



REQUEST FOR PROPOSALS

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF OFFSITE STORAGE FOR RECORDS & FILES, ARCHIVING AND RECORD MANAGEMENT SYSTEM FOR AGREMENT SOUTH AFRICA FOR A PERIOD OF 3 YEARS.

RFP Number	ASA 09/2023
Date of Issue	07 November 2023
Compulsory Site Visit	17 November 2023 @11:00am Infotech Building 1090 Arcadia Street Hatfield Pretoria
Closing Date and Time	01 December 2023 @11:00am
	NO LATE SUBMISSIONS WILL BE ACCEPTED
Submissions	procurement@agrement.co.za

All enquiries may be directed to:

procurement@agrement.co.za

1. BACKGROUND

The Agrément South Africa Act was accented to by the Honourable President of the Republic of South Africa as Act No 11 of 2015 from 1 April 2017. Agrément South Africa was established as a Schedule 3A entity on 1 April 2017. The entity operates under a delegation of authority from the Minister of Public Works.

The main objectives are:

- To provide assurance of fitness-for-purpose of non-standard construction-related products and systems to specifiers and users.
- To support and promote the process of integrated socio-economic development in the Republic as it relates to the construction industry.
- To support and promote the introduction and use of certified non-standardized construction-related products or systems in the local or international market.
- To support policymakers in minimizing the risk associated with the use of non-standard construction-related products or systems.

2. PURPOSE

The purpose of this project is to appoint a service provider to provide Records Management System and Offsite Storage for Records & Files for Agrément South Africa for a period of 3 years.

3. SCOPE OF SERVICES

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

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

3.1.2 An acceptable and effective records management system to enable the tracking and retrieval of documents.

3.1.3 Retrieval services for stored records at the off-site storage facility and delivery to Agrément South Africa (ASA) offices.

3.1.4 The provision of storage boxes and relevant tracking labels for the records to be transferred from the ASA to the off-site storage.

3.1.5. The documents are currently stored in a storage facility as outlined below:

3.1.5.1. Length about 5,40m.

3.1.5.2. Width of the storage about 3,28m.

3.1.5.3. Height of the storage about 2,55m.

3.1.5.4. The height of the garage door about 2,13m.

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

3.1.7 Disposal services in accordance with National Archives Records Services requirements.

3.1.8 Provide ASA with ICT back-up services including the critical aspects of the Disaster Recovery Plan.

3.1.9 Compile the file plan in consultation with staff members and facilitate the approval and submission of the File Plan to the National Archives of South Africa.

3.1.10 Provide ASA with access to all the electronic records throughout the duration of the contract.

3.1.11 Provide an updated inventory of all the stored documents on a quarterly basis.

3.1.12 Training of staff members on Records Management and use of file plan (Comprehensive Training)

3.1.13 Monitor ASA'S compliance with the file plan on a quarterly basis.

3.1.14 Proper hand-over of all the documents in the possession of the appointed service provider to the next service provider, should the contract not be renewed. The documents must include both physical and electronic documents.

3.1.15 The service provider must provide details of the transport to be used (Bakkie/Truck with canopy and a valid license)

3.2 Situational Analysis

3.2.1 Records Management Audit

3.2.2 Records Decongestion and clean up.

3.2.3 Develop and review of Records Management Policies and Procedures

3.2.4 Develop the ASA file plan.

- 3.2.5 Implementation of Electronic Documents scanning and Records Management Systems/Digitisation
- 3.2.6 Develop ASA Retention Schedule.
- 3.2.7 Assist ASA in developing the Records Management Unit
- 3.2.8 Off-site storage Management services.

4 SUBMISSION OF PROPOSALS AND EVALUATION CRITERIA

4.1. Submission of procurement documents.

- Latest National Treasury’s Central Supplier Database (CSD) report. It must be noted that no contract with a service provider will be entered if such a service provider is not registered on the CSD,
- Completed and signed standard bidding documents, **SBD 1, SBD 3.1, SBD 4 and 6.1 forms.**
- Signed General Conditions of Contract

4.2. Mandatory Requirements.

- Completed price schedule – Annexure A.

NB: Failure to meet any of the mandatory requirement on 4.2 above will lead the bidder to be disqualified.

