



RFP NUMBER:	RFP/SASSETA/24251114/3
DESCRIPTION:	Appointment of a reputable, suitable, and experienced records management specialist service provider from the date of appointment to 31 March 2030
PUBLISH DATE:	04 April 2025
CLOSING DATE:	30 April 2025
CLOSING TIME:	11h00am
COMPULSORY BRIEFING SESSION DATE	N/A
VALIDITY PERIOD:	120 days from the closing date
PREFERENCE POINT SYSTEM	80/20
BID RESPONSES TO BE SUBMITTED ELECTRONICALLY ONLY	Proposals to be submitted electronically via email to (recordsmanagement@sasseta.org.za) Quoting the reference (RFP/SASSETA/24251114/3)
ATTENTION:	Mr. Thapelo Motlhaga
The email address recordsmanagement@sasseta.org.za is for the submission of the tender proposals and will only be accessed by SASSETA after the tender closing date and time.	
Queries related to this tender are to be sent to scm04@sasseta.org.za .	

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If you receive any suspicious calls asking for payment to secure an award of a bid or the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 162 111 for further investigation.

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all the pages of this document, which consist of the following documents:

SECTION A

1. RFP Submission Conditions and Instructions
2. Terms of Reference
3. Selection Process

SECTION B

1. Invitation to Quote (SBD 1)
2. Pricing Schedule (SBD 3.3)
3. Bidder's Disclosure (SBD 4)
4. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1).
5. Submission Checklist
6. General Conditions of Contract (Annexure A)

NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.

1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

1.1 FRAUD AND CORRUPTION

- 1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004, and any other Act applicable.

1.2 COMPULSORY BRIEFING SESSION

- 1.2.1 There will be no briefing session for this Request for Proposal

1.3 CLARIFICATIONS/QUERIES

- 1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Mr. Thapelo Motlhaga** at scm04@sasseta.org.za by 12h00 on the **16 April 2025**. The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.**

1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted electronically only via email to:
recordsmanagement@sasseta.org.za (maximum size of the email 30MB)
- 1.4.1.1 Bidders are advised to compress their email submission(s) to a maximum of 30MB file/folder. **Any submission(s) exceeding 30MB will be automatically rejected by the server.**
- 1.4.1.2 Submission(s) that exceed 30MB can be made through the method of, we Transfer etc. **Bidders are advised NOT to set expiry date on the submission(s) made.**
- 1.4.1.3 Bidders must not submit their responses via **Google drive** method as this option requires access via a Gmail account.
- 1.4.1.4 Bidders are advised to double-check their submission(s) before responding to the bid.

1.5 Closing date and time **30 April 2025 @11h00am**

1.6 LATE BIDS

- 1.6.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.

1.7 PRICING

- 1.7.1 Service Providers are requested to provide an all-inclusive cost of this project assignment on SBD 3.3
Where the contract requires the successful bidder to travel to a venue different from SASSETA, the following travel and disbursement processes will be undertaken:

- 1.7.1.1 Claim travel mileage costs applicable to this contract as per the Department of Transport rates

- 1.7.1.2 Book only economy-class flights
- 1.7.1.3 Book Group A hire cars, otherwise Group B are to be used following SASSETA's approval
- 1.7.1.4 Utilise cost-effective mode of transport such as Uber/Taxify/Gautrain or shuttle
- 1.7.1.5 services when traveling to and from the airport.
- 1.7.1.6 Book only Bed and Breakfast, Hotels, or other equivalent accommodations up to a Rand value of R1 400/ per night per person (including dinner, breakfast, and parking).
- 1.7.1.7 Submit all applicable invoices/receipts for the travel undertaken and also, a google map of the trip where travel by private car was undertaken for payment.
- 1.7.1.8 All travel to be approved by SASSETA before being undertaken

1.8 NEGOTIATION

- 1.8.1 SASSETA has the right to enter into a negotiation with a prospective service provider. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.

