

NAMC RFQ1503: PROVISION OF OFF-SITE STORAGE FOR RECORDS, FILES AND CDs FOR A PERIOD OF THREE (3) YEARS FOR THE NATIONAL AGRICULTURAL MARKETING COUNCIL (NAMC)

1. INTRODUCTION

The National Agricultural Marketing Council (NAMC) is a statutory body established in terms of the Marketing of Agricultural Products Act, 1996. The main function of the council is to advise the Minister of Agriculture on issues relating to the marketing of agricultural products.

2. SPECIFICATION

The prospective service provider is expected to provide a comprehensive and reliable off-site records archiving and retrieval programme, comprising the following:

- A secure and safe archiving facility, which is suitable for the purpose and mitigates risks associated with records storage.
- An acceptable and effective records management system to enable the tracking and retrieval of documents
- Retrieval services for stored records at the off-site storage facility and delivery to the NAMC offices.
- The provision of storage boxes and relevant tracking labels for the records to be transferred from the NAMC to the off-site storage
- The collection and removal (delivery/transportation) of records and files from the NAMC offices to the off-site storage, as and when necessary.
- Destruction/disposal services in accordance with relevant laws and regulations
- Provide the NAMC with the ICT back-up services including the critical aspects of the Disaster Recovery Plan

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- Provide a lockable safe for storage of CDs from the NAMC

MANDATORY REQUIREMENTS:

MANDATORY DOCUMENTS	ATTACHED:	
	Tick ✓	
	YES	NO
<p>1. Mandatory document</p> <p>Provide at least three (5) references of services provided in relation to OFF SITE STORAGE SERVICES. Such references are to be submitted on a company letterhead indicating the type of project(s) and when they were carried out.</p> <p>How many letters attached:</p>		
<p>2. Detailed security plan and process in place to ensure safety of records (At Bidder's warehouse).</p>		
<p>3. Fire detection and prevention:</p> <p>The bidder must submit a detailed fire detection and prevention plan and proof that the building is fireproofed and waterproofed.</p>		
<p>4. Location of the storage facility and distance from the NAMC office:</p> <p>Bidder's distance MUST be within a radius of 80km from NAMC. Bidder's km:KM</p> <p>Bidder's address:</p>		

NAMC address: NAMC, Hillcrest Office Park, 177 Dyer Road, Barbet place, Ground floor, Hillcrest, Pretoria, 0083

Pricing schedule:

OFFSITE STORAGE SERVICES CDS

Council Members: Mr. A. Petersen (Chairperson), Ms. T. Ntshangase (Deputy Chairperson), Prof. A. Jooste, Mr. S.J. Mhlaba, Ms. F. Mkile, Ms. N. Mokose, Mr. G. Schutte and Dr. S.T. Xaba and Mr J.G Mocke

DESCRIPTION	Rate per unit: Offsite storage services CDs (Estimated number of CDs = 52)	Offsite storage services CDs (Estimated number of CDs = 52)
YEAR 1	R	R
YEAR 2	R	R
YEAR 3	R	R
Sub Total for 3 years (A)		R
Take over fee (Once Off) (B)		R
TOTAL FOR 3 YEARS (exclusive Vat) (A+B)		R
TOTAL FOR 3 YEARS (inclusive Vat) (A+B)		R

OFFSITE STORAGE SERVICES BOXES

Council Members: Mr. A. Petersen (Chairperson), Ms. T. Ntshangase (Deputy Chairperson),
Prof. A. Jooste, Mr. S.J. Mhlaba, Ms. F. Mkile, Ms. N. Mokose, Mr. G. Schutte and Dr. S.T. Xaba and Mr J.G Mocke

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DESCRIPTION	Offsite storage services rate per box (Estimated boxes per year = 800)	Offsite storage services boxes (Estimated boxes per year = 800)
YEAR 1	R	R
YEAR 2	R	R
YEAR 3	R	R
Sub Total for 3 years (A)		R
Take over fee (Once Off) (B)		R
TOTAL FOR 3 YEARS (exclusive Vat) (A+B)		R
TOTAL FOR 3 YEARS (inclusive Vat) (A+B)		R

