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Fax: (015) 295 9301

MPUMALANGA  
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Nelspruit, 1201  
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Fax: (013) 752 2917

NORTHERN CAPE  
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6A Long Street  
Kimberley, 8300  
Tel: (053) 832 0051/2  
Fax: (053) 832 0047

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78 Retief Cnr Peter  
Mokaba Street  
Potchefstroom, 2531  
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2 Old Paarl Road  
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Tel: (021) 946 4022  
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Education, Training and Development Practices Sector Education and Training Authority

BID NO: SCMU: 08 - 2021/22

## REQUEST FOR BIDS

### TERMS OF REFERENCE FOR ETDP SETA's OFFSITE DOCUMENT STORAGE FACILITY

#### 1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan. The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers and employees in the ETD sector.

#### 2. PURPOSE

##### 2.1. PURPOSE OF THE PROJECT

The ETDP SETA is looking for a competent and compliant service provider to provide offsite document storage facilities and render document management services in line with the provisions of the National Archives Act 43 of 1996 for a period of 5 years. The solution must enable the ETDP SETA to effectively track files onsite and offsite.

#### 3. PROJECT SCOPE AND REQUIREMENTS

##### 3.1. Overview

The ETDP SETA is committed to ensure safe and secure document management services in line with the provisions of the National Archives Act 43 of 1996. The organisation has approximately 35 000 files in about 7 000 archiving boxes (5 files per box) currently in storage. Each file contains approximately 500 pages.

The organisation's business model remains highly paper driven and systems to track movement of paper records have been established. Through the implementation of its Digital Transformation Strategy the organization has started a process to digitise and is also in the process of implementing an Electronic Document Management System (EDMS) and Workflows in order to automate most of its processes and reduce generation of paper records.

The ETDP SETA comprises of nine (9) provincial offices plus a Head Office in Johannesburg and thus looking for a solution that will cover all areas of business. Information and Records Management activities are centrally controlled from Head Office.

### **3.2. Technical Requirements**

The successful bidder will be required to:

- 3.2.1. Take on physical records currently located at off-site storage and/or ETDP SETA offices;
- 3.2.2. Supply relevant material for disposal of records e.g. boxes, labels etc. and transportation thereof;
- 3.2.3. Store, secure and maintain records in line with the ETDP SETA's policies throughout their lifecycle;
- 3.2.4. Provide tools relevant to the implementation of effective information and records management practices in all areas of the organisation;
- 3.2.5. Provide relevant training programmes for approximately 150 ETDP SETA staff members in adherence to proper information communication and records management principles (preferably virtual training sessions);
- 3.2.6. Perform records management audits in order to identify risk areas and advise on mitigation plans thereof;
- 3.2.7. Provide the necessary expertise as and when required to the ETDP SETA Information and Records Management staff;
- 3.2.8. To ensure effective practices for a compliant information and records management environment;
- 3.2.9. Sustain the physical file tracking system for ease of access to organisational records;
- 3.2.10. Ensure effective handling of personal information in line with the POPI Act and other related frameworks;
- 3.2.11. Assist the organisation to relocate its records from time to time when necessary;
- 3.2.12. Support and maintain information and records management tools, systems and services for effective management of the function;
- 3.2.13. Provide human capacity for sorting, indexing and filing as and when required;
- 3.2.14. Provide scanning services as and when required to convert hardcopy records into images for upload into the EDMS; and
- 3.2.15. Report to ETDP SETA on information and records management services

### **4. DELIVERABLES**

- 4.1. A detailed proposal outlining the approach, resources tools and allocation.
- 4.2. A milestone based project plan with clear timelines and deliverables

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## 5. DURATION OF THE AGREEMENT

It is expected that the duration of the agreement will be for a period of **five (5) years** as from the date of the signing of the Service Level Agreement (SLA).