1.9 REASONS FOR REJECTION

- 1.9.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 1.9.2 SASSETA shall disregard the bid of any bidder if that bidder, or any of its directors:
 - 1.9.2.1 have abused the Supply Chain Management systems of SASSETA.
 - 1.9.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
 - 1.9.2.3 have failed to perform on any previous contract and the proof exists.
 - 1.9.2.4 Such actions shall be communicated to the National Treasury.

2 TERMS OF REFERENCE

2.1 INTRODUCTION AND BACKGROUND

SASSETA is one of the twenty-one Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's licence has been renewed until 31st March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training.

2.2 PURPOSE

2.2.1 SASSETA seeks to appoint a reputable, suitable, and experienced records management specialist service provider from the date of appointment until 31 March 2030.

2.2.1.1 Take on the physical current records that are at the Off-site storage facility

2.2.1.2 Provide Off-site and On-site document storage and management services throughout the lifecycle of the SASSETA records;

2.2.1.3 Provide the management of Electronic Records, storage and retrieval;

2.2.1.4 To migrate existing records from the current service provider system

2.2.1.5 Provide the hosting of electronic records through cloud storage.

2.2.1.6 The system should have the capability to integrate with Azure

2.2.1.7 To provide advisory services on records management

2.2.1.8 To destroy records in accordance with the applicable legislation

2.2.1.9 Provide maintenance and support services for the above.

2.2.2 In performing the above work the service provider must ensure compliance with the following legislation and other related legal frameworks

2.2.2.1 Provision of Access to Information Act (PAIA)

2.2.2.2 National Archives and records services Act (NARS)

2.2.2.3 Promotion of Administrative Justice Act (PAJA)

2.2.2.4 Public Finance Management Act (PFMA)

2.2.2.5 Protection of Personal Information Act (POPIA)

2.2.2.6 Prescription Act (PA)

2.2.2.7 Electronic Communications and Transaction Act (ECTA)

2.2.2.8 International Organization Standardization (ISO 15489 - Records Management)

2.2.2.9 International Organization Standardization (ISO9001- quality management system)

2.2.2.10 Minimum Information Operation ability Standard (MIOS)

2.2.2.11 Minimum Information Security Standard (MISS)

2.3 SCOPE OF WORK

2.3.1 ELECTRONIC RECORDS MANAGEMENT

2.3.1.1 Provide a system to create, store, scan, and record various physical records into electronic media. The system needs to be secure and confidential whereby records can be retrieved, scanned, indexed, and electronically stored in a manner that is easily and readily accessible. The system should therefore be able to meet the following minimum requirements:

2.3.1.1.1 Functional requirements

- Allow tracking of all documentation across the organisation.
- Scanning, filing and tracking of all documents at SASSETA
- Archiving of such documents
- Comprehensive search and find capability using specified meta data
- Efficient and effective information and records management solution
- Destruction of records as per the legislation
- Records confidentiality
- Integration with existing file plan, policy and procedure manual
- The system should have the capability to integrate with Azure
- For migration purposes, the proposed system must be compatible with the Xneelo platform to allow seamless integration, should there be a need.
- The system must support the formats which includes but not limited to: open source formats, csv, xlsx, word, pdf etc.
- Have a field for upload date and expiry date for archiving purposes.
- The system should have the capability to integrate with active directory.
- File labelling feature for alphabetical tabs

2.3.1.1.2 Security requirements Access and security – The system must have the ability to assign rights and restrictions on the use or management of particular records in order to facilitate security in relation to:

- User access permissions and security controls
- Audit trail
- Maintain record integrity (avoid editing and duplications)
- Disposal
- Disposal authorities
- Disposal application
- Destruction
- Regular Backups: within the set automated and regular backups of the records and system data to
- prevent data loss in case of system failures or other incidents.
- Disaster Recovery Plan: present a comprehensive disaster recovery plan outlining best practise steps to restore the systems and data in case of a major disruption corruption of data of failure.
- Regulatory Compliance: Ensure that the system meets industry and legal compliance standards, e.g., POPIA or ECTA.

