



04 June 2025

Dear Tenderer,

**RFB NO.00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISIONS OF OFFSITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**SUBJECT:**

You are hereby invited to tender for the above-mentioned Service in accordance with the documents of enquiry contained herein.

**Elucidation of the Enquiry**

Should any part or parts of the enquiry require further explanation, be ambiguous or contradictory, elucidation prior to submission of your proposal, and is to be obtained from:

All Commercial and Technical queries:

Gudani Mugabi, Tel: 011 703 7068 or e-mail: [gudani.mugabi@nbcrcfi.co.za](mailto:gudani.mugabi@nbcrcfi.co.za)

**Submission of Tender**

Your tender is to be submitted in the manner described in the **Instructions to Tenderers** contained in **Section A** of the enquiry document by not later than the **10 June 2025 @12:00pm**. Further to note the intention to tender closing date is **10 June 2025 @ 12:00pm**. Failing to respond to intention to tender your submission will be disqualified.

Yours faithfully

Nozililo Nzamela  
Procurement Manager



**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**NATIONAL BARGAINING COUNCIL FOR THE ROAD FREIGHT AND LOGISTICS**  
**INDUSTRY**

**RFB NO.449/2024 APPOINTMENT OF A SUITABLE SERVICE PROVIDER**  
**TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR**  
**RECORD AND FILES FOR THE NBCRFLI FOR A DURATION**  
**OF EIGHTY-FOUR (84) MONTHS**

**INDEX**

<b><u>SECTION</u></b>	<b><u>DESCRIPTION</u></b>
SECTION A:	INSTRUCTIONS TO TENDERERS
SECTION B:	FORM OF TENDER
SECTION C:	CONDITIONS OF AGREEMENT
SECTION D:	SPECIFICATIONS

**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**SECTION A**

**APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**INSTRUCTIONS TO TENDERERS**

**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**NATIONAL BARGAINING COUNCIL FOR THE ROAD FREIGHT AND LOGISTICS INDUSTRY**

**RFB NO.449/2024 APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**INSTRUCTIONS TO TENDERERS**

**TENDERS THAT CONSIST OF ONE ORIGINAL MUST BE SENT VIA A LINK THAT WILL BE PROVIDED**

**BY THE TIME AND DATE STIPULATED IN THIS ENQUIRY**

**NB: TENDERS MUST NOT BE ADDRESSED OR DELIVERED TO INDIVIDUALS**

**1. CLARIFICATION OF ENQUIRY DOCUMENTS**

Should there be doubt as to the meaning of the enquiry document; the Tenderer shall seek clarification before submitting a tender. All additional information supplied shall be made available to all other Tenderers. All queries shall be submitted by not later than **10 June 2025**.

**2. AGREEMENT CONDITIONS**

The Conditions of Contract shall be the Conditions of Contract contained in the enquiry document. The Tenderer may submit a tender containing proposed variations or qualifications to the Contract Conditions.

**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**3. MAIN OFFER AND ALTERNATIVE PROPOSALS**

Tenderers shall submit a main offer on the forms provided in accordance with the requirements set out in the enquiry.

Tenderers may in addition submit alternative offers, which shall clearly indicate either technical and/or financial advantages to the NBCRFLI.

**4. SUFFICIENCY OF TENDER**

No alterations will be allowed once a tender has been submitted. In the event of any discrepancies occurring between the prices and particulars detailed by the Tenderer in the forms provided with the enquiry and those contained in any additional letter or document by the Tenderer, the former shall prevail.

**5. TENDERER TO INFORM YOU OF THEMSELVES FULLY**

The Tenderer is to examine the scope of services provided. Should there be any doubt as to the meaning of the scope of services, or ambiguity as to the scope of the enquiry, the Tenderer is to immediately notify the NBCRFLI and have the matter rectified, otherwise it will be taken that the enquiry is fully understood, and no liability for errors will be admitted due to the foregoing.

**6. EXTENSIONS TO TENDER CLOSING DATE**

Under no circumstances will requests for extensions to the tender closing date be considered unless there are delays in providing additional information that is due from NBCRFLI.

