

Approved 18/7/2023
Bq.



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TENDER HP23/003GS

RETURNABLE DOCUMENTS

AND

TERMS OF REFERENCE

**APPOINTMENT OF A SERVICE PROVIDER FOR THE
OFF-SITE STORAGE, BACK SCANNING, DIGITIZATION,
INDEXING AND LABELING OF THE NATIONAL
DEPARTMENT OF PUBLIC WORKS AND
INFRASTRUCTURE (NDPWI) RECORDS IN TERMS OF
THE NATIONAL ARCHIVES AND RECORDS SERVICE
OF SOUTH AFRICA ACT 43 OF 1996 FOR A PERIOD OF
5 YEARS AT HEAD OFFICE, JOHANNESBURG AND
PRETORIA REGIONAL OFFICES**

**YOU ARE HEREBY INVITED TO BID TO THE GOVERNMENT OF THE
REPUBLIC OF SOUTH AFRICA**

PLEASE TAKE NOTE

BID NUMBER: HP23/003GS

CLOSING TIME: SHARP 11:00 CLOSING DATE: 08 AUGUST 2023

***BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL, AS A RULE NOT BE
ACCEPTED FOR CONSIDERATION***

BID DOCUMENTS MAY BE POSTED TO

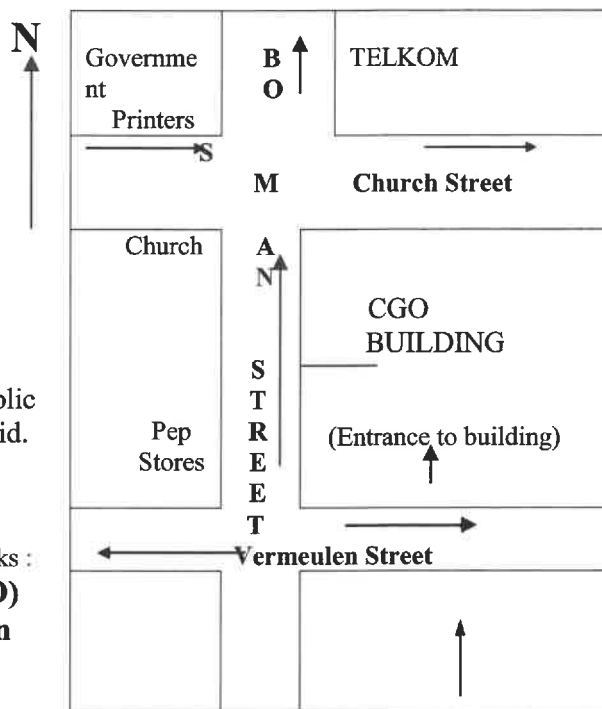
**DIRECTOR-GENERAL
Department of Public Works
Private Bag X65
PRETORIA
0001**

**ATTENTION: TENDER SECTION:
Central Government office: Room 121**

Bid documents that are posted must reach the Department of Public
Works: Tender section, before 08:00 on the closing date of the bid.

OR

The bid documents may be deposited at the Department of Public Works :
Head Office: **Room 121, Central Government Office (CGO)
c/o Bosman and Vermeulen Street.(Entrance Vermeulen
Street) Pretoria,0001**



The Head Office of the Department of Public Works is open **Mondays to Fridays**
07:30 – 12:30 / 13:30 – 15:30. However, if the bid is late, it will, as a rule not be
accepted for consideration.

Bidders should ensure that bids are delivered timeously to the correct address.

SUBMIT ALL BIDS ON THE OFFICIAL FORMS - DO NOT RETYPE.

Bids by telegram, facsimile or other similar apparatus will not be accepted for consideration.

**SUBMIT EACH BID IN A SEPARATE SEALED ENVELOPE,
INDICATING THE TENDER NR. CLOSING DATE AND YOUR COMPANY NAME**

The Government Tender Bulletin is available on the Internet on the following web sites:

1. <http://www.treasury.gov.za>
2. <http://www.info.gov.za/documents/tenders/index.htm>

CONTENTS OF BID DOCUMENT

Project title:	APPOINTMENT OF A SERVICE PROVIDER FOR THE OFF-SITE STORAGE, BACK SCANNING, DIGITIZATION, INDEXING AND LABELING OF THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE (NDPWI) RECORDS IN TERMS OF THE NATIONAL ARCHIVES AND RECORDS SERVICE OF SOUTH AFRICA ACT 43 OF 1996 FOR A PERIOD OF 5 YEARS AT HEAD OFFICE, JOHANNESBURG AND PRETORIA REGIONAL OFFICES		
Project Leader:	THEMBI MAKAMA	Bid / no:	HP23/003GS

SECTIONS IN BID DOCUMENT

Bidders are to ensure that they have received all pages of the bid document, which consists of the following sections:

Bid Document Name:	Number of Pages:
Cover page	1 Page
Content page	1 Page
Map of closing address	1 Page
Bid Form (PA-32)	2 Pages
PA-04(GS): Notice and invitation to tender	8 Pages
PA-09 (GS): List of returnable document	1 Page
PA-10: General Conditions of contract (GCC)	10 Pages
PA-11: Bidder's Disclosure	3 Pages
PA-15.1 Resolution of Board of Directors	2 Pages
PA-15.2: Resolution of Board of Directors to enter into Consortia or Joint Ventures	2 Pages
PA-15.3: Special Resolution of Consortia or Joint Venture	3 Pages
PA-16 : Form for Claiming BBBEE points	10 Pages
PA-40: Declaration of designated groups for preferential procurement	2 Pages
Terms of reference	19 Pages
Pricing Schedule: Annexure A	4 Pages
Compliance Questionnaire : Annexure B	2 Pages

PA 32: INVITATION TO BID PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	HP23/003GS	CLOSING DATE:	08 AUGUST 2023	CLOSING TIME:	11:00AM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE OFF-SITE STORAGE, BACK SCANNING, DIGITIZATION, INDEXING AND LABELING OF THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE (NDPW) RECORDS IN TERMS OF THE NATIONAL ARCHIVES AND RECORDS SERVICE OF SOUTH AFRICA ACT 43 OF 1996 FOR A PERIOD OF 5 YEARS AT HEAD OFFICE, JOHANNESBURG AND PRETORIA REGIONAL OFFICES				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (DPW04.1 GS or DPW04.2 GS).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Department of Public works: CGO Building: Bosman and Madiba ST					
Pretoria Central: Reception area					
OR POSTED TO:					
Attention to Procurement Office: Bid Admin: Department of Public Works: CGO Building: Bosman and Madiba ST: Private bag x65:					
Pretoria Central: 0001					
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					
		TCS PIN:		OR	CSD No:
SIGNATURE OF BIDDER		DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					

TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE ('ALL APPLICABLE TAXES)	R
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	DPWI	CONTACT PERSON	Thembi Makama
CONTACT PERSON	Kgomoiso Mabelebele	TELEPHONE NUMBER	012 406 1490/082 057 4662
TELEPHONE NUMBER	012 406 2017	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	Thembi.Makama@dpw.gov.za
E-MAIL ADDRESS	Kgomoiso.Mabelebele@dpw.gov.za		

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

PA-32: Invitation to Bid

- 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 ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
 - 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
 - 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
 - 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
- IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

Note Well:

- a) In respect of non VAT vendors the bidders may not increase the bid price under Section 67(1) of the Value Added Tax Act of 1991 where the relevant transaction would become subject to VAT by reason of the turnover threshold being exceeded and the bidder becomes liable for VAT.
- b) **All delivery costs must be included in the bid price, for delivery at the prescribed destination.**
- c) The price that appears on this form is the one that will be considered for acceptance as **a firm and final offer.**
- d) The grand total in the pricing schedule(s), inclusive of VAT, attached to the bid offer must correlate and be transferred to this form (PA32).
- e) Where there are inconsistencies between the grand total price offer in the pricing schedule(s) and the PA32 price offer, the price offer on the PA32 shall prevail and deemed to be firm and final. No further correspondence shall be entered into in this regard.

