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REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	RFQ 115 2025/26	
DATE ISSUED	25 August 2025	
PROJECT NAME/ DESCRIPTION OF GOODS, WORK OR SERVICES	Appointment of a Document Management Service Provider or Consultant for a period of one year (12 months), with an option to renew for a further 2 years (24 months) on expiry of the initial contract to Assist the Special Investigating Unit (SIU) in ensuring compliance with the National Archives and Records Service of South Africa, 1996, Act No. 43 of 1996.	
BRIEFING SESSION <i>(Compulsory or Non-compulsory) if applicable</i>	NA	
CLOSING DATE AND TIME	01 September 2025	14:00
RFQ VALIDITY PERIOD	90 Days (commencing from the official RFQ closing date)	
NAME OF A BIDDER/TENDERER		
TELEPHONE NUMBER		
FACSIMILE NUMBER		
EMAIL ADDRESS		
POSTAL ADDRESS		
SARS PIN		
PHYSICAL/STREET ADDRESS		

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**B-BBEE STATUS LEVEL OF
CONTRIBUTION**

LEVEL:



SIU SA

STRIKING AGAINST CORRUPTION

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EME OR QSE			
B-BBEE STATUS LEVELS¹ ¹ <i>A B-BBEE status level: Verification certificate or a sworn affidavit-oath commissioned (for EME & QSE) must be submitted in order to qualify for preference points for B-BBEE</i>			
FULL NAME OF BIDDER OR HIS/HER REPRESENTATIVE			
NATIONAL TREASURY-CENTRAL SUPPLIER DATABASE NUMBER: CSD MAAA	MAAA:		
SUPPLIER COMPLIANCE STATUS <i>(Please tick appropriate box and submit proof)</i>	TAX COMPLIANT AS PER CSD		TAX COMPLIANCE SYSTEM PIN
	Yes	No	<input type="checkbox"/> Yes PIN NO:
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERD?	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS SERVICES/WORKS OFFERED	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF AND COMPLETE BELOW QUESTIONNAIRE]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS <i>(To be completed by Foreign suppliers)</i>	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 8. III BELOW.		
IDENTITY NUMBER			

POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)	
COMPANY REGISTRATION NUMBER	
VAT REGISTRATION NUMBER <i>(If applicable)</i>	
QUOTE PRICE (INCL VAT)	R.....
SIGNATURE <i>(of the bidder)</i>	

1. PROVISION OF GROCERIES SERVICES

2. INTRODUCTION TO THE SIU

The SIU is an independent statutory body established by proclamation R.118 of 31 July 2001, issued in terms of the Special Investigating Units and Special Tribunals Act No. 74 of 1996 as amended ("the SIU Act"). The purpose of the SIU is to investigate serious malpractices, maladministration and corruption in connection with the administration of State Institutions, state assets and public money as well as any conduct, which may seriously harm the interest of the public. Furthermore, the purpose of the SIU is to institute and conduct civil proceedings in any court of law or a Special Tribunal in its own name or on behalf of State Institutions.

3. PROJECT BACKGROUND

The Special Investigating Unit (SIU) is required to comply with the National Archives and Records Service of South Africa (NARSSA) Act No. 43 of 1996, as well as other relevant legislative requirements, to ensure the effective management of public records. As per the National Archives and Records Service of South Africa Act, governmental bodies must establish and maintain a records management system to guarantee that the government and the public have timely access to accurate, reliable information.

4. The RFQ will be evaluated in three (03) stages.

5. The first stage of evaluation: Bidders will be evaluated on Administration Mandatory Requirements.

6. Second stage of evaluation: Bidders will be evaluated on functionality.

Bidders should score a minimum of **70 points** on functionality in order to proceed on the third stage of price and B-BBEE and specific goals.

7. Third stage of evaluation: Price and BBBEE and specific goals

8. ELIGIBILITY/MANDATORY REQUIREMENTS

Provide documentations and/or information (SIU reserves the right to review and verify submitted documentations on mandatory requirements)

Comply

Not Comply

Stage 1: ADMINISTRATIVE MANDATORY EVALUATION CRITERIA

ELIGIBILITY/MANDATORY REQUIREMENTS	Comply	Not Comply
a) Proof of National Treasury Central Supplier Database (CSD Summary report)		
b) Completed and signed RFQ document including SBD4 and 6.1		
c) Conformance to the Scope of Work/ Terms of Reference (ToR)		
NB: Failure to submit/or reflect the above eligibility requirements and conformance to the scope of work may result in non-compliance and will lead to the bid being disqualified.		

