

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: **BID NO: NT003-2026**

CLOSING TIME 11:00 AM ON 6 MARCH 2026

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED TAX</u>
---------	-------------	---

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF OFF-SITE RECORDS MANAGEMENT STORAGE SERVICES FOR A PERIOD OF THREE (3) YEARS

Services must be quoted in accordance with the attached terms of reference.

Total cost of the assignment (R inclusive VAT)

R.....

NB: Bidders are also advised to indicate a total cost breakdown for this assignment.

No	Description	Unit Price
1.	Transport per kilometre (minimum rate per trip and box)	
2.	Cost of box barcode labels	
3.	Costs per box: off-site storage boxes (435mmL x 340mmL x 250mmD)	
4.	Jumbo storage boxes (460 mmL x 340 mmW x 250 mmD)	
5.	Packing (per box)	
6.	Storage per month (costs per box)	
7.	Handling fees per box (for collection)	
8.	Handling fees per box (for retrieval)	
9.	Handling fees per box (for permanent withdrawal)	
10.	Handling fee per box (for destruction)	
11.	Capturing/pre-indexing costs per line/folder and box	
12.	Indexing per line/folder/box (box registration costs)	
13.	Permanent withdrawal fee	
14.	Express (request before 10 am) delivery per box/folder/per record (after 2 pm)	
15.	Speed, express or shuttle delivery charge when required (if any)	
16.	Collection / returns per box/record/folder	
17.	Delivery charged per box/folder	

18.	Delivery charged per km	
19.	Telephone or e-mail requests fees (if any)	
20.	Destruction costs per box/per file	
Total cost (Vat Inclusive):		

The financial proposal for this assignment should cover for all assignment activities and outputs enumerated above.

2. Period required for commencement with project after acceptance of bid _____

3. Are the rates quoted firm for the full period? Yes/No

4. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index.

Any enquiries regarding bidding procedures may be directed to –

Department: National Treasury

Any enquiries regarding technical enquiries may be directed to –

Contact Person: NTAdministrativeTenders@Treasury.gov.za

PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR MORE INFORMATION.