

South African National Accreditation System
 Libertas Office Park
 Cnr Libertas and Highway Streets
 Equestria
 Pretoria
 0184

REQUEST FOR QUOTATION



PLEASE COMPLETE AND SUBMIT TOGETHER WITH REQUIRED DOCUMENTS AND QUOTATION

DATE OF ISSUE:	31 May 2023	REQUISITION NUMBER	REQ0004875
CLOSING DATE:	08 June 2023	CLOSING TIME:	11:00
QUOTE VALIDITY:	60 days from the date the RFQ closed	Submissions and enquires to be made to:	Ms Nkhesani Mathebula procurement@sanas.co.za 012 740 8536

1. PRODUCT /SERVICE DETAILS

Description of goods / services: SANAS is looking for a service provider to provision offsite storage of our backup Tapes and Collection Services for a period of 36 months		Quantity required
1	<p>We require the services from the service provider with the following:</p> <ul style="list-style-type: none"> • ISO (international Organization for Standardization) • PRISM (Professional Records & Information Services Management) certified • POPI (protection of private information) compliant Document management. <p>Evidence must be provided.</p> <p>All consumables such as tags, boxes, books must be included in the quoted price. The period of contract should be 36 months and we require the services to commence on the 1st of August 2023</p> <p>Services required.</p> <ol style="list-style-type: none"> 1. As We currently working Hybrid; therefore, our current arrangement is that the service provider delivers the tapes for the following week each Friday and then pickups up the previous week's tapes on a Monday. However, this arrangement could change, and we will need the service provider to pick up the previous day and deliver the current days tapes daily, Monday - Friday 8:00 – 16:00 at a designated time. excluding public holidays 2. Provision should be made for sealed and secure container transport, storage and rotation according to given schedule. 3. All SANAS's tapes must be secured in a secure box within a temperature controlled and fireproof vault 4. Complete audit trail of tape movement between SANAS and service Provider 5. Store 50 tapes at any one time in the Service Provider vault 6. Provision of tapes on request. 7. Ability to track each tape using bar codes for the check in / check out of the vault and SANAS. 8. Tapes are only released to pre-designated and authorized personnel. 9. All canisters need to be secured by tamper proof seals during transport to and from SANAS. <p>The Service providers vault must have the following Characteristics for the safe custody of tapes and canisters:</p> <ul style="list-style-type: none"> • A SABS approved facility where temperature and humidity is controlled • Be fireproof • The vault must be available for emergency service 24/7, 365 days a year. • The vault must have security and be monitored 24/7 • High quality steel boxes with insulation must be used for storage media within the vault as an additional layer of protection. 	1 Service provider

Expected date of delivery:	August 2023	
Contract or once-off:	36 Months contract	
Technical / Mandatory requirements:	Provide the evidence of the following: <ul style="list-style-type: none"> • ISO (international Organization for Standardization) • PRISM (Professional Records & Information Services Management) certified • POPI (protection of private information) compliant Document management. 	
Other information:		

SECTION TO BE COMPLETED BY SUPPLIER

2. SUPPLIER DETAILS

Supplier name:	
CSD number:	
Contact person:	
Contact number:	
Email:	
VAT number (if applicable):	
Physical address:	

3. SCM COMPLIANCE REQUIREMENTS (please tick)

Central Supplier Database Report or Summary	
Completed and signed SBD 4	
Completed and signed SBD 6.1	
Completed and signed SBD 8	N/A
Completed and signed SBD 9	N/A
Certified valid B-BBEE Certificate	

EVALUATION PROCESS

All bids will be evaluated as follows:

The First stage, bids will be evaluated first for Administrative requirements, Bidders are required to submit the following administrative documents to be considered for evaluation.

- Completed and signed SBD 4
- Completed and signed SBD 6.1
- Valid BBEE certificate or sworn affidavit signed by the commissioner of oath
- Valid tax pin, Central Supplier Database Report or Summary with compliant tax status

No	Name of Administrative Required Document	Clarification Time
1	Completed and signed SBD 4	48 working hours
2	Valid tax pin, Central Supplier Database Report or Summary with compliant tax status	7 Working days

Bidders who do not adhere to the indicated response time for clarifications requested by the SANAS will be deemed to be non-responsive and their submissions will not be evaluated further.