¹ All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

PA-04 (GS): NOTICE AND INVITATION TO BID

THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR THE PROVISION OF OFFSITE STORAGE FOR THE NDPWI RECORD'S

Project title:	APPOINTMENT OF A SERVICE PROVIDER FOR THE OFF-SITE STORAGE, BACK SCANNING, DIGITIZATION, INDEXING AND LABELING OF THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE (NDPWI) RECORD'S IN TERMS OF THE NATIONAL ARCHIVES AND RECORDS SERVICE OF SOUTH AFRICA ACT 43 OF 1996 FOR A PERIOD OF 5 YEARS AT HEAD OFFICE, JOHANNESBURG AND PRETORIA REGIONAL OFFICES
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Bid no:	HP23/003GS		
Advertising date:	18 JULY 2023	Closing date:	08 AUGUST 2023
Closing time:	11H00	Validity period:	56 days

2.1 Substantive responsiveness criteria

Only tenderers who are responsive to the following substantive responsiveness criteria are eligible to submit tenders. Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from further consideration:

1	☒	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	☒	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	☒	Use of correction fluid is prohibited.
4	☒	Submission of (PA-32): Invitation to Bid
5	☒	Registration on National Treasury's Central Supplier Database.
6	☐	Submission of record of attending compulsory virtual bid clarification / site inspection meeting.
7	☐	The tenderer shall submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts) together with his tender.
8	☐	The tenderer shall submit his fully priced and completed sectional summary- and final summary pages with the tender.
9	☒	All parts of tender documents submitted must be fully completed in ink and signed where required
10	☐	
11	☐	
12	☐	

2.2 Administrative responsiveness criteria

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within seven (7) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

1	☒	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .
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Notice and Invitation to Bid: PA-04 (GS)

2	☒	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3	☒	Submission of (PA-09 (GS)): List of Returnable Documents
4	☒	Submission of (PA-11): Bidder's disclosure.
5	☒	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
6	☒	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
7	☒	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD).
8	☐	The tenderer shall submit his fully priced Bills of Quantities (complete document inclusive of all parts) within 14 days from request.
9	☐	Upon request, submission of fingerprints obtainable from local SAPS including any other additional documentation and information required for vetting purposes.
10	☐	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
11	☒	Submission of fully completed Price Schedule (Annexure A)
12	☒	Submission of Checklist Questionnaire (Annexure B)
13	☒	Submission of National Archives and Records Service Act accreditation letter

3. Method to be used to calculate points for specific goals

For procurement transaction with rand value greater than R2 000, 00 and up to R1 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.			
Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people.	10	ID Copy. or SANAS Accredited BBBEE Certificate/ Sworn Affidavit. or CSD Report. or CIPC (Company registration)
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area.	2	Office Municipal Rates Statement. or Permission to occupy from local chief in case of rural areas (PTO). or Lease Agreement
3.	An EME or QSE which is at least 51% owned by women.	4	ID Copy or CSD Report or CIPC (Company Registrations)
4.	An EME or QSE which is at least 51% owned by people with disability.	2	Medical Certificate or South African Social Security Agency (SASSA) Registration or National Council for Persons with

			Physical Disability in South Africa registration (NCPDPSA)
5.	An EME or QSE which is at least 51% owned by youth.	2	ID Copy or CSD Report Or CIPC

<u>For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.</u>			
Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people.	10	ID Copy. or SANAS Accredited BBBEE Certificate/ Sworn Affidavit. or CSD Report. or CIPC (Company registration)
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area.	2	Office Municipal Rates Statement. or Permission to occupy from local chief in case of rural areas (PTO). or Lease Agreement
3.	An EME or QSE which is at least 51% owned by women	4	ID Copy or CSD Report or CIPC (Company Registrations)
4.	An EME or QSE which is at least 51% owned by people with disability.	2	Medical Certificate or South African Social Security Agency (SASSA) Registration or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)
5.	An EME or QSE which is at least 51% owned by youth.	2	ID Copy or CSD Report or CIPC



For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people.	4	ID Copy. or SANAS Accredited BBBEE Certificate/ Sworn Affidavit. or CSD Report. or CIPC (Company registration)
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area.	2	Office Municipal Rates Statement. or Permission to occupy from local chief in case of rural areas (PTO). or Lease Agreement
3.	An EME or QSE which is at least 51% owned by women	2	ID Copy or CSD Report or CIPC (Company Registrations)
☐ 4. ☐	An EME or QSE which is at least 51% owned by people with disability.	2	Medical Certificate or South African Social Security Agency (SASSA) Registration or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)
☐ 5. ☐	An EME or QSE which is at least 51% owned by youth. NB. (The use of this goal is mandatory however the BSC must select either one of the two and not both)		ID Copy or CSD Report Or CIPC

**4. The following evaluation method for responsive bids will be applicable:
(Where functionality is applicable, it will be applied as a pre-qualification)**

☒ 80/20 Preference points scoring system	☐ 90/10 Preference points scoring system	☐ Either 80/20 or 90/10 Preference points scoring system
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In case where below/above R 50 000 000 is selected, the lowest acceptable tender will be used to determine the applicable preference point system.

5. Note: Functionality will be applied as a prequalification criterion. Such criteria is used to establish minimum requirements where after bids will be evaluated solely on the basis of price and preference.

Functionality criteria:	Weighting factor:
A. COMPANY EXPERIENCE Bidders must possess minimum of 10 years' experience in handling, scanning (standard size record's only) and indexing of classified State's records /documents in an off-site storage environment in compliance with the National Archives Act. Bidders must submit reference letters from their current and from previous clients as per the above. It must specify the type of service conducted, volume of records and duration (start date and end date). Letters must be on the client's company letterhead, be signed duly, dated and contactable details 17 years' and above experience = 5 points 14-16 years' and above experience =4 points 10 - 13 years' and above experience =3 points Less than 10 years = 0 point	30
B. HANDLING CAPACITY (STANDARD AND WIDEFORMAT RECORDS) Bidders must submit reference letters from their current and from their previous clients. It must specify the number of standard boxes / wide format /tubes they can handle during the contract period. Letters must be on the client's company letterhead, be signed duly, dated and contactable details Handling of 70 000 boxes/tubes and above = 5 points Handling of 60 000- 69 999 boxes/tubes = 4 points Handling of 50 000- 59 999 boxes/tubes = 3 points Less than 50 000 boxes/tubes = 0 point	10
C. SORTING OF DOCUMENTS (STANDARD AND WIDE FORMAT RECORDS) Bidders must submit reference letters from their current and from their previous clients indicating 5 activities mentioned below. It must specify the type of service conducted, volume of records and the duration (start date and end date). Letters must be on the client's company letterhead, be signed duly, dated and contactable details a. sorting, b. categorize, c. page numbering, d. labelling, e. bar coding and filing The classification of records must be in accordance with NARS prescript. (Provide detailed Filing Plan indicating how the above key activities will be rolled out). Provide reference letter/s indicating 5 activities = 5 points Less than 5 activities = 0 points	10