## 6. COSTING MODEL (PRICING SCHEDULE)

The Bidder must provide a costing model and the below template is provided as a guideline. All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.

e.g.

| Item no. | Description                                                                                   | Costing (Excl. VAT) |
|----------|-----------------------------------------------------------------------------------------------|---------------------|
| 1        | <b>Year 1</b>                                                                                 |                     |
|          | - Take on cost (35 000 files in approximately 7 000 standard archiving boxes) <b>once off</b> |                     |
|          | - Monthly storage (approximately 7 000 boxes)                                                 |                     |
|          | - Licensing costs (tracking/ filing system for onsite paper records 10 users)                 |                     |
|          | - 4 x 4hr training sessions                                                                   |                     |
|          | - Other Professional Services ( e.g. maintenance and support etc)                             |                     |
| 2        | <b>Year 2</b>                                                                                 |                     |
|          | - Monthly storage (approximately 8% increase)                                                 |                     |
|          | - Licensing costs (tracking/ filing system for onsite paper records 10 users)                 |                     |
|          | - 4 x 4hr training sessions                                                                   |                     |
|          | - Handling fees of archives (on the 8% increase)                                              |                     |
|          | - Other Professional Services ( e.g. maintenance and support etc)                             |                     |
| 3        | <b>Year 3</b>                                                                                 |                     |
|          | - Monthly storage (approximately 6% increase)                                                 |                     |
|          | - Licensing costs (tracking/ filing system for onsite paper records 10 users)                 |                     |
|          | - 4 x 4hr training sessions                                                                   |                     |
|          | - Handling fees of archives (on the 6% increase)                                              |                     |
|          | - Other Professional Services ( e.g. maintenance and support etc)                             |                     |

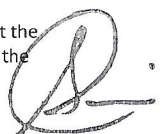
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|                               |                                                                                                                                                     |  |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 4                             | <b>Year 4</b>                                                                                                                                       |  |
|                               | - Monthly storage ( <i>approximately 4% increase</i> )                                                                                              |  |
|                               | - Licensing costs (tracking/ filing system for onsite paper records 10 users)                                                                       |  |
|                               | - 4 x 4hr training sessions                                                                                                                         |  |
|                               | - Handling fees of archives ( <i>on the 4% increase</i> )                                                                                           |  |
|                               | - Other Professional Services ( <i>e.g. maintenance and support etc</i> )                                                                           |  |
| 5                             | <b>Year 5</b>                                                                                                                                       |  |
|                               | - Monthly storage (approximately 2 % increase)                                                                                                      |  |
|                               | - Licensing costs (tracking/ filing system for onsite paper records 10 users)                                                                       |  |
|                               | - 4 x 4hr training sessions                                                                                                                         |  |
|                               | - Handling fees of archives (on the 2% increase)                                                                                                    |  |
|                               | - Other Professional Services ( <i>e.g. maintenance and support etc</i> )                                                                           |  |
|                               |                                                                                                                                                     |  |
| 6.                            | - Scanning (approximately 3,75 million pages)                                                                                                       |  |
| 7.                            | - Relocation cost within 30 km radius for ten (10) ETDP SETA Offices (provincial and Head Office) with a total of approximately 700 archiving boxes |  |
| <b>Total Cost (Excl. VAT)</b> |                                                                                                                                                     |  |
| <b>VAT (15%)</b>              |                                                                                                                                                     |  |
| <b>Total Cost (Incl. VAT)</b> |                                                                                                                                                     |  |

.....

**Signature of Bidder**

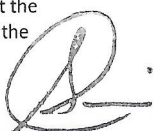
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The bidder is also required to provide units costs for material not limited to the following:

| Item Description                    | Unit Rate |
|-------------------------------------|-----------|
| Archiving box storage/ month        |           |
| Pack & Uplift                       |           |
| Container Base & Lids               |           |
| Container Barcodes                  |           |
| File Folder Barcodes                |           |
| Destruction per box                 |           |
| Collections-Head Office             |           |
| Collection-Provincial Offices       |           |
| Delivery – Head Office              |           |
| Delivery – Provincial Offices       |           |
| Box Registration                    |           |
| Handling New Box                    |           |
| Retrieval-Box Handling              |           |
| Retrieval-Scan-Email Records        |           |
| File folder Registration            |           |
| Sort, Scan & Index                  |           |
| Backing Boards                      |           |
| Storage media for scanned documents |           |
| Indexing Team/Day                   |           |
| Training/hour                       |           |
| Consultations/Day                   |           |

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## **7. EVALUATION CRITERIA**

THE ETDP SETA applies the provisions of the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2017. The evaluation will be guided by ETDP SETA procurement policy.

