

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

Terms of Reference

**PROVISION OF OFF-SITE STORAGE SERVICE FOR THE PSETA RECORDS FOR A
PERIOD OF FIVE (5) YEARS STARTING FROM DATE OF APPOINTMENT UNTIL 31
MARCH 2029**

RFP/2021/000995

CLOSING DATE: 14 MAY 2024

CLOSING TIME: 11:00

No late applications will be accepted

Board members: Mr T Tshafuta (Chairperson) | Ms C Brink | Mr L Nzimande
Mr NN Maesela | Mr PB Makhafane | Mr MI Napo
Ms T Molefe-Sefanyetso | Mr PB Moopelwa | Ms L Dlodla | Ms N Nzimande
Ms N Silinyana | Mr M Ramakgale

CEO: Ms B Lerumo



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1. INTRODUCTION

The Public Service Sector Education and Training Authority (PSETA) is a Sector Education and Training Authority (SETA) established in terms of section 9(1) of the Skills Development Act 97 of 1998 as amended and is classified as a National Public Entity under schedule 3A of the Public Finance Management Act, 1 of 1999.

2. BACKGROUND & CONTEXT

The PSETA Policy on Records Management requires that all records created and received by the PSETA shall be managed in accordance with the records management principles contained in Section 13 of National Archives and Records Service of South Africa (NARSSA) Act No. 43 of 1996. It is required therefore that the PSETA keeps its records as per the prescribed retention periods and only destroyed according to proper procedures.

The purpose of this terms of reference is to appoint a service provider for the provision of off-site storage facility for the records and files of PSETA for a period of five (5) years.

3. SCOPE OF WORK

The prospective service provider/bidder is expected to provide a comprehensive and reliable off-site record archiving and retrieval programme, comprising the following:

- A secure and safe archiving facility, which is suitable for the purpose and mitigates risks associated with records storage.
- An acceptable and effective records management system to enable the tracking and retrieval of documents.

- Retrieval services for stored records at the off-site storage facility and delivery to PSETA offices.
- The provision of storage boxes and relevant tracking labels for the records to be transferred from the PSETA to the off-site storage.
- The collection and removal (delivery/ transportation) of records and files from the PSETA offices to the off-site storage, as and when necessary.
- Destruction/disposal services in accordance with NARSSA requirements.
- Relocation of the existing records and files from the current off-site storage to the new off-site facility; the number of boxes from the current off-site storage. Estimated number of boxes is plus/minus 3500.
- Supply and delivery of boxes, M3 boxes and M3 lids, estimated boxes 6500 as and when required.
- Collection of new boxes from PSETA offices to offsite storage, estimated boxes 4500 as and when required.
- Packing boxes/barcode labels (service provider to pack and label)
- Monthly storage of 7000 boxes
- Box registration fee (Estimated boxes 7000)
- Data entry fee (estimated boxes 4500)
- Provide training on digital archives.

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4. COMPETENCY AND EXPERTISE REQUIREMENTS

Mandatory Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements.

4.1. Security

The offsite Storage Company must indicate their ability to meet the following -:	Comply	Not Comply
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The storage facility must have 24-hour monitored security. If the security services are outsourced, the bidder must provide a security registration (with PSIRA) certificate for the company providing security services.		
Access to the storage facility should be controlled in order to protect records against unauthorised access, loss, damage, destruction, theft and breach of confidentiality		

4.2. Transportation of Documents

The offsite storage company must indicate their ability to meet the following -:	Comply	Not Comply
The provider's vehicle used to transport records should have a vehicle tracking system.		
The provider's vehicle should be suitable for the safe transportation of records are protected from adverse weather condition.		

4.3 Delivery time frames

The offsite Storage Company must indicate their ability to meet the following -:	Comply	Not Comply
Records will be expected to be delivered and collected within 24 hours as requested by the PSETA		

The provider will be expected to do emergency/same day pick-ups and deliveries as and when required by the PSETA		
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4.4 Indexing and Retrieval System

The offsite Storage Company must indicate their ability to meet the following -:	Comply	Not Comply
The provider must maintain an up-to-date index report of all records stored as per PSETA's file plan at all times		
The provider must have an efficient retrieval system of records.		

