



REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE PROVISION OF OFFSITE STORAGE FOR RECORDS AND FILES FOR THE NHBRC FOR A PERIOD OF FIVE (05) YEARS

RFP NO.: NHBRC 42/2019

CLOSING DATE: 27 MARCH 2020

TIME: 11:00AM

COMPULSORY BRIEFING SESSION

DATE: 13 MARCH 2020

TIME: 11:00AM

**VENUE: NHBRC HEAD OFFICE:
27 LEEUWKOP ROAD
SUNNINGHILL
GAUTENG**

1. TERMS AND CONDITIONS

This Request for Proposal (RFP) has been compiled by the NHBRC and it is made available to the Bidders on the following basis.

Bidders submitting a Bid in response to this RFP are deemed to do so, on the basis that they acknowledge and accept the terms and conditions set out below:

- 1.1. The Bidder must be registered on the National Treasury's Central Supplier Database ("the CSD") and ensure that, if it is successful, it remains so registered and further ensure that the information on the CSD is up-to-date for the duration of the contract.
- 1.2. The Bidder must ensure that it is tax compliant at the time of submitting its bid in response to this RFP, and if it is successful, it remains tax compliant for the duration of the contract. In this regard, the Bidder undertakes to provide the NHBRC with a Tax Clearance Certificate issued by the South African Revenue Services ("SARS") on an annual basis, confirming that it is tax compliant.
- 1.3. The NHBRC reserves the right to amend, modify or withdraw this RFP or amend, modify or terminate any of the procedures or requirements set out herein at any time (and from time to time), without prior notice and without liability to compensate or reimburse any person.
- 1.4. If the NHBRC amends this RFP, the amendment will be sent to each Bidder in writing or publicised as the case maybe. No oral amendments by any person will be considered or acknowledged.
- 1.5. The NHBRC reserves the right to carry out site inspections or call for supporting documentation in order to confirm any information provided by a Bidder in its RFP Bid.
- 1.6. This RFP is not intended to form the basis of a decision to enter into any transaction involving the NHBRC, 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.
- 1.7. A Bid submitted in response to this RFP will constitute a binding offer which will remain binding and irrevocable for a period of ninety (90) days from the date of submission to the NHBRC. 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, unless and until a binding agreement and other related transactions/documents are concluded between the NHBRC and the Preferred Bidder.
- 1.8. The distribution of this RFP outside the Republic of South Africa may be restricted or prohibited by the laws of other countries. Recipients of this RFP are advised to familiarise themselves with and comply with all such restrictions or prohibitions applicable in those jurisdictions, and neither the NHBRC, nor any of their respective directors, officers, employees, agents, representatives or advisors, accepts liability to any person for any damages arising out of or in connection with the breach of any restriction or provision outside the Republic of South Africa. Persons contemplating submitting a Bid are advised to obtain legal advice as to the possible consequences thereof in terms of the law of the jurisdictions in which they are located.
- 1.9. Recipients of this RFP document may only distribute it to other parties whom they wish to involve as part of their Bidder consortium in submitting a Bid.

- 1.10. Neither the NHBRC nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to the RFP.
- 1.11. 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 NHBRC, result in disqualification of the relevant entity.
- 1.12. Any material change in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid, shall require the prior written approval of the NHBRC, and any failure to seek such approval from the NHBRC shall result in the NHBRC being entitled, in its sole discretion, to disqualify the relevant Bidder from any further participation in the bid process. The NHBRC shall be the sole arbiter as to what constitutes a “material change in the control and/or composition of any Bidder”, and as to what constitutes a “core member of a Bidder” for purposes of such approval. Any request for such approval shall be made to the NHBRC’s Supply Chain Management (“SCM”) in writing and shall provide sufficient reasons and information to allow the NHBRC to make a decision. The NHBRC reserves the right to accept or reject any such request for approval at its sole discretion.
- 1.13. Briefing Session: There will be a compulsory briefing session. The sharing of information and clarifications of issues related to this Bid, as given by the NHBRC will form part of this Bid and responses.
- 1.14. Any requirement set out in this RFP that stipulates the form and/or content of any aspect of a Bid, is stipulated for the sole benefit of the NHBRC, and save as expressly stated to the contrary, may be waived by the NHBRC in its sole discretion at any stage in the RFP process.
- 1.15. The NHBRC 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.
- 1.16. All Bids submitted to NHBRC will become the property of the NHBRC and will as such not be returned to the Bidder. The NHBRC will make all reasonable efforts to maintain proposals in confidence. Proprietary information should be identified as such in each proposal.
- 1.17. The Bid submitted by the bidder shall be considered irregular if they show any omissions, alteration of form, additions, or conditions not called for, or irregularities of any kind. However, the NHBRC reserves the right to waive any irregularities and to make award in the best interest of the company.
- 1.18. The NHBRC reserves the right to accept or reject in part or whole any bid submitted, and to waive any technicalities for the best interest of the company.
- 1.19. RFP’s shall be rejected, among other reasons, where bids are received after the closing date and time as specified in the RFP.
- 1.20. Potential service provider(s) shall be disqualified and their bids not considered among other reasons, for any of the following specific reasons:
 - 1.20.1. If the SCM Mandatory Documents are not submitted and completed as per this RFP; and/or
 - 1.20.2. The Bid contains irregularities.
- 1.21. The NHBRC reserves the right to require that any bidder provide a formal presentation of its RFP at a date and time to be determined by the NHBRC. The NHBRC shall provide all instructions and clarification regarding the purpose and scope of the presentation. All expenses must be borne by the bidder.