D. RETRIEVALS ON URGENT DELIVERY(STANDARD AND WIDE FORMAT RECORDS) Bidders must demonstrate the turnaround times of retrievals through reference letter or schedule of evidence. Bidders to submit reference letters from their current and from previous clients as per the above. It must specify the turnaround time of retrievals through reference letters or schedule of evidence. Letters to be on the client's company letterhead, be signed duly, dated and contactable details Delivery time within 8 working hours on urgent request = 5 points Delivery time in more than 8 working hours on urgent request = 0 point	10
E. RETRIEVALS ON NORMAL DELIVERY (STANDARD AND WIDE FORMAT RECORDS) Bidders must demonstrate the turnaround times of retrievals through reference letter or schedule of evidence. Bidders to submit reference letters from their current and from previous clients as per the above. It must specify the turnaround time of retrievals through reference letters or schedule of evidence. Letters to be on the client's company letterhead, be signed duly, dated and contactable details Delivery time within 24 working hours on normal request = 5 points Delivery time in more than 24 working hours on normal request = 0 point	10
F. SCANNING, DIGITIZATION , INDEXING AND LABELING (STANDARD RECORDS) NDPWI wants to be ascertained that all scanned and digitized records are systematically transferred into NDPWI Records Management Systems and approved File Plan. The bidders must demonstrate how this activity will be executed or Implemented accordingly. The Bidders must submit reference letters from their current and from previous clients as per the above. It must specify the type of service conducted, volume of records and the duration (start date and end date. Letters must be on the client's company letterhead, be signed duly, dated and contactable details a) Off-site back scanning and digitalization of approximately 5 million A4/A3 size pages standard records from paper to electronic. The majority is A4 size. The projected quantities is for evaluation purposes only, the number of standard records are based on estimates and it can be more or less. b) Image quality must be 600 DPI and above c) Barcode tracking d) Computer reports e) Client training, skills transfer and workshops on scanning and digitization f) Indexing , labelling and electronic filing g) Inventory services h) Compliant electronic records system as per NARS requirements Provision of all the above and more is = 5 points Provision of less than the above is = 0 point	30
Total	100 Points

Minimum functionality score to qualify for further evaluation:	70
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6. COLLECTION OF BID DOCUMENTS:

- ☒ Bid documents are available for free download on e-Tender portal www.etenders.gov.za

- ☒ Alternatively; Bid documents may be collected during working hours at the following address Room no 121 CGO ,256 Madiba Street CGO Building ,Pretoria ,0001. A non-refundable bid deposit of R 700 is payable, (Cash only) is required on collection of the bid documents.
- ☐ A **select** pre bid meeting with representatives of the Department of Public Works will take place at _____ on **dd/mm/yyyy** starting at _____ Venue _____ . (if applicable)

7. ENQUIRIES RELATED TO BID DOCUMENTS MAY BE ADDRESSED TO:

DPW Project Leader:	Thembi Makama	Telephone no:	012 406-1490
Cell no:	0820574662	Fax no:	0862728740
E-mail:	thembi.makama@dpw.gov.za		

8. DEPOSIT / RETURN OF BID DOCUMENTS:

Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the bid document.

All tenders must be submitted on the official forms –

BID DOCUMENTS MAY BE POSTED TO: THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 65 ,PRETORIA,0001 0010 ATTENTION: PROCUREMENT SECTION: ROOM 121 SCM PRACTITIONER: MS KGOMOTSO MABELEBELE UNIT: SCM ACQUISITION GOODS AND SERVICES TEL: 012 406 2017 E- mail: Kgomotso.Mabelebele@dpw.gov.za POSTED TENDERS MUST BE RECEIVED PRIOR CLOSING DATE AND TIME AT 11H00 BY THE DEPARTMENT	OR	DEPOSITED IN THE TENDER BOX AT: THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE CGO BUILDING BOSMAN AND MADIBA STREETS PRETORIA CBD ROOM NO 121
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9. COMPILED BY:

Thembi Makama		Project Manager	18/7/2023
Name of Project Leader	Signature	Capacity	Date

PA-09 (GS): LIST OF RETURNABLE DOCUMENTS

Project title:	APPOINTMENT OF A SERVICE PROVIDER FOR THE OFF-SITE STORAGE, BACK SCANNING, DIGITIZATION, INDEXING AND LABELING OF THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE (NDPWI) RECORDS IN TERMS OF THE NATIONAL ARCHIVES AND RECORDS SERVICE OF SOUTH AFRICA ACT 43 OF 1996 FOR A PERIOD OF 5 YEARS AT HEAD OFFICE, JOHANNESBURG AND PRETORIA REGIONAL OFFICES		
Project Leader:	THEMBI MAKAMA	Bid / Quote no:	HP23/003GS

1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

(Bidders may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)

Bid Document Name:	Number of Pages:	Returnable document:
Cover page	01 Pages	☐
Map	01 Pages	☐
Bid form of offer (PA 32)	02 Pages	☐
PA 04 (GS): Notice and invitation to tender	08 Pages	☐
PA 09 (GS): List of returnable documents	01 Pages	☐
PA-10(GS): General Conditions of contract	10 Pages	☐
PA-11(GS) Bidder's Disclosure	03 Pages	☐
PA-15.1: Resolution of board of Directors	02 Pages	☐
PA-15.2: Resolution of board of Directors to enter into consortia or joint venture	02 Pages	☐
PA-15.3: Special resolution of consortia or joint ventures	03 Pages	☐
PA-16: Preference Points Claim form	10 Pages	☐
PA-40: Declaration of designated groups for preferential procurement	02 Pages	☐
Terms of Reference	12 Pages	☐
Pricing Schedule: Annexure A	04 Pages	☐
Compliance Questionnaire : Annexure B	02 Pages	☐
Submission of National Archives and Records Service Act accreditation letter	01 Pages	☐

Name of Bidder	Signature	Date

PA-11: 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 interest (1) 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

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

- 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 consortium² 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.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.7 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

This form has been aligned with SBD4

PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

_____ (legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

- The Enterprise submits a Bid / Tender to the Department of Public Works in respect of the following project:

_____ (project description as per Bid / Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid / Tender Document)

- *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

15			
16			
17			
18			
19			
20			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP

PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

On _____ (date)

RESOLVED that:

1. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

to the Department of Public Works in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid /Tender Document)

2. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: _____

_____ (code)



Postal Address: _____

_____ (code)

Telephone number: _____ (code)

Fax number: _____ (code)

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Note:

1. * *Delete which is not applicable*
2. **NB.** *This resolution must be signed by all the Directors / Members / Partners of the Bidding Enterprise*
3. *Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page*

ENTERPRISE STAMP

PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Held at _____ *(place)*

on _____ *(date)*

RESOLVED that:

RESOLVED that:

- A. The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the Department of Public Works in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ *(Bid / Tender Number as per Bid /Tender Document)*

B. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

C. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of:

D. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item D above.

F. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: _____

_____ (code)

Postal Address: _____

_____ (code)

Telephone number: _____

Fax number: _____

	Name	Capacity	Signature
1			
2			
3			
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15			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the consortium/joint venture submitting this tender, as named in item 2 of Resolution PA-15.2.
3. Should the number of the Duly Authorised Representatives of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.
4. Resolution PA-15.2, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture, must be attached to this Special Resolution (PA-15.3).



PA-16: 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 Preference Points System to be applied

(Tick whichever is applicable).

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

1.3 Points for this tender shall be awarded for:

1.3.1 Price; and

1.3.2 Specific Goals

1.4 The maximum points for this tender are allocated as follows:

CHOOSE APPLICABLE PREFERENCE POINT SCORING SYSTEM	☐ 80/20	☐ 90/10
PRICE		
SPECIFIC GOALS		
Total points for Price and Specific Goals	100	

1.5 Breakdown Allocation of Specific Goals Points

1.5.1 For Procurement transactions with rand value greater than R2 000.00 and up to R1 Million (Inclusive of all applicable taxes), the specific goals as listed in table 1 below are applicable.

