

ANNEXURE C: PRICING SCHEDULE

THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE OFF-SITE DOCUMENT STORAGE SERVICES OVER A PERIOD OF FIVE (5) YEARS

The bidder must provide an all-inclusive price offer to CEF to execute the scope of requirements in full over a duration of five (5) years.

1. Year 1 of the contract

Item No	Description of goods /services	Qty	Unit price	Total cost
1.	Collection of stored boxes from current storage location-per box	5112		
2.	Transportation of stored boxes to new facility	5112		
3.	Collection of new boxes from CEF-based on projected +/-5% annual take on	255		
4.	Packaging and indexing-per current stored box	5112		
5.	Packaging and indexing-new box collection	255		
6.	Data entry fees (including all required description/inputs and activities per box)-current stored boxes	5112		

7.	Data entry fees (including all required description/inputs and activities per box)-new collection	255		
8.	Storage per box per month -current stored boxes	5112		
9.	Storage per box per month -based on projected take on	255		
10.	Standard storage boxes (base and lid)-current stored documents/boxes	5112		
11.	Standard storage boxes (base and lid)-for new take on	255		
12.	Retrieval per box including delivery to CEF (This cost must include delivery and all activity costs for retrieval)	50		
13.	Collection of retrieved boxes back to storage facility (including delivery and all activity costs)	50		
14.	Scanning/digitalization-per box (as and when required/ requested by CEF)	3000		
15.	Any other costs			
16.	Total (excl.VAT) Year 1			
17.	VAT (@15%)			
18.	Total (Inc.VAT)-Year 1			

2. Year 2 of the contract

Item No	Description of goods /services	Qty	Unit price	Total cost
1.	Collection of new boxes from CEF-based on projected +/-5% annual take on	255		
2.	Packaging and indexing-new box collection	255		
3.	Data entry fees (including all required description/inputs and activities per box)-new collection	255		
4.	Storage per box per month -current stored boxes	5367		
5.	Storage per box per month -based on projected take on	255		
6.	Standard storage boxes (base and lid)-new take on	255		
7.	Retrieval per box including delivery to CEF (This cost must include delivery and all activity costs for retrieval)	50		
8.	Collection of retrieved boxes back to storage facility (including delivery and all activity costs)	50		
9.	Any other costs			
10.	Total (excl.VAT) Year 2			
11.	VAT (@15%)			
12.	Total (Inc.VAT)-Year 2			

3. Year 3 of the contract

Item No	Description of goods /services	Qty	Unit price	Total cost
1.	Collection of new boxes from CEF-based on projected +/-5% annual take on	255		
2.	Packaging and indexing-new box collection	255		
3.	Data entry fees (including all required description/inputs and activities per box)-new collection	255		
4.	Storage per box per month -current stored boxes	5622		
5.	Storage per box per month -based on projected take on	255		
6.	Standard storage boxes (base and lid)-new take on	255		
7.	Retrieval per box including delivery to CEF (This cost must include delivery and all activity costs for retrieval)	50		
8.	Collection of retrieved boxes back to storage facility (including delivery and all activity costs)	50		
9.	Any other costs			
10.	Total (excl.VAT) Year 3			
11.	VAT (@15%)			
12.	Total (Inc.VAT)-Year 3			

4. Year 4 of the contract

Item No	Description of goods /services	Qty	Unit price	Total cost
1.	Collection of new boxes from CEF-based on projected +/-5% annual take on	255		
2.	Packaging and indexing-new box collection	255		
3.	Data entry fees (including all required description/inputs and activities per box)-new collection	255		
4.	Storage per box per month -current stored boxes	5877		
5.	Storage per box per month -based on projected take on	255		
6.	Standard storage boxes (base and lid)-new take on	255		
7.	Retrieval per box including delivery to CEF (This cost must include delivery and all activity costs for retrieval)	50		
8.	Collection of retrieved boxes back to storage facility (including delivery and all activity costs)	50		
9.	Any other costs			
10.	Total (excl.VAT) Year 4			
11.	VAT (@15%)			
12.	Total (Inc.VAT)-Year 4			

5. Year 5 of the contract

Item No	Description of goods /services	Qty	Unit price	Total cost
1.	Collection of new boxes from CEF-based on projected +/-5% annual take on	255		
2.	Packaging and indexing-new box collection	255		
3.	Data entry fees (including all required description/inputs and activities per box)-new collection	255		
4.	Storage per box per month -current stored boxes	6132		
5.	Storage per box per month -based on projected take on	255		
6.	Standard storage boxes (base and lid)-new take on	255		
7.	Retrieval per box including delivery to CEF (including delivery and all activity costs)	50		
8.	Collection of retrieved boxes back to storage facility (including delivery and all activity costs)	50		
9.	Any other costs			
10.	Total (excl.VAT) Year 5			
11.	VAT (@15%)			
12.	Total (Inc.VAT)-Year 5			

SUMMARY OF THE COSTS

Description	Amount	Remarks if any
Total Year 1 (all inclusive)		
Total Year 2 (all inclusive)		
Total Year 3 (all inclusive)		
Total Year 4 (all inclusive)		
Total Year 5 (all inclusive)		
Total offer to CEF(Y1+Y2+Y3+Y4+Y5)		