



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

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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 2 hours for urgent request and within 8 working hours for non-urgent requests.
5. Collections and deliveries must be done on Wednesdays and, should there be any unforeseen circumstances or holiday on Wednesday an alternative for collection or delivery should be communicated between service provider and Stats SA.
6. There should be dedicated personnel's to service Stats SA and they should have a form of identification when coming to Stats SA offices including branded vehicles.
7. Stats SA should be notified in advance should the dedicated personnel be changed or unavailable.
8. Service provider should have system in place to ensure only Stats SA authorised personnel requests the tapes.
9. The provision of storage -vault and relevant tracking labels for the packaging material (Canisters).
10. Canister must cater for 24 tapes.
11. Dedicated storage vault or container for Stats SA.

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.

Weekly: 4 weeks retention (4 canisters)

Monthly: 1 year retention (12 canisters)

Yearly: 5 years retention (5 canisters)

6. Mandatory Requirements

1	ITEM	DESCRIPTION
1.		A secure, safe, fire and waterproofed storage facility, suitable for the purpose storage tape cartridges
2.		A request for tapes to Stats SA offices from off-site storage should be within 2 hours for urgent request and within 8 working hours for non-urgent requests.
3.		There should be dedicated personnel's to services Stats SA and they should have a form of identification when coming to Stats SA offices
4.		Service provider should have system in place to ensure on Stats SA authorised personnel requests the tapes (e.g Pin)
5.		Provide 3 site references where a similar service is offered
6.		Enough storage facility to store cartridges from existing service provider including transportation. (Please include on the quote).
7.		Pricing must be in South African Rands, Vat Inclusive

7. Information Session

To avoid any misunderstandings related to the above requirements, it is compulsory for every service provider invited to attend an information session at the Pretoria Office. Stats SA's Bid Office will communicate the date, time and venue.

NB: Please note that Stats SA will not accept prices once the purchase order has been issued