



stats sa

Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

REQUEST FOR QUOTATION

Business:

Attention: SCM

Tel. No.: [Add text here and delete this]

Fax No.: [Add text here and delete this]

From: Statistics South Africa

Date:

Re: Request for supply of offsite storage facility management for backup tape cartridges for a period of 24 months.

Message:

Quotation due: Date: [Add text here]

Time: [Add text here]

SPECIFICATIONS

1. Objective

To request prospective service provider for the provision of an off-site storage facility for Stats SA backup tape cartridges for a period of 24 Months.

2. Background

Stats SA ICT is responsible for the backup of shared corporate data and restoration thereof from an unexpected failure, whether the situation involves a simple component failure or the complete destruction of a site as outlined on the backup and restore policy. Due to the criticality of specific application systems, it is essential that in the event of such a failure, Stats SA is able to resume functionality for the critical servers within the defined business period, as determined by the type of failure and services affected. To

achieve this Stats SA requires the services of service provider who specializes with offsite storage facility management.

3. Summary of ICT Objectives

Objective 1	Delivery of reliable and highly available, secure, cost effective ICT Solutions and services to support business operations
Objective 2	Optimise and automate ICT processes to improve efficiency
Objective 3	Alignment of business strategy with ICT initiatives
Objective 4	Implement efficient ICT governance
Objective 5	Personnel Management Development, recruitment and retention of skilled ICT Personnel

4. Scope of Work

The provision of an off-site storage facility for Stats SA backup medium cartridges which comprises of the following services from service provider:

1. A secure, safe, fire and waterproofed storage facility, suitable for the purpose storage tape cartridges.
2. Access to the off-site storage facility should be controlled in order to protect Stats SA data against unauthorized access, loss, damage, destruction, theft and breach of confidentiality;
3. Digital Record management system that will enable tracking and retrieval of cartridges.
4. A request for tapes to Stats SA offices from off-site storage should be within 4 hours for urgent request and within 8 working hours for non-urgent requests.
5. Collections and deliveries must be done once a week on the day to be agreed upon awarding.
6. Service provider should have system in place to ensure only Stats SA authorised personnel requests the tapes.
7. The provision of storage vault and relevant tracking labels for the packaging material (Canisters).
8. Canister must cater for 24 tapes and 180 tapes.

5. Storage Requirements

Stats SA has various storage retention requirement ranging from 4 weeks and 5 years. The canisters should be able to carry up to 24 tape cartridges with seals and one canister than can carry up to 180 tape cartridges. The total number of canisters required for the duration of the contract will be 19.

Weekly: 4 canisters - each canister stored for 1 month off-site on weekly rotation

Monthly: 12 canisters - each canister stored for 1 year off-site on monthly rotation

Yearly: 3 canister - each canister stored for 5 years off-site on yearly rotation

6. Cost Breakdown

Fixed Cost Rate	Quantity of Containers	Total Year1	Total Year2
Initial Backup Tapes Intake (canister to accommodate 180 tapes.)	1		
Canister Storage Fee			
Weekly: 4 rotated canisters per month	4		
Monthly: 12 rotated canisters per year	12		
Yearly: 1 rotated canister per year	2		
Collections and Delivery	Weekly Frequency		
Weekly Collection and Delivery	1		

Variable Cost Rate	Quantity	Cost
2 - 4 hours express delivery per request	1	
Normal delivery per request within 8 hours	1	
Seal per pack	1	

7. Mandatory Requirements

NB: Should service providers not comply with all the mandatory requirements and submit relevant documentation, they will be disqualified.

1	ITEM	DESCRIPTION
1.		A secure, safe, fire and waterproofed storage facility, suitable for the purpose storage tape cartridges
2.		Pricing must be in South African Rands and inclusive of VAT
3.		3 signed contactable site references on client letter heads where similar service has been rendered.
4.		Pricing Schedule should indicate a yearly fixed total cost (year 1, year 2) for a period of 24 months and variable cost rate as per cost breakdown on heading no.6 " Cost Breakdown ".



11 September 2026

