



## REQUEST FOR BID (RFB)

### APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE OFFSITE STORAGE INCLUDING DOCUMENT MANAGEMENT SERVICES FOR ALL PPSA VARIOUS OFFICES FOR A PERIOD OF THREE (3) YEARS.

<b>BID NUMBER:</b>	PPSA/2024/BID009
<b>ISSUE DATE:</b>	31 March 2025
<b>RFB Closing Date and Time:</b>	25 April 2025 AT 11H00AM.
<b>BID VALIDITY PERIOD:</b>	120 Days
<b>BRIEFING SESSION:</b>	Compulsory virtual briefing session will be held on: 14 APRIL 2025 AT 13H00pm – 15H00pm  <b>Microsoft Teams: Login details</b>  Meeting ID: 359 288 619 825 Passcode: kY2Jy7kF
<b>BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE TENDER / BID BOX SITUATED AT:</b>	Public Protector South Africa 175 Lunnon Street Hillcrest Office Park Pretoria, 0083

## PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE PUBLIC PROTECTOR SOUTH AFRICA					
BID NUMBER:	PPSA/2024/BID009	CLOSING DATE:	25 APRIL 2025	CLOSING TIME:	11:00
DESCRIPTION	<b>APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE OFFSITE STORAGE INCLUDING DOCUMENT MANAGEMENT SERVICES FOR ALL PPSA VARIOUS OFFICES FOR A PERIOD OF THREE (3) YEARS.</b>				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Public Protector South Africa					
175 Lunnon Street					
Hillcrest Office Park					
Pretoria, 0083					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Kabelo Lekalakala		CONTACT PERSON	Tiyani Thuketane	
TELEPHONE NUMBER	012 366 7157		TELEPHONE NUMBER	012 366 7152	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	<a href="mailto:kabelol@pprotect.org">kabelol@pprotect.org</a>		E-MAIL ADDRESS	<a href="mailto:TiyaniT@pprotect.org">TiyaniT@pprotect.org</a>	
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					
<b>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. SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. 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.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 PUBLIC PROTECTOR SOUTH AFRICA (PPSA) 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)



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<sup>2</sup> 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.

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<sup>2</sup> 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.

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

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
- 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
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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 PREFERENCE POINT SYSTEMS

A maximum of 80 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

## 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:
-

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

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.) Bidder must submit proof as supporting documents for the point's claimed. None submission may render the points not been awarded to the bidder.**

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 system) (To be completed by the tenderer)
<b>Historically Disadvantaged individual (HDI)</b>		
Enterprises with ownership of 51% or more by person/s who are black person/s.	10	
Enterprises with ownership of 51% or more by person/s who are women	5	
Enterprises with ownership of 51% or more by person/s who are youth	3	
Enterprise with ownership of 51% or more by person/s with disability	2	
Enterprises with ownership of less than 51% by person/s who are black or less than 51% by person/ s who are women or less than 51% by person/s who are youth or less than person/s with disability	0	
<b>Total</b>	<b>20</b>	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.2. Name of company/firm.....

4.3. Company registration number: .....

4.4. 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]

4.5. 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:** .....

.....

.....

.....

# TERMS OF REFERENCE

## 1. INTRODUCTION

- 1.1 Public Protector South Africa (PPSA) is a Chapter 9 institution constituted under Section 182 of the Constitution of the Republic of South Africa, in which the PPSA has the power to:
  - 1.1.1 Investigate any conduct in state affairs or in the public administration in any sphere of government that is alleged or suspected to be improper or that will result in impropriety or prejudice.
  - 1.1.2 Report on that conduct; and
  - 1.1.3 Take appropriate remedial action.
- 1.2 PPSA is independent and subject only to the Constitution and the law, always impartial and must exercise its powers and perform its functions without fear, favour or prejudice. PPSA is accountable to the National Assembly and must report on its activities and performance to the National Assembly at least once a year. PPSA has the power as regulated by the national legislation to investigate any conduct in state affairs, or in the public administration in any sphere of government that is alleged or suspected to be improper or to result in any impropriety or prejudice.
- 1.3 The Public Protector South Africa is committed to ensure a safe and secure document management services in line with the provisions of the National Archives Act, 43 of 1996.
- 1.4 The PPSA has a national footprint in nine (9) Provincial Offices and six (6) Regional Offices.
- 1.5 These offices have documents which need to be stored in a safe and secure environment and to be retrieved when the need arises. The invitation to tender covers the services necessary to provide an offsite records storage facility to PPSA. The offsite records storage facility should have the capacity to collect, securely store and deliver files to and from any site occupied by the PPSA throughout South Africa.
- 1.6 Currently PPSA is contracted with the service provider for offsite storage, and to date there are approximately two thousand six hundred and thirty-nine (2639) boxes with files stored at their different warehouses/locations. The current contract is coming to an end on 31<sup>st</sup> March 2024 hence there is a need to source for a new service provider.
- 1.7 Offsite document storage service providers are requested to submit their proposals for PPSA offices as per below scope of work.

## 2. BACKGROUND

- 2.1 The National Archives and Records Services Act 43 of 1996 obliges PPSA to have applicable processes in place to ensure proper creation, maintenance, use, storage and disposal of records to achieve efficient, transparent, and accountable governance.
  - 2.2 Due to the nature of PPSA's work, the demand for collection, storage and disposal of records requirements happens throughout the year.
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### **3. OBJECTIVE OF THE BID**

- 3.1 The objective of this bid is to appoint offsite storage company to provide off-site storage facilities and retrieval of documents in line with the provisions of the National Archives Act 43 of 1996 and PPSA records management policy for a period of three (03) years.