NB: Failure to submit/or reflect the above eligibility requirements and conformance to the scope of work will result in non-compliance and will lead to the bid being disqualified.

9. RETURNABLE DOCUMENTS

Provide documentations for screening and vetting purposes.

YES

NO

9.1. CIPC Company registration

9.2. SARS Pin

9.3. B-BBEE Certificate/Sworn Affidavit

Stage 2: FUNCTIONALITY EVALUATION CRITERIA

Bidders should score a minimum of **70 points** on functionality in order to proceed on the third stage of price and B-BBEE and specific goals.

Description of Criteria			Weight	Scoring	Comments
1. Project Manager/ Leaders Qualifications: The Project Manager/ Leaders must have a an NQF Level 9 in Records Management/ Archival Studies/ Information Management or related qualification (Attach a certified copy of qualifications)			20		
No.	Functionality	Score			
1.	No NQF level relevant qualification in Records Management/Archival	0 Point			

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	Studies/Information Management or related qualification																						
2.	NQF Level 6 in Records Management/Archival Studies/Information Management or related qualification	5 Points																					
3.	NQF Level 7 in Records Management/Archival Studies/Information Management or related qualification	10 Points																					
4.	NQF Level 8 in Records Management/Archival Studies/Information Management or related qualification	15 Points																					
5.	NQF Level 9 and above in Records Management/Archival Studies/Information Management or related qualification	20 Points																					
<u>2. Bidder's Reference Letters</u> The service provider or consultant must provide at least six (6) reference letters for similar work requested (in records and/ document management)? (Attach all reference letters) <table><tr><th>No.</th><th>Functionality</th><th>Score</th></tr><tr><td>1.</td><td>Less than 3 reference letters</td><td>0 Point</td></tr><tr><td>2.</td><td>3 reference letters</td><td>10 Points</td></tr><tr><td>3.</td><td>4 reference letters</td><td>20 Points</td></tr><tr><td>4.</td><td>5 reference letters</td><td>30 Points</td></tr><tr><td>5.</td><td>More than 5 reference letters</td><td>40 Points</td></tr></table> The attached reference letter must meet the following criteria: <ul style="list-style-type: none">Printed on Client's letterhead.			No.	Functionality	Score	1.	Less than 3 reference letters	0 Point	2.	3 reference letters	10 Points	3.	4 reference letters	20 Points	4.	5 reference letters	30 Points	5.	More than 5 reference letters	40 Points	40		
No.	Functionality	Score																					
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2.	3 reference letters	10 Points																					
3.	4 reference letters	20 Points																					
4.	5 reference letters	30 Points																					
5.	More than 5 reference letters	40 Points																					

<ul style="list-style-type: none">• Include valid contact details (phone number and/or email address).• Specify relevant work experience/ project description.• The period of the work done is not older than five (5) years.• Must be signed. <p>Note: Reference Letters that do not meet all the above requirements will not be considered.</p>																									
<p>3. Project Manager’s Experience:</p> <table><tr><th>No</th><th>Functionality</th></tr><tr><td>1</td><td>Bidder must submit a Curriculum Vitae (CV) to prove that the Project Manager or Leader have necessary qualifications, experience, skills, and capabilities to supervise similar work requested (in records and/ document management)? (Attach Project Manager or Leader’s CV).</td></tr></table> <table><tr><th>No.</th><th>Functionality</th><th>Score</th></tr><tr><td>1.</td><td>0-2 years’ experience</td><td>0 Point</td></tr><tr><td>2.</td><td>3 years’ experience</td><td>5 Points</td></tr><tr><td>3.</td><td>4 years’ experience</td><td>10 Points</td></tr><tr><td>4.</td><td>5 years’ experience</td><td>15 Points</td></tr><tr><td>5.</td><td>More than 5 years’ experience</td><td>20 Points</td></tr></table>	No	Functionality	1	Bidder must submit a Curriculum Vitae (CV) to prove that the Project Manager or Leader have necessary qualifications, experience, skills, and capabilities to supervise similar work requested (in records and/ document management)? (Attach Project Manager or Leader’s CV).	No.	Functionality	Score	1.	0-2 years’ experience	0 Point	2.	3 years’ experience	5 Points	3.	4 years’ experience	10 Points	4.	5 years’ experience	15 Points	5.	More than 5 years’ experience	20 Points	20		
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<p>4. Project Plan</p> <table><tr><th>No</th><th>Functionality</th></tr><tr><td>1.</td><td>Bidder must submit a detailed Project Plan for execution of the project. Project Plan must include all actions and phases to complete the project? (Attach a proposed Project Plan) Detailed Project Plan as a minimum to include the following: Scope: fully state and describe the deliverables for the project. (5 points) Resource: fully detail what can be used to meet the scope. (5 points)</td></tr></table>	No	Functionality	1.	Bidder must submit a detailed Project Plan for execution of the project. Project Plan must include all actions and phases to complete the project? (Attach a proposed Project Plan) Detailed Project Plan as a minimum to include the following: Scope: fully state and describe the deliverables for the project. (5 points) Resource: fully detail what can be used to meet the scope. (5 points)	20																				
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Time: fully define what tasks are to be undertaken and when (5 points) Quality: fully document how independent quality assurance review and signoffs will be conducted by the service provider. (5 points) No points will be allocated when Requirement(s) are not met (0 points) Total for Project Plan (20 points)			
TOTAL	100		