All Acquisitions

Table 1

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE which is at least 51% owned by black people	10	ID Copy Or SANAS Accredited BBBEE Certificate or sworn affidavit where applicable Or CSD Report Or CIPC (company registration)
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	Office Municipal Rates Statement Or Permission To Occupy from local chief in case of rural areas (PTO) Or Lease Agreement
3.	An EME or QSE which is at least 51% owned by women	4	ID Copy Or CSD Report Or CIPC (company registration)

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

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
4.	An EME or QSE which is at least 51% owned by people with disability	2	Medical Certificate Or South African Social Security Agency (SASSA) registration Or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)
5.	An EME or QSE which is at least 51% owned by youth .	2	ID Copy Or CSD Report Or CIPC (company registration)

1.5.2 For procurement transactions with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals as listed in table 2 below are applicable:

All Acquisitions

Table 2

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE or any entity which is at least 51% owned by Historically Disadvantaged Individuals (HDI)	10	ID Copy Or SANAS Accredited BBEE Certificate or sworn affidavit where applicable Or CSD Report

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

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
			Or CIPC (company registration)
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	Office Municipal Rates Statement Or Permission To Occupy from local chief in case of rural areas (PTO) Or Lease Agreement
3.	An EME or QSE or any entity which is at least 51% owned by women	4	ID Copy Or CSD Report Or CIPC (company registration)
4.	An EME or QSE or any entity which is at least 51% owned by people with disability	2	Medical Certificate Or South African Social Security Agency (SASSA) registration Or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)
5.	An EME or QSE or any entity which is at least 51% owned by youth .	2	ID Copy Or CSD Report Or CIPC (company registration)

1.5.3 For procurement transactions with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals as listed in table 3 below are applicable

All Acquisitions

Table 3

Serial No	Specific Goals	Preference Points allocated out of 10	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE or any entity which is at least 51% owned by Historically Disadvantaged Individuals (HDI)	4	ID Copy Or SANAS Accredited BBBEE Certificate or sworn affidavit where applicable Or CSD Report Or CIPC (company registration)
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	Office Municipal Rates Statement Or Permission To Occupy from local chief in case of rural areas (PTO) Or Lease Agreement
3.	An EME or QSE or any entity which is at least 51% owned by women	2	ID Copy Or CSD Report Or CIPC (company registration)
4. ☐	An EME or QSE or any entity which is at least 51% owned by people with disability	2	Medical Certificate Or

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

Serial No	Specific Goals	Preference Points allocated out of 10	Documentation to be submitted by bidders to validate their claim for points
5. ☐	OR An EME or QSE or any entity which is at least 51% owned by youth. (only one specific goal is applicable between specific goal number 4 and specific goal number 5 under 90/10 Preference Point System)		South African Social Security Agency (SASSA) registration Or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA) ID Copy Or CSD Report Or CIPC (company registration)

- 1.6 Failure on the part of the tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals, if the service provider/ tenderer did not submit proof or documentation required to claim for specific goals will be interpreted to mean that preference points for specific goals are not claimed.
- 1.7 The organ of state reserves the right to require of a service provider/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:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

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:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

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 1,2 and 3 above as may be supported by proof/ documentation stated in the conditions of this tender:

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

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. An EME or QSE or any entity which is at least 51% owned by Historically Disadvantaged Individuals (HDI)	4	10		
2. Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	2		
3. An EME or QSE or any entity which is at least 51% owned by women	2	4		

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
4. An EME or QSE or any entity which is at least 51% owned by people with disability or	2	2		
5. An EME or QSE or any entity which is at least 51% owned by youth . (only one specific goal is applicable between specific goal number 4 and specific goal number 5 under 90/10 Preference Point System)		2		

Note: *in respect of the 90/10 point system a selection of either disability or youth may be made with an allocation of 2 points for either of them.

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:	
	

PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Name of Tenderer

☐ EME¹ ☐ QSE² ☐ Non EME/QSE (tick applicable box)

1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in rural / under developed area/township	Indicate if military veteran
1.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
2.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
3.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
4.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
5.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
6.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
7.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
8.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
9.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
10.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
11.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
12.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Where Owners are themselves a Company, Close Corporation, Partnership etc, identify the ownership of the Holding Company, together with Registration number
State date of South African citizenship obtained (not applicable to persons born in South Africa)

¹ EME: Exempted Micro Enterprise

² QSE: Qualifying Small Business Enterprise

2. DECLARATION:

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

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2017, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

Signed by the Tenderer

Name of representative	Signature	Date



TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR THE OFF-SITE STORAGE, BACK SCANNING, DIGITIZATION, INDEXING AND LABELING OF THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE (NDPWI) RECORDS IN TERMS OF THE NATIONAL ARCHIVES AND RECORD SERVICES OF SOUTH AFRICA ACT 43 OF 1996 FOR A PERIOD OF 5 YEARS AT HEAD OFFICE, JOHANNESBURG AND PRETORIA REGIONAL OFFICES

APPOINTMENT OF A SERVICE PROVIDER FOR THE OFF-SITE STORAGE, BACK SCANNING, DIGITIZATION, INDEXING AND LABELING OF THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE (NDPWI) RECORDS IN TERMS OF THE NATIONAL ARCHIVES AND RECORD SERVICES OF SOUTH AFRICA ACT 43 OF 1996 FOR A PERIOD OF 5 YEARS AT HEAD OFFICE, JOHANNESBURG AND PRETORIA REGIONAL OFFICES

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APPOINTMENT OF A SERVICE PROVIDER FOR THE OFF-SITE STORAGE, BACK SCANNING, DIGITIZATION, INDEXING AND LABELING OF THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE (NDPWI) RECORDS IN TERMS OF THE NATIONAL ARCHIVES AND RECORD SERVICES OF SOUTH AFRICA ACT 43 OF 1996 FOR A PERIOD OF 5 YEARS AT HEAD OFFICE, JOHANNESBURG AND PRETORIA REGIONAL OFFICES

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1. INTRODUCTION

The National Department of Public Works and Infrastructure (NDPWI) provides accommodation to government Departments and Institutions. Its mandate is governed largely by Government Immovable Asset Management Act of 2007 (GIAMA). The Department further provides strategic leadership to Construction and Property Industries, and co-ordinates the implementation of Expanded Public Works Programmes (EPWP). In order to preserve its institution memory, the Department is committed to ensuring a safe and secure information and records management services in line with the provisions of National Archives and Records Service of South Africa Act No 43 of 1996 (NARS).

2. PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this bid is to solicit proposals from suitably qualified and experienced bidder(s) for the provision of secure off-site record storage facilities, scanning, digitization and indexing for standard records and wide format documents at;

- a) Head Office,
- b) Johannesburg and
- c) Pretoria Regional Offices,

The Department requires the provision of an off-site storage, back scanning, digitization (standard records) and indexing of records from the prospective bidder(s) within the public sector. The records of the Department are mainly wide format documents (building plans, maps and standard records). The service provider will provide the service for a period of five (5) years.

3. TIMELINE OF THE BID PROCESS

The period of validity of tender and the withdrawal of offers, after the closing date and time is 56 days. All dates and times in this bid are South African standard time. Any time or date in this bid is subject to change at the Department of Public Works and Infrastructure discretion. The establishment of a time or date in this bid does not create an obligation on the part of the

Department to take any action, or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the Department extends the deadline for bid submission (the closing date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

4. CONTACT AND COMMUNICATION

4.1 Any communication to an official or a person acting in an advisory capacity for NDPWI in respect of the bid between the closing date and the award of the bid by the Bidder(s) is discouraged.

4.2 All communication between the Bidder(s) and NDPWI must be done in writing.

4.3 Whilst all due care has been taken in connection with the preparation of this bid, NDPWI 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.

4.4 NDPWI, its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current or complete.

4.5 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 NDPWI (other than minor clerical matters), the Bidder(s) must promptly notify NDPWI in writing of such discrepancy, ambiguity, error or inconsistency in order to afford NDPWI an opportunity to consider what corrective action is necessary (if any).

4.6 Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by NDPWI will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.

4.7 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.

5. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the bid conditions or **setting of counter conditions** by Bidders or qualifying any bid conditions may result in the invalidation of such bids.