- 1.22. All costs associated with the preparation and submission of the Bid is the responsibility of the Bidder. The costs shall not be chargeable to the NHBRC by successful or unsuccessful Bidder.
- 1.23. This document is released for the sole purpose of responding to this RFP and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this RFP is strictly prohibited.
- 1.24. All Bids must be formulated and submitted in accordance with the requirements of this RFP.

2. BACKGROUND

2.1. ABOUT THE NHBRC

2.1.1. The National Home Builders Registration Council (NHBRC) is a regulator established in terms of section 2 of the Housing Consumers Protection Measures Act 95 of 1998 ("the Act"). Section 3 of the Act provides that the objects of the NHBRC are to:

- represent the interests of housing consumers by providing warranty protection against defects in new homes;
- regulate the home building industry;
- provide protection to housing consumers in respect of the failure of home builders to comply with their obligations in terms of this Act;
- establish and to promote ethical and technical standards in the home building industry;
- improve structural quality in the interests of housing consumers and the home building industry;
- promote housing consumer rights and to provide housing consumer information;
- communicate with and to assist home builders to register in terms of this Act;
- assist home builders, through training and inspection, to achieve and to maintain satisfactory technical standards of home building;
- regulate insurers contemplated in section 23 (9) (a); and
- in particular, achieve the stated objects of this section in the subsidy housing sector.

2.2. NHBRC OFFICES

2.2.1. The NHBRC is an organisation with a staff compliment of approximately 850 employees. The NHBRC's Head Office is located in Sunninghill, Tshwane office, Eric Molobi Innovation Hub with nine (09) Provincial Offices which are located in the following areas:

	NHBRC OFFICE LOCATIONS	#	NHBRC OFFICE LOCATIONS
1	Head Office, (Sunninghill)	13	Eastern Cape (East London) - Satellite
2	Gauteng (Sunninghill) – Provincial	14	Western Cape (George) - Satellite
3	Kwa-Zulu Natal(Durban) – Provincial	15	North West (Klerksdorp) - Satellite
4	Western Cape (Cape Town) – Provincial	16	Limpopo (Tzaneen) - Satellite
5	Eastern Cape (Port Elizabeth) – Provincial	17	Limpopo (Bela Bela) - Satellite
6	North West (Rustenburg) – Provincial	18	Mpumalanga (Witbank) - Satellite
7	Limpopo (Polokwane) – Provincial	19	Free State (Bethlehem) – Satellite
8	Mpumalanga (Nelspruit) – Provincial	20	North West (Mafikeng) – Satellite

9	Free State (Bloemfontein) – Provincial	21	Limpopo (Thulamela) – Satellite
10	Northern Cape (Kimberly) - Provincial	22	Gauteng (Pretoria) – Satellite
11	Kwa-Zulu Natal (Newcastle) - Satellite	23	Eric Molobi Innovation Hub (Soshanguve)
12	Kwa-Zulu Natal (Richards Bay) - Satellite		

3. INTRODUCTION

The National Home Builders Registration Council is mandated by the Housing Consumers Protection Measures Act, 1998 (Act No. 95 of 1998) to regulate the homebuilding industry and protect housing consumers. The NHBRC ensures that it delivers on its mandate by delivering on its products and services, and the key performance indicators that are contained in the organisational scorecard.

VISION

To be the Champion of the Housing Consumers.

MISSION

To Protect the Housing Consumers and to Regulate the Homebuilding Environment.

MOTTO

Assuring Quality Homes.

STRATEGY OF NHBRC

The strategy of the NHBRC is based on the following pillars:

- To ensure that housing consumers and home builders are educated on their rights and obligations.
- To entrench a culture of compliance through fair and efficient enforcement mechanisms
- To research and introduce innovative products, methods and technologies within the homebuilding industry.
- To maintain a sustainable warranty fund

4. PURPOSE

- 4.1. The National Home Builder Registration Council (NHBRC) invites prospective service providers/bidders for the provision of an off-site storage facility for the records and files of the NHBRC for a period of five (5) years.
- 4.2. To source a service provider to develop an organisational end-to-end record and information management service.
- 4.3. Records management requirements in terms of the National Archives and Records Service Act, 1996 obliges the NHBRC to have a process in place to ensure proper creation, maintenance, use and disposal of records to achieve efficient, transparent and accountable governance.
- 4.4. The service provider needs to comply with Protection of Personal Information (POPI) Act 4 of 2013.