**7. REJECTION OF TENDERS**

A tender may be rejected if: -

7.1 It is received after the time and closing date stipulated in the enquiry or a subsequent official amendment thereto.

7.2 It contains any omission, erasure, alteration, text addition or irregularity.

7.3 It does not include the required information necessary for proper comparison and evaluation.

7.4 It is not in accordance with the commercial and technical requirements of the evaluation.

**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**8. CONFIDENTIALITY OF ENQUIRY DOCUMENTS**

The enquiry document shall be treated as strictly confidential by the Tenderer.

Tenders received will be treated as confidential and no aspect of any tender will be disclosed to third parties by NBCRFLI.

**9. ACCEPTANCE OF TENDERS**

The NBCRFLI reserves the right to reject any tender, or accept portions of tenders received, without being obliged to give reasons.

**10. VALIDITY**

Tenders shall remain open for acceptance for hundred and twenty (120) days from the closing date.

**11. EXPENSE IN PREPARATION OF TENDERS**

The NBCRFLI will not be responsible for any expenses or losses, which the Tenderer may incur in the preparation of the tender.

**12. CONDITIONS UNDER WHICH TENDERS WILL BE CONSIDERED**

No tender will receive consideration unless it is complete and in accordance with the requirements of this enquiry specification.

Should the Tenderer wish to offer services which in his opinion is considered an improvement arrangement or selection the Tenderer may submit such an offer as an alternative to the main offer.

**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**13. SUBMISSION OF TENDERS**

**13.1 Tender - Soft Copy**

An online link will be effected by the NBCRFLI specifically for the Service Providers who have submitted their details for the Intention to tender to be submitted to [gudani.mugabi@nbcrfi.co.za](mailto:gudani.mugabi@nbcrfi.co.za) by the **10 June 2025 at 12:00 PM.**

**RFB NO.: 00449/2024**

**DESCRIPTION: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR NBCRFLI FOR A DURATION OF EIGHT-FOUR (84) MONTHS**

**CLOSING DATE: 24 June 2025**

The Tenderer shall prepare one original set of documents comprising the Tender and supplementary information.

**14. EVALUATION**

14.1 All tenders will be evaluated by a bid evaluation committee.

14.2 The evaluation of the bids will be done in a two-stage process:

14.2.1 The **first stage** of the evaluation will be reviewing compliance with Mandatory requirements and bids that are not compliant will not be further evaluated. **(See Section D on specification)**

14.2.2 The **second stage** will be the evaluation of bids on functionality.

14.2.3 The **third stage** of evaluation will be on the 80/20 principle, where 20 points are allocated for preference and 80 points for price only.

**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**STAGE 2: FUNCTIONALITY – 100 Points**

- A total point of **100** is allocated for Functionality.
- Tenderers shall score a minimum of **70** points on functionality from the submitted document and in conjunction with presentation to move on to the next stage where they will be evaluated on Price and Price and Preference Points.

**15. EVALUATION CRITERIA**

15.1 Functionality

CRITERIA	Rating					Weight	Total
	1	2	3	4	5		
The functionality proposal will be evaluated on a scale of 1-5 in accordance with the criteria below. The rating will be as follows; 0=Non submission; 1=poor; 2=Average; 3=Good; 4=Very Good and 5= Excellent.							
1. Functionality							
1.1 Company experience (30 points):  Experience: Original or Certified copies of award/appointment letters for providing off-site storage and document management services within <b>the last Seven to Twenty years.</b>  ➤ 10 or more Original or Certified copies of award /appointment letters = 5 points  ➤ 8 to 10 Original or Certified copies of award/appointment letters = 4 points  ➤ 6-8 Original or Certified copies of award/appointment letters= 3 Points  ➤ 6 Original or Certified copy of award/appointment letters = 1 Points						30	



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CRITERIA	Rating					Weight	Total
	1	2	3	4	5		
<p><b>1.2 Bidders are required to provide the following proof as verification of experience (30 points):</b></p> <p>The service provider must provide a minimum of (8) eight reference letters from different clients in the past <b>the last Seven to Twenty years</b> where similar services to the scope have been rendered to South African Clients in either, or both the private and/ or public sectors.</p> <p><b>(Reference letter must indicate the name of organization, project completed, contact name, number, and date when work was performed)</b></p> <ul style="list-style-type: none"> <li>➤ 10 or more reference letters = 5 points</li> <li>➤ 8 to 10 reference letters = 4 points</li> <li>➤ 6 to 8 reference letters = 3 points</li> <li>➤ 6 reference letters = 1 points</li> <li>➤ 0 to 5 reference letter = 0 points</li> </ul>						<b>30</b>	
<p><b>1.3 The bidder's storage facility must be suitable for records storage and meet the following requirement (30 points):</b></p> <ul style="list-style-type: none"> <li>➤ The facility must meet National Archives and Records services of South Africa (NARSSA) requirements/standards for off-site storage and destruction.</li> <li>➤ Online web-based access information. Should there be a migration to electronic system the service provider must have the necessary competence and facility to carry out the work.</li> </ul>						<b>30</b>	