- Encryption: The system must employ encryption mechanisms (both at rest and in transit) to protect sensitive records and communication

2.3.1.1.3 Capturing requirements

- Capturing of documents - Capture records regardless of their technical characteristics, so that they can be registered and stored as digital records:
 - ✓ Record types – must support the capturing of different record types as defined by the System Administrator.
 - ✓ Record movement - allow the re-assignment of records from one folder to another by the System Administrator or other authorised user.

2.3.1.1.4 Classification requirements –

- Allow records to be classified in accordance with the SASSETA records classification scheme as approved by the National Archives and Record Service (NARS) and in line with the Minimum Information Security Standards (MISS).
- Up to twenty (20) Metadata points

2.3.1.1.5 Folder Management Requirements

- Allow the addition of digital folders to the lowest levels of a defined records classification scheme, in order to organise aggregations of digital records.
- The System must be able to ensure that every folder is allocated to a record category within the records classification scheme.
- The system should not limit the number of folders that can be allocated to a record category or defined within the entire system.
- The system should be able to generate a sequential numeric or alphanumeric reference for a folder as defined by the approved file plan of SASSETA or allow for the capturing and retrieval of records using different metadata points.
- The system must prevent the editing, destruction and deletion of folders, records and associated metadata at all times, except when authorised to do so by the System Administrator.

2.3.1.1.6 Searching and retrieval requirements

- The system must be able to retrieve digital records and folders by a variety of search criteria and display the results on-screen:

- ✓ Search function – must support the input of user-defined parameters for the purpose of locating, accessing, retrieving and viewing records, folders and other file plan entities.
- ✓ Retrieval – must be able to retrieve digital records and folders by all implemented naming principles. Should also cater for physical record storage both on-site and off-site with a location and retrieval strategy
- ✓ Printing – must be able to print all the types of digital records it can capture, without the use of 'screen dumps'.
- ✓ Metadata – must support the use of metadata to describe digital records and to enable automated records management processes.

2.3.1.1.7 Technical System Requirements

- The system must be designed to have a user-friendly interface.
- The system must be accessible from any device
- Performance – must provide a stable and flexible architecture that can grow to meet changing business needs, and continue to meet the record-keeping requirements appropriate to its particular implementation. The system must demonstrate acceptable response times for commonly performed functions under normal operating conditions.
- Scalability – must be capable of controlled growth, to continue to meet anticipated organisational needs over time.
- Reliability and control – must demonstrate its capacity to remain available and operational, as required to meet business needs. Measures for reliability must include:
 - ✓ Online security – must be able to manage digital records which have been subjected to online security procedures, and ensure that such processes do not impair the ability of the Electronic Records Management System (ERMS). Hosting the ERMS must be secured by the SSL
- Users must use Windows credential to access the system.
- Back-Up – the system should allow back-up of all data in accordance with the SASSETA backup and restore policy.

2.3.1.1.8 MIGRATION REQUIREMENTS

- In order to ensure that the data in the current service provider system is not lost and to protect the investment already made, the new service provider should be capable of ensuring that:

- ✓ The data in the current system is migrated and can be usable with all features in the new system;
- ✓ The system must accept and use the data from other system(s) in commonly used formats
- ✓ Conduct validation of migrated data
- ✓ At the end of the contract period, the data stored should be transferable to and usable by any other system.

2.3.1.1.9 REPORT EXTRACTION

- The service provider should provide reports which includes, but are not limited to:
 - ✓ File composition
 - ✓ Locations
 - ✓ System activity
 - ✓ Archive reports
 - ✓ Destruction registers
 - ✓ User access permissions and security controls
- The system should be able to provide an automated workflow to support a file request and return inter-filing (file update) and random location functionality and document scanning facility.