### **4. SCOPE OF WORK**

- 4.1 The prospective bidder is expected to provide a comprehensive and reliable off-site storage facilities and retrieval services, comprising of the following:

4.1.1 A secure and safe archiving facility, which is suitable for the purpose and mitigates the risks associated with document storage.

4.1.2 An acceptable and effective records management system to enable the retrieval of documents.

4.1.3 Retrieval services for stored documents at the off-site storage facility and delivery to PPSA offices.

4.1.5 Provide a timeframe plan showing delivery and collection of records within 24 hours, emergency pickups and same day pickups or delivery of records.

4.1.6 The winning bidder will be expected to provide PPSA with the electronic latest indexed file to assist with the new tender process within 30 days before the end of contract.

4.1.7 To do request of the file through the disc with index report before delivery.

Note: Records stored off-site must be loaded on the external hard drive for retrieval requests.

4.1.8 Note: Records stored off-site must be loaded on the external hard drive for retrieval requests 30 days before the permanent withdrawal.

- 4.2 The provision of storage boxes and relevant tracking labels for the new records to be transferred from PPSA offices to the off-site storage during the tenure of the contract.

- 4.3 The collection and removal (delivery/transportation) of records: files and or boxes from PPSA offices to the off-site facility as and when necessary.

- 4.4 Destruction and disposal services in accordance with PPSA Records Management Policy and National Archives Records Services requirements.

- 4.5 Relocation of existing records and files from the current off-site storage to the new off-site storage when contract expire on 31<sup>st</sup> March 2025; the number of D1 boxes is 2639 indexed per file for easy retrieval.
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4.6 Below is the breakdown of the existing inactive records per office and the storage site:

4.6.1

ACCOUNT NUMBERS	PPSA OFFICES	NUMBER OF BOXES	ADDRESSES
1.	Gauteng Office	512	85 Morkels Close, Capital Hill Estate, Midrand, 1682.
2.	Mafikeng Office	355	
3.	Polokwane Office	217	
4.	Head Office	136	
5.	Rustenburg Office	24	
6.	George Office	26	14 Meul Street, Biotek Industrial Park, Unit 1, Block E, George Industria, Western Cape, 6536
7.	Cape Town Office	264	Rome Rd, Brackenfell South, Cape Town, 7560
8.	Durban Office	174	6 Hibiscus Rd, Umbogintwini, Amanzimtoti, 4126
9.	Pietermaritzburg Office	3	
10.	Phuthaditjhaba Office	1	Unit 5 Quagga Industrial Park,38 Eland Street, Kwaggafontein Bloemfontein
11.	Bloemfontein Office	413	
12.	Mthatha Office	4	16 Suelzt St, Sidwell, Gqeberha, 6001
13.	Bisho Office	302	
14.	Nelspruit Office	115	12 Indus Rd, White River, Mbombela, 1240
15.	Uppington Office	8	85 Morkels Close, Capital Hill Estate, Midrand, 1682
16.	Kimberley Office	85	
<b>Total boxes</b>		<b>2639</b>	

4.6.2

ACCOUNT NUMBERS	PPSA OFFICES	NUMBER OF BOXES	ADDRESS
SAC-P-3713111	Head Office	1724 M2 Boxes	Cnr E'skia Mphahlele Drive & Moot Street Roseville, Pretoria, Gauteng, 0031.

**4.7 Inactive files which need to be taken for storage at the initial implementation of the contract.**

<b>ID</b>	<b>PPSA OFFICE</b>	<b>ADDRESSES</b>	<b>ESTIMATED NUMBER OF FILES</b>
1.	Head Office (Pretoria)	189 Lunnon Road Hillcrest Office Park Hatfield 0083	50 000
2.	Kimberley	48 Sydney Street Dean Snyder Building E-Wing 2 Kimberley 8301	19 000
3.	Mthatha	No. 6 Knorf Street Fortgate Mthatha	1000
4.	Rustenburg	Suit No 12 Old SARS Building 135 Klopper Street	12500
5.	Phuthaditjhaba	Mampoi Street Shop No 1 Naledi Mall	450
6.	Polokwane	18 Landros Mare Street Polokwane 0700	7050
7.	Free State	169A Engen House Nelson Mandela Drive Bloemfontein	10600
8.	Mafikeng	Public Protector' Chambers Cnr Martin & Robinson Street Mafikeng	750
9.	Western Cape	4 <sup>th</sup> Floor 51 Wale str/Bree str Cape Town	2000
10.	Bisho		3000
<b>Estimated total files.</b>			<b>106350</b>

- **NB: Bidders must provide detailed costing that includes but not limited to monthly storage; initial registration /indexing; provision of D1 boxes with lids; barcoding; labelling; retrieval and return of files / box.**
- **For the purpose of costing bidders must estimate 50 files in a D1 box.**

#### 4.7.1 PRICING SCHEDULE

Description	BID PRICE IN RSA CURRENCY (INCLUDING VAT)				
	Quantity	Number of sessions	Unit Price	Sub total	Total for the contract VAT included
Initial transportation costs for collection of files from PPSA office	files	Once-off	R	R	R
Permanent withdrawal from service provider number 1 (Table 4.6.1)	2639	Once-off	R	R	R
Permanent withdrawal from service provider number 2 (Table 4.6.2)	1724	Once-off	R	R	R
Initial registration/ indexing	files	Once-off	R	R	R
Provision of D1 boxes with lids	boxes	Once-off	R	R	R
Barcoding and labelling	files	Once off	R	R	R
<b>Total</b>					R