OTHER COST

Council Members: Mr. A. Petersen (Chairperson), Ms. T. Ntshangase (Deputy Chairperson), Prof. A. Jooste, Mr. S.J. Mhlaba, Ms. F. Mkile, Ms. N. Mokose, Mr. G. Schutte and Dr. S.T. Xaba and Mr J.G Mocke

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DESCRIPTION	YEAR 1	YEAR 2	YEAR 3
Handling fee per box Retrieval fee per box (A)	R	R	R
Destruction handling fee (B)	R	R	R
Indexing/Labeling rate (C)	R	R	R
Scheduled Delivery rate per km (D)	R	R	R
Unscheduled delivery rate per km (E)	R	R	R
Express Delivery rate per km (F)	R	R	R
After hours delivery rate per km (G)	R	R	R
Sub Total for 3 years (A+B+C+D+E+F+G)	R	R	R
TOTAL FOR 3 YEARS (exclusive Vat) (A+B+C+D+E+F+G)	R	R	R
TOTAL FOR 3 YEARS (inclusive Vat) (A+B+C+D+E+F+G)	R	R	R
TOTAL FOR 3 YEARS (exclusive Vat) (YEAR 1+2+3)	R		
TOTAL FOR 3 YEARS (inclusive Vat) (YEAR 1+2+3)	R		

TOTAL FOR OFFSITE STORAGE SERVICES CDS, OFFSITE STORAGE SERVICES

Council Members: Mr. A. Petersen (Chairperson), Ms. T. Ntshangase (Deputy Chairperson),
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BOXES AND OTHER COST

DESCRIPTION	AMOUNT
OFFSITE STORAGE SERVICES CDS	R
TOTAL FOR 3 YEARS (inclusive Vat) (A)	
OFFSITE STORAGE SERVICES BOXES	R
TOTAL FOR 3 YEARS (inclusive Vat) (B)	
OTHER COST	R
TOTAL FOR 3 YEARS (inclusive Vat) (YEAR 1+2+3) (C)	
TOTAL FOR 3 YEARS (exclusive Vat) (A+B+C)	R
TOTAL FOR 3 YEARS (inclusive Vat) (A+B+C)	R
<u>NOTE: THE AMOUNT TO BE USED FOR EVALUATION PURPOSES</u>	

3. TIMEFRAME

THE CLOSING DATE FOR QUOTE SUBMISSION IS ON FRIDAY THE 19 SEPTEMBER 2025 AT 11H00

PLEASE NOTE:

a. Do not render any service without an official purchase order from the
Council Members: Mr. A. Petersen (Chairperson), Ms. T. Ntshangase (Deputy Chairperson),
Prof. A. Jooste, Mr. S.J. Mhlaba, Ms. F. Mkile, Ms. N. Mokose, Mr. G. Schutte and Dr. S.T. Xaba and Mr J.G Mocke

NAMC. The NAMC will not be held accountable for any liability or financial losses should there be Failure to adhere to this instruction.

4. REQUIREMENTS IN TERMS OF THE QUOTATION PROPOSAL:

- a. The quotation should be directed at the National Agricultural Marketing Council (NAMC)
- b. The quotation must be valid for 90 days
- c. The quotation must be signed by a supplier, on the company official letterhead.
- d. The quotation should be inclusive of logistics costs and VAT (If the supplier is VAT registered)

PLEASE NOTE:

- e. If the price quotation doesn't demonstrate the above attributes, the quotation might be disqualified.
- f. Where the recommended bidder is non-tax compliant, the bidder will be notified in writing and a period of 7 working days will be granted to a supplier to resolve their tax obligations with SARS. (However, this principle may be compromised depending on the nature of the services requested).
- g. The supplier is required to complete and submit SBD 4 (Bidder's Disclosure)
- h. The quotations between R 2 000.00 to R 1 000 000.00 including all applicable taxes will be evaluated on the 80/20 preference points scoring system. The lowest acceptable price will score 80 points, the 20 specific goals points will be allocated as follows:
- i. N:B - Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids to substantiate their specific goal as stated below. However, Bidders who do not submit B-BBEE Status Level Verification Certificates do not qualify for specific goals points but they will not be disqualified from the bidding process.