Bidders should meet a minimum of 70 points to be evaluated further in price and BBBEE and specific goals.

Stage 3: BBBEE and specific goals. EVALUATION CRITERIA

Bidders who score a minimum qualifying threshold of 70 Points on functionality will proceed to be evaluated on Price and Preferences (Specific Goals) using 80/20 principle.

10. SCOPE OF WORK (TERMS OF REFERENCE)

The purpose of this assignment is to appoint a consultant or service provider to assist the SIU in addressing its records management gaps, ensuring full compliance with the NARSSA Act, and document management system for the organization. The service provider will help the SIU transition toward a paperless environment by implementing the following key components:

- Classification, storage, and management of documents.
- Development of processes for digitization, retention, and disposal of documents.
- Development of a file plan and retention schedule in line with legislative requirements.
- Creation of a document management policy and standard operating procedures (SOP's) for the interim "manual paper driven" business processes, as well as draft SOP's once the necessary technology has been procured.

The following deliverables will be expected from the service provider:

- A detailed gap analysis report on current SIU records management practices.
- A comprehensive list of all document types within the SIU.
- Document classification schema for each document type.
- Access control and user roles recommendations for document access.
- Retention period recommendations for all document types.
- A comprehensive, NARSSA-approved file plan.
- A digitization strategy with tools and recommendations for implementation.
- A retention strategy for old and obsolete documents.

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- A document management policy, process flow with related SOP's.
- A detailed implementation plan with timelines for each phase.
- Training of all SIU members in all developed records documents, such as Policy, Retention Schedule, Disposal Guidelines, etc.

Qualifications and Experience of the Consultant

The consultant must meet the following criteria:

- Proven experience in records management and document management systems.
- Knowledge and understanding of the National Archives and Records Service of South Africa Act No. 43 of 1996.
- Experience in working with governmental organizations in South Africa on records management and compliance with national legislation.
- Expertise in digitization and document management processes.
- A track record of successfully developing document management systems, file plans, and retention strategies.

Reporting and Communication

The consultant will report directly to the SIU's designated project manager, with progress meetings held monthly to review work done and to resolve any challenges. A final report will be submitted at the end of the contract period, detailing all work completed and ensuring all objectives have been met.

11. EXPECTED DELIVERABLES

The project is to be completed within one year (12 months) from the date of the appointment.

12. BID CONDITIONS

- 12.1. The SIU will require for the first meeting to take place immediately after appointment of the service provider.
- 12.2. SIU reserves the right not to award a bid to the bidder who had quoted the lowest.
- 12.3. Bidder who met all evaluation stages/requirements stipulated will be awarded.
- 12.5. Be prepared to sign a confidentiality agreement with the SIU.

13. CONTRACT PERIOD

12 Months.

TERMS AND CONDITIONS OF THE CONTRACT

13.1. AWARD CRITERIA

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Bid will only be awarded to the bidder who passes SIU's Internal Integrity Unit screening and/or State Security Agency vetting; failure to pass could result in SIU not awarding the bid to a bidder irrespective of the points scored after the final evaluation.

1. CONDITIONS

Quotations above R30 000 will be evaluated on the basis of the 80:20-point system as stipulated in the Preferential Procurement Regulation 2022, SIU's Supply Chain Management Policies and National Treasury Practice and instruction note (s).