#### RETRIEVAL COST

Description	Quantity	intervals	Year 1 cost Including VAT (If applicable)	Year 2 cost Including VAT (If applicable)	Year 3 cost Including VAT (If applicable)
Transport delivery/collection per trip (For retrieval)	Per file	As and when required	R	R	R
Transport delivery/collection per trip (for retrieval)	Per box	As and when required	R	R	R
Other		As and when required	R	R	R

Description		Intervals	Year 1 cost Including VAT (If applicable)	Year 2 cost Including VAT (If applicable)	Year 3 cost Including VAT (If applicable)
Monthly rental		Monthly	R	R	R

#### Fixed Cost

**Sub-Total year 1 (VAT Inclusive)** R.....  
**Sub-Total year 2 (VAT Inclusive)** R.....  
**Sub-Total year 3 (VAT Inclusive)** R.....  
**Grand Total for 3 years (VAT Inclusive)** R.....

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## **5 DISPOSAL AND DESTRUCTION SERVICES**

- 5.1 A process for destruction authorization will be agreed between PPSA and the appointed bidder. The bidder shall receive a written directive instruction from the PPSA Records Management to destroy any files under PPSA's supervision.

## **6 RETRIEVAL**

The PPSA shall be entitled, at its sole discretion, to require retrieval of records to take place by way of:

- 6.1 Hand delivery of the requested files to their premises.  
6.2 To do request for the file through the external hard drive with index report before delivery.

Note: Records stored off-site must be loaded on external hard drive for retrieval requests.

## **7 SYSTEM CAPABILITY**

- 7.1 Display system to PPSA for records stored off-site which must be available for online and retrieval requests.  
7.2 The system that is capable to display monthly intake, incidents and retrieval reports.

## **8 COLLECTION AND DELIVERIES**

- 8.1 The retrieval services below apply to original file/s, that have been stored with the new service provider:
- 8.1.1 PPSA will lodge requests before close of business day.
  - 8.1.2 The document should be delivered by the new service provider next day during normal working hours.
  - 8.1.3 PPSA might require the documents on an urgent basis which should be delivered by the new service provider on the same day within four (4) hours.
  - 8.1.4 The new service provider will collect the files/boxes from PPSA premises upon request by PPSA in writing and both parties to agree on the timelines for collecting the files/boxes.
  - 8.1.5 The new service provider to ensure delivery / collection drivers are provided with tools of trade i.e., trolleys, stair-climbing trucks and an adequate number of staff is provided for the delivery / collection.
  - 8.1.6 Custody and care of records in transit – new service provider responsibility for the records while in transit and a secure tracking system in operation when records are being transported.
  - 8.1.7 The new service provider will be expected to deliver the files or boxes to PPSA as and when requested.
  - 8.1.8 The new service provider to provide stationery supplies e.g, D1 boxes, bar codes, order forms.

## **9. Other Specification requirements**

- 9.1.1 All information pertaining to this service at the PPSA offices shall remain and kept for PPSA use only. The bidder will be requested to sign a non-disclosure agreement (NDA) with the PPSA which will form part of the contract.
- 9.1.2 The PPSA information to be gathered by the appointed service provider during the contract period must be treated as confidential. In no event may PPSA proprietary and confidential information be copied or
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made available in any form whatsoever to anyone other than the recipient's authorized (PPSA representative).

- 9.1.3 All materials / information gathered by the appointed service provider during the contract period will remain the property of PPSA to be used as deemed appropriate.
- 9.1.4 The bidder to provide PPSA with representative who is a possession of a security clearance.
- 9.1.5 PPSA will subject company/bidder and its appointed Representative to a screening process.
- 9.1.6 The bidder must appoint a representative to manage the contract on their behalf and such appointee shall attend meetings with PPSA representatives as and when required physical/virtually. This representative must be able to decide on matters relating to the contract.

## **10. SPECIAL CONDITION OF TENDER**

- 10.1 The PPSA may, at its sole discretion award an assignment or any part thereof to the bidder.
  - 10.2 The bidder may not cede or assign any part of its agreement with PPSA nor subcontract any part of the assignment assigned to them without the prior written authorization of the PPSA. The bidder is not permitted to cede or subcontract any part of the assignment. In the case of a Joint Venture, Consortium, Trust, or Partnership, the following must be submitted;
    - (a) A signed teaming agreement must be submitted.
    - (b) A Consolidated or for both companies Central Supplier Database Registration (CSD) or both companies CSD Registration are required.
  - 10.2.1 The bidder needs to note that the number of files or boxes to be submitted by all PPSA offices mentioned herein might not be fixed as some files might be destroyed or disposed or added on a need basis.
  - 10.2.2 The offsite storage facility should meet the National Archives and Records Services of South Africa requirements standards for off-site records storage facility and destruction of records.
  - 10.2.3 Access to the off-site storage facility should be controlled to protect records against unauthorized access, loss, damage, destruction, theft, and breach of confidentiality.
  - 10.2.4 Any damage to the records and files due to unforeseen circumstances should be reported to PPSA immediately.
  - 10.2.5 Boxes on which records are stored should be replaced when there is damage due to regular handling by the service provider.
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## 11. EVALUATION CRITERIA (FUNCTIONALITY)

**The bid will be evaluated in four (4) phases as outlined below:**

**11.1 Phase 1 evaluation: Administrative Compliance:** Bidders must ensure that they complete, and sign documents as indicated below, and the documents must be submitted as part of the bid document by the closing date and time:

11.1.1 Signed SBD 1: Invitation to Bid

11.1.2 Signed SBD 4: Bidders Disclosure

11.1.3 Signed SBD 6.1: Preference Points claim form in terms of the Preferential Procurement Regulations 2022

11.1.4 Bidders must submit proof for specific goals claim.

**11.2 Phase 2 evaluation: Mandatory requirements:** Documents which must be submitted with the bid document and only bidders that have submitted all the documents will be evaluated for functionality. None-submission of all mandatory documents will disqualify the bidder:

11.2.1 Valid **letter of good standing** from the office of the **Compensation Fund**. Copy of the Compensation for Occupational Injuries and Diseases Act (COIDA) **registration certificate (submit valid certificate)**.

