

REQUEST FOR PROPOSAL

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SERVICES

FOR THE OFFSITE ARCHIVING OF COEGA DEVELOPMENT CORPORATION

(CDC) DOCUMENTS AND RECORDS

CONTRACT NO: CDC/240/25

The Coega Development Corporation (CDC) is headquartered in the City of Gqeberha, Nelson Mandela Bay Municipality, South Africa, with a strategic operational footprint in South Africa and beyond the borders in the African continent. The CDC's vision is to be the leading catalyst for the championing of socio-economic development. This it seeks to achieve through the development and operation of the 9 003-hectare Coega Special Economic Zone (SEZ), a transshipment hub and a leading investment destination in Africa, providing highly skilled competence and capacity for the execution of quality complex infrastructure and related projects throughout South Africa and selected markets on the African continent, and advisory on the development of industrialization and logistics zones. The CDC's advanced capabilities are successful enablers in economic zone development and management, real assets management, infrastructure planning and development for National, Provincial, Local Government Departments and State-owned Entities, technology integration while realising related socio-economic impact areas such as skills and SMME development. The foundational culture of the CDC's approach, backed by core values, is innovation and continuous improvement.

The CDC attracts local and foreign investment into the Coega Special Economic Zone (SEZ) and the Nelson Mandela Bay Logistics Park (NMBLP); conceptualises and develops complex, multi-disciplinary projects; and provides programme management, strategic advisory, economic research and human capital services. It manages the entire development and service provision through innovative approaches that combine multi-disciplinary skills.

INVITATION AND SCOPE OF WORK

The Coega Development Corporation (CDC) is committed to maintaining an efficient and compliant records management system in line with its Records Management Policy and ISO 9001 Quality Management System (QMS) requirements. Proper records management ensures the integrity, security, and accessibility of documents while supporting legal compliance, business continuity, and operational efficiency.

As part of its document control and retention schedule, the CDC seeks appoint a Service Provider to provide CDC with their offsite storage, retrieval, and secure disposal of records in accordance with regulatory and operational requirements. The storage facility must be based in Nelson Mandela Bay Metropolitan Municipal Area, Eastern Cape for ease of access to documents. The offsite storage facility must be owned or formally leased by the Service Provider at the time of bid submission or prior to contract award and retained as such for the duration of the contract period (60 months).

The appointed service provider will be expected to implement industry best practices for document archiving, indexing, retrieval, and disposal while ensuring compliance with ISO 9001:2015 Clause 7.5 (Documented Information), and in alignment with National Archives and Records Services of South Africa (NARSSA), which mandates organisations to manage documented information in a manner that preserves its confidentiality, integrity, and availability.

Through this Request for Proposal (RFP), the CDC seeks a qualified and experienced service provider with a proven track record in offsite records management, secure storage facilities, and compliance with applicable legal and regulatory frameworks governing document retention and archiving.

The appointed service provider will be responsible for the following services:

- 2.1
- Shredding and Confidential Shredding of Documents
- Secure shredding services for CDC's obsolete documents.
 - Confidential shredding of classified and sensitive records, ensuring compliance with legal and regulatory requirements.
 - Provision of shredding certificates for compliance and auditing purposes.
- 2.2
- On-Site File Management
- Regular on-site assistance with file management before offsite storage.
- 2.3
- Supply of Archiving Materials
- Supply of archiving materials, including:
 - Archive boxes with lids
 - Stationery for labeling and classification
 - Labels for tracking and inventory control
 - Secure storage containers for document handling
- 2.4
- Scanning of Documents upon request
- Digital conversion of physical records through scanning (high resolution).
 - Secure storage and access to scanned records
- 2.5
- Filing Cabinets and Bulk Filers
- Supply of filing cabinets and bulk filers for on-site document storage and organisation.
 - Periodic maintenance and assessment of storage solutions to ensure efficiency.
- 2.6
- Transportation
- Transportation of documents from the client's premises to the offsite storage facility and/or from the offsite storage facility to the client's premises, whenever applicable.
- 2.7
- Offsite Archiving
- Secure offsite archiving of documents in compliance with applicable legal and regulatory standards.
 - which must be owned or leased by the Service Provider (SP)
 - The service provider must ensure that all records are stored in a secure, climate-controlled environment, with appropriate access controls and disaster recovery measures in place.
 - The provider shall maintain accurate records of all archived materials.

The duration of the contract is sixty (60) months. The Coega Development Corporation (CDC) reserves the right to conduct a review on an annual basis throughout the duration of the contract.

