SAQA

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

REQUEST FOR QUOTATION (RFQ)

The South African Qualifications Authority (SAQA) invites Service Providers to submit Quotations for the requirements stipulated below:

DOCUMENT NUMBER	**RFQ2024/25-55**
RFQ ISSUE DATE	**24 FEBRUARY 2025**
RFQ CLOSING DATE	**03 MARCH 2025 @ 11:00**
RFQ VALIDITY PERIOD	**90 Days (from the RFQ closing date)**
DESCRIPTION	**Provision of off-site storage of SAQA records, tapes, and files**
DURATION	**Three (3) years**
SITE VISIT	**N/A**
RESPONSES VIA E-MAIL	**No hand delivery of responses. Please email rfq@saqa.org.za with your response to the RFQ.**
ENQUIRIES	**Biniamien Dramat: bdramat@saqa.org.za** **Benedict Tefu: btefu@saqa.co.za**

TERMS OF REFERENCE

1. INTRODUCTION

1.1. The South African Qualifications Authority (SAQA) is a juristic person under the National Qualifications Framework Act, 67 of 2008 (NQF Act) and a schedule 3(A) national public entity under the Public Finance Management Act, 1 of 1999.

1.2. SAQA performs its statutory functions subject to the NQF Act and is responsible for overseeing the implementation of the National Qualifications Framework (NQF) and ensuring the achievement of its objectives.

2. PURPOSE

2.1. The purpose of this Request for Quotation (RFQ) is to appoint a suitably qualified service provider for the provision of an off-site storage facility for the records and files for SAQA for three (3) years.

3. SCOPE OF WORK

3.1. The following scope of services forms part of the services component and is required in line with the standard of the service. The below services must be provided in compliance with the various laws for archiving, including POPIA.

3.2. The prospective bidder/service provider is expected to provide a comprehensive and reliable off-site record archiving and retrieval programme, comprising the following:

a) The provision of storage boxes and relevant tracking labels for the records to be transferred from the SAQA offices to the off-site storage.
b) The collection and removal (delivery/transportation) of records, boxes and files from the SAQA offices to the off-site storage, as and when necessary.
c) Relocation of +-4000 existing records and files from the current off-site storage to the new off-site storage.
d) Hand delivery of the requested files.
e) Ensure that records stored off-site must be available for online and retrieval requests (online search).
f) The bidder’s storage facility should be suitable for records storage and archiving e.g.
    i. Fire prevention and detection systems should comply with the guidelines set by the fire brigade.

ii. Water-based extinguishers should not be used as these will damage the records.
iii. Shelving and cabinets should be made from non-flammable materials.
iv. Records should be free from water leaks.

g) The provision of safe storage facilities for SAQA's tape media and canisters.

h) Provide one scheduled collection & delivery per week of SAQA's weekly, monthly, quarterly, and yearly tape backups.

i) The provision of 16 slots canisters for the storage of SAQA's weekly, monthly, quarterly, and yearly tape media according to SAQA backup retention period for the different backups as outlined herewith:

   i. Weekly retention of sixteen (16) LTO tape media.

   ii. Monthly retention of sixteen (16) LTO tape media.

   iii. Quarterly retention of sixteen (16) LTO tape media.

   iv. Yearly retention of sixteen (16) LTO tape media.

j) The provision for the unscheduled collection or return service of the canister and tape media may be required for emergency requirements.

k) Provide tamper-proof, numbered security seals for the safe marking and securing of the canisters for the duration of the service period.

4. EVALUATION CRITERIA

The proposal will be evaluated in two (2) stages:

4.1. Stage 1: Mandatory requirements

i. Bidders are required to submit the following mandatory documents, failure to submit any of the documents will result in disqualification.
ii. The bidders must state whether (or not) they comply with each of the requirements below and provide a cross-reference where their quotation/proposal addresses this requirement.
iii. If a Bidder does not comply with any requirement in the table below, they will be disqualified and not considered for further evaluation.
iv. The functions below are the minimum requirements for offsite storage facilities; if any of these functions cannot be catered for then the bidder will be non-compliant and will be accordingly disqualified:

