



REQUEST FOR QUOTATIONS (RFQ)

Description of Services: Provision of off-site documents storage.

Request date: 05 September 2022

Closing date: 13 September 2022 (No late submissions will be considered)

Closing Time: 11H00 a.m.

COMPULSORY REQUIREMENTS

The following copies must be attached when returning the RFQ:

- Valid Compliant Status Pin
- Copy B-BBEE Certificate/ Sworn Affidavit (Non-disqualifying item - Non-submission will render the bidder as non-compliant for B-BBEE points.)
- Submission of the following Signed and Completed Standard Bid Documents (SBD) Forms which are attached to this request:
 - SBD 4: Declaration of Interest
 - SBD 6.1 Preference Points Claim Form in terms of preferential procurement
- Price(s) quoted must be firm and inclusive of VAT (If VAT registered) and inclusive of all costs e.g disbursements.
- All quotes must be prepared according to the scope of work.

The quotation must be submitted via email to quotations@nhfc.co.za

TERMS OF REFERENCE

PROVISION OF OFF-SITE DOCUMENT STORAGE

1. INTRODUCTION

The **National Housing Finance Corporation (NHFC)** was established by the National Department of Human Settlements as a development finance institution (DFI) in 1996, with the principle mandate of broadening access to affordable housing finance for the low- and middle-income households.

NHFC is a national public entity, the NHFC adheres to the regulatory framework of the Public Finance Management Act (PFMA) of 1999.

The NHFC provides wholesale funding in the affordable housing market mainly to social housing institutions, non-banking retail intermediaries, privately owned property developers, construction companies and investors. It also provides loans and other form of wholesale funding (equity and quasi equity) to certain niche businesses that are in the affordable housing market.

2. PURPOSE OF REQUEST FOR QUOTATION (RFQ)

The NHFC is moving premises from Parktown to Midrand as of the 30 September 2022. The new premises is limited in terms of space capacity, as a hybrid working model is going to be implemented. There is therefore an urgent need to move the company records off site for storage.

The purpose of this Request for Quotation (RFQ) is to solicit quotations from potential service providers for the removal and storage of records off-site.

3. DURATION OF CONTRACT

The duration of this contract is for **five years from 01 October 2022 to 30 September 2027**.

4. SCOPE OF WORK

The NHFC requires a quote on the items indicated below:

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

4.1.1 A secure and safe archiving facility, which is suitable for the purpose and mitigates any risks associated with records storage.

4.1.2. An acceptable and effective records management system to enable the tracking and recording of documents stored off-site.

4.1.3. Retrieval services for stored records at the off-site storage facility and delivery to the NHFC offices.

4.1.4. The provision of storage boxes as required, as well as the supply of the relevant tracking labels for the records that are to be transferred from the NHFC offices to the off-site storage.

4.1.5. The collection and removal (delivery / transportation) of records and files from the NHFC offices to the off-site storage, as and when necessary.

4.1.6. Destruction/disposal services according to The NHFC document retention policy.

4.1.7 The provision of special storage facilities for confidential legal documentation.

4.1.8 Bulk relocation of boxes from the current off-site record storage services provider (Approximately 1345 boxes).

5. PRICING SCHEDULE

A competitive pricing package for all the associated services should include the following:

Year 1.

Initial Costing of Services: **U/M** **Unit Price** **Total** (Including vat)

Collection costs, per box	per km		
Delivery costs per journey (for retrieving service)	per km		
The cost of tracking labels	each		
Indexing per line/box (box registration costs)	each		
Relocation of the existing records and files (approximately 1345 boxes)	per km		
Supply of boxes if required (box (Lever Arch File storage boxes (460mmL X 340mm X 285mmD	each		
TOTAL			R
Monthly costs:			
Monthly storage per box (Lever Arch File storage boxes (460mmL X 340mm X 285mmD)	each		
TOTAL			R

Year 2.

Initial Costing of Services: **U/M** **Unit Price** **Total (Including vat)**

Collection costs, per box	per km		
Delivery costs per journey (for retrieving service)	per km		
The cost of tracking labels	each		
Indexing per line/box (box registration costs)	each		
Supply of boxes if required (box (Lever Arch File storage boxes (460mmL X 340mm X 285mmD)	each		
TOTAL			R
Monthly costs:			
Monthly storage per box (Lever Arch File storage boxes (460mmL X 340mm X 285mmD)	each		
TOTAL			R

Year 3.

Initial Costing of Services: **U/M** **Unit Price** **Total (Including vat)**

Collection costs, per box	per km		
Delivery costs per journey (for retrieving service)	per km		
The cost of tracking labels	each		
Indexing per line/box (box registration costs)	each		
Supply of boxes if required (box (Lever Arch File storage boxes (460mmL X 340mm X 285mmD)	each		
TOTAL			R
Monthly costs:			
Monthly storage per box (Lever Arch File storage boxes (460mmL X 340mm X 285mmD)	each		
TOTAL			R

Year 4.

Initial Costing of Services: **U/M** **Unit Price** **Total (Including vat)**

Collection costs, per box	per km		
Delivery costs per journey (for retrieving service)	per km		
The cost of tracking labels	each		
Indexing per line/box (box registration costs)	each		
Supply of boxes if required (box (Lever Arch File storage boxes (460mmL X 340mm X 285mmD)	each		
TOTAL			R
Monthly costs:			
Monthly storage per box (Lever Arch File storage boxes (460mmL X 340mm X 285mmD)	each		
TOTAL			R

Year 5.

Initial Costing of Services: U/M Unit Price Total (Including vat)

Collection costs, per box	per km		
Delivery costs per journey (for retrieving service)	per km		
The cost of tracking labels	each		
Indexing per line/box (box registration costs)	each		
Supply of boxes if required (box (Lever Arch File storage boxes (460mmL X 340mm X 285mmD)	each		
TOTAL			R
Monthly costs:			
Monthly storage per box (Lever Arch File storage boxes (460mmL X 340mm X 285mmD)	each		
TOTAL			R

Ad hoc costs:

- Handling fees per box (for collection)
- Handling fees per box (for retrieval)
- Handling fees per box (for permanent withdrawal)
- Handling fee per box (for destruction)
- Search fee per record (if any)
- Normal 24-hour delivery per box /record

- Express (request before 10 am) delivery per box/per record
- Speed, express or shuttle delivery charge when required (if any)

Enquiries regarding the RFQ must be directed to the below persons in **writing only**:

SCM Enquiries

Davies Mogale

Tel no: 011 644 9929

daviesm@nfhc.co.za

SBD4

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 institution	State

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.

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

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.

.....	
Position	Name of bidder

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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).

1.2

a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20

Total points for Price and B-BBEE must not exceed	100
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- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good

practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

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

3. POINTS AWARDED FOR PRICE

3.1 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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4

8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
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7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
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v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:
ADDRESS