SPECIFIC GOAL	TOTAL POINTS
Percentage (%) Black Ownership	Points (10)
91-100	10
81-90	9
71-80	8

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61-70	7
51-60	6
41-50	5
31-40	4
21-30	3
11-20	2
1-10	1

SPECIFIC GOAL	TOTAL POINTS
Percentage (%) Ownership By Women	Points (4)
81-100	4
51-80	3
31-50	2
1-30	1
Percentage (%) Ownership By Youth	Points (4)
81-100	4
51-80	3
31-50	2
1-30	1
0	0
Percentage (%) Ownership By People With Disability	Points (2)
51-100	2
1-50	1
0	0

5. DELIVERY ADDRESS FOR THE SERVICE

- NAMC, Hillcrest Office Park, 177 Dyer Road, Barbet place, Ground floor, Hillcrest, Pretoria, 0083

6. ENQUIRIES AND SUBMISSION OF QUOTATIONS

For more information relating to Supply Chain Management and submission of quotations:

Rfq@namc.co.za or 012 341 1115

7. EVALUATION CRITERIA AND COMPLIANCE VERIFICATIONS

- a. Tax compliance status verification through the Central Supplier Database (CSD) or SARS website using Tax Pin prior to the awarding of price quotation will be conducted.

8. MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFQ must be in English.

9. COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFQ before submitting proposals. Each bidder assumes all risks for resource commitment and direct or indirect expenses of proposal preparation and participation throughout the RFQ process. NAMC is not directly or indirectly responsible for any costs incurred by tenderers.

10. CORRECTNESS OF RESPONSES

10.1 The bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFQ. The prices and rates quoted must cover all obligations under any resulting contract.

10.2 The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

11. VERIFICATION OF DOCUMENTS

11.1 Bidders should check the page numbers to ensure that none are missing or duplicated. NAMC will accept no liability for anything arising from missing or duplicated pages.

11.2 Only one electronic copy of the proposal must be submitted via email to RFQ@namc.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it have yet to be recalled/withdrawn in writing by the bidder.

12. ADDITIONAL TERMS AND CONDITIONS

12.1 A tenderer shall not assume that information and/or documents supplied to NAMC, at any time before this request, are still available to NAMC, and shall consequently not make any reference to such information document in its response to this request.

12.2 Copies of any affiliations, memberships, and/or accreditations that support your submission must be included in the tender.

12.3 An omission to disclose material information, a factual inaccuracy, and/or misrepresentation of fact may result in the disqualification of a tender or cancellation of any subsequent contract. 12.4 Please comply with all the terms and conditions in this document to ensure the proposal is valid.

13. NAMC RESERVES THE RIGHT TO:

13.1 Extend the closing date.

13.2 Verify any information contained in a proposal.

13.3 Request documentary proof regarding any tendering issue.

13.4 Appoint one or more service providers, separately or jointly (whether they submitted a joint proposal).

13.5 Award this RFQ as a whole or in part.

13.6 Cancel or withdraw this RFQ as a whole or in part

14. POPIA Protection of Personal Information

All bidders agree that personal information of persons related to or linked with bidders or respondents to this request for proposals may be required to fulfil the requirements for

submitting a bid. All bidders agree that the NAMC may collect, keep and process such information provided that the aforesaid uses shall be for purposes of evaluating the bid submitted. Where the information is sought to be used for other purposes, further and specific consent shall be obtained.