

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE COMMUNITY SCHEMES OMBUD SERVICES (CSOS)							
BID NUMBER:	RFQ013-2022	CLOSING DATE:	08/07/2022	CLOSING TIME:	12:00pm		
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF A DOCUMENT OFFSITE STORAGE TO THE CSOS FOR A PERIOD OF TWENTY-FOUR (24) MONTHS.						
BID RESPONSE DOCUMENTS MAY BE SENT TO THE EMAIL BELOW.							
Responses to be emailed to: quotations@csos.org.za							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Jabulile Sithole			CONTACT PERSON	Lindi Sibiya		
TELEPHONE NUMBER	(010) 593 0533 / 066 302 5937			TELEPHONE NUMBER	(010) 593 0533/066 302 5975		
FACSIMILE NUMBER	N/A			FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	Jabulile.Sithole@csos.org.za			E-MAIL ADDRESS	Lindi.Sibiya@csos.org.za		
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE		NUMBER				
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE		NUMBER				
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]		
	☐ Yes ☐ No				☐ Yes ☐ No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]							
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN-BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART B:3]		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					☐ YES ☐ NO		

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:



TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF AN OFFSITE STORAGE TO THE CSOS FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

1. TERMS AND CONDITIONS

This Proposal has been compiled by the CSOS and is made available to Bidders subject to the following terms and conditions, which Bidders are deemed to acknowledge and accept:

- 1.1. A Bid submitted in response to this proposal will constitute a binding offer which will remain binding and irrevocable for a period of ninety days (90) days from the date of submission to the CSOS.
- 1.2. Unless or until a binding contract is concluded between the CSOS and the successful bidder, the offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any bidder.
- 1.3. The CSOS reserves the right to amend, modify, withdraw or terminate this RFQ or any of the requirements set out herein at any time (and from time to time), without prior notice and without liability to compensate or reimburse any Bidder or person.
- 1.4. Should this RFP be amended, the CSOS undertakes to publicize or send each Bidder in writing the amended RFP. No oral amendments by the Bidder or the CSOS shall be considered.
- 1.5. It is compulsory for a Bidder submitting a bid to be registered on the National Treasury's Central Supplier Database ("the CSD") and ensure that it remains registered for the duration of the services and/or contract, if successful.
- 1.6. The Bidder needs to ensure that it is tax compliant at the time of submitting its Bid and remains tax compliant for the duration of the contract and/or services, if successful, and undertakes to provide supporting documentation issued by the South African Revenue Services ("SARS") confirming it is tax compliant upon request by the CSOS.
- 1.7. The CSOS reserves the right to conduct site inspections or call for supporting documentation to confirm any information provided by a Bidder in its response to this Bid.



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- 1.8. This RFP is not intended to form the basis of a decision to enter into any transaction with the CSOS and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.
- 1.9. Neither the CSOS or any of its respective directors, officers, employees, agents, representatives or advisors will assume any responsibility for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to this RFP.
- 1.10. No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFP. Failure to comply with this requirement may, within the sole discretion of the CSOS, result in disqualification of the relevant entity.
- 1.11. Any material changes in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid, shall be brought to the attention of the CSOS Supply Chain Management ("SCM") Section in writing. The CSOS shall be the sole arbiter as to what constitutes a material change in the control and/or composition of any Bidder and may in its sole discretion disqualify the Bidder from any further participation in the bid process.
- 1.12. Any requirement set out in this RFP which stipulates the form and/or content of any aspect of a Bid, is stipulated for the sole benefit of the CSOS, and unless the contrary is expressed, may be waived by the CSOS in its sole discretion at any stage in the bid process.
- 1.13. The CSOS and its advisors shall rely on a Bid as being accurate and complete in relation to the information and proposals provided therein by the Bidders.
- 1.14. All Bids submitted to CSOS shall become the property of the CSOS and will not be returned to the Bidders. The CSOS will make all reasonable efforts to maintain information contained in proposals in confidence.