**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

CRITERIA	Rating					Weight	Total
	1	2	3	4	5		
<p>A National Archives and Records Management Inspection certificate to be submitted as proof <b>(5 points)</b></p> <p>Certificate not provided/certified <b>(0 points)</b></p>							
<p><b>Methodology Plan for the project (10 points)</b></p> <p><b>1.4 Bidders are required to provide a Methodology plan for the project which details how the service will be carried out. The plan should include the following: -</b></p> <ul style="list-style-type: none"> <li>➤ Migration plan to relocate all existing documents to the new premises or location storage.</li> <li>➤ Risk Management and control during operation and migration.</li> <li>➤ Operating hours</li> <li>➤ Document backup</li> <li>➤ Offsite document management</li> <li>➤ Key internal controls</li> </ul> <p>Complete plan with all points covered <b>(5 Points)</b></p> <p>Incomplete plan (none or less than 5 points covered) <b>0 points</b></p>						<b>10</b>	
<b>TOTAL</b>						<b>100</b>	
<b>A minimum threshold of 70% is applicable</b>							

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**PREFERENCE POINTS**

The evaluation will be on the 80/20 principle, where 20 is allocated for preference points as per specific goals and 80 points for price.

Preferential will be allocated as per table below:	80/20 Preference Point system
Specific goal	
Black Ownership	10
Black Women Ownership	3
Black Youth Ownership	3
Disability Ownership	4
Total Points allocated to Specific Goals	20

The percentage for functionality will be calculated as follows.

$$Ps = \frac{So}{Ms} \times AP$$

Where:

Ps = percentage scored for functionality by bid under consideration

So = total score of bids under consideration

Ms= maximum possible score, i.e., 5x **(a)** 100=

Ap = percentage allocated for functionality (in this bid = 100)

- i. The value scored for each criterion will be multiplied by the specified weight for the relevant criterion to obtain the marks scored for each criterion.
- ii. The scores for each criterion will be added to obtain the total score
- iii. This score will be converted to a percentage and only bidders that have met or exceeded the minimum qualifying score of 70 percent of 100 percent on functionality will be evaluated further.
- iv. Bidders not meeting a minimum qualifying score of 70 percent on functionality will be disqualified.

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## **Sub-Contracting**

A tenderer will not be awarded points for BBBEE status level if it indicated in their proposal/tender document submitted that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub- contractor is an Exempted Micro Enterprise (EME) that has the capability and ability to execute the sub-contract.

A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher BBBEE status level than the successful tenderer concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

The tenderer is required to provide information regarding sub-contracting on the schedule of proposed sub-contractors form as well as the schedule for transformation requirements in Section B of this enquiry.

## **General**

During the evaluation process NBCRFLI may engage with one or more tenderers for clarification of their tender. Tenderers must also note that presentations may be required and as a result they must be always prepared when submitting their tender documents. Based on the results of the evaluation process, NBCRFLI will approve the awarding of the contract to the successful tender subject to a due diligence being conducted.

**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**SECTION B**

**RFB NO.00449/2024**

**APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF  
OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI  
FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**FORM OF TENDER**

**NATIONAL BARGAINING COUNCIL FOR THE ROAD FREIGHT AND LOGISTICS**

**INDUSTRY**

**RFB NO. 00449/2024**

**APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF  
OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI  
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**FORM OF TENDER**

**INDEX**

**A. Proposed Solution and Standard Forms**

**Item Title**

1. Company's Profile and Proposed Solution
2. Tenderer's reference
3. Schedule of Proposed Sub-Contractors
4. Alterations by Tenderer
5. BEE and Tax Clearance Certificate
6. Supplier Registration Form
7. Declaration of Interest

**B. Financial Proposal**

**Item Title**

1. Offer
2. Summary of Costs

**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**A. PROPOSED SOLUTION and STANDARDS FORMS**

**A 1. COMPANY PROFILE AND PROPOSED SOLUTION**

Tenderers to provide the company profile and the Solution.