4.5 Disaster Recovery Plan

The offsite Storage Company must indicate their ability to meet the following -:	Comply	Not Comply
In case of power outages, the provider must have a contingency plan. (provide back-up plan for power outages)		
Records must be protected in case of fire (submit valid fire compliance certificate, for the proposed storage facility, issues by the Fire Brigade)		

4.6 Provision of stationary

The offsite Storage Company must indicate their ability to meet the following -:	Comply	Not Comply
The bidder must be in a position to provide stationary products for the storage of archival and non-archival records e.g boxes.		

5. TIMELINES OF THE CONTRACT

The duration of the contract will be for a period of five (5) years from the date of appointment.

6. QUALITY AND REPORTING REQUIREMENTS

The service provider will report to the PSETA Supply Chain Management department and the CSE as and when required. Quality management of the service must be ensured by the service provider and will be overseen by the PSETA.

7. PRICING

The proposed total pricing must be inclusive of VAT. The PSETA may require a breakdown of rates on any of the services/items priced and insurance providers are required to provide same. The PSETA reserves the right to negotiate the selection/prioritization of deliverables in line with the contract price.

8. EVALUATION PROCESS

The bids will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for Specific goals once the minimum functionality criteria are met.

8.1 The evaluation will be based on:

Phase 1 : Functionality Evaluation		
Phase 2 : Preferential Point System	Points allocated for specific goals	Points
Price		80
Special goals		20
Black owned company	8	
Women	4	
Youth	5	
Disability	3	
Total		100

PHASE 1 – FUNCTIONALITY EVALUATION

Bids must meet the minimum eligibility criteria in respect of functionality of 75 points out of 100 points that will be awarded for functionality before they are considered further. Any bid that does not meet the minimum eligibility threshold will be automatically disqualified. The functionality criteria together with the maximum points to be awarded are set out below.

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Project implementation Plan, Experience and Location	Points
- Functionality will be assessed, based on the following: - The bidder must provide a project implementation plan which details how the service will be carried out, with deliverables and time frames.	20
- Experience in off-site records storage 0 – 1 year = 5 points 2 – 3 years = 10 points 3 – 4 years = 15 points 5 years & over = 20 points	20
- Location of the storage facility and distance from the PSETA Offices: - Within a radius of 60 km = 15 points 61 km - 80 km radius = 10 points 81 km and above = 5 points	20
Five (5) contactable references regarding similar services provided.	10
- Site Inspection - Existence of a storage facility and physical building (NARS compliant building in terms of being fireproofed) - Waterproof - Security - The bidder must provide a fire detection and prevention plan	30
Total Points	100

9. FORMAT OF THE BID SUBMISSION

- 9.1. Letter of Application
- 9.2. Company Profile
- 9.3. Track record and experience.

- 9.4. Reference letters
- 9.5. Proposals must be submitted in 3 copies, 1 original and 2 copies.
- 9.6. A valid Tax compliance status (TCS) PIN or proof of exemption from SARS.
- 9.7. Certified copy of BB-BEE certificate or affidavit
- 9.8. Copy of the registration document of the organisation (CIPC);
- 9.9. All Standard Bidding Documents (SBD) must be completed and signed.
- SBD 1
 - SBD 4
 - SBD 6.1
 - Proof of registration on the Central Supplier Database.
 - General Condition of Contract (each page signed).

NB: Failure to submit documents requested in section 9.9 will disqualify the proposal.

Bid proposals must be submitted to:

Ms Ursula Mathonsi

Manager: Supply Chain Management

The PSETA

Ground Floor, Woodpecker Building, Hillcrest Office Park, Lynwood, Pretoria

No late applications will be accepted.

No electronic bid applications will be accepted.



The Validity periods of the bids is 90 days from the closing date. Please direct all queries to Ms. Ursula Mathonsi via email

In Reply
23/04/2024
CSE