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- 1.15. A Bid submitted by the Bidder shall be considered irregular if it shows any omissions, or irregularities of any kind. However, the CSOS reserves the right to waive any irregularities and to make an award in the best interest of the organization.
- 1.16. The CSOS reserves the right to accept or reject in part or whole any Bid submitted, and to waive any technicalities if this is in the best interest of the organization.
- 1.17. The CSOS reserves the right to require a Bidder to provide a formal presentation of its RFQ at a date and time to be determined by the CSOS. The CSOS shall provide adequate instructions and clarification regarding the purpose and scope of the presentation. All expenses shall be borne by the Bidder.
- 1.18. In this RFQ, the words “service provider”, “supplier” will be used interchangeably to refer to the Bidder.
- 1.19. All costs associated with the preparation and submission of the Bid remain the responsibility of the Bidder. The costs shall not be chargeable to the CSOS by the successful or unsuccessful Bidder.
- 1.20. All Bids must be formulated and submitted in accordance with the requirements of this RFQ.
- 1.2.1 Bids received after the closing date and time as specified in this RFQ shall be rejected.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF AN OFFSITE STORAGE TO THE CSOS FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

2. INTRODUCTION

The Community Schemes Ombud (CSOS) Service is established in terms of the Community Scheme Ombud Service Act, 2011 [Act 9 of 2011] to regulate the conduct of parties within community schemes and to ensure their good governance. To deliver on its mandate, key amongst the priorities of the organisation are:

- To establish a world-class dispute resolution service within community schemes characterised by organisational excellence and a conducive organisational culture.
- To promote good governance of community schemes by developing and implementing appropriate guidelines to enhance stability and harmonious relations amongst the parties.
- To roll out massive educational campaigns to educate and train stakeholders within community schemes and the public at large.
- To enhance community schemes tenure as an alternative tenure option; and
- To develop and implement appropriate organisational systems, controls, and measures to enhance financial, economic, and organisational efficiency.

3. PROJECT PURPOSE AND BACKGROUND

The purpose of this (RFQ) is to appoint a suitably qualified and experienced service provider specialising in document management to provide secure off-site document storage facilities and render document management, retrieval and disposal services for all the CSOS offices in line with the provisions of the National Archives Act 43 of 1996, for a period of twenty-four (24) months.

4. OBJECTIVE

- 4.1 Section 13 of the National Archives and Records Services of South Africa Act, 43 of 1996 requires public entities to manage their records in a well-structured record-keeping system.
- 4.2 Records Management is part of the CSOS' broader function of governance, risk management and compliance.
- 4.3 The records management within the CSOS is devoted to the management of information throughout its life cycle, from the time of creation to its eventual disposition. This includes identifying, classification, storing, securing, retrieving, tracking and destroying or permanently preserving records.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF AN OFFSITE STORAGE TO THE CSOS FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

- 4.4 In order to preserve its institutions' memory, the CSOS is committed to secure information and document management services in line with the provisions of the National Archives Act, 43 of 1996 and to reducing vulnerability to legal challenges or financial loss while promoting best value in terms of human and space resources through greater coordination of information storage systems.
- 4.5 The CSOS has documents currently situated at its Head Office in Centurion as well as in its two Regional Offices, in KZN and in the Western Cape and in with the current off-site storage service provider and need to be stored in a readily available safe, secure environment which is in accordance with the minimum NARS requirements, and to be managed and retrieved as and when the need arises.