6. SUPPLIER DUE DILIGENCE

NDPWI reserves the right to conduct supplier due diligence to final award or at any time during the contract period. This may include site visits and requesting of additional information.

7. DURATION OF THE CONTRACT

The successful bidder will be appointed for a period of **5 years**, subject to the Service Level Agreement being concluded and agreed upon by both parties.

8. SCOPE OF WORK

8.1 Standard Records

The following is the scope of work as envisaged by NDPWI;

- a) The off –site storage must have the capacity to cater NDPWI current and future records which may expand by 5% per annum over the contract period.
- b) Off-site back scanning, indexing and digitization of approximately 5 000 000 page sizes ranges from A4, A3 and any other standard records from paper to electronic without misfiling and misplacing of any records . This may include all types of records, files, reports, finance batches and various documents. The projected quantities is for evaluation purposes only, the number of pages are based on estimates and it can be more or less.
- c) Indexing all scanned standard records in a compatible format with NDPWI ICT infrastructure/platform(s), uploading of same, and align to the Department Records Management System and approved File Plan.

- d) The scanned records must be in their original order and sequence after scanning.
- e) Full audit trail of records must be available at all times.
- f) The Department will assign a resource as and when required to ensure scanned documents are of high quality and filled back in order.
- g) To ensure the eligibility of scanned documents, the Department requires 600dpi and above. Furthermore the scanned documents must be PDF friendly and fully comply with applicable legislation e.g. NARS, standards and other applicable digitization requirements.
- h) The indexing should allow identification of categories within each micrographic content with acceptable minimum metadata for ease of retrieval of documents using key information such as, supplier name, file description, amount, transaction date, expense type, payment number, and business unit;
- i) Image processing, data protection
- j) Compliance with Protection of Personal Information (POPI) Act no 4 of 2013.
- k) Relocation and transportation of approximately 11 000 M2 boxes of standard records from old to the new service provider. The number of boxes are based on estimates and it can be more or less. NDPWI wants to be ascertained that whenever records are moved or transported, they are kept secure from loss or damage. Bidders are requested to Provide Relocation Plan detailing of how the transfer process will take place from the old to the new off -site storage service provider;
- l) Transportation and delivery of approximately ±19 000 M2 boxes (new box take on) of records between NDPWI and the storage facility as and when requested. The projected quantities is for evaluation purposes only, the number of boxes are based on estimates and it can be more or less.

8.2 Building Plans / Drawings / Wide Format Records

- a) Provision of off-site storage, take on and management of the drawings currently in tubes as per NARS requirements, which measures in standard metric sizes from A3-A0 in majority and some non-metric sizes. The drawing records are currently stored in tubes.
- b) All work to fully comply with applicable legislation e.g. NARS standards and other applicable digitization requirements.
- c) Indexing all wide format documents in a compatible format with NDPWI ICT infrastructure / platform(s) and uploading of same and align to the NDPWI Records Management System and approved File Plan.

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- d) Provide an audit report to verify the barcoded (indexed) drawing records against the index report. Possible anomalies in the filing systems to be identified. Approximately 450 000 drawing records contained within 21 000 tubes.
- e) Tubes must accommodate maximum of 20 drawings records per tube, to accommodate fragile historic artefacts catering for the weight of heavy paper / plastic / fiber building drawings / plans.
- f) Capture and seal tubes on each side for dust preventions to repair and or replace all damaged tubes.
- g) Barcoding, labelling, indexing and take-on of new drawings that are manually captured and ready for take-on.
- h) Provide Proof of Delivery that is duly signed by NDPWI official when submitting invoices for payment purposes.
- i) Provide an updated index report of all building drawings / plans (wide format documents) and provide daily tube reports of retrievals together with proof of deliveries.
- j) Standard industry process to be followed in terms of capturing and barcoding in accordance with NARS requirements.
- k) The index report to be updated daily to reflect scanned records i.e. drawings already digitally imaged.
- l) Image processing, data protection and data backup.
- m) Relocation and transportation of approximately 18 000 tubes and 3 000 standard size boxes of building plans / drawings (wide format documents) from old to the new service off-site provider which measures in standard metric sizes from A3-A0 in majority and some non-metric sizes. NDPWI wants to be ascertained that whenever tubes / records are moved or transported, they are kept secure from loss or damage. Bidders are requested to Provide Relocation Plan detailing process of how the transfer process will take place from the old to the new off -site storage service provider; Provision to be made for securing and replacing damaged tubes. Projected quantities is for evaluation purposes only, the number of wide format documents are based on estimates and it can be more or less.
- n) Retrieval of building plans / drawings (wide format documents) using tracking systems for efficient and easy access within 24 hours of normal request.
- o) The urgent building plans / drawings (wide format documents) must be provided within 8 hours including online request.

- p) Security of all records stored at the off-site storage in accordance with applicable best practice and statutory requirements.
- q) Supply and delivery of new empty tubes as and when requested by NDPWI; proof of delivery required.

8.3 General Requirements

- a. Apply quality control and provide NDPWI with the computer based database index report for all files (records) stored at the facility upon completion of relocation;
- b. Provide ICT back-up services including the critical aspects of the Disaster Recovery Plan.
- c. Retrieval services of records stored at off-site storage using tracking systems for efficient and easy access within 24 hours of ordinary request.
- d. Retrieval services of records using tracking systems for efficient and easy access within a maximum of 8 working hours of urgent request; including online display systems.
- e. Ensure adequate, accurate filing, indexing and labeling of standard records and wide format as per the NARS requirements.
- f. Provide a list of all records that are due for disposal in order for NDPWI to make an informed decision.
- g. Facilitate disposal process and issue Destruction Certificates as and when requested;
- h. Retention Schedule monitoring system, advice the Department as and when required.
- i. After disposal, all waste paper must be sent to NDPWI.
- j. All files to be allocated destruction dates according to NARS stipulations.
- k. Provide management information reports on a monthly basis. Reports in Excel format, for an example, number of retrieved files/tubes per month, number of new box intake, and any other reports that maybe requested by NDPWI.
- l. Barcoding and labeling of records.
- m. Provision of stationery e.g. archive boxes (M2), lids, labels and other stationery that may be required.
- n. Provide Proof of Delivery that is duly signed by NDPWI official when submitting invoices for payment purposes.
- o. Bidders to demonstrate to NPWI how the scanning of high volume documents will be done without misfiling and misplacing of any record.

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- p. Provide a clear process that include risk mitigation control strategy. The bidder must be able to identify, assess, evaluate and monitor the risks. Proof of Concept to ensure high quality of scanned documents.

9. VOLUME OF RECORDS

9.1 TAKE ON

OFFICE	TYPE OF RECORDS	ESTIMATED TAKE-ON NUMBER OF RECORDS /DOCUMENTS
NDPWI Head Office, Pretoria (Registry)	Standard size boxes (archive boxes)	11 000 M2 boxes Total = 11 000 M2 boxes The projected quantities is for evaluation purposes only, the number of boxes are based on estimates and can be more or less.
NDPWI Head Office- Pretoria (Central Drawing Archives)	Wide format documents (tubes) Archive M2 /M3 boxes	18 000 tubes 3 000 boxes Total = 21 000 The projected quantities is for evaluation purposes only, the number of wide format are based on estimates and can be more or less.

9.2 PROJECTED EXPANSION

OFFICE	TYPE OF RECORDS	ESTIMATED NUMBER OF PROJECTED EXPANSION RECORDS/DOCUMENTS
NDPWI Head Office, Pretoria (Registry)	Standard (archive M2 boxes)	15 000 boxes
NDPWI Johannesburg Regional Office (Registry)	Standard (archive M2 boxes)	2 000 boxes
NDPWI Pretoria Regional Office (Registry)	Standard (archive M2 boxes)	2 000 boxes
		Total = 19 000 The projected quantities is for evaluation purposes only, the number of boxes are based on estimates and it can be more or less.
NDPWI Head Office- Pretoria (Central Drawing Archives)	Wide format documents	3 000 tubes
	Standard (archive M2 boxes)	500 boxes
		Total = 3 500 The projected quantities is for evaluation purposes only, the number of wide format documents are based on estimates and it can be more or less.