**A.2 TENDERER'S REFERENCES**

Tenderers to provide a minimum of eight (8) contactable references of relevant services carried out in the last seven to twenty years that best illustrate the experience of the tenderer. Use the below example.

<b>Tenderers are requested to provide a minimum of eight (8) references for relevant services carried out in the last seven to twenty years that best illustrate the experience of the tenderer</b>		
Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.		
Assignment Name:		Country:
Location within Province:		Professional Staff Team Provided by Your Company /Entity (Profiles):
Name of Entity/Client:		Types of Funds Managed:
Address:		Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Fund:
Name of Associated Companies, If any:		No. of months of Professional Staff Provided by Associated Companies:
Comment:		

**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**A.3 SCHEDULE OF PROPOSED SUB-CONTRACTORS**

The Tenderer shall detail below all Sub-contractors that he proposes to employ to render of any part of the Services, together with a description of the service he proposes to sub-contract. Notwithstanding the inclusion of any Sub-contractor herein, this shall be read in conjunction to clause 14 [Evaluation] above in Section A of this enquiry as well as the schedule for transformation requirements.

NAME	WORK TO BE SUB-CONTRACTED	APPROXIMATE VALUE



**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**A4. ALTERATIONS BY TENDERER**

Should the Tenderer desire to make any departures from or modifications to the Conditions of Contract, Schedule of Prices, or to qualify his tender in any way, he shall set out his proposals clearly hereunder, or alternatively state them in a covering letter attached to his tender and referred to hereunder, failing which the tender will be deemed to be unqualified.

PAGE	CLAUSE OR ITEM	PROPOSED ALTERATIONS

**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**A.5 BEE AND TAX CLEARANCE CERTIFICATE**

Tenderers are required to provide a **valid BEE and Tax Clearance Certificate**

# RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS

## A.6 SUPPLIER REGISTRATION FORM

It is expected of tenderers who are not registered on the NBCRFLI's accredited Supplier Database to register using the prescribed form. Once the form is completed it may be submitted together with the tender. The NBCRFLI reserves the right not to award tenders to tenderers who are not registered on the Database.



### SUPPLIER REGISTRATION FORM

*All sections marked with an apteryx "\*" are compulsory to complete*

#### Please Note

- ◇ This form must be completed by all applicants wishing to register as suppliers on the NBCRFLI supplier database. Please reflect on all the resources the firm has such as: Years of Experience, none of the employees etc. Also reflect the expertise and experience that the company has. Other relevant additional documentation may also be attached. NBCRFLI will determine the suitability of firms for entry into its database, based on the information provided.
- ◇ All sections of the application form must be completed in full.
- ◇ The application form is to be completed by the duly authorised official of the contracting firm.

#### Registration pre-requisites

- ◇ Proof of company registration and/or any other form of legal standing must be submitted.
- ◇ A *current and original* Tax Clearance Certificate from South African Receiver of Revenue Service [SARS] certifying that the taxes of the applicant are in order or that suitable arrangements have been made with SARS to bring them in order. The Tax Certificate will be reworded at the allocated space for the VAT number with the words "compulsory if turnover is more than R1, 000 000". Where the person is not required to be registered for VAT, the Receiver of Revenue will write issue the certificate with blank VAT reference number.
- ◇ Submit proof of Professional Registration with the relevant Professional Body.
- ◇ Submit Company composition on the form attached as Section "C" also referred to a CK1
- ◇ Attach Black Economic Empowerment (BEE) Strategy/Transformation Strategies/ strategies to empower the Disabled/physically challenged.
- ◇ Company Profile
- ◇ Proof of banking details

RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS

A.7 DECLARATION OF INTEREST

DECLARATION OF INTERESTS (KINSHIP, RELATIONSHIP WITH PERSONS EMPLOYED BY NBCRFLI)

In terms of the Procurement Policy, no person or persons employed by the NBCRFLI may be awarded a bid by the Council. Any legal person, or persons having a kinship with persons employed by the NBCRFLI including a blood relationship, may make an offer in terms of any bid invitation. In view of possible allegations of favouritism, should a resulting bid or part thereof be awarded to persons connected with or related to an employee of the NBCRFLI, it is required that the bidder or his/her authorized representative declare his position vis-à-vis the evaluating authority and/or take an oath declaring his/her interest, where—

- the legal person on whose behalf this application signed, has a relationship with persons/a person who are/is involved with the evaluation of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarer acts and persons who are involved with the evaluation of the bid.