5. SCOPE OF WORK

The prospective Service Provider shall upon being awarded a contract; be expected to provide a comprehensive and reliable off-site storage facilities and records management and retrieval programme, comprising the following;

- 5.1 A secure and safe storage facility, which is suitable for the needs of CSOS and mitigates risks associated with records storage.
- 5.2 The storage facility must be large enough to cater for the current CSOS files, documents, records, etc. within the current storage facility as well as in the offices and may expand by 5% per annum over the contract period.
- 5.3 Collection and removal (delivery/transportation) of records, boxes and files from the CSOS offices to the off-site storage in a secure transport/delivery facility when the need arises.
- 5.4 An acceptable and effective records management system to enable the tracking and retrieval of documents.
- 5.5 Retrieval services for stored records at the off-site storage facility and delivery to CSOS offices within two working days.
- 5.6 The provision of storage boxes and relevant tracking labels for the records to be transferred from the CSOS offices to the off-site storage.
- 5.7 The collection and removal (delivery/ transportation) of records and files from the CSOS offices to the off-site storage, as and when required by CSOS.
- 5.8 Provide the CSOS with the critical aspects of the Disaster Recovery Plan.

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- 5.9 Relocation of the existing records and files from the CSOS office's storeroom to the new off-site facility.
- 5.10 Relocation of the existing records and files from the current off-site storage to the new off-site facility.
- 5.11 The off-site storage facilities should be located within a 30km to 50km radius from the CSOS offices.
- 5.12 Records Management system to allow CSOS access to the inventory of its record.
- 5.13 The documents collected for storage must be sorted and filed in accordance with the filing system in such a manner that they will be easily retrieved when required. The documents must be well preserved and carefully handled at all times to ensure no damage or destruction of such information. All files and boxes that have noticeable damage as a result of regular handling must be replaced to prevent any further damage.
- 5.14 The Service Provider shall be required to have a national footprint to be able to collect documents, records, data, etc from the Centurion, Western Cape and KZN Offices.
- 5.15 The Service Provider must be able to provide packaging boxes, stationery and consumables and staff to render labelling and indexing services before records are removed from the CSOS offices and/or current storage facilities when required.
- 5.16 The Service Provider must attach a list of detailed Bills of Quantities that is costed per item and summary of totals for monthly cost and overall cost for a period of twenty-four (24) months.

6. DELIVERABLES OR PROJECT OUTPUT AND OR OUTCOME

The following deliverables will be expected for the duration of the contract period:

- 6.1 The successful bidder is required to provide off-site storage facilities and to render document management services for the CSOS, in line with the provisions of the National Archives Act 43 of 1996 for a period of twenty-four (24) months.
- 6.2 Document management services required, amongst other things include on-site document management and storage, retrieval, data protection, backup, document management, labelling and indexing of boxes.

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- 6.3 Retrieval Services: The CSOS shall be entitled at its sole discretion, to require the retrieval of records to take place by way of hand delivery of required files. The turn-around time for delivery must be between 2 hours to 24 hours depending on the urgency.
- 6.4 Storage: Collected documents for storage must be sorted and filed in accordance with the NARS approved file plan and placed within filing racks on shelves in a manner that will be easily retrieved when required. File/documents always need to be well preserved and carefully handled and maintained to ensure no damage or destruction of such information. All files and boxes that have noticeable damage because of regular handling need to be replaced to prevent any further damage.
- 6.5 A proposed approach to managing records; clear outline of how records will be transferred from one storage to the other and maintenance thereof.
- 6.6 Monthly, Quarterly and Annual reporting of statistics related to the status and movements of records to and from the off-site storage facility.

6.7 Bidders must comply with the following Supply Chain requirements:

Documents required	Submitted Y/N
Valid B-BBEE certificate issued by an accredited SANAS verification agency /Sworn Affidavit signed by the EME representative and attested by a Commissioner of Oath/B-BBEE certificate issued by the Companies and Intellectual Property Commission (CIPC)	
Proof of registration on the National Treasury Central Supplier Database (provide CSD summary report or CSD number)	
Valid tax pin number/letter	

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7. MANDATORY REQUIREMENTS

Bidders must submit ALL the below documents in order to be evaluated further on functionality. Failure to meet all the below requirements will result in the disqualification of a bidder.