Stage 2: Price and SANAS specific goals:

PREFERENTIAL PROCUREMENT REFORM:

The Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000. SANAS Preferential Procurement (PP) requirements as per the SANAS Supply Chain Management Policy, states that SANAS shall deal with suppliers in accordance with the SANAS specific goals. The application of the specific goals will be as per the applicable pricing formula, the 80/20 system.

SANAS specific goals are in support of the following:

- Previously disadvantaged groups by allocating points for black owned businesses. Black owned businesses are defined as per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 which states that "Black People" is a generic term which means Africans, Coloureds and Indians who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalisation before 27 April 1994 or on or after 27 April 1994; and who would have been entitled to acquire citizenship by naturalization prior to that date.
- Black women as per the Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013.
- Black people who are youth as defined in the National Youth Commission Act of 1996.
- Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act.
- Exempt micro enterprises (EMEs) and thus promoting small businesses.
- Qualifying small enterprises (QSEs).

All responsive tender offers shall be evaluated in terms of Price and SANAS specific goals. The 80/20 Preference Point System shall be applicable in accordance with the Preferential Procurement Framework Act (No.5) of 2000.

Points will be allocated in terms of the SANAS specific goals as indicated in the table below. Bidders must submit valid B-BBEE Certificates or sworn affidavit to claim points on specific goals.

PRICE	80
SANAS SPECIFIC GOALS	20

Note: To claim points Bidders must submit a valid BBBEE certificate or sworn affidavit signed by the commissioner of Oath together with a fully completed and signed SBD 6.1. Bidders are required to indicate the preference point claimed in the SBD 6.1.

Specific Goal	20	10
100% Black Owned	6	4
51% - 99% Black Owned	4	2
100% Black Women Owned	6	3
51% - 99% Black Women Owned	4	2
5% Youth Owned	2	1
2% Owned by Persons with Disabilities	1	1
Exempt Micro Enterprise (EME)	5	0
Qualifying Small Enterprise (QSE)	3	1

This RFQ will be evaluated according to the above SANAS specific goals. Failure to submit supporting documents may result to a bidder being allocated zero (0) points. Bidders are required to claim SANAS specific goals in the provided SBD 6.1 attached.

4. QUOTATION TERMS & CONDITIONS:

1. Quote validity refers to calendar days
2. SANAS reserves the right to award to multiple suppliers.
3. SANAS reserves the right to increase or decrease quantities at the prices quoted.
4. SANAS reserves the right to cancel this request.
5. All goods/services must be quoted in Rand value.
6. SANAS reserves the right to negotiate with bidders.
7. All fields must be filled in / completed for this document to be accepted.
8. Failure to submit the quotation by the date and time stipulated will result in disqualification.
9. Payment will be made 30 days after delivery of goods of services.
10. THIS QUOTE DOES NOT CONSTITUTE AN ORDER

5. ACKNOWLEDGEMENT AND SUBMISSION:

I hereby acknowledge and accept the terms and conditions of this request for quotation:

Name:.....

Signature:

Date:

PRICING TABLE

We currently working Hybrid; therefore, our current arrangement is that the service provider delivers the tapes for the following week each Friday and then pickups up the previous week's tapes on a Monday.

However, this arrangement could change, and we will need the service provider to pick up the previous day and deliver the current days tapes daily.

Item	Year 1	Year 2 (including escalation)	Year 3 (including escalation)
Daily Pickup / Delivery including: • offsite storage canisters rental • transport canisters with a capacity of at least 5 tapes (to hold tapes Monday to Friday) rental. • 2 seals (1 for the delivery box and the other for the pickup box)			
VAT (If VAT registered)			
Total Inc VAT			

Adhoc services as and when required			
Delivery book	Price	VAT	Price inc VAT
Schedule call			
Emergency call			
Weekend call			
Weekend emergency			
Extra seals per 100			

Percentage of escalation Year 2.....

Percentage of escalation Year 3.....