11.2.1 Have valid Certificate and accreditation (certification not older than 6 months) from

11.2.1.1 National Archives of South Africa inspection certificate

11.2.1.2 Fire Clearance Certificate

11.2.1.3 Fire Detection Installers Association

11.2.1.4 Compliance certificate on Occupational Health and Safety Act

11.2.1.5 Automatic Sprinkler Inspection Bureau.

11.2.1.6 Information Security Management systems

11.2.2 Proof of public liability (copy of insurance or a letter of intention for insurance),

11.2.3 Due to the sensitivity of the information handled by PPSA, bidders must submit a confirmation letter on their company letterhead indicating that the documents will be hosted in their own warehouse as sub-contracting is not allowed.

11.2.4 Bidder to have national footprint in all nine (9) provinces and submit proof (municipal account) where the premises located.

11.2.5 Attendance of virtual compulsory briefing session (virtual attendance register or attendance register certificate).

**11.3 Phase 3: Functionality evaluation will be conducted in two phases namely: Functionality A and Functionality B**, both amount of **100 points**. Only Bidders scoring 70 or more points out of 100 points on Functionality A and B will be evaluated further for Pricing and specific goals. **Functionality A (60 points):** Bidders that score less than **50 out of 60 points** in respect of functionality compliance will be regarded as non-responsive and will not be evaluated further for **Functionality B**.

**(Functionality A: evaluations)**. Bidders will be assessed on their capability to provide the service. Only bidders that have scored 50 points out of 60 points on **Functionality A** as per evaluation criteria outlined below will be further evaluated for **Functionality B**. **Functionality B (40 points):** Bidders that score less than **20 out of 40 points** in respect of functionality compliance will be regarded as non-responsive and will not be evaluated further for **specific points and price**.

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Criteria	Weight	Sub-criteria
<b>Functionality A Evaluations (60/100)</b>		
<p><b>Company experience number of contracts successfully handled</b> in providing an off-site storage facility and document management services.</p> <p>NB: The bidder must submit signed reference letter/s from previous clients where the offsite storage facility and document management services were successfully provided. All letters must be on the company letter head of the referee, dated and signed and signed by the referee. The referees must be contactable, and the contact details provided must include:</p> <ul style="list-style-type: none"> <li>✓ Contact Person;</li> <li>✓ Designation;</li> <li>✓ Organisation/ Company name; and</li> <li>✓ Cell number/Office number</li> </ul> <p>The reference letter must not be older than five (5) years</p>	30/100	<ul style="list-style-type: none"> <li>• If the bidder submitted 5 or more letters for contracts in providing offsite storage facilities and document management services. <b>= 30</b></li> <li>• If the bidder submitted 4 letters for contracts in providing offsite storage facilities and document management services <b>= 25</b></li> <li>• If the bidder submitted 3 letters for contracts in providing offsite storage facilities and document management services <b>= 20</b></li> <li>• If the bidder submitted 2 letters for contracts in providing offsite storage facilities and document management services <b>= 15</b></li> <li>• If the bidder submitted 1 letter for contracts in providing offsite storage facilities and document management services Bidde <b>= 10</b></li> <li>• If the bidder did not submit the required documents <b>= 0</b></li> </ul>
<p>The Bidder must provide a project implementation plan which details how the service will be carried out. The project plan must have deliverables and time frames with proper timelines,</p>	30/100	<ul style="list-style-type: none"> <li>• If the bidder can implement the project for all offices allocated to them in less than two (2) months from the date of receipt of an official order <b>= 30</b></li> <li>• If the bidder can implement the project for all the offices allocated to them within two (2) months from the date of receipt of an official order <b>= 15</b></li> </ul>

<p>milestones, and the methodology on how the project will be implemented (for both records with the service providers and the new inactive files which are still within PPSA's offices as per clause 4.7 above).</p>		<ul style="list-style-type: none"> <li>• If the bidder can implement the project for all the offices allocated to them in more than (2) months from the date of receipt of an official order = 5</li> <li>• If the bidder did not submit the required documents = 0</li> </ul>
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**Functionality B (40/100)**

**Due Diligence process**

Onsite inspection will be conducted on all bidders that scored **50 points on functionality A** and above out of **60 points**. The evaluation team will visit the nearest site of the bidder to assess and confirm the information as outlined below. The qualified bidder will then be scored based onsite verification / assessment done during the due diligence. Only bidders that have scored **70 points** out of **100 points which** will be a combination of Functionality A and B will be further evaluated for phase 4 evaluations Pricing and specific goals.