2.3.2 PHYSICAL RECORDS MANAGEMENT

- 2.3.2.1 There are currently between 5000 - 15,000 boxes in the off-site service provider storage (Gauteng - Johannesburg) that will require to be moved to the new service provider off-site location.
- 2.3.2.2 The service provider shall provide evidence that their services and facilities comply with global standards such as ISO 15489, ISO9000, or any other relevant Information and Records Management standard.
- 2.3.2.3 The service provider will be required to provide a record tracking and retrieval system for all physical records.
- 2.3.2.4 The service provider should make provision for the supply of boxes, pockets, files, barcodes, and all stationery items required for the filing process to be completed.
- 2.3.2.5 File labelling software for alphabetical tabs
- 2.3.2.6 The service provider shall further be required to provide capacity in the form of manpower/ personnel.
- 2.3.2.7 Storage and retrieval of documents from off-site storage within 24 hours
- 2.3.2.8 Collections from SASSETA are to be undertaken within 24 hours
- 2.3.2.9 Complete synchronisation should be maintained via the system between on-site and offsite records in terms of location

2.4 REQUIRED DELIVERABLES

- 2.4.1 Migration of physical and electronic records from the current service provider's off-site location
- 2.4.2 Provide a workflow to demonstrate a file request and return inter-filing (file update) and random location functionality and document scanning facility.

- 2.4.3 Fully Implemented Electronic Records Management System – to be completed within sixty (60) working days from the date of appointment including physical records storage and retrieval
- 2.4.4 The service provider should make provision for the supply of boxes, pockets, files, barcodes, and all stationery items required for the filing process to be completed.
- 2.4.5 File labeling feature for alphabetical tabs within the proposed system
- 2.4.6 The service provider shall further be required to provide capacity in the form of manpower/ personnel
- 2.4.7 Provision of hosting services for the electronic storage of records - to be completed within sixty (60) working days from the date of appointment
- 2.4.8 Support and Maintenance – ongoing from the date of appointment until termination of the contract.
- 2.4.9 Training of Staff - within 14 days after the deployment and 7 days after the major changes in the system and the processes.

2.5 MANDATORY REQUIREMENTS

- 2.5.1 The service provider to ensure compliance to the Protection of Personal Information Act (POPIA). The bidder is required to submit a valid registration certificate with the Information Regulator of South Africa in the name of the bidding company. In case of a JV/Sub-contractor both companies must submit their certificates. **Non-submission of a valid registration certificate(s) with the Information Regulator of South Africa will lead to automatic disqualification.**
- 2.5.2 Bidders to have their own document storage warehouse/facility or have a lease agreement with the owner of the warehouse up to or beyond 31 March 2030. Bidders are required to submit proof of this through a company profile/brochure, etc. SASSETA will also verify this during the due diligence visit to the Service Provider premises. In case of JV/Sub-contractor, the Warehouse must be in the name of primary bidder applicant. If the bidding company has leased the Storage /Warehouse, the applicant must submit the lease agreement indicating the period of the lease which must be up to or beyond 31st March 2030. **Bidders who do not have their own document storage warehouse/facility or the lease agreement is not submitted will be automatically disqualified.**

2.6 SKILLS AND EXPERIENCE OF THE BIDDING COMPANY AND THE TEAM MEMBERS PROPOSED FOR THE ASSIGNMENT

- 2.6.1 Bidding company to provide a detailed methodology and Project plan that adheres to the terms of reference and includes:
 - ✓ the full scope of work,
 - ✓ required timeframes and deliverables.
 - ✓ activities.
 - ✓ resource/s that will undertake each activity
 - ✓ Bidders to highlight the record management project related risks and also the related mitigation strategies.
- 2.6.2 Bidding company to demonstrate a minimum of 3 assignments wherein the bidder has successfully implemented a records management system. A minimum of three (3) signed reference letters on the letterhead of previous clients must be submitted and must be relevant to this tender.
- 2.6.3 The submitted CV of the Project Manager/Team Leader to demonstrate a minimum of five (5) years of experience within the field of records

management. Bidders to submit a comprehensive CV and/or also complete the CV template on the attached Annexure B.

The bidder should provide a team structure/organogram of the team members proposed for this assignment as well as the roles of the various team members in relation to the scope of work.