To give effect to the above, the following questionnaire shall be completed and submitted with the bid.

Do you, or any person have any relationship (family, friend, other) with a person employed with the NBCRFLI or its Administration and who may be involved with the evaluation, preparation, and/or adjudication of bids?

Yes/No

If so, state particulars

Are you or any other person connected with this application, employed the NBCRFLI?

Yes/No If so, state particulars.

SIGNATURE OF DECLARER

DATE

POSITION OF DECLARER

NAME OF COMPANY OR APPLICANT

I/we, the undersigned (Print name/s) \_\_\_\_\_

Signature/s

Date

Designation

RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS

B. FINANCIAL PROPOSAL

B.1 BID PRICE/OFFER

Having examined the Specifications and all other documentation contained in the Enquiry document for the above-named Services, we the undersigned, offer to carry out the whole of the said Services in conformity with the said Enquiry document, which includes all these documents for the sum of:

**NOTE: REFER TO SUMMARY OF COSTS ATTACHED HERETO.**

R..... (In words) .....

.....

.....

(INCLUDING 15% VAT

We undertake to commence the Services on receipt of the NBCRFLI's representative's instruction to commence.

We agree to abide by the terms and conditions of this Tender for a period of 90 days from the closing date and undertake that it will not be withdrawn and shall remain open for acceptance by you up to the expiration of the said 90 days.

Unless and until a formal Agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding Agreement between us.

Dated this..... day of ..... year .....

Signature..... in the capacity of .....

Duly authorized to sign tenders for and on behalf of:

Bidder Name.....

**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**B.2 SUMMARY OF FEES**

Summary of proposed fees.	
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**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO  
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FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**SECTION C**

**RFB NO: 00449/2024 APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO  
PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD  
AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-  
FOUR (84) MONTHS**

**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**CONDITIONS OF AGREEMENT**

**(Any resultant Service Level Agreement will be subject to NBCRFLI's generic terms and Conditions of Agreement)**

**The blank SLA must be downloaded from the NBCRFLI to familiarised with the terms and conditions.**



**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO  
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**SECTION D**

**SCOPE OF SERVICES**

**FOR**

**RFB NO.449/2024 APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO  
PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD  
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## **SPECIFICATIONS**

### **1. BACKGROUND**

The organization that is today known as the National Bargaining Council for the Road Freight and Logistics Industry (NBCRFLI) has been in existence since 1946. The Council is governed by the Labour Relations Act of 1995, which allows employers and employee organizations to establish a bargaining council for an industry and area. Through collective bargaining, trade unions and employer organizations, which are party to the Council, are able to negotiate matters that are of mutual interest to the Road Freight and Logistics Industry. This approach allows for better regulation of matters which affect the industry as a whole, thereby enforcing minimum standards and conditions of employment within the Road Freight and Logistics Industry, which ultimately contributes to labour stability. The Council also supports its members through managing the industry's annual leave, sick leave, holiday bonus funds, and by providing health and wellness as well as dispute resolution management services.

### **2. THE OBJECTIVES OF THE REQUEST FOR BID**

The primary objective is to appoint a service provider to Supply and delivery of purified water to National Bargaining Council for the Road Freight and Logistics Industry (NBCRFLI) Offices.

### **3. SCOPE OF SERVICES**

Appointment of a service provider to provide a suitable service provider to provide provision of offsite document storage for records and files for the NBCRFLI for a period of eighty-four (84) months.

#### **3.1 SCOPE OF CONTRACT**

- a) This contract entails the provision of a fully functional processing area for NBCRFLI Records/ Media and Archival storage facility for a period of eight-four (84) months from date award. The storage facility should be in an area within the jurisdiction of KZN Municipality, City of Joburg Municipality and City of Cape Town Municipality.