PLEASE NOTE THAT THE QUOTATION MAY BE REGARDED INVALID/DISQUALIFIED IN THE FOLLOWING INSTANCES:

- a) If the quotation page is not signed
- b) If the SBD 4: declaration of interest form is not completed and signed
- c) CSD tax clearance is non-compliant
- d) If SBD and/or information is proven incorrect.
- e) Late and incomplete submissions will not be accepted
- f) Service providers who are listed on the national treasury's database of restricted suppliers and defaulters
- g) Service providers who are under investigation of corrupt activities
- h) Appointment may be subjected to screening by the SIU internal integrity unit or vetting by the state security agency before commencements

2. TAX COMPLIANCE REQUIREMENTS

- I. Bidders must ensure compliance with their tax obligations.
- II. Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to verify the taxpayer's profile and tax status.
- III. Application for Tax Compliance Status (TCS) pin may be made via e-filing through the SARS website www.sars.gov.za.
- IV. Bidders may also submit a printed TCS certificate together with the bid.
- V. In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate TCS certificate / pin / CSD number.
- VI. Where no TCS is available, but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.
- VII. No bids will be considered from persons in the service of the state, companies with directors who are persons in the service of the state, or close corporations with members' persons in the service of the state."

3. TERMS AND CONDITIONS:

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- a) Quotations must be submitted in the company letterhead
- b) All copyright and intellectual property herein rests with the SIU
- c) All goods or services purchased will be subject to SIU's conditions, policies and procedures.
- d) It is the responsibility of the bidder to ensure that the SIU is in possession of a compliant Tax Status documentations. The onus therefore rests on the bidder to ensure that the SIU is in receipt of a Compliant Tax Status as per CSD summary report.
- e) All purchases will be made through an official order form; therefore, no goods must be delivered or render services before an official order has been received.
- f) To participate in SIU's Quotation of goods and/or services, vendors are advised to register on SIU's National Treasury Central Supplier Database (CSD)
- g) Bidder certify that the information supplied is correct and I have read and understood SIU's Conditions and procedures and accept it.
- h) Bidder further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the bid.
- i) Payments are effective within 30 days after receipt of invoice
- j) No late responses will be considered.
- k) All quotes should be accompanied by a valid BBBEE status Certificate with a SANAS logo or Sworn Affidavit by the Commissioner of Oaths with an SAPS Stamp for 80/20 evaluation criteria.
- l) Note that there are no pre-payments and payments will take place within 30 working days from the invoice date
- m) Successful bidders must be able to deliver the specified goods/services in full no later than stipulated date.
- n) Please do not hesitate to contact the undersigned for further information.
- o) When a bidder responds to this request for quotations, accept SIU's condition and also confirm that should he/she is successful, will be able to offer and deliver quality service.
- p) SIU as a public entity is not allowed to do pre-payments, therefore when the bidder respond to this request, accept the quotation
- q) The appointed bidder is required to sign of the SBD document truthfully and in full
- r) Any bidder who has reasons to believe that the RFQ specifications is based on a specific brand must inform SIU on or before RFQ's closing date.
- s) Awarding of the quotation will be subject to the Service Provider's express acceptance of the SIU Supply Chain Management policy, general contract conditions and any other related general
- t) By responding to this RFQ document, a bidder commits to bind himself or herself by SIU's conditions which supersedes bidders' own quotation's conditions.
- u) Upon finalization of the appointment, SIU may enter into a Service Level Agreement (SLA),

- v) SIU reserves the right to conduct its own internal tests and analysis on products/goods to ascertain the quality as per SABS compliance etc.
- w) No equipment, utensils or agents that may damage the buildings, fittings, persons shall be used. The SIU reserves the right to reject such conduct.
- x) Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
- y) All bids must be submitted on the official forms provided– (not to be re-typed) or in the manner prescribed in the bid document.
- z) This bid is subject to the preferential procurement policy framework act, 2000 and the preferential procurement regulations, 2022, the general conditions of contract (GCC) and, if applicable, any other special conditions of contract.
- aa) This RFQ is subject to Procurement General Conditions of Contract, (you may request a copy from SCM official or download from National Treasury's website.
- bb) The successful bidder will be required to fill in and sign a written contract form (SBD7).



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14. CONDITIONS

Quotations above R30 000 will be evaluated on the basis of the 80:20-point system as stipulated in the Preferential Procurement Regulation 2022, SIU's

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PLEASE NOTE THAT THE QUOTATION MAY BE REGARDED INVALID/DISQUALIFIED IN THE FOLLOWING INSTANCES:

- a) If the quotation page is not signed
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- c) CSD tax clearance is non-compliant
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- e) Late and incomplete submissions will not be accepted
- f) Service providers who are listed on the national treasury's database of restricted suppliers and defaulters
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- h) Appointment may be subjected to screening by the SIU internal integrity unit or vetting by the state security agency before commencements

15. TAX COMPLIANCE REQUIREMENTS

I. Bidders must ensure compliance with their tax obligations.

II. Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to verify the taxpayer's profile and tax status.