Documents required	Comply/Not Comply
Company profile and storage facilities details	
Demonstration of office presence particularly in Gauteng, Western Cape and KZN (<i>Lease agreement or the utility bills for the three offices</i>)	
Proof of public liability insurance	
Submit certificate from the National Archives and Records Services of SA	

8. CONFIDENTIALITY OF INFORMATION

- 8.1 The Service Provider shall keep confidential and shall not, without the written consent of the CSOS use, copy or communicate to any person the terms and conditions, documents or other information furnished directly or indirectly by the CSOS, except as strictly necessary for the purpose of this contract.
- 8.2 Given the confidential nature of the information to be stored off-site, the successful service provider will be required to sign a confidentiality agreement.

9. OPERATING HOURS

- 9.1 The required operating hours for the storage facility are to be weekdays from Mondays to Fridays between the hours 08:00 am and 16:30.
- 9.2 The service provider may be required to render services after office hours in the event of the CSOS embarking on a project requiring staff to work overtime. In the event of the service required outside the office hours, this shall only be with prior written notice from the CSOS.
- 9.3 Delivery turn-around times for documents.

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- Next Day Retrieval: (Shuttle): within 24 hours (Request made before 16h30; delivery by 16h00 the next day)
- Same Day Retrieval (Express): within 4 hours (Request made before 12h00; delivery by 16h00)
- Collection of new files from the CSOS: within 24 hours of the request.
- New cartons/boxes requests – flat-pack deliveries: within 24 hours

10. REPORTING REQUIREMENTS

- 10.1 The Service Provider shall report to the Facilities Manager
- 10.2 The Service Provider shall on a monthly basis, supply the CSOS with a summarized written report to the Facilities Manager.
- 10.3 Meetings will be held quarterly or as and when required between the Facilities Manager or his/her delegate and the Service Provider.

11. PROJECT TIME FRAME

The successful bidder is required to provide an off-site storage facility and to render document management services to the CSOS for a period of twenty-four (24) months and will commence from the signing of the Service Level Agreement.

12. PROJECT EVALUATION CRITERIA

The bidders will be evaluated further for functionality and must meet the minimum threshold of 65 in order to be evaluated further for pricing:

ITEM NO.	CRITERIA	SCORING	WEIGHTS
1.	Company Experience: i) Service Providers should at least have ten (10) years of experience in providing offsite storage and document management services for public services documents.	• 10 years or more = 5 points • 8 - 9 years = 4 points • 6 - 7 years = 3 points • 4 – 5 years = 2 points	15

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	CSOS reserves the right to request auditing /assessment of the facility by a relevant government body.	relevant ISO and Occupational Health and Safety standards without control procedures = 4 points • Adequate OHS plan, that complies with relevant ISO and Occupational Health and Safety standards = 3 points • OHS Plan without with relevant ISO and Occupational Health and Safety standards = 1 point • No OHS plan submitted= 0 point	
5.	Project Plan: i) Detailed Project/ Execution Plan and Management should be attached.	• Detailed project plan with project deliverables and detailed logistics plan, milestones, scope, schedule, cost, resources & change	15

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	ii) A clear project scope, schedules, costing, deliverables, planned work timeframes, logistics, milestones in stages, resources and output.	management plan =5 points • Detailed project plan with project deliverables logistical plan, milestones, scope, schedule, cost & resources = 4 points • Project plan with project deliverables inadequate logistical plan, milestones, scope & schedule, cost = 3 points • Project plan with project deliverables inadequate logistical plan, milestones, & scope = 2 points • Project plan only with no detail=1 point	
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TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF AN OFFSITE STORAGE TO THE CSOS FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

		No Project and logistical plan= 0 points	
Minimum score of functionality			65
Total points			100

Each panel member will rate each individual criterion on the score sheet using the following value scale:

Value	Description
5	Excellent
4	Very good
3	Good
2	Average
1	Poor
0	Nonresponsive/does not meet set requirements

13. B-BBEE REQUIREMENTS

The 80:20 formula will be used for the allocation of points for price and B-BBEE as per the 2017 Preferential Procurement Regulations.