CONDITIONS OF TENDER

- (a)
- The CDC's Procurement Policy and Procedures shall apply.
- (b)
- The following shall apply:
- (i)

Public Finance Management Act (PFMA);
- (ii)

National Treasury Regulations;
- (iii)

Public Procurement Act, 2024;
- (iv)

Preferential Procurement Regulations, 2022;
- (v)

National Qualifications Framework Amendment Act, (12 of 2019);
- (vi)

Skills Development Act, (97 of 1998);
- (vii)

Occupational Health and Safety Act and Regulations, Act (85 of 1993);
- (viii)

Compensation for Occupational injuries and disease Act (130 of 1993);
- (ix)

B-BBEE Act Number 53 of 2003 (as amended by Act number 46 of 2013);
- (x)

NEMA National Environmental Management Act (107 of 1998);
- (xi)

Disaster Management Act (57 of 2002);
- (xii)

Protection of Personal Information Act, (Act No. 4 of 2013);
- (xiii)

Standards Act, (Act No. 8 of 2008);
- (xiv)

National Archives Act, (Act No. 24 of 1996);
- (xv)

National Archives and Records Service of South Africa Act, (Act No.43 of 1996); and
- (xvi)

Any other applicable legislation.
- (c)
- The 80/20 preference point system will be used where points allocation will be as follows:
- (i)

Price

- 80
- (ii)

Specific Goals

- 20
- (d)
- Bidders must be VAT registered, and bids must be submitted VAT inclusive. Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract register with the South African Revenue Services (SARS) as VAT vendors. The award of contract would be conditional pending the successful bidder submitting proof of registration as a VAT vendor with SARS.
- (e)
- Bidders (all the members in the Bidding Team in the case of Consortia or Joint Ventures) must provide proof of registration on the National Treasury's Central Supplier Database (CSD) or provide a Treasury CSD registration number e.g. MAAAD.
- (f)
- CDC will only award the tender to a bidder who is tax compliant. The tax compliance status of the bidders (and all the members in the Bidding Team in the case of Consortia or Joint Ventures) will be verified through CSD and South African Revenue Services (SARS) website.
- (g)
- Bidders with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements). Bidders with more than 51% black shareholding (EMEs & QSEs) are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the DTI B-BBEE template. In case of a JV, a consolidated B-BBEE certificate must be submitted as well as individual B-BBEE Certificates/affidavit of their entities to confirm the type of enterprise.
- (h)
- Bidders and all its Consortium/JV members if any, must confirm their company registration with Companies and Intellectual Property Commission (CIPC) (formerly CIPRO) as CDC will not award any bid to any business that appears on the CIPC List of de-registered businesses. The CDC may verify company registration with CIPC through BizPortal.
- (i)
- Bidders must complete and sign the POPI Act consent form. In case of Joint Venture/Consortium, a separate form in respect of each party to the JV must be completed.
- (j)
- The CDC will not award more than five (5) active projects to one bidder, unless three (3) projects have reached 80% completion stage and beyond. Capacity assessment may be conducted in an event that the recommended bidder is the only responsive service provider and has already been awarded five (5) contracts.
- (k)
- Bidders will be evaluated on functionality and are expected to meet a minimum of 60 points threshold in order to be evaluated further. The evaluation criteria for measuring functionality and weight of each criterion are provided under Table A1 & A2 of the RFP document.
- (l)
- The successful bidder will be required to comply with the National Environmental Management Act, (107 of 1998), National Heritage Resources Act, (25 of 1999), Occupational Health and Safety Act and Regulations, Act (85 of 1993), Compensation for Occupational Injuries and Disease Act, Act (130 of 1993), Disaster Management Act, Act (57 of 2002), Protection of Personal Information Act, (Act No. 4 of 2013 and Standards Act, (Act No. 8 of 2008),), NEMA National Environmental Management Act (107 of 1998), National Archives and Records Service of South Africa Act, (Act No.43 of 1996), ISO compliance i.e. Information Security Management system (ISO 27001), Quality Management system (ISO 9001), Environmental Management system (ISO 14001), Occupational Health and Safety Management system (ISO 45001), Document Storage Requirements, and, all other relevant and applicable legislations throughout the duration of the contract.
- (m)
- An inspection of the storage facility will be conducted prior award of the contract.
- (n)
- Bidder must provide a letter of compliance to National Archives and Records Service of South Africa Act, (Act No.43 of 1996) (NARSSA) as a condition of award.
- (o)
- Public servants are prohibited from doing any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be done, and bidders will be disqualified should they be found to be in contravention with the regulations.
- (p)
- It is incumbent upon and the responsibility of the Prospective Bidders to submit their full and correct contact details when they download the RFP Document to enable any communication that the CDC might need to issue to all the Prospective Bidders during the bidding process to be realised. The CDC will not be accountable for any such omission or failure by the Prospective Bidders.
- (q)
- Any misrepresentation of information will lead to immediate disqualification of the Bidder's Submission. It is imperative that the duly authorised person conducts quality control on all the documentation to be submitted to the CDC as part of this RFP and signs the submission as a correct and sound documentation that the CDC could put its reliance on.
- (r)
- Bidders are requested to submit a tightly or securely packed bid document to avoid loose papers, with index and dividers. Bidders may use binders/ arch liver files and/or heavy-duty staplers to bind their bid document. Submission with loose papers shall be rejected.
- (s)
- The CDC reserves the right, in its sole discretion, to reject any bid where it appears to the Employer/Client that the bidder does not comply with any of the requirements set out above.
- (t)
- Rates tendered will be subject to negotiation, not exceeding the applicable industry rates as prescribed by the tariff of fees or remuneration guidelines issued by the relevant professional service organization or regulatory body.
- (u)
- The tender validity period for this contract is **twelve (12) weeks** from closing date.