<p>Site inspection: The evaluation team will visit the recommended bidder's nearest sites.</p>	<p>20/100</p>	<p>The following information will be verified during the due diligence:</p> <ol style="list-style-type: none"> <li>(1) Availability of the electronic system used by the bidder from the intake of the files/records, retrievals, returns, generation of reports and the approval thereof.</li> <li>(2) A project plan showing delivery and collection of records within 24 hours, emergency pickups and same day pickups or delivery of records (acceptable time frames will be 24 hours or less).</li> <li>3) Information Security <ul style="list-style-type: none"> <li>• Proof that they have an information security policy in place at their storage facility (appropriate security measures have been put in place to prevent unauthorised access)</li> <li>• A copy of the standard operating procedures implemented by the bidder at its storage facility in conformance to its information security policy (e.g. network protection, firewalls and anti-virus software).</li> <li>• alteration or destruction of information (e.g. authorization procedures, passwords and user identity codes).</li> <li>• Business continuity plan; and a disaster recovery plan (i.e. primary recovery and secondary disaster recovery)</li> </ul> </li> <li>(3) Physical security: The security safety of the offsite storage facility (functional installed alarm system, CCTV cameras</li> </ol>
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		<p>and security measures for documents in transit.</p> <p>(4) Offsite storage facility fitted with fire detectors in storage vaults.</p> <ul style="list-style-type: none"> <li>• If the bidder's site complies with all of the above four (4) requirements = <b>20</b></li> <li>• If the bidder's site complies with at least three (3) of the above requirements = <b>15</b></li> <li>• If the bidder's site complies with at least two (2) of the above requirements = <b>10</b></li> <li>• If the bidder's site complies with at least one (1) of the above requirements = <b>5</b></li> <li>• If the bidder's site does not comply with any one of the above requirements = <b>0</b></li> </ul>
<p><b>Presentation:</b> Bidders must describe the document management system utilised at their storage facility</p> <p>a) their storage methodology (indexing, labelling etc.); and</p> <p>b) all software applications used in the rendering of the services</p>	20/100	<ul style="list-style-type: none"> <li>• If presentation clearly outlines both two (2) element of the system= 20 points</li> <li>• If presentation clearly outlines one (1) element of the system= 10 points</li> <li>• If the bidder's presentation does not comply with any Any of the requirements = 0</li> </ul>

**11.4 Phase 4 evaluation: Pricing and Specific goals:** Only bidders that qualified on functionality evaluations (scored at least 70 points and above on combined Functionality A + Functionality B scores) will further be evaluated for **Pricing and specific goals:** Price (80) and Specific goals (20)

**11.5 Pricing and Specific goals**

11.5.1 The points scored for the specific goal (SBD 6.1) will be added to the points scored for price and the total will be rounded off to the nearest two decimal places.

11.5.2 The contract will be awarded to the tender, scoring the highest points.

11.5.3 If two or more tenders score an equal total number of points, the contract will be awarded to the tenderer that scored the highest points for specific goals, and if two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

## **PART B: ADDITIONAL REQUIREMENTS AND CONDITIONS OF BID**

### **12. Company profile**

- 12.1 Bidders must furnish the following information clearly indicated per annexure regarding their company as part of the bid. Where not applicable, it must clearly be indicated as such:
  - 12.1.1 Personnel complement, divided into -
    - 12.1.1.1 Management personnel.
    - 12.1.1.2 Supervisors; and
    - 12.1.1.3 Workers. Full time: ..... Part time: .....
  - 12.1.2 Composition in terms of shareholding
  - 12.1.3 Address of Head Office.
  - 12.1.4 Addresses of regional offices/branches
  - 12.1.5 Bidders to indicate date from when the company commenced its operations.
  - 12.1.6 Bidders to provide the details of completed contracts for the provision of security services including the signed reference letters / contracts which were successfully completed within the past five (5) years, e.g. names of clients, contract period and value, and the names and telephone numbers of the persons with whom contact can be made for reference purposes.
  - 12.1.7 Bidders to indicate their company financial position i.e. annual turnover.
  - 12.1.8 Bidders to submit the names, postal address and telephone number(s) of banker(s) and the name of the contact person where financial enquiries may be answered.
  - 12.1.9 Bidders to submit the name, address and telephone number of auditor(s) and the name of the contact person where financial enquiries may be answered.
  - 12.1.10 Bidders to indicate the name, identity numbers and street addresses of all partners must be indicated where persons, who are a partnership or a company / Joint Ventures / Consortium comprising a partnership, tender.

### **13. Other bid requirements**

- 13.1 The PPSA reserves the right to disqualify any bidder which does not comply with any one or more of the required information as indicated below:
  - 13.1.1 If the bidder/s submit their bids without all the data and information requested.
  - 13.1.2 Proposal that did not submit mandatory documents stipulated in the RFP document;
  - 13.1.3 Proposal that fails to comply with the specification.
  - 13.1.4 Proposal that contains any information that is found to be incorrect or misleading in anyway or Bidders who submit information that is fraudulent, factually untrue or inaccurate information.
  - 13.1.5 Bidders who submit incomplete information and documentation according to the requirements of this RFP document.
  - 13.1.6 Bidders who receive information not available to other potential bidders through fraudulent means.
  - 13.1.7 Bidders must take into consideration that it is the responsibility and accountability for the provision of the cleaning services will remain with the successful Bidder/s.
  - 13.1.8 Bidders to submit their delivery methodology indicating how the entire contract will be handled over the three (3) year period.