2.7 TIMEFRAMES FOR DELIVERY OF THE WORK

2.7.1 The assignment will be from the date of appointment until 31 March 2030.

2.8 PRICING

2.8.1 Service Providers are requested to provide an all-inclusive price on SBD 3.3 of this tender.

2.9 ACCOUNTABILITY AND REPORTING

2.9.1 The service provider will report directly to the SASSETA Monitoring, Evaluation and Reporting Manager for the duration of the assignment.

2.10 SUBMISSION OF THE GENERAL CONDITIONS OF CONTRACT (GCC)

2.10.1 Bidders are requested to initial each page of the General Conditions of Contract (GCC) (Annexure A) and submit their response to this Request for Quotations. The GCC will form part of the contract with the successful Bidder.

2.11 INTELLECTUAL PROPERTY

2.11.1 The service provider will be contracting with SASSETA. All data of this project, in whatever format raw or analyzed, will be confidential information for utilisation by SASSETA. All information and documents received from SASSETA is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the SLA.

2.12 PROTECTION OF PERSONAL INFORMATION ACT

2.12.1 All Service Providers are to take note of the implications of POPI Act and any other data privacy Act applicable that SASSETA complies to. In compliance to the act, please be advised that the following are applicable to the treatment of vendor information:

2.12.1.1 All requested bid information will be solemnly utilized for the purpose of the bid evaluation processes. The vendor hereby consents the information provided as part of this bid will be utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable the evaluation of this bid.

2.12.1.2 The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed as per the SASSETA records management policies as prescribed by the national archives Act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup servers and that are replicated to backup media. SASSETA does confirm that

the organization adopts industry best practice with regards to the safeguarding of digital records whether locally stored or retained in backup media.

2.12.1.3 SASSETA confirms that all submitted records will be retained in their original form and will not be altered with to preserve the quality and originality of the information provided.

2.12.1.4 SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures to ensure that information is secured and solemnly utilized for the purpose of use. No vendor records will be distributed or utilized for any processes outside the current bid that the information has been requested for.

3 PROPOSED SELECTION CRITERIA

3.1 Compliance with minimum requirements

- 3.1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions.

3.2 Conditions for selection/shortlisting

3.2.1 Phase 1 – Service Providers to:

- Submit their proposal by the closing date and time. **Proposals submitted after the closing date and time will be disqualified from further evaluation.**
- The service provider to ensure compliance to the Protection of Personal Information Act (POPIA). The bidder is required to submit a valid registration certificate with the Information Regulator of South Africa in the name of the bidding company. In case of a JV/Sub-contractor both companies must submit their certificates **Non-submission of a valid registration certificate(s) with the Information Regulator of South Africa will lead to automatic disqualification.**
- Bidders to have their own document storage warehouse/facility or have a lease agreement with the owner of the warehouse up to or beyond 31 March 2030. Bidders are required to submit proof of this through a company profile/brochure, etc. SASSETA will also verify this during the due diligence visit to the Service Provider premises. In case of JV/Sub-contractor, the Warehouse must be in the name of primary bidder applicant. If the bidding company has leased the Storage /Warehouse, the applicant must submit the lease agreement indicating the period of the lease which must be up to or beyond 31st March 2030. **Bidders who do not have their own document storage warehouse/facility or the lease agreement is not submitted will be automatically disqualified.**
- Complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD 1, SBD 3.3, SBD 4, SBD 6.1
- Be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with the proposal

3.2.2 Phase 2 – Functionality evaluation

- Bidders who meet the mandatory items requirements above will be evaluated on functionality requirements on a scale of 0 to 2:
 - 0: Document/item not submitted; Unacceptable, does not meet set criteria; Weak, less than acceptable. Insufficient for performance requirements
 - 1: Satisfactory should be adequate for stated element.
 - 2: Very good, above average compliance to the requirement

