, handling, scanning (only standard records) , labelling and indexing of wide format and standard records?					Bidders to submit reference letters from their current and from previous clients confirming the details given. It must specify the type of service conducted, volume of records and duration (start date and end date). Letters must be on the client's company letterhead, be signed duly, dated and contactable details. Refer to section 13.1 (a) page 14 of the TOR
Is your current and previous company's client details as set out in the table:					
Current Clients					
Previous clients	Name of Company	Contact Person	Telephone	Duration of the contract	Provide the testimonials/reference letters from at least five (5) contactable similar previous clients, number of standards boxes , wide format documents handled and the duration of the contract. Refer to section 13.1 (a) page 14 of the TOR
Would you provide a Key Accounts Manager for the NDPWI account?	YES		NO		Provide CV for your proposed Key Account Manager
Handling Capacity: Will your company be able to handle 70 000 boxes/tubes and over?	YES		NO		Submit letters from clients confirming the details given. Refer to section 13.1 (b) page 14 of the TOR
Sorting of Documents: Will your company have the ability to sort, categorise, page numbering, labelling, bar coding and filing?	YES		NO		

Provide detailed index reports that includes, without limitation, record description, retention period and any additional metadata. Refer to section 13.1 (c) page 15 of the TOR

Provide reference letters from current and previous clients

<p>Retrievals and service delivery times</p> <p>Can you commit to retrieve and deliver records within 24 hours of primary requests? Can you commit to retrieve and deliver records within 8 hours of urgent requests? Can you confirm if different options of retrievals will be available for NDPWI to utilise? Does the retrieval system of your company have the security for authorised user access?</p>	<p>YES YES YES YES</p>	<p>NO NO NO NO</p>	<p>Attach reference letter/s or schedule of evidence indicating the number of records retrieved, date and turnaround time. Refer to section 13.1 (d and e) page 15 and 16 of the TOR</p>
<p>Scanning, digitization, indexing, labelling and access to records</p> <p>Can your company scan the on-site back scanning, digitization, indexing and access to records of approximately 5 million of standard records which measures in A4/A3 sizes? Will your Records Management System comply with NDPWI ICT Infrastructure and Records Management Systems? Can your company provide skills transfer and training on the scanning project?</p>	<p>YES YES YES</p>	<p>NO NO NO</p>	<p>Provide supporting evidence) referral letters from previous clients relating to scanning project. Refer to section 13.1 (f) page 16 of the TOR If the answer is yes, please provide a detailed Training Plan</p>
<p>Relocation Plan</p> <p>Have you provided a detailed Relocation Plan? Will the relocation be completed within the reasonable timeframes? Have you provided a comprehensive CV of the Project Manager?</p>	<p>YES YES</p>	<p>NO NO</p>	<p>Provide Relocation Plan detailing process of how the transfer process will take place from the old to the new on-site storage service provider, please refer to section 8.1 (k) and 8.2 (m) of page 7 and 8 of the TOR Provide detailed Relocation Plan with reasonable time frames, refer to section 10 page 12 of the TOR</p>