#### **14. PPSA reserve the rights:**

- 14.1 Not to award or cancel this bid at any time
- 14.2 To negotiate with one or more Preferred or Reserved Bidders identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Bidder who has not been awarded the status of the Preferred or Reserved Bidder.
- 14.3 To award in part or in full.
- 14.4 To award this bid to one or more bidders.
- 14.5 To negotiate prices of items that are contracted, and should these items be available at a competitive price than the contracted price, PPSA will request the current bidder to reduce their price to be inline failing which; these will be purchased out of contract.
- 14.6 To cancel and/or terminate the bid process at any stage, including after the Closing Date and/or after presentations have been made, and/or after bids have been evaluated and/or after the Preferred Bidders have been notified of their status as such.
- 14.7 To carry out explanatory meetings to verify the nature and quality of the services bidding for, whether before or after adjudication of the bid at bidder's corporate offices and / or at client sites if so required.
- 14.8 To award the contract to a Bidder whose bid was not the lowest in price.
- 14.9 To award the bid to a Bidder who is not the highest scoring Bidder.
- 14.10 To correct any mistakes at any stage of the bid that may have been in the bid documents or occurred at any stage of the bid process.
- 14.11 The PPSA is entitled to amend any bid conditions, bid validity period, RFP specifications, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the PPSA has record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the PPSA's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 14.12 The PPSA reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the PPSA.
- 14.13 The PPSA reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response.
- 14.14 The bidder hereby gives consent to the PPSA to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.
- 14.15 No attempt may be made, whether directly or indirectly, to canvass any member of PPSA employees before the award of the contract.
- 14.16 Any enquiries must be referred, in writing, to the specified persons.

#### **15. Undertakings by the Bidder**

- 15.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the PPSA on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 15.2 The bidder shall prepare for a possible presentation should PPSA require such and the bidder shall be notified

before the actual presentation date. Such a presentation may include a practical demonstration of services as called for in this RFP.

- 15.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the PPSA during the bid validity period indicated in the RFP and calculated from the bid closing hour and date such offer, and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 15.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 15.5 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with PPSA, as the principal(s) liable for the due fulfilment of such contract.
- 15.6 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become PPSA property unless otherwise stated by the bidder/s at the time of submission.

## **16. Previous experience**

- 16.1 Bidders must submit written and signed reference letter/s from current or previous client/s where the security services were successfully provided. Provide signed reference letters that indicate the following:
  - 16.1.1 Value of the project,
  - 16.1.2 Contract period and
  - 16.1.3 The industry/sector where the contract was carried out.
  - 16.1.4 The size of the building where the services were provided.
- 16.2 Due diligence may be conducted to verify all information that has been provided on the shortlisted bidders.

## **17. Contract requirements**

### **17.1 Contract period**

The start date of the project implementation will be confirmed with the successful bidder upon contract negotiations. The initiative is based on deliverables. The supply of the security services period is three (3) years subject to annual review of the service provider's performance.

### **17.2 General terms and conditions of contract**

Bidders must initial each page of the attached General Terms and Conditions of the contract.

## **18. Price basis**

- 18.1 Bidders shall consider that PPSA's total requirements will be allocated to one bidder.
- 18.2 Bidders shall quote prices in South African Rand and Value Added Tax shall be included.
  - 18.2.1 For PPSA to be able to facilitate the evaluation of bids and the administration of the contract it is required that bidders must provide pricing including escalation for a period of three (3) years must only include overheads costs and exclude salaries due to sectorial determination.
- 18.3 Bidders shall quote on the basis indicated in the Pricing Schedule.

- 18.4 Prices tendered for must be inclusive of all required deliverables as per specification.
- 18.5 PPSA requires an all-inclusive and fully transparent cost structure.
- 18.6 Where figures are referred to in numerals and in words and there is a conflict between the two, the words will prevail.
- 18.7 The successful bidder shall commit to the programme of continuous improvement, which will result in cost-efficiencies during the duration of the contract.
- 18.8 Bidders must warrant the PPSA and indicate that the pricing quoted is free of any errors or omissions and that the Bidder is able to deliver the contract on the prices quoted.

**19. Payment terms**

- 19.1 The standard 30-day payment period will apply on the payment of all invoices from receipt of valid invoice.

**20. Tax clearance certificate**

- 20.1 Government is committed to reducing supply chain related fraud and ensuring that persons conducting business with the State are not afforded any scope to abuse the supply chain management system.
- 20.2 It is therefore essential to ensure that persons conducting business with the State are tax-compliant when participating in tenders or other bidding processes. On 18 April 2016, the South African Revenue Service (SARS) introduced an enhanced TCS system aimed at improving compliance and making it easier for taxpayers to manage their tax affairs.
- 20.3 Implementation of the tax compliance status system
  - 20.3.1 In order to comply with the new TCS system and the condition of bids that a successful bidder's tax matters must be in order, Accounting Officers and accounting authorities of all PFMA complaint institutions must:
    - 20.3.1.1 Designated officials, preferably from Supply Chain Management Unit, whose function will be to verify the tax compliance status of a bidder on the South African Revenue Services' Tax compliance status system housed on eFiling.
    - 20.3.1.2 Utilise the SBD1 issued by National Treasury when inviting bids,
    - 20.3.1.3 As a bid condition, accounting officer or accounting authorities must request bidders to register on Government's Central Supplier Database and to include in their bid their Master Registration Number (Supplier Number) to enable the institution to verify the supplier's tax status on the Central Supplier Database.
  - 20.4 The CSD and tax compliance status PIN are the approved methods to be used to prove tax compliance as the South African Revenue Services (SARS) no longer issues Tax Clearance Certificates but has made provision online, via e-Filing, for bidders to print their own Tax Clearance Certificates which they can submit with their bids or price quotations.
  - 20.5 Accounting Officers are therefore required to accept printed, or copies of Tax Clearance Certificates submitted by bidders and verify their authenticity on e-Filing. The verification result will be filed for audit purposes.
  - 20.6 Where a bidder does not submit a tax compliance status PIN but provides a Central Supplier Database (CSD) number, the accounting officer and accounting authority must utilise the CSD number via its website [www.csd.gov.za](http://www.csd.gov.za) to access the supplier records and to verify the bidder's tax compliance status. A printed screen view at the time of verification should then be attached to the supplier's records for audit purposes.