A Bidder must have adequate capacity to handle a total estimates of 30 000 standard records and 24 500 wide format over a 5 year term contract.

10.RELOCATION AND TAKE ON PLAN

The bidders to demonstrate and provide a clear outline of how the relocation of records /tubes will be transferred from the current off-site storage to the new one;

- 10.1 Provide a clear Relocation and take on Plan with reasonable timeframes.
- 10.2 Indicate how the records will be handled to minimize damage and loss during the Relocation phase.
- 10.2 Provide a clear Project plan and a list of resources that will be utilized to ensure efficient and success of the project.
- 10.3 Provide an audit report to verify the barcoded (indexed) drawing records against the index report. Possible anomalies in the filling systems to be identified.
- 10.4 Approximately 11 000 standard records and 450 000 drawings/wide format records contained within 21 000 tubes.
- 10.5 Provide a comprehensive CV of a Project manager (single point of contact) in Relocation project.

11.PRICING

11.1 The structure of the pricing schedule,

11.2 General instructions for completing the pricing schedule template

- 11.2.1 Bidders must complete the attached Pricing Schedule (Annexure A) in full. In instances where a service is free of charge or cannot be provided, it must be clearly indicated as such.
- 11.2.2 Bidders must note that the volumes reflected are based on projections and for comparative and evaluation purposes only. Final volumes will be determined after the award of the Bid.
- 11.2.3 **Once off provisional amount have been included on the take on cost, the Department will pay the provisional amount of not more than 1.9 million to recommended bidder, with exception to the service provider who is currently in possession of the Department's records.**

11.3 Currency and VAT.

11.2.1 All Bidders' pricing must be quoted in South African Rand (ZAR) inclusive of VAT.

11.2.2 NDPWI requires bidders to attach a list of detailed bills of quantities that is costed per item and a summary of totals for monthly cost and overall cost for a period of 5 years.

12. MEASURABLE DELIVERABLES

12.1 Off-site back Scanning and digitization of approximately 5 million A4/A3 pages of standard records; the projected quantities is for evaluation purposes only, the number of standard records are based on estimates and it can be more or less.

12.2 Indexing all scanned standard records in a compatible format with DPWI ICT infrastructure / platform(s), uploading of same, and align to the Approved File Plan of the Department.

12.3 Ensure back up and indexing is in place of all scanned documents.

12.4 Provide all supervision, labour, material, equipment, transportation to perform retrieval services.

12.5 Confidential destruction services as and when required.

12.6 Transportation and delivery of approximately (projected expansion) of _+ 19 000 boxes of standard records, 3000 tubes and 500 boxes of wide format Records between NDPWI and the storage facility during the term contract.

12.7 Maintain professionalism at all times and have all required Licenses.

12.8 Ensure security of the Department's records at all times.

12.9 Maintenance of the off-site storage and provision of general records service.

12.10 Transfer existing records from old to the new Service Providers location.

12.11 Permanent withdrawal services and process of how the withdrawal process will take place from current service provider to the new one.

12.12 Provide updated index report to the Department; (on an Excell format).

12.13 Provide management information reports as and when required.

13. EVALUATION CRITERIA

NDWI has set the following minimum standards that a bidder needs to meet in order to be evaluated and selected as a successful bidder.

13.1 FUNCTIONALITY EVALUATION CRITERIA

The minimum threshold of **70% and above** for evaluation criteria must be met for further evaluation of price and preference

Criteria	Weights
A. COMPANY EXPERIENCE Bidders must possess minimum of 10 years' experience in handling, scanning (standard size record's only) and indexing of classified State's records /documents in an off-site storage environment in compliance with the National Archives Act. Bidders must submit reference letters from their current and previous clients as per the above. It must specify the type of service conducted, volume of records and duration (start date and end date). Letters must be on the client's company letterhead, be signed duly, dated and contactable details 17 years' and above experience = 5 points 14-16 years' and above experience =4 points 10 - 13 years' and above experience =3 points Less than 10 years = 0 point	30
B. HANDLING CAPACITY (STANDARD AND WIDE FORMAT RECORDS) Bidders must submit reference letters from their current and previous clients. It must specify the number of standard boxes / wide format /tubes they can handle during the contract period. They must specify the type of service conducted, volume of records and duration (start date and end date). Letters must be on the client's company letterhead, be signed duly, dated and contactable details	10

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Handling of 70 000 boxes/tubes and above = 5 points Handling of 60 000- 69 999 boxes/tubes = 4 points Handling of 50 000- 59 999 boxes/tubes = 3 points Less than 50 000 boxes/tubes = 0 point	
C. SORTING OF DOCUMENTS (STANDARD AND WIDE FORMAT RECORDS) Bidders must submit reference letters from their current and previous clients indicating 5 activities mentioned below. It must specify the type of service conducted, volume of records and the duration (start date and end date). Letters must be on the client's company letterhead, be signed duly, dated and contactable details a. sorting, b. categorize, c. page numbering, d. labelling, e. bar coding and filing The classification of records must be in accordance with NARS prescript. (Provide detailed Filing Plan indicating how the above key activities will be rolled out). Provide reference letter/s indicating 5 activities = 5 points Less than 5 activities = 0 points	10
D. RETRIEVALS ON URGENT DELIVERY (STANDARD AND WIDE FORMAT RECORDS) Bidders must demonstrate the turnaround times of retrievals through reference letter or schedule of evidence. Bidders to submit reference letters from their current and previous clients as per the above. It must specify the turnaround time of retrievals through reference	10

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letters or schedule of evidence. Letters to be on the client's company letterhead, be signed duly, dated and contactable details Delivery time within 8 working hours on urgent request = 5 points Delivery time in more than 8 working hours on urgent request = 0 point	
E. RETRIEVALS ON NORMAL DELIVERY (STANDARD AND WIDE FORMAT RECORDS) Bidders must demonstrate the turnaround times of retrievals through reference letter or schedule of evidence. Bidders to submit reference letters from their current and previous clients as per the above. It must specify the turnaround time of retrievals through reference letters or schedule of evidence. Letters to be on the client's company letterhead, be signed duly, dated and contactable details Delivery time within 24 working hours on normal request = 5 points Delivery time in more than 24 working hours on normal request = 0 point	10
F. SCANNING, DIGITILIZATION AND INDEXING AND LABELING (STANDARD RECORDS) NDPWI wants to be ascertained that all scanned and digitized records are systematically transferred into NDPWI Records Management Systems and approved File Plan. The bidders must demonstrate how this activity will be executed or Implemented accordingly. The Bidders must submit reference letters from their current and previous clients as per the above. It must specify the type of service conducted, volume of records and the duration (start date and end date. Letters must be on the client's company letterhead, be signed duly, dated and contactable details	30

APPOINTMENT OF A SERVICE PROVIDER FOR THE OFF-SITE STORAGE, BACK SCANNING, DIGITIZATION, INDEXING AND LABELING OF THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE (NDPWI) RECORDS IN TERMS OF THE NATIONAL ARCHIVES AND RECORD SERVICES OF SOUTH AFRICA ACT 43 OF 1996 FOR A PERIOD OF 5 YEARS AT HEAD OFFICE, JOHANNESBURG AND PRETORIA REGIONAL OFFICES

a) Off-site back scanning and digitalization of approximately 5 million A4/A3 size pages standard records from paper to electronic. The majority is A4 size. The projected quantities is for evaluation purposes only, the number of standard records are based on estimates and it can be more or less. b) Image quality must be 600 DPI and above c) Barcode tracking d) Computer reports e) Client training, skills transfer and workshops on scanning and digitization f) Indexing , labelling and electronic filing g) Inventory services h) Compliant electronic records system as per NARS requirements Provision of all the above and more is = 5 points Provision of less than the above is = 0 point	
TOTAL	100

14. SERVICE LEVEL AGREEMENT

There will be a Service Level Agreement regulating specific terms and conditions applicable to the services being procured between the successful bidder and NDPWI.

