

Question and Answer

BID NO:

RAF/2025/000012

BID DESCRIPTION:

THE ROAD ACCIDENT FUND (RAF) SEEKS TO APPOINT AN EXPERIENCED AND SUITABLE SERVICE PROVIDER FOR LEASING OF STORAGE SPACE FOR CENTRALISED ARCHIVE FILING SYSTEM (CAFS) IN HATFIELD AND SURROUNDING AREAS FOR A PERIOD OF FIVE (5) YEARS.

- 1. Parking – it is stated that the 25 parking bays be preferably covered parking bays, please advise if the “covered” part of it is compulsory?**

There are two sets of parking options. The number mentioned that must be covered constitutes just that – covered. If none are covered it will influence the scoring matrix. It is a mandatory requirement.

- 2. Grade B – it is stated that the grading be a minimum of Grade B as defined by SAPOA, please advise if this is also a compulsory feature as our offering falls more on the industrial rather than office space. Industrial does not have a grading certificate offering?**

You are welcome to offer Industrial premises on the proviso that a section can be turned into suitable office accommodation (suspended ceilings, office lighting, air-conditioning, carpets, kitchen and pause area, windows, etc.) and that the storage area meets the Archive Act requirements. This area too requires A/C, adequate lighting, finished floors, fire detection and prevention and there is a restriction to the height of the ceilings. The gap between the top of the shelving and the ceiling over must fall within the set parameters. Please read up on the legislation.

- 3. SAPOA Certificate Grading: If a SAPOA certificate does not explicitly state the grading rating, will this be considered an issue during the evaluation process? In other words, is the grading rating mandatory on the certificate itself?**

There does not exist a SAPOA certification issuance system, only an industry recognised grading system indicative of what the state of a building should be in that category. In the tender document the applicable portion relating to Grade B buildings was copied in – older building, recent renovations, HVAC, etc. That is what the minimum expectancy is when buildings are visited should bids make it through to site evaluation.

- 4. NARSA Certificate Requirement: Is a NARSA certificate mandatory for supporting our tender application? Could you please clarify if the presence of a NARSA certificate is a prerequisite for consideration?**

There is no certificate required, but the bidder must be aware of what the NARSA requirements are for paper-based Archives as you'll have to comply with the requirements stated therein. This is what is asked in the bid document: The storage facility on offer must be compliant with National Archives and Records Services of South Africa (NARSSA) **prior to occupation** by the RAF. Bidder to indicate by ticking Comply/Not Comply. It is just a tick-box exercise in the bid. Do note that you cannot tick comply when you don't, because you'll paint yourself into a corner when it comes to the physical site evaluation, should the bid make it that far. The bid will then be disqualified.

- 5. Tenant Installation Responsibility (RAF): In the event that the lessor is unwilling to undertake the tenant installation for the Records and Archives Facility (RAF), would the National Archives and Records Service of South Africa (NARSA) be responsible for, and undertake, the installation itself?**

Unfortunately, it would be a deal breaker and no, the RAF have no means of getting the tenant installation done otherwise. The RAF have no affiliation or association with NARSA except having to comply with their regulations.