## **21. Counter Conditions**

- 21.1 Bidder's attention is drawn to the fact that amendments to any of these conditions of bid by bidders may result in the invalidation of the bids.

## **22. Fronting**

- 22.1 The PPSA supports Broad Black Based Economic Empowerment and recognises that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Based on the above (PPSA) condemns any form of fronting.
- 22.2 The PPSA, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in the bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry /investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from the date of notification may invalidate the bid/contract and may also result in the restriction of the bidder/contractor conducting business with the public sector for a period not exceeding ten years. The matter may be reported to the National Prosecuting Authority (NPA) for criminal investigation and charges in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

## **23. Promotion of Emerging Black owned bidders**

- 23.1 It is the PPSA's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black-owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring.

## **24. Supplier Performance Management**

- 24.1. Supplier Performance Management is viewed by the PPSA as a critical component in ensuring value for money acquisition and good supplier relations between the PPSA and all its suppliers.
- 24.2. The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the PPSA, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier 's performance and ensure effective delivery of service, quality and value-add to PPSA's business.
- 24.3. Successful bidders will be required to comply with the above-mentioned conditions and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of these conditions.

## **25. Supplier Development**

- 25.1. The PPSA promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/or designated groups which are at least 51% owned by:
- 25.1.1 black people

- 25.1.2 black people who are youth.
- 25.1.3 black people who are women.
- 25.1.4 black people that formed a cooperative (primary, secondary, or tertiary cooperative) or
- 25.1.5 black people living in rural areas or underdeveloped areas or township.

**26. Screening**

- 26.1 Acceptance of this bid may be subject to the condition that the successful bidder must be cleared up by the appropriate authorities to render the service within the organ of the state.

**27. PPSA requires bidder(s) to declare**

In the Bidder's Technical response, Bidder(s) are required to declare the following:

- 27.1 Confirm that the bidder(s) is to: –
  - 27.1.1 Act honestly, fairly, and with due skill, care, and diligence, in the interests of PPSA.
  - 27.1.2 Have and effectively employ the resources, procedures, and appropriate technological systems for the proper performance of the services.
  - 27.1.3 Act with circumspection and treat PPSA fairly in a situation of conflicting interests.
  - 27.1.4 Comply with all applicable statutory or common law requirements applicable to the conduct of business.
  - 27.1.5 Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with PPSA.
  - 27.1.6 Avoidance of fraudulent and misleading advertising, canvassing and marketing.
  - 27.1.7 To conduct their business activities with transparency and consistently uphold the interests and needs of PPSA as a client before any other consideration; and
  - 27.1.8 To ensure that any information acquired by the bidder(s) from PPSA will not be used or disclosed unless the written consent of the client has been obtained to do so.

**28. Conflict of interest, corruption, and fraud**

- 28.1 PPSA reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of PPSA or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")
  - 28.1.1 Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid.
  - 28.1.2 Seeks any assistance, other than assistance officially provided by PPSA, from any employee, advisor or other representative of PPSA in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to PPSA.
- 29.1.3 Makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of PPSA's officers, directors, employees, advisors, or other representatives.
- 29.1.4 Makes or offers any gift, gratuity, anything of any value or other inducement, to any PPSA's officers, directors, employees, advisors, or other representatives in order to obtain any unlawful advantage in relation to procurement

or services provided or to be provided to PPSA.

- 29.1.5 Accepts anything of value or an inducement that would or may provide financial gain, advantage, or benefit in relation to procurement or services provided or to be provided to PPSA.
- 29.1.6 Pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to PPSA.
- 29.1.7 Has in the past engaged in any matter referred to above; or
- 29.1.8 Has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

### **29. Misrepresentation**

- 29.1 The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that PPSA relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.
- 29.2 It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by PPSA against the bidder notwithstanding the conclusion of the Service Level Agreement between PPSA and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

### **30. Preparation costs**

- 30.1 The Bidder will bear all its costs in preparing, submitting, and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing PPSA, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

### **31. Indemnity**

- 31.1 If a bidder breaches the conditions of this bid and, as a result of that breach, PPSA incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds PPSA harmless from any and all such costs which PPSA may incur and for any damages or losses PPSA may suffer.

### **32. Precedence**

- 32.1 This document will prevail over any information provided during any briefing session whether oral or written, unless such written information is provided expressly amended by reference.

### **33. Limitation of liability**

- 33.1 A bidder participates in this bid process entirely at its own risk and cost. PPSA shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered because of the Bidder's participation in this Bid process.

**34. Tender defaulters and restricted suppliers**

34.1 No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appears on the Register of Tender Defaulters kept by National Treasury, or who has been placed on National Treasury's List of Restricted Suppliers. PPSA reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been listed as defaulting with National Treasury by another government institution.