4.3. Evaluation.

4.3.1. Phase 1: Technical Specification and Functionality Evaluation

The bids shall first be evaluated for functionality. A **minimum score of 60%** must be obtained on functionality before a proposal is considered for further evaluation. Details of the functionality scoring and how the points shall be allocated are as follows:

Functionality Evaluation	Weighting
The service provide must provide a fit for purpose project plan which addresses the following:	
<ul style="list-style-type: none"> • Business Continuity Plan (BCP) to address the following: <ul style="list-style-type: none"> • Electricity disruptions, which will affect the electronic capturing and retrieval system, national strikes, etc. • Flooding, fire, power outages of an extended period of time, etc. • Recovery time objectives. • Alternative location of supplier in the event of a disruption 	15

<ul style="list-style-type: none"> • Delivery time in the event of a disruption <p>Scoring:</p> <ul style="list-style-type: none"> • 0 points = Bidder failed to address all the points • 1 point = Bidder addressed 1 out 5 items • 2 points = Bidder addressed 2 out 5 items • 3 points = Bidder addressed 3 out 5 items • 4 points = Bidder addressed 4 out 5 items • 5 points = Bidder addressed 5 out 5 items 	
<p>Risk management analysis.</p> <p>Please provide a report on what are the risks such as fire detection and prevention plan involved during deployment and how could we avoid or mitigate them as ASA will expect the following:</p> <ul style="list-style-type: none"> • The vehicle must be suitable for safe transportation of records to be protected contrary to weather conditions. • The records will be expected to be delivered and collected within 24 hours as per request by the ASA. • Bidder must provide fire detection and prevention plan and evidence of vehicle. <p>Scoring:</p> <p>0 Point = Bidders failed to mention safe transportation of files to their warehouse, and failed to provide fire detection and prevention plan</p> <p>5 Points= Bidders clearly mentioned safe transportation of files to their warehouse also provide the fire detection and prevention plan and evidence of vehicle.</p>	20
<p>Transition plan</p> <p>Submit a plan, which ensures continuity from the current file management system.</p> <p>Scoring:</p> <p>0 points = Bidder failed to submit transition plan to ensure continuity.</p> <p>5 Points = Bidder submitted transition plan to ensure continuity.</p>	5

Capacity and experience to handle projects of a similar nature	
<p>A minimum of 3 years' experience in handling similar projects. The service provider must provide a company profile indicating the company's experience in rendering external archiving storage, electronic documents and file management system.</p> <p>Scoring:</p> <ul style="list-style-type: none"> ▪ Below 3 Years' Experience = 0 Points ▪ 3 Year Experience = 1 Point ▪ 4 Years' Experience = 2 Points ▪ 5 Years' Experience = 3 Points ▪ 6 Years' Experience = 4 Points ▪ 7 and more years' Experience = 5 Points 	20
Reference Letters	
<p>The service provider must provide positive written contactable references indicating the similar services rendered.</p> <p>The reference letters from the clients of a bidder must include:</p> <ul style="list-style-type: none"> • Company name • Company letterhead • Contact person and contact telephone numbers • The letter must be signed by a duly authorised person <p>Scoring:</p> <p>0 Reference letter= 0 Points</p> <p>1 Reference letter = 1 Point</p> <p>2 Reference letters = 2 Points</p> <p>3 Reference letters = 3 Points</p> <p>4 Reference letters = 4 Points</p> <p>5 Reference letters = 5 Points</p>	20
Site Visit	20
<p>ASA will conduct a site presentation and the following will be assessed on the below 5 items:</p> <ul style="list-style-type: none"> • Existence of a storage facility and physical building that complies with National Archives of South Africa. • Waterproofed and Fire proofed building 	20

<ul style="list-style-type: none"> • Security and alarm systems • Fire Extinguishers • The bidder must provide a fire detection and prevention plan <p>Scoring:</p> <p>0 points = Bidder failed to address all the points</p> <p>1 point = Bidder addressed 1 out 5 items</p> <p>2 points = Bidder addressed 2 out 5 items</p> <p>3 points = Bidder addressed 3 out 5 items</p> <p>4 points = Bidder addressed 4 out 5 items</p> <p>5 points = Bidder addressed 5 out 5 items</p>	
Total Points	100
Minimum Threshold	60

The following formula will be used to convert the points scored against the weight:

Ps=(So/Ms) x weighting percentage for section under consideration.

Where:

Ps = Percentage scored for functionality by bid under consideration

So = Total score of bid under consideration

Ms = Maximum possible score

4.2.2. Phase 2: Calculation of points

For acquisitions below or equal to R50 Million, ASA evaluates these in terms of the 80/20 preference point system where:

80 points are allocated for price and 20 points will be awarded based on the specific goals.

