

RFQ Number	NO-02/2024
Issue Date	2 April 2024
Closing Date	9 April 2024, not later than 23:30pm
Submission Instruction on or before the closing date and time	<p>Please forward your responses either via email or hand delivered on or before the closing date as follows:</p> <p>Via Email - bmasingi@seda.org.za</p> <p>OR</p> <p><u>Hand delivered</u> Small Enterprise Development Agency (Seda) The Fields Office Block A 1066 Burnett Street Hatfield 0833</p> <p>Contact Details Ms B Masingi at Tel: (012) 441-1000 or (012) 441-1226</p>

TERMS OF REFERENCE

1. Purpose

To request a proposal to source a suitable service provider or company with relevant, adequate expertise and experience in Records Offsite Storage and Archiving Services in line with the National Archives and Records Services of South Africa Act (No. 43 of 1996 as amended) The potential service provider, who must have a valid ISO certificate for Records Keeping Management ISO 15801:2017 & ISO 27001:2013, will assist with the storage and archival services for Seda organisational records, including maintenance and support services, in line with the National Archives and Records Services of South Africa Act (No. 43 of 1996) as amended, and in compliance with POPI Act for a period of 24 months. The contract's start date is 01 August 2024 to 31 August 2026.

2. Background

The Small Enterprise Development Agency (Seda) is an agency of the Department of Small Business Development, which was established in December 2004, through the National Small Business Amendment Act, Act 29 of 2004. Seda is mandated to coordinate and provide non-financial support services to potential, aspiring SMMEs through its Branches and Service Providers.

As part of Seda's mandate to ensure access to business support services, Seda has a branch network comprising of fifty-five (55) service delivery points which cover most of the country's district municipalities and Metropolitan cities. Further to this capacity, the provincial delivery network has colocation facilities with local municipalities and mobile units to ensure client reach is enhanced.

Seda is required to implement an organisational-wide Records Management Programme and System in line with the National Archives and Records Services of South Africa Act (No. 43 of 1996 as amended). It is designed to ensure that Seda's records-keeping practices comply with relevant legislation. Seda is also required to ensure effective implementation of PAIA, through the maintenance of a records management system. The current facility caters for National, Provincial and Branch Offices, with over 3205 boxes that have been indexed and processed.

Seda offices have some storage facilities for their records. However, these are insufficient, and others are not adequate to store records per the requirements of the National Archives and Records Services of South Africa Act for managing records, hence this request.

3. Scope of Work

Twenty-four (24) months Offsite Storage and Archival services:

- National Office-Hatfield
- Provincial- North-West and
- Branch -Tshwane Office

4. Project Deliverables & Time Frames

- Provision of secure off-site document storage and archival services.
- Off-site facility must conform to industry standards (National Archives and Records Services Act 43 of 1996).
- Provide an approved inspection letter of the National/Provincial Archives.
- Collect documents that need to be stored and index them for easy access and retrieval.
- Storage and retrieval of hard copy documents/files.
- Provide standard storage boxes and storage stationery.
- Fast retrieval of documents.
- Delivery of retrieved information when requested within normal industry turnaround timelines.
- Archive and dispose records as per retention schedule and issue destruction certificates.
- Issue updated index lists.
- Conduct semester client relationship meetings.
- Issue monthly billing invoices, statements, and yearly increase letters.
- A country-wide presence will be an added advantage.

5. Seda's Roles and Responsibilities

- Schedule client relationship meetings.
- Request storage boxes.
- Request storage and archival services.
- Inspect the offsite facility for compliance.
- Pay for services rendered.
- Query incorrect billing.

6. Travel and Accommodation

- **Seda will not be responsible for the travelling and accommodation of the service provider during the delivery of the project.**

7. Information required in the Proposal/Quotations

- Evidence of experience/Track Record of Service Provider.
- Technical Capability of Service Provider.
- Completed and signed SBD Forms.
- B-BBEE Status Level Verification Certificate (other than EME or QSE), CIPC, Copy of Utility Bill/Lease Agreement/Title Deed will result in no preference points being awarded for Specific Goals.
- Completed and signed SBD Forms.
- Detailed proposal.
- Detailed CVs of the key project personnel/ account executive.
- Detailed approach.
- Valid ISO certificate for Records Keeping Management ISO 15801:2017 & ISO 27001:2013
- Valid approved inspection letter the National/Provincial Archives.
- Twenty-four (24) month Rate Sheet (Year 1 and Year 2) for storage and archival services.
- Take on/over services, including data capturing.
- Quotation must be submitted VAT Inclusive if the company is VAT registered.

8. Evaluation of the Proposal

8.1 Phase 1: SCM Document Assessment Criteria

The following assessment criteria will form the basis of the evaluation all price proposals and failure to comply may result in the elimination of the price quotation for further evaluation:

- Submission of completed and signed SBD 4; and
- Submission of completed and signed SBD 6.1

8.2 Phase 2: Functionality Criteria

The following criteria will be used for evaluating all price quotations that met the pre-qualification criteria on the basis of functionality where price quotations must score a minimum of **(70 points)** for functionality to qualify for further evaluation in terms of the 80/20 preference points system.