**35. Governing Law**

35.1 South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

**36. Responsibility for sub-contractors and bidder's personnel**

36.1 A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. If PPSA allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and PPSA will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

**37. Confidentiality**

37.1 Except as may be required by law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with PPSA's examination and evaluation of a Tender.

37.2 No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by PPSA remain proprietary to PPSA and must be promptly returned to PPSA upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

37.3 Throughout this bid process and thereafter, the bidder(s) must secure PPSA's written approval prior to the release of any information that pertains to (a) the potential work or activities to which this bid relates; or (b) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

**38. Proposal documents**

38.1 No bids submitted by Facsimile, telegram, email will be considered. It is the bidder's sole responsibility to ensure that the complete bid has been received by the Closing Date and Time. Giving the bid to a courier prior to the Closing Date without actual receipt by PPSA before the Closing Date and Time will not excuse the late delivery of a bid.

38.2 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. **The PPSA will not be held responsible for any delays where bid documents are handed to the**

**PPSA Receptionist, switchboard operator or security personnel.**

- 38.3. Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the PPSA’s policy not to consider late bids for tender evaluation.**
- 38.4 All documents and correspondence must be in English, failure to comply, the bid proposal will not be evaluated.
- 38.4.1 Proposals must be compiled in the following manner:
  - One (1) original proposal (marked ‘original’) must be submitted and should not be retyped and one electronic copy (on CD/USB)
  - 38.4.1.2 All Annexures, company profiles, CV’s, etc., shall form part of the ‘**ORIGINAL**’ as well as the ‘**COPY**’ proposals.
  - 38.4.1.3 All proposals must be delivered **sealed**. The following information shall appear on the outside of the sealed proposal be placed in the bid box at the Main Reception area at 189 Lunnon Street, Hillcrest Office Park, Hillcrest, Pretoria:
    - Name of bidder;
    - Description of proposal;
    - Bid / tender number;
    - Closing date and time;
    - The name and address of the Bidder must be written on the front or back side of the proposal/envelope.
- 38.4 Bids submitted by bidders which are or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 38.5 The bidder should check the numbers of the pages of its bid to satisfy that none are missing or duplicated. No liability will be accepted by PPSA in regard to anything arising from the fact that pages of a bid are missing or duplicated.

**39. Consultation prior to submission of the bid documents**

- 39.1 Bidders shall consult, **in writing**, with the PPSA’s officials indicated below should there appear to be any discrepancy, ambiguity or uncertainty pertaining to the meaning or effect of any description, dimension, quality, quantity or any other information contained in this bid. PPSA undertakes to provide clarification in writing to all Bidders, provided that the request is received prior to the closing date and time for clarifications.

Officials	Location	Contact Details
Kgomotso Kgopotse / Kabelo Lekalakala	Public Protector South Africa 175 Lunnon Street Hillcrest Office Park Pretoria	Tel: 012 366 7008 / 7252 Email: <a href="mailto:TiyaniT@pprotect.org">TiyaniT@pprotect.org</a> <a href="mailto:KabeloL@pprotect.org">KabeloL@pprotect.org</a>

**40. Clarifications and communication**

- 40.1 Bidders are encouraged to submit clarification questions in writing to Public Protector South Africa (PPSA) officials mentioned above not later than **17 April 2025 @ 11H00**. No further questions will be entertained after this period.

- 40.2 The PPSA will respond in writing to queries and distribute to all bidders who attended the briefing session after receipt of questions.
- 40.3 The PPSA may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the PPSA on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.
- 40.4 Oral communication or instruction by PPSA or its representative shall have no standing in this bid unless and until they have been confirmed in writing.
- 40.5 PPSA accepts no responsibility for the failure of any bidder not receiving notifications or correspondence relating to this bid.
- 40.6 Whilst all due care has been taken in connection with the preparation of this bid, PPSA makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. PPSA, and its employees and advisors will not be liable with respect to any information communicated which may not accurate, current or complete.
- 40.7 If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by PPSA (other than minor clerical matters), the Bidder(s) must promptly notify PPSA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford PPSA an opportunity to consider what corrective action is necessary (if any).
- 40.8 Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by PPSA will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.
- 40.9 All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

**41. BIDDER DECLARATION**

The bidder hereby declares the following:

We confirm that \_\_\_\_\_ (Bidder's Name) will:

- a. Provision of offsite storage including document management services to PPSA: various office nationally.
- b. Act honestly, fairly, and with due skill, care, and diligence, in the interests of the PPSA.
- c. Effectively employ the resources, procedures, and appropriate technological systems for the proper performance of the services.
- d. Act with circumspection and treat PPSA fairly in a situation of conflicting interests.
- e. Comply with all applicable statutory or common law requirements applicable to the conduct of business.
- f. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with PPSA;
- g. Avoid fraudulent and misleading advertising, canvassing, and marketing.
- h. Conduct business activities with transparency and consistently uphold the interests and needs of PPSA as a client before any other consideration; and
- i. Ensure that any information acquired by the bidder(s) from PPSA will not be used or disclosed unless the written consent of the client has been obtained to do so.
- j. Due to the sensitivity of the information handled by PPSA, bidders must submit a confirmation letter on their company letterhead indicating that the documents will be hosted in their own warehouse as sub-contracting is not allowed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name of Signatory: \_\_\_\_\_

Designation \_\_\_\_\_

FOR AND ON BEHALF OF \_\_\_\_\_

**CONTENTS OF THIS DOCUMENT IS NOTED: .....**

**SERVICE PROVIDERS INITIALS / SIGNATURE Important: Failure to complete/sign/initial this document in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections made may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!**