



RFQ DOCUMENT

APPOINTMENT OF SUITABLE AND QUALIFIED SERVICE PROVIDERS TO STORE PAPER RECORDS OFF-SITE FOR THE PERIOD OF THREE (3) YEARS

QUOTE NUMBER : HS-Q 008
CLOSING DATE : 26 August 2025
TIME : 11h00
VALIDITY PERIOD : 60 DAYS

NB: All documents must be completed with original black ink

All bidders must indicate their CSD Registration number: _____

Total Quote price (as included on your quotation) _____



RFQ ADVERT DATE:	19 AUGUST 2025
RFQ NUMBER	HS-Q 008
TITLE OF RFQ	APPOINTMENT OF SUITABLE AND QUALIFIED SERVICE PROVIDERS TO STORE PAPER RECORDS OFF-SITE FOR THE PERIOD OF THREE (3) YEARS
EMPLOYER	FREE STATE HUMAN SETTLEMENTS (FSHS)
POSTAL ADDRESS	P.O BOX 247
TOWN/CITY	BLOEMFONTEIN
CODE	9300
PHYSICAL ADDRESS1	OR TAMBO BUILDING,
PHYSICAL ADDRESS2	7 TH FLOOR
PHYSICAL ADDRESS3	CNR ST ANDREW AND MARKGRAAFF STREETS
PHYSICAL ADDRESS4	9301
E-MAIL:	shalati@fshs.gov.za
CLOSURE DATE	26 AUGUST 2025
CLOSURE TIME(CAT)	10H00
TENDER BOX LOCATION	NB: QUOTATIONS MUST BE HAND DELIVERED AT THE FREE STATE DEPARTMENT OF HUMAN SETTLEMENTS, TENDER BOX GROUND FLOOR, OR TAMBO BUILDING, CNR MAKRAAFF AND ST ANDREWS STREET. E-MAILED QUOTATIONS WILL NOT BE CONSIDERED
SCM ENQUIRIES CONTACT PERSON	SHALATI NTSANWISI: shalati@fshs.gov.za



SECTION A:

STANDARD BIDDING DOCUMENTS



SBD.1

INVITATION OF BID



PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	HS Q-008	CLOSING DATE:	26 AUGUST 2025	CLOSING TIME:	10H00
DESCRIPTION	APPOINTMENT OF SUITABLE AND QUALIFIED SERVICE PROVIDERS TO STORE PAPER RECORDS OFF-SITE FOR THE PERIOD OF THREE (3) YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
QUOTATION BOX ON THE GROUND FLOOR, OR TAMBO BUILDING, CNR MARKGRAAFF AND ST ANDREWS STREET, BLOEMFONTEIN, 9301					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Shalati Ntsanwisi		CONTACT PERSON	Keneuwe Selai	
TELEPHONE NUMBER	077 602 1551		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	quotations@fshs.gov.za		E-MAIL ADDRESS	keneuwe@fshs.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
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 2.3 BELOW.					



PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN SERVICE LEVEL AGREEMENT.**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 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.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 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."

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:



PRICING SCHEDULE – NON-FIRM PRICES

(PURCHASES)

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.
IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE
MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....Quotation number: **RFQ 008**
Closing Time 10:00 Closing date: **26 August 2025**

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID

ITEM QUANTITY DESCRIPTION BID PRICE IN RSA CURRENCY
NO. ****(ALL APPLICABLE TAXES INCLUDED)**

1.	1	Department has total of 4500 boxes stored. NB: Box Dimensions <ul style="list-style-type: none">Lx46 cmWx35 cmHx27 cm	
2.	1	Collection, handling and delivery of boxes to be stored as and when needed	
3.	1	Provision of empty storage boxes	
4.	1	Provision of storage Lid	
5.	1	Provision of label	
6.	1	Capturing of box details (per box)	
7.	1	Capturing of file details (per file)	
8.	1	Box retrieval (per box)	
9.	1	Box return (per box)	
10.	1	File retrieval (per file)	
11.	1	File return (per file)	
12.	1	Preparation per Document	



