

ANNEXURE B1- TECHNICAL EVALUATION CRITERIA					
No.	Criteria	Weight	Requirements	Type of Proof to be submitted	Scoring Criteria
1	Company Profile indicating experience in records management	10	<p>The bidder has provided a company profile indicating a minimum of four (4) years' experience in Records Management including:</p> <ul style="list-style-type: none"> Archiving processes and procedures Decongestion Clean-up. 	a) Company Profile indicating years of experience in records management	<p>0= No information or irrelevant experience</p> <p>1= The bidder has demonstrated one (1) year of experience in Records Management</p> <p>2= The bidder has demonstrated two (2) years of experience in Records Management</p> <p>3 = The bidder has four (4) or more years of experience in Records Management</p>
2	Reference Letters	20	<p>The Bidder must submit contactable reference letters from at least three (3) clients where records management services have been rendered in the past five (5) years. The reference letters must include, but not limited to:</p> <ul style="list-style-type: none"> Services rendered; Duration of the contract (i.e., contract start and end date); Size of the client organisation; and Level of performance or an indication of satisfactory services rendered. 	<p>Reference letters from at least three (3) clients where records management services have been rendered in the past five (5) years. The reference letters must include, but not limited to:</p> <ul style="list-style-type: none"> Services rendered; Duration of the contract (i.e., contract start and end date); Size of the client organisation; and Level of performance or an indication of satisfactory services rendered. 	<p>0= No information provided, irrelevant reference letters, reference letters not covering all requirements listed or reference letter is older than five (5) years</p> <p>1= The bidder has provided one (1) reference letter where records management services have been rendered in the past five (5) years</p> <p>2= The bidder has provided two (2) reference letters where records management services have been rendered in the past five (5) years</p> <p>3 = The bidder has provided three (3) or more reference letters where records management</p>

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			The letter must be on the client company letterhead or bear the client company stamp. The letter must be dated.	The letter must be on the client company letterhead or bear the client company stamp. The letter must be dated.	services have been rendered in the past five (5) years
3	Project Execution Plan for offsite storage	20	<p>The bidder has provided a project execution plan/process flow including but not limited to:</p> <ul style="list-style-type: none"> a) The process flow for the collection of boxes from TNPA various offices and current storage facilities to the new offsite storage facility including the process of receiving and preparing the boxes at the offsite storage facility (end to end process). b) Retrieval process of records and turnaround time from the offsite storage facility to TNPA premises c) How the TNPA Registry Personnel will access the Service Provider database of TNPA's records. d) How the monthly index reports of files collected from TNPA's premises will be provided. 	Detailed execution plan/ process flow	<p>0 = No Execution Plan/ Process flow submitted or irrelevant information provided</p> <p>1 = The bidder has submitted an execution plan/ process flow covering only one (1) requirement.</p> <p>2 = The bidder has submitted an execution plan/ process flow covering only two (2) to three (3) requirements.</p> <p>3 = The bidder has submitted an execution plan/ process flow covering four (4) requirements.</p>

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4	Data back-up method	20	The bidder has demonstrated a data back-up method that will be utilised to recover data when there is disaster caused by fire or natural cause.	Data back-up methodology	0= No back-up methodology proposed. 1= The bidder has demonstrated only one (1) data back-up method that will be utilised 2= The bidder has demonstrated two (2) data back-up methods that will be utilised 3 = The bidder has demonstrated three (3) or more data back-up methods that will be utilised
5	Disposal methodology	10	The bidder has demonstrated a disposal process that will be utilised to dispose records in line with National Archives of South Africa Act 43 of 1996/ Provincial Archives requirements. The disposal process includes but is not limited to: a) Notification to the client of the files due for disposal. b) Request for permission for disposal from the client. c) System and equipment used to dispose records.	Disposal process	0= No proposed disposal process/ Disposal process not aligned with the NASA Act 43 of 1996 1= The bidder has provided a disposal process that covers only one (1) requirement 2= The bidder has provided a disposal process that covers two (2) requirements 3= The bidder has provided a disposal process that covers all three (3) requirements
6	Transportation and resources to	10	a) The bidder has provided proof of vehicle tracking system for the entire fleet	a) Proof of vehicle tracking system for the entire fleet	0 = No proof of vehicle tracking system for the entire fleet or Resource Plan provided indicating

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	transfer records to the facility		b) The bidder has provided a resource plan indicating a minimum of seven (7) resources that will be assigned to TNPA's account indicating their roles and responsibilities	Proposed Resource Plan of a minimum of seven (7) resources indicating their roles and responsibilities	<p>roles and responsibilities, less than seven (7) resources</p> <p>1 = The bidder has provided only proof of vehicle tracking system for the entire fleet or resource plan indicating roles and responsibilities</p> <p>2 = The bidder has provided proof of vehicle tracking system for the entire fleet and a resource plan of a minimum of seven (7) resources without their roles and responsibilities</p> <p>3 = The bidder has provided proof of vehicle tracking system for the entire fleet and a resource plan indicating a minimum of seven (7) resources or more including their roles and responsibilities</p>
7	Roll-out Plan for the Ports of each Region	10	<p>The bidder must submit a roll-out plan for all ports of each region they are bidding for, the regions are as follows:</p> <p>1) Western Region</p> <p>(a) Port of Mossel Bay</p> <p>(b) Port of Cape Town</p>	<p>Roll-out plan for all ports of each region they are bidding for, indicating service delivery taking into consideration the below three (3) elements:</p> <p>a) Geographic location for storage</p> <p>b) Human resources</p> <p>c) Logistics/ Transportation</p>	<p>0 = No roll-out plan submitted</p> <p>1= The bidder submitted a roll-out plan indicating service delivery taking into consideration only one (1) required element</p> <p>2 = The bidder submitted a roll-out plan indicating service delivery taking into consideration only two (2) required elements</p>

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			(c) Port of Saldanha (d) Lighthouses and Navigational Service 2) Eastern Region (a) Port of Durban (b) Port of Richards Bay (c) Dredging Services (d) Lighthouses and Navigation Service 3) Central Region (a) Port of East London (b) Port of Nelson Mandela Bay (c) Port of Ngqura (d) Head Office (Located at Port of Ngqura)		3 = The bidder submitted a roll-out plan indicating service delivery taking into consideration all three (3) elements: geographic location for storage, human resource, and logistics/ transportation for all ports of each region they are bidding for
TOTAL POINTS		100			

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