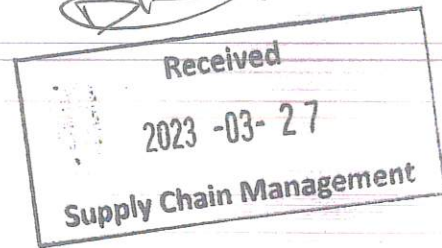




TO : BID ADJUDICATION COMMITTEE
FROM : SUPPLY CHAIN MANAGEMENT
DATE : 23 MARCH 2023



REQUEST FOR APPROVAL FROM THE BID ADJUDICATION COMMITTEE (BAC) TO CANCEL TENDER UIF3/2022: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE RECORDS OFF-SITE STORAGE SERVICES TO THE UNEMPLOYMENT INSURANCE FUND FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

1. PURPOSE

To request approval from the Bid Adjudication Committee(BAC) to cancel tender UIF3/2022: Appointment of a service provider to provide records off-site storage services to the Unemployment Insurance Fund for a period of thirty- six (36) months

2. BACKGROUND

- 2.1 Records Management is a Sub-Directorate of Supply Chain Management and is responsible for the management of all records within the Fund. Records Management Sub-Directorate has been tasked with a responsibility of ensuring proper management of records in the Fund in terms of National Archives and Records Services Act No.43 of 1996. The Sub-directorate ensures proper management by guiding and monitoring on the creation, maintenance, use and disposal of any public records created by Unemployment Insurance Fund in terms of Section 13 of the above mentioned Act. Any records created within the Fund irrespective of the nature, form or medium remains the responsibility of Records Management.
- 2.2 The Bid Adjudication Committee (BAC) approved the specification and Bid Evaluation Committee for the appointment of a service provider to provide records off-site storage services to the Unemployment Insurance Fund for a period of thirty- six (36) months on 8 December 2022. The tender was advertised on National Treasury's e-Tender portal on 12 December 2022 with the closing date of 3 February 2023. A briefing session was held on 20 January 2023.
- 2.3 A total number of three (3) proposals namely: AGS Records Management, The Document Warehouse (Pty) Ltd and Metrofile (Pty) Ltd were received on the closing date. The evaluation of the administration and mandatory requirements of the three (3) proposals was finalized by SCM and probity auditors on 7 February 2023. Through the evaluation of



the technical mandatory requirements SCM noted that none of the bidders fully met the requirements as per the specification document.

- 2.4 AGS Records Management did not meet the technical mandatory requirement A "The bidders must have the capacity to deal with large volumes of documentation and must have physical records storage facilities in atleast five (5) provinces. Municipal rates and taxes statement (not older than 3 months) with physical addresses, must be attached and in case of rented facilities where no rates and taxes statements are available in the name of the bidder a copy of lease agreement for the rented facility must be attached as evidence".

All three bidders did not meet the technical mandatory requirements C "Each storage facility must have either: Surveillance security cameras (attach pictures or installation certificate), Electrical fencing (attach pictures or installation certificate), 24-hour security guards (attach PSIRA certificate of security company providing security service, Security alarm system (attach installation certificate or pictures)" as on the specification document.

- 2.5 The BEC first meeting was held on 3 March 2023 where SCM took the Committee through administrative and technical mandatory requirements and Probity auditors confirmed the outcome of the evaluation. See attached probity report as **Annexure A**. SCM recommended the cancellation of the tender due to none compliance with the technical mandatory requirements by all three bidders as per the specification document. The BEC members also evaluated the technical mandatory requirements and concluded that all three bidders did not meet the technical mandatory requirements as per the specification document and therefore recommends the tender to be cancelled. See attached BEC minutes as **Annexure B**.

3. SUPPLY CHAIN MANAGEMENT PROCESS

- 3.1 Practice note no. 02 of 2021/2022 indicates that for all procurement of goods and/or services not exceeding R1 000 000.00, at least three quotations must be obtained and for procurement of goods and services above R1 000 000.00, a competitive bidding process shall be followed.
- 3.2 Furthermore, the Preferential Procurement Regulations (PPR), 2017 indicates that for procurement of goods and services equal to or below R50 000 000.00, the 80/20 preference point system shall be applicable and for procurement of goods and services exceeding R50 000 000, the 90/10 preference point system shall be applicable.
- 3.3 On page 16 of the bid specification document it states that the "B-BBEE points will be allocated to bidders on submission of the following documentation or evidence: A duly completed Preference Point Claim Form: Standard Bidding Form (SBD 6.1) and An original or valid B-BBEE certificate or a certified copy thereof issued by a verification agency



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accredited by SANAS or an affidavit if applicable whichever is applicable to the bidder (refer to Table 6 on page 16 for more more detail). Bidders must note that a B-BBEE compliance certificate or affidavit must be included as part of the proposal in order to claim B-BBEE points. Failure to submit proof of as required in table 6 below result in the bidder scoring zero in terms of B-BBEE preferential procurement provisions".

- 3.4 The open tendering process was followed for the appointment of a service provider to render records off-site storage service to the Unemployment Insurance Fund for a period of thirty- six (36) months. BEC recommended that the tender be cancelled as indicated in paragraph 2.5 above.

4. RECOMMENDATION

It is recommended that the Bid Adjudication Committee (BAC) approves the cancellation of tender UIF3/2022: Appointment of a service provider to provide records off-site storage services to the Unemployment Insurance Fund for a period of thirty- six (36) months


Phiwa Makanda
SAC: SCM
Date: 23/03/2023

Supported / Not Supported


Wilmari Kruger
Assistant Director: SCM
Date: 23/3/2023

Approved / Not Approved


Chairperson
Bid Adjudication Committee
Date: 2023/04/03

SUPPLY CHAIN MANAGEMENT
SBAC/BAC MEETING NO:.....
SUBMISSION APPROVED WITHOUT CONDITIONS

2023 -04- 03

SCM Signature: 