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
	Rating out of 2	Evaluation criteria		
Proposed Technical approach and methodology of the company:				
Bidding company to provide a detailed methodology and Project plan that adheres to the terms of reference and includes: ✓ the full scope of work, ✓ required timeframes and deliverables. ✓ activities. ✓ resource/s that will undertake each activity ✓ Bidders to highlight the record management project related risks and also the related mitigation strategies (30 points)	0	No methodology included/methodology that does not relate to the scope of work	30	
	1	Methodology and Project plan that adheres to the terms of reference and includes: ✓ the full scope of work, ✓ required timeframes and deliverables. ✓ activities.		
	2	Methodology and Project plan that adheres to the terms of reference and includes: ✓ the full scope of work, ✓ required timeframes and deliverables. ✓ activities. ✓ resource/s that will undertake each activity ✓ record management project related risks and also the related mitigation strategies		
Suitability of the proposed team:				
The lead team member/Project manager is to demonstrate a minimum of five (5) years of experience within the field of records management. A comprehensive CV is to be attached and/or Annexure B to be completed demonstrating the said experience. (30 Points)	0	The lead team member /Project manager does not have a minimum of five (5) years' experience within the field of records management/ CV and/or Annexure B of the lead team member/Project manager not attached	30	
	1	The lead team member submitted a comprehensive CV and/or Annexure B (CV Template) demonstrating five (5) years of experience undertaken within the field of records management.		

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
	Rating out of 2	Evaluation criteria		
	2	The lead team member submitted a comprehensive CV and/or Annexure B (CV Template) demonstrating six (6) years or more of experience undertaken within the field of records management.		
Suitability of the bidding Company:	Rating out of 1	Evaluation criteria		
Bidding Company to demonstrate a minimum of three (3) assignments in implementation of records management system. Each assignment to be supported by as signed reference letter on the letterhead of previous clients and must be relevant to this tender (40 Points)	0	The Bidding Company does not demonstrate the number of successfully implemented assignments in the records management system/The Bidding Company did not attach a minimum of three (3) signed reference letters.	40	
	1	Bidding Company demonstrated three (3) successfully implemented electronic records management system assignments and three (3) signed reference letters on the clients' letter supporting the experience are attached		
	2	Bidding Company demonstrated four (4) or more successfully implemented electronic records management system assignments and four (4) or more signed reference letters on the clients' letter supporting the experience are attached		
TOTAL POINTS			100%	

Bidders must meet minimum functionality points of 75% in order for them to be shortlisted for Phase 3 of this selection process. Bidders who score less than 75% for functionality will be eliminated from further evaluation.

PHASE 3: DUE DILIGENCE

The bidder will be required to demonstrate the following elements during the due diligence phase to take place at the Bidder's premises:

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
	Rating out of 1	Evaluation criteria		
Certification, Compliance, and Security - Accreditation (e.g., PASA, NAID AAA) - Regulatory Compliance (POPIA, PAIA) - Security Measures (chain of custody, facility security, employee background checks, on-site vs. off-site) (30 points)	0	Bidder does not demonstrate the evidence for the required elements	30	
	1	Bidder demonstrates the evidence for the required elements		
Operational Excellence and Environmental Responsibility - Shredding Process (particle size) - Document Handling and Environment (30 Points)	0	Bidder does not demonstrate the evidence for the required elements	30	
	1	Bidder demonstrates the evidence for the required elements		
Presentation of the proposed system The bidder to demonstrate the functionalities of the proposed system that they previously implemented at any of their clients in a live environment. NB: the system demonstrated must correlate with one of the reference letters that was submitted for this tender (40 Points)	0	Bidder did not demonstrate functionalities of the proposed system that they previously implemented at any of their clients. The system demonstrated is not from one of the reference letters submitted for this tender	40	
	1	The bidder demonstrated the functionalities of the proposed system that they previously implemented at any of their clients in a live environment. The system demonstrated is for one reference letter submitted for this tender. The bidder demonstrates understanding of how they will track physical records and ensure recalls within 24 hours.		
Total			100%	

Bidders are required to meet a minimum of 100% for functionality threshold to go through to the next phase. Bidders who do not meet the 100% threshold will be disqualified from further evaluations.

3.2.3 Phase 4 – Price and Specific Goals

- The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for Specific Goals as follows:

Evaluation Criterion on Price and Specific Goals	
The relative competitiveness of proposed price	80
Specific Goals	20
TOTAL FOR PRICE AND PREFERENCE	100

3.2.4 ADJUDICATION OF BID

- The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid based on firm, verifiable, and justifiable grounds or no award at all.