15. MISREPRESENTATION DURING THE LIFE CYCLE OF THE CONTRACT

The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that the Department of Public Works and Infrastructure 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.

It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by the Department of Public Works against the bidder notwithstanding the conclusion of the Service Level Agreement between the NDPW 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.

16. PREPARATION COSTS

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 the Department of Public Works and Infrastructure, 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.

17. CONFIDENTIALITY

Except as may be required by operation of 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 the Department of Public Works and Infrastructure examination and evaluation of a Tender.

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 the Department remain proprietary to the Department of Public Works and Infrastructure and must be promptly returned to the Department upon request, together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure, the Department of Public Works and Infrastructure 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.
- c) Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

No confidential information relating to the process of evaluating or adjudicating tenders or appointing a bidder will be disclosed to a bidder or any other person not officially involved with such process.

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All technical enquiries regarding this project must be referred to;

MS THEMBI MAKAMA

TELEPHONE NUMBER – 012 406-1490

CELL- 0829574662

Email Thembi.makama@dpw.gov.za

Supply Chain Management related enquiries must be referred to;

MS KGOMOTSO MABELEBELE

TELEPHONE NUMBER- 012 406-2017

Email Kgomotso.mabelebele@dpw.gov.za

Physical address

256 Madiba Street,
Pretoria,
0010

Postal address

Private X 65,
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0001 -

PRICING SCHEDULE

ANNEXURE A

APPOINTMENT OF A SERVICE PROVIDER FOR THE OFF-SITE STORAGE, BACK SCANNING, DIGITIZATION, INDEXING AND LABELING OF THE NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE (NDPW) RECORDS IN TERMS OF THE NATIONAL ARCHIVES AND RECORDS SERVICES OF SOUTH AFRICA ACT 43 OF 1996 FOR A PERIOD OF 5 YEARS AT HEAD OFFICE, JOHANNESBURG AND PRETORIA REGIONAL OFFICES

	ESTIMATED QUANTITY	UNIT PRICE (INC VAT)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL COST FOR 60 MONTHS INCLUSIVE OF VAT
A) INITIAL TAKE ON FROM CURRENT SUPPLIER - ONCE OFF COSTS (STANDARD RECORD AND WIDE FORMAT DOCUMENTS)								
STANDARD RECORD'S								
Packing & Labelling of boxes - 427mm x 330mm x 250mm	11000							
Indexing per box- 427mm x 330mm x 250mm	11000							
Data capture per box - 427mm x 330mm x 250mm	11000							
Collection and delivery fee per box - 427mm x 330mm x 250mm	11000							
Permanent withdrawal per box-427mm x 330mm x 250mm	11000							
SUB TOTAL - STANDARD RECORDS								
WIDE FORMAT DOCUMENTS								
Packing & Labelling of boxes - 427mm x 330mm x 250mm	3000							
Collection of boxes - 427mm x 330mm x 250mm	3000							
Wide format plans in boxes Packing, Collection & Labelling of boxes - 427mm x 330mm x 250mm	3000							
Data Capture - per box	3000							
Box Location Label	3000							
Location Handling Fee	3000							
Data Import	1							
Collection of boxes - Drawing Tubes (1215mm X 1,5mm)	18000							
Data Capture - per drawing tube	18000							
Box Location Label - Drawing Tubes (1215mm X 1,5mm)	18000							
Location Handling Fee - Drawing Tubes (1215mm X 1,5mm)	18000							
Indexing description of each tube	18000							
Permanent withdrawal per tubes in boxes (1215mm X 1,5 mm) and (427mm X 330mm X 250mm)	21000							
Audit report to verify the barcoded (indexed) (@ 20 Plans per Tube)	21000							
SUB TOTAL - WIDE FORMAT DOCUMENTS								
TOTAL - INITIAL TAKE ON ONCE OFF COST FOR STANDARDS RECORDS AND WIDE FORMAT DOCUMENTS								
STANDARD RECORDS								
B) STORAGE								
Storage costs per month per box (427mm x 330mm x 250mm)	30000							
Storage costs per month per box - additional 1000 boxes per month (427mm x 330mm x 250mm)	1000							
SUB TOTAL - STORAGE COSTS								

	ESTIMATED QUANTITY	UNIT PRICE (INC VAT)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL COST FOR 60 MONTHS INCLUSIVE OF VAT
C) PROJECTED EXPANSION								
Packing & Labelling of boxes - 427mm x 330mm x 250mm	19000							
Indexing per box- 427mm x 330mm x 250mm	19000							
Data capture per box - 427mm x 330mm x 250mm	19000							
Collection and delivery fee per box - 427mm x 330mm x 250mm	19000							
Permanent withdrawal per box-427mm x 330mm x 250mm	30000							
Scanning, Indexing and A3, A4 Documents	5000000							
SUB TOTAL - PROJECTED EXPANSION								
D) RETRIEVALS								
<i>Delivered within 24 hours of ordinary Requests:</i>								
Handling Fee-(retrieval handling in) 50 Boxes per month (427mm x 330mm x 250mm)	100							
Handling Fee-(retrieval handling out) 50 Boxes per month (427mm x 330mm x 250mm)	100							
Retrieval location handling fee(Search fee) 50 Boxes per month (427mm x 330mm x 250mm)	100							
Collection charge per trip - (15 trips per month)	30							
Delivery charge per trip - (15 trips per month)	30							
<i>Delivered within 8 hours of urgent Requests:</i>								
Urgent Handling Fee - (retrieval handling in) - 20 Boxes per month (427mm x 330mm x 250mm)	20							
Urgent Handling Fee - (retrieval handling out) - 20 Boxes per month (427mm x 330mm x 250mm)	20							
Urgent Retrieval location handling fee(Search fee) 20 Boxes per month (427mm x 330mm x 250mm)	20							
Urgent Delivery charge per trip - 20 Boxes within 8 hours - 5 trips per month (express delivery)	20							
SUB TOTAL - RETRIEVAL COSTS								
E) NEW BOX TAKE ON COSTS								
Packing & Labelling per box - 427mm x 330mm x 250mm	5000							
Indexing per box- 427mm x 330mm x 250mm	5000							
Indexing per file 40 payment per wallet	500000							
Data capture per box - 427mm x 330mm x 250mm	500000							
Data capture per file,per wallet	500000							
File Labels Per File	500000							
Collection and delivery fee per box - 427mm x 330mm x 250mm	5000							
Location Handling Fee of new 1000 boxes-427mm x 330mm x 250mm	5000							
SUB TOTAL - NEW BOX TAKE ON COSTS								
F) OTHER RETRIEVALS & TRANSACTION COSTS								
Scan & Email Transfer	20							
Destruction per box	20							
SUB TOTAL - OTHER RETRIEVALS & TRANSACTION COSTS								
G) ARCHIVE STATIONERY & SUPPLIES								
Archive Box & Lid - 427mm x 330mm x 250mm per month	2 000							
SUB TOTAL - ARCHIVE STATIONERY SUPPLIES								
TOTAL PRICE (A; B; C; D; E; F AND G)								