The RFP documents can be downloaded free of charge from the CDC Website: www.coega.co.za and National Treasury e-tender portal publication and Eastern Cape Provincial portal from **from 12h00 on 14 November 2025**. The CDC will not take responsibility for any errors that may occur in the downloading of documents. Bidders are therefore required to ensure that they download the full pack with no missing pages.

A **mandatory** Briefing Meeting will be held on **Wednesday, 26 November 2025 from 10H00** at the following address: **Coega Development Corporation Main Office (Enkondleni Boardroom), Coega Business Centre, Cnr. Alcyon Road & Zibuko Street, Zone 1 Coega SEZ, Gqeberha, 6001.**

Briefing minutes will be shared with potential bidders who attended the mandatory briefing meeting.

Queries relating to this RFP must be addressed to Ms. Zine Mtanda, Unit Head: Supply Chain Management strictly via e-mail: tenderscdc24025@coega.co.za between the period of **14 November 2025 to 01 December 2025**. No new queries received **after 01 December 2025** will be considered.

Closing date and time

The closing date and time for the receipt of complete bid documents is on **Tuesday, 09 December 2025 at 12H00. One original completed bid document** shall be placed in a sealed envelope clearly marked with:

“CONTRACT NUMBER: CDC/240/25 - APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SERVICES FOR THE OFFSITE ARCHIVING OF COEGA DEVELOPMENT CORPORATION (CDC) DOCUMENTS AND RECORDS.”

Bids are lodged and submitted at **Document Control office**, at the **Coega Development Corporation Main Office, Coega Business Centre, Cnr. Alcyon Road & Zibuko Street, Zone 1 Coega SEZ**. RFP documents will not be opened in public; and no late submissions will be considered.

Bidders must ensure that all bid documents are submitted in a secure, sealed, tamper-proof envelope or container. The submission must be secure against any form of tampering, alteration, removal, or insertion of documents. Any bid submission received in packaging that appears to be torn, unsealed, loose papers or otherwise compromising the integrity of the contents may be deemed non-responsive and disqualified at the discretion of the CDC.

Incomplete RFP Document and failure to provide mandatory information required in this bid will result in the submissions being deemed null and void and shall be considered non-responsive.

Telegraphic, telexed, tippexed, facsimiled, emailed submissions will not be accepted.

No telephonic or any other form of communication with any CDC member of staff, other than the individual named above, relating to this request for tender will be permitted.

All enquiries regarding this tender must be in writing only, and must be directed to:
Ms. Zine Mtanda, Unit Head: Supply Chain Management; e-mail address: tenderscdc24025@coega.co.za

The CDC reserves the right not to accept the lowest proposal in part or in whole or any proposal.

TIP-OFFS ANONYMOUS HOTLINE:
STOP: THEFT / FRAUD / DISHONESTY / BRIBERY /
BLACKMAIL / INTIMIDATION
Call Toll-free TODAY: 0800 007 035 and remain anonymous.



COEGA

• right PLACE • right TIME • right CHOICE

BBBEE LEVEL 1 CONTRIBUTOR
ISO 9001:2015 • ISO 14001:2015 • ISO 45001:2018
ISO 20000-1:2018 • ISO 27001:2022