13.	1	Indexing per document 3 fields	
14.	1	Scanning per page	
15.	1	Shredding per kg / Document destruction	
16.	1	Document backup	
		<p>NB:</p> <ul style="list-style-type: none"> ▪ They also adhere to the national archives and record service of South Africa act. ▪ Ensuring all current boxes at the current premises will be collected and moved to the new premises. ▪ Taking over the current records, ensuring when requesting documents, they will be easily retrieved. ▪ This service will be offered to two Units within the Department. Each unit will have its own account and its own archived information stored on CD. When documents are requested from the stored boxes it should be delivered the next day or emailed. ▪ Appointed service provider must adhere to the national archives and record service of South Africa act, in accordance with National Archives and Records service of South Africa Act (Act No.43 of 1996, as amended) 	
		VAT-15% (Only if registered for VAT)	
		TOTAL	



- Required by: **Supply Chain Management**

- At: **OR Tambo Building**

- Brand and model
-
- Country of origin

- Does the offer comply with the specification(s)? *YES/NO

- If not to specification, indicate deviation(s)

- Period required for delivery

- Delivery: *Firm/not firm

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.



SBD.4

BIDDERS DISCLOSURE

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 interest¹ 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

- 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 consortium 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.
- 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



SBD 6.1 **PREFERENCE POINTS CLAIM FORM IN** **TERMS OF THE PREFERENTIAL** **PROCUREMENT REGULATIONS 2022**

SBD 6.1

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**

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) The 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
SPECIFIC GOALS	20
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) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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:

4.2. 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Supporting documents to be attached as a proof of points claimed
Women Ownership - $\geq 51\%$	10		Sworn affidavit in the DTIC format or SANAS approved BBBEE certificate
Youth Ownership - $\geq 51\%$	10		Sworn affidavit in the DTIC format or SANAS approved BBBEE certificate
Total	20		



DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –



- (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....
.....



SECTION B:

TERMS OF REFERENCE

1. BACKGROUND

The Department of Human Settlements seeks to appoint a Service Provider to store paper records off-site for a period of three (3) years.

The off-site storage will enable Human Settlements to have adequate capacity to store and retrieve current active records within its facilities, while the semi-active and terminated records will be securely stored at the off-site storage facility.

2. SCOPE OF WORK

2.1. The appointed Service Provider will engage in the following activities.

2.2. Quantity of records and space required for records storage are as follows:

ITEM	SIZE/QUANTITY
Total number of Boxes in storage: Space required per box:	<ul style="list-style-type: none"> Boxes – 4500 Lx46 cm Wx35 cm Hx27 cm
Cater for future growth storage space	<ul style="list-style-type: none"> Boxes – 2000 over a period of 3 years

Provision of storage Lids
Provision of labels
Capturing of box details (per box)
Capturing of file details (per file)
Box retrieval (per box)
Box return (per box)
File retrieval (per file)
File return (per file)
Preparation per Document
Indexing per document 3 fields
Scanning per page
Shredding per kg / Document destruction
Document backup / Share Drive

3. EXPECTED DELIVERABLES

- Move all records from current location to the preferred location.
- Full indexing of all files and boxes as per the Departments specifications.
- Replacement of noticeable damaged boxes in which files are stored in at the Service Provider's cost.
- Provide records retrieval services within (4) four hours and up to 24 hours.
- Provide a fast and accurate retrieval system in the form of scanning to email.
- Maintain an accurate index report of all records stored off-site.
- Provide a systematic permanent withdrawal process upon termination of contact and take-over by new service provider. This facet should be costed accordingly and must be incorporated in the Pricing Schedule and Ceiling Price.
- Create a Share Drive where all archived information will be shared with the department.



4. COMPETENCIES AND EXPERTISE REQUIRED

- a. In depth knowledge and expertise of storing records for the Public Sector.
- b. In depth knowledge of string Archiving / Non-Archival Records.
- c. A proven track record reflecting competency related to protecting, storage and easy retrieval of records.
- d. Knowledge of the legislative framework for the proper management and care of public records.
- e. Knowledge and application of the National Archives and Records Service of South Africa Act (No. 43 of 1996 as amended) and other related legislation.