*Folder A (USB) must have documents for Stage 1 and Stage 2*

### **7.1. STAGE 1 [Folder A (USB)]**

Bidders will be evaluated on the submission of the **requested mandatory documents**.

#### **7.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION**

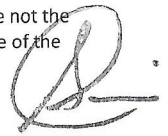
1. Invitation to Bid - **SBD1**
2. Declaration of Interest – **SBD 4**
3. Declaration of Bidder's Past Supply Chain Practices – **SBD 8**
4. Certificate of Independent Bid Determination – **SBD 9**
5. Certificate or Letter of compliance for Offsite Storage Facilities from National or Provincial Archives
6. Latest fire clearance certificate from the fire department at your local Municipality

**NB: Failure to submit any of the above mandatory documents will lead to disqualification.**

### **7.2. STAGE 2 [Folder A (USB)]**

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

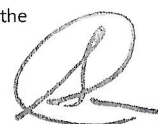
- 7.2.1. The minimum qualifying score for functionality will be **70 points** and bids that fail to achieve the minimum qualifying score will be disqualified.
- 7.2.2. Only bids that achieved the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations 5 and 6.



The evaluation criteria for functionality will be as below:

| NO           | QUALIFYING CRITERIA FOR SHORT LISTING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | POINTS     |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1.           | <b>Contactable references and Experience (35)</b><br><b>1.1. Contactable references</b> for provisioning similar services - (provide proof on referee's company letterhead) (15) <ul style="list-style-type: none"> <li>○ At least 3 references = 15</li> <li>○ 2 references = 10</li> <li>○ 1 reference = 5</li> </ul> <b>1.2. Years of experience</b> (to be derived from the references letters) (20) <ul style="list-style-type: none"> <li>● 10 years and above = 20</li> <li>● 6 - 9 years = 15</li> <li>● 3 - 5 years = 10</li> <li>● 1 - 2 years = 5</li> </ul>                                                                                                                                                                                                                                                 | 35         |
| 2.           | <b>Proposed Approach: (50)</b><br><b>2.1. Proposal detailing the work to be implemented against this ToR in line with section 3.2 (25)</b> <ul style="list-style-type: none"> <li>○ Proposal addresses all requirements = 100% (25)</li> <li>○ Proposal addresses most of the requirements = 90% (15)</li> <li>○ Proposal addresses some of the requirements = 80% (5)</li> <li>○ Proposal addresses less than 80% of the requirements (0)</li> </ul> <b>2.2. Project Plan indicating delivery period to move 7 000 boxes from the current service provider who is situated in Johannesburg to new storage location (25)</b> <ul style="list-style-type: none"> <li>○ Detailed activity based project plan with clear milestones = 25</li> <li>○ High level project plan = 15</li> <li>○ No project plan = 0</li> </ul> | 50         |
| 3.           | <b>Project Manager Experience (15) (attach CVs)</b><br><b>3.1. Project manager experience in managing similar projects preferably in public sector environment (CV must clearly indicate the projects, date/period, client name and client contact details)</b> <ul style="list-style-type: none"> <li>○ 5 years and above = 15</li> <li>○ 3- 4 years = 10</li> <li>○ 1 -2 years = 5</li> <li>○ Below 1 = 0</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                  | 15         |
| <b>TOTAL</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>100</b> |

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Bidders must provide documents to justify awarding the above points, and such proof should include details of contactable references to validate the information submitted.

Points will be awarded on a sliding scale only where indicated.