	ESTIMATED QUANTITY	UNIT PRICE (INC VAT)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL COST FOR 60 MONTHS INCLUSIVE OF VAT
WIDE FORMAT DOCUMENTS								
H) STORAGE								
Storage of wide format plans in boxes (427mm x 330mm x 250mm)	3000							
Storage costs per month per tube (1215mm X 1.5mm)	18000							
Storage costs per month per box - additional 50 boxes per month (427mm x 330mm x 250mm)	50							
Storage costs per month per tube - additional 50 tubes per month (1215mm X 1.5mm)	50							
SUB TOTAL - STORAGE COSTS								
I) PROJECTED EXPANSION								
Packing & Labelling of boxes - 427mm x 330mm x 250mm	500							
Packing and Labelling of Tubes (1215mm X 1.5mm)	3000							
Indexing per box- 427mm x 330mm x 250mm	500							
Data capture per box - 427mm x 330mm x 250mm	500							
Collection and delivery fee per box - 427mm x 330mm x 250mm	500							
SUB TOTAL - PROJECTED EXPANSION								
J) RETRIEVALS								
Delivered within 24 hours of Request:								
Handling Fee - (retrieval handling out) - 200 per month Drawing Tubes (1215mm X 1.5mm) and 100 per month boxes	300							
Handling Fee - (retrieval handling in) - 200 per month Drawing Tubes (1215mm X 1.5mm) and 100 per month boxes	300							
Delivery charge per trip - 20 trips per month	20							
Delivered within 8 hours of Request:								
Urgent Handling Fee - (retrieval handling out) - 25 per month Drawing Tubes (1215mm X 1.5mm) and 25 per month boxes	50							
Urgent Handling Fee - (retrieval handling in) - 25 per month Drawing Tubes (1215mm X 1.5mm) and 25 per month boxes	50							
Urgent Delivery charge per trip - within 8 hours - 15 trips per month	15							
SUB TOTAL - RETRIEVAL COSTS								
K) NEW BOX TAKE ON COSTS								
Packing & Labelling of boxes - 427mm x 330mm x 250mm	50							
Collection of boxes - 427mm x 330mm x 250mm	50							
Data Capture - per file X 10 files per box	50							
Box Location Label	50							
Location Handling Fee	50							
File Labels Per File	50							
Index / Input Sheets Per Pad	50							
Archive Box & Lid - 427mm x 330mm x 250mm	50							
Packing & Labelling of boxes - Drawing Tubes (1215mm X 1.5mm)	50							
Collection of boxes - Drawing Tubes (1215mm X 1.5mm)	50							
Data Capture - per drawing X 20 drawings per tube	3 000							
Box Location Label - Drawing Tubes (1215mm X 1.5mm)	150							
Location Handling Fee - Drawing Tubes (1215mm X 1.5mm)	150							
ID barcode and File Labels Per File	3 500							
Index / Input Sheets Per Pad	150							
SUB TOTAL - NEW BOX TAKE ON COSTS								

	ESTIMATED QUANTITY	UNIT PRICE (INC VAT)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL COST FOR 60 MONTHS INCLUSIVE OF VAT
L) OTHER RETRIEVALS & TRANSACTION COSTS								
Fax Transfer	1							
Scan & Email Transfer	1							
Destruction per box	1							
Permanent withdrawal per box	24 500							
SUB TOTAL - OTHER RETRIEVALS & TRANSACTION COSTS								
M) ARCHIVE STATIONERY & SUPPLIES								
Archive Box & Lid - 427mm x 330mm x 250mm	500							
Drawing Tubes (1215mm X 1,5mm)	1500							
Flat Drawing Boxes 10 per month	1500							
SUB TOTAL - ARCHIVE STATIONERY SUPPLIES								
TOTAL PRICE (H; I; J; K; L AND M)								
OVERALL TOTAL INCLUSIVE VAT (A-M)								
N.B (TOTAL VALUE OF THIS BID SHOULD BE TRANSFERRED TO PA 32 FORM)								

1. STRUCTURE OF THE PRICING SCHEDULE

This spreadsheet contains the financial response template for the bid. The bid pricing submission instructions in this document must be read in conjunction with instructions or notes IN THE Terms of Reference.

2. GENERAL INSTRUCTIONS FOR COMPLETING THE PRICING SCHEDULE TEMPLATE

2.1.1 Bidders must submit a paper copy and an electronic copy of the Pricing Schedule. In the event of a discrepancy, the paper copy will prevail."

2.1.2 Bidders must sign all paper copies of their Pricing Schedule.

2.1.3 Bidders must complete the attached template in full. In instances where a service is free of charge or cannot be provided, it must be clearly indicated.

2.1.4 Bidders must note that the volumes reflected are based on projections and for comparative and evaluation purposes only. Final volumes will be determined after the award of the Bid.

2.3 Currency and VAT

2.3.1 All Bidders' pricing must be quoted in South African Rands (ZAR) inclusive of VAT.

3. PROVISIONAL COST

NBI Once off provisional amount have been included on the take on cost, the Department will pay the provisional amount of not more than 1.9 million, with exception to the service provider who is currently in possession of the Department's records.

ANNEXURE B

Technical Criteria		Questionnaire Responses					Supporting Documents
Company Experience : How many years has your company been in operation for Offsite record storage/handling, scanning (only standard records) , labeling and indexing of wide format and standard records?		Number of Years					Bidders to submit reference letters from their current and from previous clients confirming the details given. It must specify the type of service conducted, volume of records and duration (start date and end date). Letters must be on the client's company letterhead, be signed duly, dated and contactable details. Refer to section 13.1 (a) page 14 of the TOR
Current clients List your current and previous company's client details as set out in the table:		Name of Company	Contact Person	Telephone	number of standard boxes and wide format documents	Duration of the contract	Provide the testimonials/reference letters from at least five (5) contactable similar previous clients, number of standards boxes , wide format documents handled and the duration of the contract. Refer to section 13.1 (a) page 14 of the TOR
Previous clients		Name of Company	Contact Person	Telephone		Duration of the contract	Provide CV for your proposed Key Account Manager
Would you provide a Key Accounts Manager for the NDPWI account?		YES		NO			Submit letters from clients confirming the details given. Refer to section 13.1 (b) page 14 of the TOR
Handling Capacity: Will your company be able to handle 70 000 boxes/months and over?		YES		NO			
Sorting of Documents: Will your company have the ability to sort/categorise page numbering, archiving ,bar coding and filing?		YES		NO			

Retrieval and service delivery times Can you commit to retrieve and deliver records within 24 hours of ordinary requests? Can you commit to retrieve and deliver records within 8 hours of urgent requests? Can you confirm if different options of retrieval will be available for NDPWI to utilise? Does the retrieval system of your company have the security for authorised user access?	YES YES YES YES	 	 	NO NO NO NO	Attach reference letter/s or schedule of evidence indicating the number of records retrieved, date and turnaround time. Refer to section 13.1 (d and e) page 15 and 16 of the TOR
Scanning, digitization, indexing, labelling and access to records Can your company handle off-site back scanning, digitization, indexing, labelling and access to records of approximately 5 million of standard records which measures in A4/A3 sizes? Will your Records Management System comply with NDPWI ICT Infrastructure and Records Management Systems? Can your company provide skills transfer and training on the scanning project?	YES YES YES	 	 	NO NO NO	Provide supporting evidence(s) referral letter/s from previous clients relating to scanning project. Refer to section 13.1 (f) page 16 of the TOR If the answer is yes please provide a detailed Training Plan
Relocation Plan Have you provided a detailed Relocation Plan? Will the relocation be completed within the reasonable timeframes? Have you provided a comprehensive CV of the Project Manager?	YES YES	 	 	NO NO	Provide Relocation Plan detailing process of how the transfer process will take place from the old to the new off-site storage service provider, please refer to section 8.1 (k) and 8.2 (m) of page 7 and 8 of the TOR Provide detailed Relocation Plan with reasonable time frames, refer to section 10 page 12 of the TOR