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IV. Bidders may also submit a printed TCS certificate together with the bid.

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16. TERMS AND CONDITIONS:

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- b) All copyright and intellectual property herein rests with the SIU
- c) All goods or services purchased will be subject to SIU's conditions, policies and procedures.
- d) It is the responsibility of the bidder to ensure that the SIU is in possession of a compliant Tax Status documentations. The onus therefore rests on the bidder to ensure that the SIU is in receipt of a Compliant Tax Status as per CSD summary report.
- e) All purchases will be made through an official order form therefore; no goods must be delivered or render services before an official order has been received.
- f) To participate in SIU's Quotation of goods and/or services, vendors are advised to register on SIU's National Treasury Central Supplier Database (CSD)
- g) Bidder² certify that the information supplied is correct and I have read and understood SIU's Conditions and procedures and accept it.
- h) Bidder further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the bid.
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- n) Please do not hesitate to contact the undersigned for further information.
- o) When a bidder responds to this request for quotations, accept SIU's condition and also confirm that should he/she is successful, will be able to offer and deliver quality service
- p) SIU as a public entity is not allowed to do pre-payments, therefore when the bidder respond to this request, accept the quotation
- q) The appointed bidder is required to sign of the SBD document truthfully and in full
- r) Any bidder who has reasons to believe that the RFQ specifications is based on a specific brand must inform SIU on or before RFQ's closing date.
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- t) By responding to this RFQ document, a bidder commits to bind himself or herself by SIU's conditions which supersedes bidders' own quotation's conditions.
- u) Upon finalisation of the appointment, SIU may enter into a Service Level Agreement (SLA),
- v) SIU reserves the right to conduct its own internal tests and analysis on products/goods to ascertain the quality as per SABS compliance etc.
- w) No equipment, utensils or agents that may damage the buildings, fittings, persons shall be used. The SIU reserves the right to reject such conduct.
- x) Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.

- y) All bids must be submitted on the official forms provided– (not to be re-typed) or in the manner prescribed in the bid document.
- z) This bid is subject to the preferential procurement policy framework act, 2000 and the preferential procurement regulations, 2022, the general conditions of contract (GCC) and, if applicable, any other special conditions of contract.
- aa) This RFQ is subject to Procurement General Conditions of Contract, (you may request a copy from SCM official or download from National Treasury's website.
- bb) The successful bidder will be required to fill in and sign a written contract form (SBD7).

13. EVALUATION CRITERIA

SIU promotes the concept of "best value" in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organization and individuals who will be providing the service and the organisational capacity supporting the project team.

SIU is committed to achieving the government's transformation objectives in terms of the Preferential Procurement Policy Framework Act (PPPFA), Procurement Regulation 2022. The value of this bid is estimated not to exceed R 1 000 000.00 (all applicable taxes included) and therefore the 80/20 system shall be applicable. (This is by no means the budget of the project but the process threshold as per PPPFA). The procedure for the evaluation of responsive bids is Price, and Preference method.

B-BBEE STATUS LEVELS

A bidder and/or service provider will be used interchangeably across the bid document.

Responsive bids are those bids that meet the eligibility/mandatory/administrative criteria as set out on the bid document.

The preference points evaluation of the responsive bids will be evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price and the 20 points will be awarded to a bidder for attaining the B-BBEE status level of contributor.

SIU promotes the concept of "best value" in the award of contracts, as opposed to merely looking for the cheapest price,

SIU is committed to achieving Government's transformation objectives in terms of the Preferential Procurement Policy Framework Act (PPPFA).

14. PRICING SCHEDULE

Price must include the entire scope of work and any other logistics or disbursement that assist the service provider in delivering the final product (s) to SIU as per the scope of work and within the set timelines.

Note: VAT must be included and disbursements on the final product.

- Quotation must reflect a cost breakdown and prices quoted must be inclusive of VAT if VAT registered.
- A separate quote should be on bidders' letter head with company registration number, CSD number and VAT number if VAT vendor.
- All fee rates shall be quoted in the currency of the Republic of South Africa for the periods specified and will be held to be firm for the period of the Bid.