**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**3.2 SERVICES TO BE PROVIDED**

- a) To undertake the movement of boxes to identified locations from storage facility within 24 hours of receipt of the request.
- b) To cater for movement of documents from the storage facility to NBCRFL Offices or to sites specified by the NBCRFLI within 24 Hours of receipt of the request. NBCRFLI Office or to sites specified by the NBCRFLI within 24 hours of receipt of the Request.
- c) To provide for the collection and storage of existing records from the outgoing service provider. The quantity of records changes on a daily basis.
- d) To provide after-hour emergency service in relation to the retrieval of records such services be available twenty-four (24) hours and three hundred and sixty-five (365) days per year.
- e) To undertake the movement of boxes to identified location from the storage facility within 24 hours of receipt of the request.
- f) To provide on a quarterly basis a monitoring management report and the advising the NBCRFLI on any aspects that could compromise the integrity of the storage facility.
- g) To provide an option in the tender document for the pricing of a complete electronic backup, prior to the physical record being archived in the storage facility.
- h) To provide from the outset a clear labelling procedure to be followed by the NBCRFLI for each type of record that is needed to be archived.
- i) To provide boxes to archive material and to collect boxes of records and deliver to NBCRFLI offices/sites and relevant premises within agreed time of receipt of the request.

**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**3.3 REQUIREMENTS OF THE STORAGE FACILITY**

- a) The company's storage facility and services must comply with international best - practice standards, as defined by the relevant international Organisation Standardisation.
- b) The Storage facility is to be located in an area that is close to arterial roads for ease of access.
- c) The storage Facility is to be a stand-alone building in a non-flood prone area.
- d) As far as possible, the walls, floors and roof should be constructed of non-flammable materials, like brick and cement. The doors should be sturdy, made from steel and locked properly. The window should be equipped with burglar proofing. Both windows and doors should be constructed in such a manner that non-authorized people may gain access to the records to cause a fire. Electrical installations should be installed in such a way as to prevent electrical faults from causing fire.
- e) The storage facility is to be ventilated in such a way that free air flow prevents pockets of humidity from building.
- f) The storage facility should have reliable infrastructure i.e. telephone network/computer network.
- g) The storage facility must be dust free.
- h) The storage facility must be fumigated at regular intervals as required by Regulatory Industry Standard (or the Cockroach Society if there is one)
- i) All data backup tapes/containers to be stored in a secure, climate-controlled Data storage facility.

**3.4 STORAGE, COLLECTION AND DELIVERY CAPABILITIES**

- a) The storage premises must be capable of storing various media.
- b) The storage premises must have secure, climate-controlled Data Storage Facilities.

**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

- c) The Facilities must be fireproof, dust-free humidity and climate-controlled environment.
- d) The facilities where the documents are stored, should the need arise, be accessible 24 hours per day 365 days a year. Availability of systems that will be activated in the event of an intrusion.
- e) All containers, packets and /or boxes utilized for storage must be uniquely barcoded.
- f) The racking and shelving must be lifted above the floor.
- g) The racking and shelving must be made of coated metal.
- h) Wooden shelving must be avoided as it can release harmful vapours, can contribute to the spread of the fire, may harbour insects and may collapse when there are floods.

**3.5 DISASTER MITIGATION**

- a) All parts of the storage facility must have an adequate fire detection system that is connected to a central monitoring panel.
- b) All Parts of storage facility must have an adequate fire detection system that is connected to a central monitoring panel.
- c) The storage facility must have an alarm to indicate abnormal conditions and problems in order to take corrective action and to bring the facility back to normal conditions.
- d) The storage facility must have adequate automatic fire suppression systems
- e) The storage facility must have portable fire extinguishers.
- f) The staff based at the storage facility must be fully trained in the use of the portable extinguishers.
- g) Only Carbon dioxide (CO<sub>2</sub>) extinguishers should be used.
- h) The facilities where the documents are stored must have Halon or z Carbon dioxide and fire prevention cylinder.

**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

- i) The facilities where the documents are stored must have SABS approved reinforced door, walls, floor and ceiling.