5. TIMEFRAME

5.1. Initial Once-Off Collection

- The off-site storage services will be required upon approval of the bid, duly signed Service Level Agreement, and receipt of an official order / Appointment letter from the department of Human Settlements.
- Initial take-on collection must be completed within the period of 30 days from signing off the Service Level Agreement.
- An accurate new detail Index Report must be submitted to the Records Manager and the project fully operational within a period of three (3) months from appointment.

5.2. Storage Duration

- A three (3) year contract will be signed with the successful Service Provider.

6. SUBMISSION REQUIREMENTS

- 6.1 Proposal must be submitted in one (1) hard copy and (1) soft copy.
- 6.2 Fully completed and signed Standard Bidding Documentation (SBD) forms and associated support documentation.

7. PROPOSAL REQUIREMENT

- 7.1. Prior to appointment, the prospective Service Provider will provide the Department of Human Settlements with the proposed work-plan, which will include the time frames and planned costs including permanent withdrawal costs and ongoing costs.
- 7.2. The proposal must also demonstrate how the Protection of Personal Information Act (POPIA) 8 requirements will be throughout the contract period.
- 7.3. The preferred Service Provider must be prepared to enter into a Service Level Agreement (SLA) as well as sign the confidentiality clause with the Department of Human Settlements.

8. ADMINISTRATIVE COMPLIANCE:

- 7.1 Company registration documents.
- 7.2 The tenderer or any of its directors are not listed on the Register of Tenderers Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004.
- 7.3 **All applicable SBD forms to be completed and signed accordingly (SBD 1, SBD 4, and SBD 6.1).**



9. MANDATORY DOCUMENTS TO BE SUBMITTED

- 9.1. Company Profile with Physical Address and Contact Details.
- 9.2. Detailed Proposal
- 9.3. Financial Breakdown which must include the following costs:
 - a. Initial Take-on total costs
 - b. Storage total costs
 - c. Permanent Withdrawal total costs
 - d. Price Schedule for on-going costs which includes the following items among others: Transportation, Processing or Handling fees, Consumables or Stationery, Permanent Withdrawal and Destruction fee per unit.
 - e. Scope of works costing.

(These total costs must be included on the bid ceiling price and must correspond with the total amount on the Financial Breakdown)

- 9.4. Signed Reference Letters with Company Letterhead from the Reference and full contact details of similar project undertaken in the past.
- 9.5. Signed and valid Provincial Archives Inspection / Compliance Letter.
- 9.6. Proof that the facility does have 24 hours monitored security.
- 9.7. Valid PSIRA Security Registration Certificate.
- 9.8. Valid Fire Compliance Certificate.
- 9.9. Proof and record of storage facility fumigation.
- 9.10. Detailed Records Management Disaster Management Plan detailing measures put in place to safeguard and recover the Human Settlements records in cases of disasters.
- 9.11. POPIA Implementation Plan.
- 9.12. Prospective bidders responding to this bid must be registered as a service provider on the Central Supplier Database (CSD). If your company is registered on the CSD, proceed to complete the registration of your company prior to submitting your proposal. Refer to <https://secure.csd.gov.za> to register your company. Ensure that all documentation on the database is updated and valid. Evidence of registration of the CSD must be provided. No bid will be awarded to a Supplier/Service Provider who has not registered on the CSD.
- 9.13. Valid Tax Clearance Certificate
- 9.14. Sworn Affidavit – B-BBEE EME / QSE – General in the format of DTIC or B-BBEE Certificate issued by Rating Agency accredited by SANAS
- 9.15. Certified Copy of BBBEE Certificate

Failure to provide any of the above-mentioned mandatory submission requirements will lead to disqualification and the bidder will not be considered for further evaluation.