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:

BID NO.: **RFP/SASSETA/24251114/2**CLOSING TIME: **11h00**CLOSING DATE: **04 April 2025**OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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- The accompanying information must be used for the formulation of proposals.
- Service Providers are requested to provide an all-inclusive cost of this project with the following clearly indicated:**

FIXED COSTS:

Item No.	Item	Costs (Incl. VAT) where applicable
1	Migration of physical M2 boxes (up to 3000) from off-site storage	R
2	Migration of physical M2 boxes (up to 5000) from off-site storage	R
3	Migration of physical M2 boxes (5000 to 1000) from off-site storage	R
4	Migration of physical boxes M2 (+-5001 to +- 10000) from off-site storage	R
5	Migration of physical boxes M2 (+-10001 to +-15000) from off-site storage	R
6	Migration of electronic data from 1 up to 300GB	R
7	Migration of electronic data from 301GB to 500GB	R
8	Migration of electronic data from 500GB to 999GB	R
9	Migration of electronic data from 1TB and above.	R

	Records management software (Including Installation, licensing for year 1, set-up and configuration)	R
8	Hosting fee: Year 1	R
9	Project Management Fee	R
10	Training costs (Maximum of 30 people)	R
Total		R

ANNUAL COSTS:

Item	YEAR 1 (Incl. VAT)	YEAR 2(Incl. VAT)	YEAR 3(Incl. VAT)	YEAR 4(Incl. VAT)	YEAR 5(Incl. VAT)
Software license costs	n/a	R	R	R	R
Software user license (30 users)	R	R	R	R	R
Hosting Fee	n/a	R	R	R	R

NB: Bidders will be allowed an annual escalation on the anniversary of the contract linked to CPIX in that particular anniversary month.

VARIABLE COSTS:

Item No.	Item	Cost (Incl. VAT) where applicable
1	Offsite storage per box (Size – M2)	R
2	Retrieval from off-site storage per record (incl. data capture, handling fees, transportation, etc.)	R
3	Retrieval from off-site storage per box (Size – M2) (incl. data capture, handling fees, transportation, etc.)	R
4	Collection from SASSETA offices per record (incl. data capture, handling fees, transportation, etc.)	R
5	Collection from SASSETA offices per box (Size – M2) (incl. data capture, handling fees, transportation, etc.)	R
6	Provision of stationery and equipment:	R

Item No.	Item	Cost (Incl. VAT) where applicable
	- Expanda files (410 Files L/W with flaps A4 120gsm)	R
	- Expanda files (445 Files H/W with no flaps with Clip A4 250 gsm)	R
	- Load-bearing Box and lid (Per box) (15kg)	R
	- Cradles (Per cradle)	R
	- Labels/tag (Per batch of 100)	R
	- Barcodes (Per batch of 100)	R
	- Alphabetical filing tabs	R
7	Support and Maintenance per hour rate	R
8	Destruction of records per box (Size – M2)	R
9	Training cost per user	R
Total		R

Bidders are to complete the name and surname of the proposed Team Leader on this assignment and ensure that a comprehensive CV is attached to the proposal:

NO	ROLE IN THE TEAM	NAME AND SURNAME (Only one name to be recorded)	IS CV ATTACHED (Circle the response below)
1.	Team Leader		Yes/No

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this quotation is the **80/20** preference point system.

- a) The lowest acceptable quotation will be used to determine the accurate system once quotations are received.

1.3 Points for this quotation (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

1.5 The maximum points for this quotation are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.6 Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the quotation, will be interpreted to mean that preference points for specific goals are not claimed.