a.	A secure and safe archiving facility, which is suitable for the purpose and mitigates the risks associated with records storage	Comply	Do Not Comply
	Bidders to provide i. Fire detection and prevention plan ii. Electrical certificate of compliance (CoC)		
b.	A facility that adheres to the Protection of Personal Information Act No.4 of 2013 (POPIA)	Comply	Do Not Comply
	Bidders to submit a signed undertaking in terms of the Protection of Personal Information Act No.4 of 2013 (POPIA)		
c.	A records management system to enable the tracking and retrieval of documents. The system must include an electronic approval for document movement.	Comply	Do Not Comply
	Bidders to provide evidence of the system		
d.	Retrieval services for stored records at the off-site storage facility	Comply	Do Not Comply
	Bidders to attach retrieval templates		
e.	Display system to the SAQA for records stored off-site which must be available for online and retrieval requests	Comply	Do Not Comply
	Bidders are to attach proof of the available system		
f.	The Facility should meet the National Archives and Records Services of South Africa requirements standards for off-site records storage facility and destruction of records and other related legislations.	Comply	Do Not Comply
	Bidders to attach the National Archives and Records Management inspection certificate		
g.	Access to the off-site storage facility should be controlled to protect records against unauthorized access, loss, damage, destruction, theft and breach of confidentiality.	Comply	Do Not Comply
	Bidders to attach contract/s for 24 Hour security services		
h.	The service provider must provide a company profile indicating the company's experience in rendering off-site document storage and management solutions: The service provider must provide three (3) written and contactable references indicating similar services rendered. The reference letters from the clients must include: •Company	Comply	Do Not Comply

	name on a letterhead •Contact person and telephone numbers. •The letter must be signed by a duly authorised person.		
	Bidders to attach three (3) reference letters		
i.	**SAQA requires the following International Standard Organisation – ISO compliance certificates:** • **ISO/IEC 27001 for Information Security Management.** • **ISO 9001 for Quality Management. ISO 14001 for Environmental Management.** • **ISO 11799 for Document Storage Requirements.** • **ISO 45001 for Occupational Health and Safety Management at the offsite storage facility**	**Comply**	**Do Not Comply**
	Bidders to attach recently certified copies of the ISO compliance certificates		

NB: BIDDERS MAY BE SUBJECTED TO A SITE VISIT

4.2. Stage 2: Price and Preference Points Evaluation

Bidders will be evaluated in terms of the 80/20 system prescribed by SAQA in line with PPR 2022 as follows:

i. 80 Points for pricing
ii. 15 Preference points for the company that has at least 51% black ownership
iii. 5 Preference Points for the company that has at least 30% black woman ownership.

NB: Bidders must submit the certified B-BBEE Certificates copies/Sworn Affidavits indicating ownership percentage to claim the preference points.

5. PRICE SCHEDULE (SERVICES)

TOTAL COST OF OWNERSHIP PRICING SCHEDULES SBD 3.1

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED.

Name of bidder	Bid Number	Closing Date and Time
	RFQ2024/25-55	28 February 2025 @ 11H00

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

Description		Estimated no of Boxes for evaluation purposes	Price per box	Total Service Fee
Offsite storage services	Year 1	4000 and sixteen (16) LTO tape media	R	R
	Year 2 (Y1+Y2)	5000 (4000+1000) and sixteen (16) LTO tape media	R	R
	Year 3 (Y1+Y2+Y3)	5500 (5000+500) and sixteen (16) LTO tape media	R	R
Once off Relocation of +-4000 existing records and sixteen (16) LTO tape media from the current off-site storage to the new off-site storage		4000	N/A	R
Total Service Fees (Year 1, 2 & 3 and once-off costs)				R

Description		Rate
Delivery and collection fees	**High Priority Retrieval (Emergencies)**	
	Price for delivery	R
	Average Priority Retrieval (Normal)	
	Price for delivery	R

	Collection of boxes Price per trip	**R**
The monthly system access fee for 2 x people		**R**

RATES	
Transportation costs per journey (radius 60 km)	**R**
Collection (minimum rate per trip)	**R**
Cost of box barcode labels	**R**
Costs per box: The standard one (A4 paper size): Dimensions: **Width: 320mm Length: 430mm Height: 250mm**	**R**
Storage per month (costs per box)	**R**
Handling fees per box (for collection/retrieval/withdrawal)	**R**
Handling fee per box (for destruction)	**R**
Capturing/pre-indexing costs per line/box (box registration costs)	**R**

6. MINIMUM SERVICE LEVEL AND APPLICABLE PENALTIES

Minimum Service Level	Target	Penalties
High Priority Services (Emergencies)	Delivery within 2 hours from the time of the request.	15% of the next month's fee for every incident
Average Priority Services (Normal)	Delivery within 6 hours from the time of the request.	10% of the next month's fee for every incident
Collection of file boxes	Within 24 hours from the time of the request.	10% of the next month's fee for every incident

7. PENALTY MAXIMUM LIMIT AND SERVICE LEVEL DISPUTES

7.1. The maximum penalties for poor performance and other non-compliance to the contract will be limited to 35% of the total labour and call-out fees for that invoice fees. Furthermore, should the 35% limit be reached four (4) times during the contract period, the SAQA reserves the right to immediately enter into a Service Dispute, that may result in the termination of the contract.