	Functionality Criteria	Points Allocation
1.	<p>Experience/Track Record</p> <p>For the purpose of this request the Service Provider/Consultancy will need to provide details of experience and understanding by providing at least three contactable (3) references where similar projects were successfully implemented. Each reference must be accompanied by an example of a similar project conducted.</p> <ul style="list-style-type: none"> • 3 references and 3 Projects - 30 points; • 2 references and 2 Projects - 20 points; • 1 reference and 1 Project - 10 points. • 0 references and 1 project - 0 points • 1 reference and 0 project - 0 points 	30
2.	<p>Technical Capability</p> <p>Detailed Curriculum Vitae (CV) of the key personnel(s) who will be responsible for liaison and management of Seda's account and requirements, displaying their experience and knowledge on managing offsite storage and archival services for clients. Provision of a valid approved letter of compliance from the National/Provincial Archives.</p> <p><u>Key project personnel with at least minimum 5 - 8 years experience in implementing records management solutions and off site storage facility.</u></p> <ul style="list-style-type: none"> • Relevant qualification and 5-8 years' experience (30 points); • Relevant qualification and 3-5 years' experience (20 points); • Irrelevant qualification with 5-8 years' experience (10 points); • Irrelevant qualification with 3-4 years' experience (5 points); • Irrelevant qualification with less than 3 years' experience (0 points); <p><u>Evidence of safe and secure Records Archiving Facility, with adequate infrastructure and systems in line with the National Archives and Records Services of South Africa Act. (10 points)</u></p> <p>Evidence of provided = 10 points; No evidence provided = 0 points;</p>	40
3.	<p>Approach and Methodology</p> <p>Clearly defined system that defines processes and procedures to implement off-site storage and archiving services in line with the National Archives and</p>	30

Records Service of South Africa Act (No. 43 of 1996 as amended). The following scale will be used in evaluating this section:	
<ul style="list-style-type: none"> • Poorly defined/unclear - (0 points); • Average - (10 points); • Good - (20 points); • An inclusive and detailed approach and methodology - (30 points) 	
Total Points (A FUNCTIONALITY SCORE OF LESS THAN 70 POINTS WILL ELIMINATE THE PRICE QUOTATION FOR FURTHER EVALUATION)	100

8.3 Phase 3: Preference Points System

Only qualifying price quotations that achieved the minimum points for functionality will be evaluated further on the 80/20 preference points system as follows:

	Preference Point Criteria	Points Allocation
1.	Price	80
2.	Specific Goals as per the SBD 6.1	20
Total Points		100

Specific Goals and points claimed are indicated per table below:

The specific goals allocated points in terms of this RFQ	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)																		
Micro Enterprise	8																			
Small Enterprise	6																			
Medium Enterprise	3																			
Large Enterprise	1																			
BBBEE Level Ownership <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>L1</th> <th>L2</th> <th>L3</th> <th>L4</th> <th>L5</th> <th>L6</th> <th>L7</th> <th>L8</th> <th>L0</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">5.25</td> <td style="text-align: center;">4.50</td> <td style="text-align: center;">3.75</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2.25</td> <td style="text-align: center;">1.5</td> <td style="text-align: center;">0.75</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	L1	L2	L3	L4	L5	L6	L7	L8	L0	6	5.25	4.50	3.75	3	2.25	1.5	0.75	0	6	
L1	L2	L3	L4	L5	L6	L7	L8	L0												
6	5.25	4.50	3.75	3	2.25	1.5	0.75	0												
Targeted Group: Youth	2																			
Target Group: Non-Youth	1																			
Spatial: Rural and Townships	4																			

Spatial: City	1	
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9. **TERMS AND CONDITIONS**

- 9.1 Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 30 days.
- 9.2 The hourly rates of consultants must be in accordance with the rates issued and determined by the South African Institute of Chartered Accountants, Department of Public Service and Administration or the body regulating the profession of the consultant (if applicable).
- 9.3 Consultant's travel arrangements must be in line with government's travel cost containment measures [air travel, vehicle hire, accommodation rates, claiming kilometres according to the rates set by the Department of Transport] (if applicable).
- 9.4 No late price quotations will be accepted under any circumstances.
- 9.5 Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).
- 9.6 Failure to submit a valid Sworn Affidavit (EME) or an original/certified valid B-BBEE Status Level Verification Certificate (other than EME or QSE), CIPC, Copy of Utility Bill/Lease Agreement/Title Deed will result in no preference points being awarded for Specific Goals.
- 9.7 Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
- 9.8 This RFQ is subject to the National Treasury's General Conditions of Contract (GCC) that can be accessed on the following link:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf>

Seda wishes to thank you in advance for your price quotation.