No.	Deliverable / Task	Unit of Measure	Quantity	Unit Price (ZAR)	Total Price (ZAR)
	<p>The following deliverables will be expected from the service provider:</p> <ul style="list-style-type: none"> ▪ A detailed gap analysis report on current SIU records management practices. ▪ A comprehensive list of all document types within the SIU. ▪ Document classification schema for each document type. ▪ Access control and user roles recommendations for document access. ▪ Retention period recommendations for all document types. ▪ A comprehensive, NARSSA-approved file plan. ▪ A digitization strategy with tools and recommendations for implementation. ▪ A retention strategy for old and obsolete documents. ▪ A document management policy, process flow with related SOPs. ▪ A detailed implementation plan with timelines for each phase. 				

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No.	Deliverable / Task	Unit of Measure	Quantity	Unit Price (ZAR)	Total Price (ZAR)
1	Gap Analysis of current records management practices	Per Assessment	1	R	R
2	Identification and categorization of all documentation types	Per Report	1	R	R
3	Development of Records Disposal Guidelines	Per File Plan	1	R	R
4	Development of Records Retention Schedule	Per Retention Schedule	1	R	R
5	Development of a NARSSA-compliant File Plan	Per File Plan	1	R	R
6	Development of a Document Management Policy	Per Policy Document	1	R	R
7	Any Other related Cost			R	R
Sub-Total (Excl. VAT)					R
VAT (15%)					R
Total Cost (Incl. VAT)					R



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STRIKING AGAINST CORRUPTION

SBD 4 - BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest³ in the enterprise,

Employed by the state?

YES/NO

2.1.1. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1. If so, furnish particulars:

.....
.....

2.3. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1. I have read and I understand the contents of this disclosure;
- 3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium⁴ will not be construed as collusive bidding.
- 3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

⁴ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	18
SPECIFIC GOALS	2
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:**80/20**

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

B-BBEE Status Level of Contributor	Number of Points
1	18
2	14
3	12
4	10
5	8
6	6
7	4
8	2
Non-compliant contributor	0
Additional Specific goal	
More than 50% Black ownership	2
Total Number of Possible Points	20

- 3.1. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
More than 50% Black ownership		2		

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . = (maximum of 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES			NO	
-----	--	--	----	--

7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2022:

Designated Group: An EME or QSE which is at least 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm: _____

8.2 VAT registration number: _____

8.3 Company registration number: _____

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier

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- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business: _____

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES	SIGNATURE(S) OF BIDDERS(S):
1.	DATE:
2.	ADDRESS:

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6. SPECIAL CONDITIONS

- a) Quotations to be returned to: (rfq@siu.org.za)
- b) Proposal submitted to the SIU becomes the property of the SIU. SIU is therefore not obliged to send it back to the bidder.
- c) The service provider shall commit to post support service where and when required by SIU.
- d) Payment will be done on deliverables achieved, with payments done within 30 days of receipt of invoice.
- e) CSD Tax Compliance status must be found on the CSD Summary report.
- f) **SIU Head Office are situated at the following address:**
74 Water Meyers Street, Rentmeester Building, Meyers Park, First Floor

7. SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

- a. A B-BBEE status level verification certificate must be submitted in order to qualify for preference points for B-BBEE);
- b. send and the original will be requested from the recommended bidder) failure to attached will lead to disqualification.
- c. The quote must be valid for a period of 30 days
- d. All quotations must be accompanied by the following documents if you have not submitted the information before:
 - **Central supplier database for Government (CSD)**
- e. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT
- f. All pages of quotation must be signed by the responsible person
- g. SIU has the right to withdraw any quotation at any time within or outside the validity of the quotation.
- h. SIU reserves the right to invite suppliers/companies to present their bid proposals for final decision.**

8. DECLARATION

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) Confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- ii) Confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;

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- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and ;
- iv) Confirms that the contents of this questionnaire/forms (SBD 4 and 6) are within my personal knowledge and are to the best of my belief both true and correct
- v) Accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.

Please note that if the supporting documentation is not provided then the submission will be classified as non-responsive.

Tender Conditions

1. Disqualification

Please note that if a tender document is not filled in correctly or completely, or is delivered/send after the tender closing time, or CSD tax compliant status is not reflected on the CSD summary report will automatically disqualified the bid. Please return this document with the supporting documents including CSD Tax Compliance summary status report.

2. Tender Document Submission

Faxed and emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete faxed or email documents have been received by the SIU by the due time. Please note that any alterations to the tender document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: _____

CAPACITY UNDER WHICH THIS BID IS SIGNED: _____

(Proof of authority must be submitted e.g., company resolution)

DATE: _____

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