Please take note of the value and scoring point system of your bid.

### 7.3. STAGE 3 [(Folder B) (USB)]

#### PRICING SCHEDULE DOCUMENTS (Folder B)

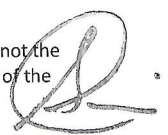
- a. Price Proposal– **Price must be final and include VAT [(if registered for VAT) and signed]**
- b. Valid Tax Clearance Certificate or Unique security personal identification number (PIN) issued by SARS
- c. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2017 -**SBD 6.1 (If claiming preferential points)**
- d. B-BBEE certificate or sworn affidavit **(If claiming preferential points)**

**80/20** preference point system shall be applicable as follows:

|   |                                    |           |
|---|------------------------------------|-----------|
| ✓ | Price                              | <b>80</b> |
| ✓ | B-BBEE status level of contributor | <b>20</b> |

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

**NB: PLEASE NOTE THAT INCLUSION OF THE FINANCIAL PROPOSAL IN FOLDER A WILL LEAD TO DISQUALIFICATION.**



**8. BID CONDITIONS**

The ETDP SETA Supply Chain Management Policy will apply:

1. The ETDP SETA reserves the right not to award the RFB.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA does not bind itself to appoint a bidder with the highest points.
4. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
5. Bids which are late, incomplete, unsigned or submitted by facsimile and/or email will **NOT** be accepted.
6. Bidders with a **turnover above R 10 million** must submit a valid certified B-BBEE Verification Certificate from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points.
7. An Exempted Micro Enterprise (EME) is only required to submit a sworn affidavit or a Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover of R 10 million or less and level of black ownership to claim points.
8. A Qualifying Small Enterprise (QSE), is required to submit a sworn affidavit confirming their **annual total revenue of between R 10 million and R 50 million** and **level of black ownership** or a B-BBEE level verification certificate to claim points as prescribed.
9. **B-BBEE Certificates obtained from Accountants/ Auditors after 31 December 2016 will no longer be accepted.**
10. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** have an accreditation certificate with relevant authority as stated in Mandatory documents.
11. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
12. Bids submitted are to hold good for a period of 90 days.
13. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
14. All suppliers must be registered on the **National Treasury Central Supplier Database**. No bid will be awarded to any supplier by ETDP SETA that is not registered on the Central Supplier Database.
15. Companies that are in the process of **de-registration in the CIPC** will not be considered.
16. The successful service provider **must** sign the penalty and termination clause as part of the agreement with ETDP SETA.

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#### 9. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: [www.etdpseta.org.za](http://www.etdpseta.org.za), Main Menu > Supply Chain Management > Open Tenders as from **12h00** on **13 September 2021**.

Bidders must submit technical and financial proposals in **two separate USBs ONLY** clearly marked "Folder A- Technical Proposal" and "Folder B- Financial Proposal".

**NB: PAPER BASED PROPOSALS and CDs WILL NOT BE ACCEPTED AND WILL LEAD TO DISQUALIFICATION AND ELIMINATION OF YOUR BID FROM EVALUATION!**

Folder B must include the **complete and signed costing model and Valid Tax Clearance Certificate or Unique security personal identification number (PIN) issued by SARS and must be in SARS letterhead" (Mandatory) & fully completed SBD 6.1 form or B-BBE Certificate or a signed Sworn Affidavit (if claiming preferential points).**

The financial proposal **will only be opened** should the technical proposal be found acceptable.

All Bids/Proposals **must be hand/ courier delivered to:**

The ETDP SETA – Head Office  
ETDP SETA House  
2-6 New Street  
Ghandi Square  
Johannesburg South - CBD  
2091

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of 11h00 on **05 October 2021**.

**No late submission will be accepted!**

#### 10. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before 11h00 on **05 October 2021**.

#### 11. CONTACT PERSON

**NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:**

Supply Chain Management: Email: [tenderers@etdpseta.org.za](mailto:tenderers@etdpseta.org.za)

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**Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.**

A handwritten signature in the bottom right corner of the page.

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