Points for the price will be calculated for all shortlisted service providers in accordance with the following formula:

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

Where:

P_s = Points scored for the price of the quotation under consideration

P_t = Price of the quotation under consideration

P_{\min} = Price of lowest acceptable quotation

Preference points for the specific goals will be allocated as follows.

NO.	SPECIFIC GOALS ALLOCATED POINTS	PREFERENCE POINTS ALLOCATION	SUPPORTING EVIDENCE TO BE SUBMITTED
1.	SMMEs	10 points	- CSD report
2.	>50% Black female ownership	5 points	- CSD report or, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners
3.	>50% Black youth ownership	5 points	- CSD report, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners, or - Identification Documentation of all owners

The final points will be calculated as follows:

CRITERIA	WEIGHTING POINTS
Price	80
Specific goal	20
TOTAL	100

ASA also reserves the right to conduct an investigation of the bidder's financial position, previous contracts carried out, availability of skills or knowledge, existing workload, etc.

A recommendation for the award will then be formulated for approval by the relevant delegated authority.

5. TERMS OF CONTRACT AND SERVICE LEVEL AGREEMENT

Before the bid is awarded, the successful bidder shall be required to enter into a Service Level Agreement (SLA) with Agrément South Africa (ASA). The SLA shall form the contractual basis for the delivery of the service as well as how performance shall be measured. Contract extensions are at the sole discretion of ASA.

6. PRICE SCHEDULE

Please refer to **Annexure A** for the detailed price schedule.

7. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.

In consideration of the fees paid, the service provider expressly assigns to ASA any copyright arising from the works the consultant produces while executing this contract. The consultant may not use, reproduce or otherwise disseminate or authorise others to use, reproduce or disseminate such works without prior consent from ASA.

8. FINAL APPROVAL

ASA reserves the right not to accept the lowest bid. ASA also reserves the right to reject any or all of the proposals, and/or not to appoint any service provider at all.

9. PROCEDURE FOR SUBMISSION OF PROPOSALS

9.1 Proposals must be submitted electronically to procurement@agrement.co.za.

9.2 Respondents must use the RFP number as the subject reference number when submitting their bids.

9.3 All documents submitted electronically via e-mail must be clear and visible.

9.4 All proposals, documents, and late submissions after the due date will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

10. VALIDITY PERIOD OF PROPOSAL

Each proposal shall be valid for a minimum period of **120 days** calculated from the closing date.

11. APPOINTMENT OF SERVICE PROVIDER

11.1 The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.

11.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement, ASA reserves the right to appoint an alternative supplier.

11.3. Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.

12. ENQUIRIES AND CONTACT WITH ASA.

12.1 Any enquiry regarding this RFP shall be submitted in writing to procurement@agrement.co.za with **RFP No: ASA 09/2023**.

12.2 Any other contact with ASA personnel involved in this proposal is not permitted during the RFP process other than as required through existing service arrangements or as requested by ASA as part of the RFP process.

13. MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

14. COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFP before submitting proposals. Each bidder assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. ASA is not responsible directly or indirectly for any costs incurred by tenderers.

15. CORRECTNESS OF RESPONSES

15.1. The bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.

15.2. The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

16. VERIFICATION OF DOCUMENTS

16.1 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. ASA will accept no liability concerning anything arising from the fact that pages are missing or duplicated.

16.2 Only one electronic copy of the proposal must be submitted via email to procurement@agrement.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.

17. ADDITIONAL TERMS AND CONDITIONS

17.1 A tenderer shall not assume that information and/or documents supplied to ASA, at any time prior to this request, are still available to ASA, and shall consequently not make any reference to such information document in its response to this request.

17.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

17.3 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.

17.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

18. ASA RESERVES THE RIGHT TO

18.1. Extend the closing date.

18.2. Verify any information contained in a proposal.

18.3. Request documentary proof regarding any tendering issue.

18.4. Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal).

18.5. Award this RFP as a whole or in part.

18.6. Cancel or withdraw this RFP as a whole or in part.

19. DISCLAIMER

This document is only a RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of this proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. ASA makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and ASA shall have no liability towards the tenderer or any other party in connection therewith.

20. POPIA

Protection of Personal Information - All bidders agree that personal information of persons related to or linked with bidders or respondents to this request for proposals may be required to fulfil the requirements for submitting a bid. All bidders agree that the ASA may collect, keep and process such information provided that the aforesaid uses shall be for purposes of evaluating the bid submitted. Where the information is sought to be used for other purposes, further and specific consent shall be obtained.