10. EVALUATION CRITERIA

- 10.1. The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspect of the proposal.
- 10.2. The bid documents will be evaluated individually on score sheets, by representatives in the evaluation panel, and according to the evaluation criteria indicated in the Terms of Reference. **All bidders who scoreless than 70 out of 100 points on functionality will not be considered further.**

Service Providers will be shortlisted and may possibly be invited to do a presentation on their proposals at their own costs.

- 10.3. The Bidders doing the presentation will be evaluated individually by the evaluation panel on score sheets, using the same evaluation criteria.

11. RULES OF BIDDING

- 10.1 Human Settlements reserves the right not to procure from the service provider with the lowest price.
- 10.2 Human Settlements reserves the right not to award the bid / contract.
- 10.3 Human Settlements reserves the right to call for presentation with short-listed bidders at their own cost before final selection. Prospective bidders will be re-evaluated on individual score sheets in terms of terms of the functionality criteria.
- 10.4 Human Settlements will arrange a site-visit and / or inspection with the short-listed bidders before final selection. Prospective Service Providers may be re-evaluated on individual score sheets in terms of the functionality criteria.
- 10.5 Late submissions will not be considered.

12. CONTRACTUAL ARRANGEMENTS

- 11.1 The successful Service Provider will be appointment by Human Settlements and will be required to enter into a Service Level Agreement.
- 11.2 Financial Proposal (including Initial Take-on total costs, Storage total costs, Permanent Withdrawal total costs and Price schedule for on-going service)

13. CONTRACTUAL OBLIGATIONS

The appointed company or institution will enter a formal contract with the Free State Department of Human Settlements. The contract will include clauses related to confidentiality, intellectual property rights, conflict of interest, and other relevant terms and conditions.

14. SUBMISSION DEADLINE

Proposals should be submitted at **O.R Tambo Building** (in the tender box) situated on Ground floor at the address mentioned below. It is the responsibility of the prospective supplier to ensure that the bid document is deposited in the tender box before **10H00 on 26 August 2025. No late submission will be accepted.**

Address for Submission:

O R Tambo House,
Cnr Markgraaff and St Andrews,
Bloemfontein,
9300

If a courier service company is being used for delivery of the proposal document, the bid description must be endorsed on the delivery note/courier packaging to ensure that

documents are delivered to the tender box, as mentioned above.

The Department will not be held liable for loss of documents by courier services.

15. OFFICIALS PROHIBITED FROM SUBMITTING BIDS

In accordance with Treasury Instruction Note 17 of 2012, an employee of the Government or a public entity may not have a business interest in any entity conducting business with the Provincial Government.

16. TERMINATION RIGHTS

An agreement can be terminated by a participant on grounds of poor service delivery or any other breach by the bidder.

Department of Human Settlements will be in a position to terminate an agreement without honoring the outstanding months where after following the prescribed remedial process stipulated in the agreement and agreement between the bidder and the Department of

Human Settlements; it is proven that the bidder failed to remedy the poor provision of service.

17. AGREEMENTS

The Service Provider(s) will be expected to sign a framework agreement with the Free State Human Settlement. The Service Level Agreement will be subject to the bid documents, including the General Conditions of Contract (GCC) and Special Conditions of Contract (SCC).

18. SETTLEMENT OF DISPUTES

Notwithstanding clause 27 of the GCC, mediation proceedings will not be applicable to this contract

19. ACCEPTANCE OF THE TERMS OF REFERENCE AND GENERAL CONDITIONS OF CONTRACT

Failure to accept the Terms of Reference and the General Conditions of Contract or any part thereof, may result in the bid not being considered. Bidders may not amend any of the Special Conditions or include their own conditions; as such amendments or inclusions will result in disqualification of the bid.



THE BIDDER MUST COMPLETE THE FOLLOWING:

I _____ in my capacity as _____ of the
Company, hereby certifies that I take note and accept the above-mentioned Special
Conditions of the Contract.

SIGNATURE

CAPACITY

Contact person of company: _____

Tel. of company: (____) _____ Fax of company: (____) _____