7.2. Notwithstanding the aforementioned, and without prejudice to any other rights that SAQA has, SAQA reserves the right to enter into Service Disputes at any point in time with the view of contract cancellation. During a Service Dispute, the service provider shall continue to render services in terms of service levels.

7.3. The enforcement of a penalty does not exempt the bidder from resolving a problem nor stops the repetitive levying of the penalty at the stipulated percentage value of a particular service level. The penalty shall be enforced for subsequent periods of non-performance until resolved. Only penalties will apply, and no service credits will accrue.

8. SERVICE PROVIDER'S RESPONSIBILITIES

8.1. Without limiting the generality of the provisions of the SLA, the Services Provider shall have the following responsibilities, including but not limited to:

a) The appointed Services Provider must ensure that the service is executed by competent personnel, in the most time-saving and effective manner possible.
b) Personnel working at the SAQA must be issued with uniforms with the company's name visible.

9. SAQA'S RESPONSIBILITIES

9.1. Without limiting the generality of the provisions of the SLA, SAQA shall have the following responsibilities, including but not limited to:

a) SAQA shall ensure that the Service Provider has access to the locations and the as is reasonably required to effect the services.
b) SAQA shall ensure that Services Provider receives the necessary support and cooperation from the SAQA's employees and/or third-party Service Provider as is reasonably required to effect the services; and
c) Paying the service provider upon receiving an acceptable valid tax invoice for the services rendered.

1. RFQ SPECIAL CONDITIONS

1.1. Bidders must submit the recent National Treasury (CSD) Central Supplier Database report.

1.2. Bidders are required to submit an original or certified copy of the B-BBEE certificate or Sworn Affidavit as per the B-BBEE Act. The SANAS Logo should be visible on the B-BBEE Certificate.

1.3. Bidders must complete, sign, and submit the attached SBD 4 and SBD 6.1 forms.

1.4. The proposal and required documents must be submitted using the PDF format only, through email to rfq@saqa.co.za

1.5. In Instances, where brand names are mentioned, SAQA will accept equivalent items that have similar specifications.

1.6. The National Treasury's General Conditions of Contract (GCC) will apply and is enforceable on this RFQ.

1.7. The RFQ will be evaluated in terms of the 80/20 system prescribed by the Preferential Procurement Policy Framework Act (PPPFA).

2. PROTECTION OF PERSONAL INFORMATION

2.1. In this clause, the words "personal information", "processing" and "responsible party" have the meanings ascribed to them in the Protection of Personal Information Act, 2013 (Act No.4 of 2013).

2.2. SAQA will comply with the Protection of Personal Information Act, 2013 (Act No.4 of 2013, (POPIA) by lawfully processing personal information submitted by bidders in accordance with the conditions of lawful processing as set out in POPIA.

2.3. All bidders must comply with their obligations as set out in POPIA for which they are a Responsible Party before sharing any information with SAQA.

2.4. SAQA will not be held liable for any non-compliance with the provisions of POPIA or unlawful processing or sharing of information by a bidder.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	**Identity Number**	**Name of State institution**

2.2 Do you, or any person connected with the bidder, have a relationship

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
………………………………………………………………………………………
………………………………………………………………………………………

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:
…………………………………………………………………………….
…………………………………………………………………………….

3 DECLARATION

I, the undersigned, (name)………………………………………………………………. in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;
3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.
3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

………………………………	..………………………………………………
Signature	Date
………………………………	………………………………………………
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

To be completed by the organ of state

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. **POINTS AWARDED FOR PRICE**

3.1.1 **THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right) \text{ or } Ps = 90\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

3.2.1. **POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps=80\left(1+\frac{Pt-Pmax}{Pmax}\right) \text{ or } Ps=90\left(1+\frac{Pt-Pmax}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration Pmax = Price of highest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	**Number of points allocated (90/10 system) (To be completed by the organ of state)**	**Number of points allocated (80/20 system) (To be completed by the organ of state)**	**Number of points claimed (90/10 system) (To be completed by the tenderer)**	**Number of points claimed (80/20 system) (To be completed by the tenderer)**
At least 51% black ownership		15		
30% black woman ownership.		5		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm……………………………………………………………………

4.4. Company registration number: ……………………………………………………………...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that: i) The information furnished is true and correct; ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

……………………………………….

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……………………………………………………….

DATE: ……………………………………………………….

ADDRESS: ……………………………………………………….

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