1.7 The organ of state reserves the right to request a bidder, either before a quotation 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. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

2.1 POINTS AWARDED FOR PRICE

2.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for the price of the quotation under consideration

P_t = Price of the quotation under consideration

P_{min} = Price of lowest acceptable quotation

2.2 POINTS AWARDED FOR SPECIFIC GOALS

- a) In terms of Regulations 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 quotation.
- b) For the purposes of this quotation, the bidder will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this bid:

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

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system)	<u>Bidders to record the number of points claimed in the rows below</u> (To be completed by the bidder)
At least 100% Black people Ownership	10.00	
At least 30% Black Women Ownership	5.00	
At least 30% Black youth ownership	5.00	
Total	20.00	

NB: Specific goals will not be rewarded to bidders who do not record their points in the table above.

3. DECLARATION WITH REGARD TO COMPANY/FIRM

3.1 Name of company/firm.....

3.2 Company registration number:

3.3 TYPE OF COMPANY/ FIRM

- 3.3.1 Partnership/Joint Venture / Consortium
- 3.3.2 One-person business/sole propriety
- 3.3.3 Close corporation
- 3.3.4 Public Company
- 3.3.5 Personal Liability Company
- 3.3.6 (Pty) Limited
- 3.3.7 Non-Profit Company
- 3.3.8 State-Owned Company[TICK APPLICABLE BOX]

3.4 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the quotation, 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 bidding 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 bidder 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 BIDDER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS

As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:

- a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
- b) Certified copy/ies of Identity documents of the Company Directors
- c) CSD report
- d) Shareholder Certificates

NB.: Non-submission of the documents required above will lead to specific goal points NOT being awarded.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly authorised Delegate. A signed Company Resolution must be submitted).

BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:

NO.	DETAILS - Bidders are to set out their bid in the following format:	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) To be signed by a duly Authorised Delegate.	
2.	Part 2: Completed and signed pricing schedule (SBD 3.3) To be signed by a duly Authorised Delegate.	
3.	Part 3: Completed and signed the Bidder's disclosure form (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid to complete and sign the declaration of interest document).</i> To be signed by a duly Authorised Delegate	
4.	Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1) To be signed by a duly Authorised Delegate. Not claiming points as per SBD 6.1 will lead to Specific Goals points not awarded	
5.	Part 5: Submitted the General Conditions of Contract (initialed each page)	
6.	Part 6: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration	
7.	Part 7: Bidder's attached quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.3	
8.	Part 8: The service provider to ensure compliance to the Protection of Personal Information Act (POPIA). The bidder is required to submit a valid registration certificate with the Information Regulator of South Africa in the name of the bidding company. In case of a JV/Sub-contractor both companies must submit their certificates. Non-submission of a valid registration certificate with the Information Regulator of South Africa will lead to automatic disqualification.	
9.	Part 9: Bidders to have their own document storage warehouse/facility or have a lease agreement with the owner of the warehouse up to or beyond 31 March 2030. Bidders are required to submit proof of this through a company profile/brochure, etc. SASSETA will also verify this during the due diligence visit to the Service Provider premises. In case of JV/Sub-contractor, the Warehouse must be in the name of primary bidder applicant. If the bidding company has leased the Storage /Warehouse, the applicant must submit the lease agreement indicating the period of the lease which must be up to or beyond 31st March 2030. Bidders who do not have their own document storage warehouse/facility or the lease agreement is not submitted will be automatically disqualified.	
10.	Part 10: Bidding company to provide a detailed project approach and methodology as to how the scope of work will be executed.	
11.	Part 11: The lead team member/Project manager to demonstrate a minimum of five (5) years of experience within the field of records management. A comprehensive CV to be attached.	
12.	Part 12: Bidding Company to demonstrate a minimum of three (3) assignments in the implementation of the records management system. Each assignment to be supported by a signed reference letter on the letterhead of previous clients and must be relevant to this tender.	
13.	Part 13: Certification, Compliance, and Security: • Accreditation (e.g., PASA, NAID AAA) • Regulatory Compliance (POPIA, PAIA) • Security Measures (chain of custody, facility security, employee background checks, on-site vs. off-site)	
14.	Part 14: Bidders to submit the following documents. Non-submission of the below-mentioned documents (under 6) will lead to specific goal points NOT being awarded.	
	An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.	
	Certified copy/ies of Identity documents of the Company Directors	
	CSD report	

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