



RFQ NUMBER	SAC2111-005
RFQ DESCRIPTION	REQUEST FOR QUOTATION FOR DOCUMENT MANAGEMENT SERVICES
RFQ ISSUE DATE	10 NOVEMBER 2021
BRIEFING SESSION	NO
CLOSING DATE & TIME	WEDNESDAY, 01 DECEMBER 2021 AT 11H00AM; NO BID RECEIVED AFTER THE CLOSING DATE AND TIME WILL BE ACCEPTED OR CONSIDERED
SUBMISSIONS	ENTERPRISE BUILDING, THE INNOVATION HUB, MARK SHUTTLEWORTH STREET, PRETORIA, 0087

1. PURPOSE

The South African Council for Natural Scientific Professions (SACNASP) hereby invites prospective service providers to submit quotations for the following: **“REQUEST FOR QUOTATION FOR DOCUMENT MANAGEMENT SERVICES.”**

2. BACKGROUND

SACNASP is the registration and regulation authority for natural science professionals in South Africa. SACNASP was established in 1982 through the Natural Scientists Act (No. 55 of 1982), which has subsequently evolved into the directives of the Natural Scientific Professions Act (No. 27 of 2003) (NSP Act). The Council is mandated as the Accounting Authority to implement the provisions

of the NSP Act, under the oversight of its Executive Authority, the Minister of Science and Innovation (now the Minister of Higher Education, Science and Innovation). To date, SACNASP covers 25 fields of practice and is represented by 53 accredited voluntary associations (VAs). The Council represents over 14 000 registered natural scientists.

3. SCOPE OF WORK

SACNASP require document management services involving the following:

- i. Retrieve and upload documents from SACNASP storage facility and transport to the service provider's storage premises.
- ii. Ensure adequate security, confidentiality, and efficiency.
- iii. Ensure a secure and safe archiving facility, which is suitable for the purpose and mitigate the risks associated with records storage.
- iv. The service provider shall visit the current storage facility for collection and scanning of records in physical form.
- v. Provide the soft copy of list of inventories.
- vi. Assist in drafting the Records Management Policy.
- vii. Facilitate records management training for SACNASP staff to ensure implementation of Records Management Policy.
- viii. Assist SACNASP to develop a proper records management system in line with legislative prescripts, policy and best practice.
- ix. Unless there are instructions to the contrary, records meant for destruction will be shredded/burnt in the presence of authorized SACNASP officials.
- x. Generate user reports and audit report.

4. EVALUATION CRITERIA

Formal quotations will be evaluated and adjudicated in terms of the 80/20 Preference Point System for Price and B-BBEE prescribed by the Preferential Procurement Policy Framework Act 2017 Regulations.

Table 1. Price and B-BBEE

Criteria	Sub-criteria	Weighting/points
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
Total		100

5. GENERAL

Service Providers should submit the following documents:

1. Proof of registration on the Centralised Supplier Database held by National Treasury.
2. An original SARS tax clearance certificate.
3. An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths with regard to the B-BBEE status.
4. SBD 4 – Declaration of interest.
5. SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulation 2017.
6. SBD 8 – Declaration of bidder's past supply chain management practices.
7. SBD 9 – Certificate of independent bid determination.

6. CONTACT DETAILS FOR INFORMATION

A nominated official of the Service Provider(s) should make enquiries in writing, to the specified person below. Service Providers must reduce all telephonic enquiries to writing and send them to the email address below.

Department : Operations
Contact Person : Mrs Sarah van Aardt
E-mail : svanaardt@sacnasp.org.za

7. SUBMISSION OF QUOTATIONS

Service providers are hereby requested to contact Ms Aviwe Khewana to make an appointment prior to delivery at (**Tel:** 012 748 6500). Please note that all COVID-19 regulations will apply. Bids must be properly packaged and deposited in the below mentioned tender box on or before **11am on Wednesday, 01 December 2021** at SACNASP offices:

Tender Box: REQUEST FOR QUOTATION FOR DOCUMENT MANAGEMENT SERVICES (REF: SAC2111-005)

Enterprise Building

The Innovation Hub

Mark Shuttleworth Street

Pretoria

0087