CRITERIA	SUB-CRITERIA	WEIGHTINGS/POINTS
Price	Detailed budget breakdown	80
B-BBEE Status Level Verification Certificate from accredited verification agencies	B-BBEE Level Contributor	20
TOTAL POINTS		100

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF
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14. PRICING EVALUATION

Bidders that meet the minimum threshold of 65% will be evaluated further on pricing and preference points:

QUANTITY	DESCRIPTION	UNIT PRICE
1	Storage Rental per Document storage box (Per document storage box per month)	
1	Transportation cost per km: Between offsite storage facility and CSOS Offices.	
1	Collection and handling fee of documents (Per document box)	
1	offsite storage box (Per document box)	
1	Box barcode labels (Per document storage box)	
1	Labour fee	
1	Data capturing of documents (Per document storage box)	
1	Normal 24-hour delivery of documents (Per document storage box)	
1	Same day delivery express (Per document storage box)	
1	Returns of documents. (Per document storage box)	

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1	Supply of storage boxes (Per document storage box)	
	Delivery	
	Subtotal	
	VAT @ 15% (if applicable)	
	Total including delivery and VAT	

14. PROPOSAL SUBMISSION REQUIREMENTS

Bidders are requested to submit a detailed proposal outlining all required services listed under scope of work.

15. CONTACT DETAILS

Quotations and documents can be emailed to: quotations@csos.org.za

For Technical enquiries: Ms Lindi Sibiya (lindi.sibiya@csos.org.za), Tel: 010 593 0533 / 066 302 5975.

For SCM enquiries: Ms Jabulile Sithole (Jabulile.sithole@csos.org.za), Tel: 010 593 0533 / 066 302 5937

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:

BID NO: RFQ013-2022: THE APPOINTMENT OF A SERVICE PROVIDER OF A SERVICE PROVIDER FOR THE PROVISION OF AN OFFSITE STORAGE TO THE CSOS FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

CLOSING TIME: 12:00pm

CLOSING DATE:08/07/2022

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

ITEM DESCRIPTION BID PRICE IN RSA CURRENCY NO INCLUSIVE OF VALUE-ADDED TAX

Services must be quoted in accordance with the attached terms of reference.

The total cost of the assignment (R inclusive VAT) R.....

QUANTITY	DESCRIPTION	UNIT PRICE
1	Storage Rental per Document storage box (Per document storage box per month)	
1	Transportation cost per km: Between offsite storage facility and CSOS Offices.	
1	Collection and handling fee of documents (Per document box)	
1	offsite storage box (Per document box)	
1	Box barcode labels (Per document storage box)	
1	Labour fee	
1	Data capturing of documents (Per document storage box)	
1	Normal 24-hour delivery of documents (Per document storage box)	
1	Same day delivery express (Per document storage box)	

1	Returns of documents. (Per document storage box)	
1	Supply of storage boxes (Per document storage box)	
	Delivery	
	Subtotal	
	VAT @ 15% (if applicable)	
	Total including delivery and VAT	

*The financial proposal for this assignment should cover all assignment activities as per terms of reference

1. Period required for commencement with project after acceptance of bid _____.
2. Are the rates quoted firm for the full period? **Yes/No**
3. If not firm for the full period, provide details of the basis on which Adjustments will be applied, for example, the consumer price index.

Technical enquiries regarding bidding procedures may be directed to:

Lindi Sibiya

Tel: (010) 593 0533

Cell: 066 302 5975

E-mail address: Lindi.Sibiya@csos.org.za

Supply Chain queries may be directed to:

Jabulile Sithole

Tel: (010) 593 0533

Cell: 066 302 5937

Email: Jabulile.Sithole@csos.org.za

PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR MORE INFORMATION.

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

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