**3.6 GENERAL SECURITY**

- a) The storage facility must have 24-hour monitored security
- b) The storage facility must be monitored by CCTV camera
- c) The storage facility must have authorised access to the facility.
- d) The storage facility premises must have secure loading and inspect tested regularly
- e) Security systems at the storage facility premises must be inspected and tested regularly
- f) All archival material that is conveyed on a vehicle for transit purposes to the storage facility.
- g) All archival material that is conveyed on a vehicle for transit purposes to the Storage facility must be properly secured and enclosed to ensure that the archival materials are protected from the elements of rain, wind etc. and each vehicle should be fitted with a CO2 fire extinguisher.

**3.7 POLICY PROCEDURES & PHYSICAL CARE OF DOCUMENTS**

- a) The service provider must comply with the NBCRFLI's policy and procedures regarding Data Retention and Destruction.
- b) The employees engaged by the service provider must be required to sign a confidentiality agreement.
- c) The service provider must provide ongoing employee education and awareness regarding the protection of records in the care of the company.
- d) The service provider needs to be aware of and comply with National Archives and Records Services standard.

**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**3.8 PRIVACY AND CONFIDENTIALITY OF DOCUMENTS, DATA, AND RECORDS**

**a) Legislative Compliance**

All documents received and created during the scope of the service provider's appointment are subject to the National Archives and Records Service of South Africa Act, 1996 (Act No. 43 of 1996) and must comply with all applicable legislation established under the framework of The Republic of South Africa Constitution, 1996 (Act No. 108 of 1996). This includes adherence to the principles of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013), particularly regarding the lawful processing, retention, and safeguarding of official data, records, and documents created and managed by the NBCRFLI.

**Confidentiality and non-disclosure**

All data, records, and documents received by the service provider from the NBCRFLI for storage purposes shall be treated as strictly confidential. In terms of Section 19 of POPIA, the service provider is obligated to implement appropriate security measures to ensure the integrity and confidentiality of the information, preventing unauthorized access or disclosure to any person or entity without prior written consent from the NBCRFLI.

**b) Vetting of Personnel**

The service provider shall ensure that all personnel appointed to handle NBCRFLI's confidential documents are properly vetted to prevent any risk of compromise to sensitive information. Proof of such vetting, which aligns with POPIA's accountability principle, must be submitted to the NBCRFLI to demonstrate due diligence and compliance with confidentiality requirements.

**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

**c) Control of Records and Documents**

No record or document may be removed from any storage folder, device, or system, nor destroyed, without the explicit prior approval of the NBCRFLI's Records Manager or the Administration and Facilities Manager. This is in alignment with the principles of record retention and data minimization outlined in POPIA, ensuring that records are preserved for as long as they serve a legitimate purpose or are required under applicable legislation.

**d) Information Security**

The service provider must ensure that all electronic and physical records are stored using secure and appropriate technologies, in compliance with POPIA's security safeguards. Regular audits of the storage systems will be conducted, and evidence of these audits should be provided to NBCRFLI upon request to confirm adherence to required standards.

**3.9 MANDATORY REQUIREMENTS**

- a) Proof of compliance with South Africa National Standards (SANS) 11799:2005 information and documentation.
- b) Proof of "Compliance with Protection of Personal Information Act (Proof of Registration Certificate with SA Information Regulator, Data Privacy Policy or any Record / Data Management Policy in line with POPIA)".
- c) Proof of compliance with SANS 15801:2013: Document Management-Information stored electronically-recommendations for trustworthiness and reliability.
- d) Proof of valid compliance certificate from the Municipal fire services.



**RFB NO. 00449/2024: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFF-SITE DOCUMENT STORAGE FOR RECORD AND FILES FOR THE NBCRFLI FOR A DURATION OF EIGHTY-FOUR (84) MONTHS**

- e) Proof of that storages warehouse complies with security arrangements as required in terms of Private Security Industry Regulation Authority Act (PSIRA).
- f) Proof of insurance covers the storage premises and contents including vehicle.
- g) Proof of compliance with Occupational Health and Safety Standards and fire regulation standards.
- h) Proof of valid compliance certificate from National Archives and Records services of South Africa (NARSSA) requirement /standards
- i) Proof of South Africa Bureau Standard (SABS) approved codes of practice applicable to the facilities (SABS. 1988 and SABS 052 974: code of practice for the processing, testing a storage of silver-gelatine micorfirm for archival purposes and construction of strong rooms.

Non-compliance to Mandatory Requirements will result in the tender being disqualified for further evaluation.