5. VETTING INVESTIGATION

- 5.1. The preferred bidder will be subjected to a vetting investigation by the State Security Agency (SSA).
- 5.2. The appointment of the preferred bidder will depend on a positive clearance from State Security Agency (SSA)
- 5.3. The preferred service provider will be required to go through the vetting process by State Security Agency. The appointment is subject to the outcome of the vetting process.

6. SCOPE OF WORK

- 6.1. The prospective service provider/bidder is expected to provide a comprehensive and reliable off-site records archiving and retrieval programme, comprising the following:
 - 6.1.1. A secure and safe archiving facility, which is suitable for the purpose and mitigates risks associated with records storage.
 - 6.1.2. An acceptable and effective records management system to enable the tracking and retrieval of documents
 - 6.1.3. Retrieval services for stored records at the off-site storage facility and delivery to NHBRC offices
 - 6.1.4. The provision of storage boxes and relevant tracking labels for the records to be transferred from the NHBRC to the off-site storage
 - 6.1.5. The collection and removal (delivery / transportation) of records and files from the NHBRC offices to the off-site storage, as and when necessary (See attached NHBRC addresses in ANNEXURE B)
 - 6.1.6. Destruction/disposal services in accordance with National Archives Records Services requirements
 - 6.1.7. Provide the NHBRC with ICT back-up services including the critical aspects of the Disaster Recovery Plan.
 - 6.1.8. Relocation of the existing records and files from the current off-site storage to the new off-site facility; the number of boxes from the off-site storage is ± 1700 , in addition ± 25 new boxes to be archived on a monthly basis.
 - 6.1.9. Situational Analysis
 - 6.1.10. Records Management Audit
 - 6.1.11. Records Decongestion and clean up
 - 6.1.12. Development of Records Management Policy
 - 6.1.13. Development of Records Management Procedure Manual
 - 6.1.14. Development of a file plan
 - 6.1.15. Implementation of Electronic Documents scanning and Records Management Systems
 - 6.1.16. Development of Retention Schedule
 - 6.1.17. Assisting the NHBRC in developing the Archiving Management Unit
 - 6.1.18. Off-site storage Management services

7. PRICING

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

7.1.1. Initial Costing of Services:

- Transport per journey (radius 60 km)
- Collection (minimum rate per trip)
- Collection (minimum rate per box)
- Cost of box barcode labels
- Costs per box: off-site storage boxes (435mmL x 340mmL x 250mmD)
- Jumbo storage boxes (460 mmL x 340 mmW x 250 mmD)
- Lever Arch storage box (460 mmL x 340 mm x 285 mmD)
- Packing (per box)
- Packing (per hour)
- Packing (per day)
- Storage per month (costs per box)
- 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)
- Capturing/pre-indexing costs per line/box
- Indexing per line/box (box registration costs)
- Permanent withdrawal fee.

7.1.2. Retrieval and/or incidental costs:

- Search fee per record (if any)
- Normal 24-hour delivery per box /record and
- Express (request before 10 am) delivery per box/per record (after 2 pm)
- Speed, express or shuttle delivery charge when required (if any)
- Collection / returns per box/record
- Delivery charged per box
- Delivery charged per trip
- Fax, telephone or e-mail requests fees (if any)
- Database user fees (if any)
- Any other media e.g. compact disks (CDs), digital video disks (DVDs) fees (clearly labelled as per requirements)
- Destruction costs per box/per file
- Cost for ICT back-up service

8. CONFIDENTIALITY OF INFORMATION

- 8.1. 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. NHBRC SERVICE EXPECTATION

- 9.1. As part of the service expectation the following key elements will be required to be addressed:
- 9.2. NHBRC working hours are from 8h30 to 16h30, the service provider will be required to work eight (8) hours a day.
- 9.3. Service provider may be required to travel to other NHBRC regional offices if required.
- 9.4. Service provider will be expected to provide high quality service.
- 9.5. Service provider will be expected to deliver assigned tasks and daily duties as per the agreed time frames.
- 9.6. Propose other cost-effective methods of delivering offsite storage for records and files to the NHBRC.

10. TECHNICAL DATA TO BE SUBMITTED BY BIDDER

10.1. Required Information

The NHBRC requires the services of interested and competent service provider that are accredited and experienced in the field of Offsite Storage.

10.2. Mandatory Requisites of the Service Provider:

10.2.1. The successful bidder should meet the following requirements:

- Experience in Offsite Storage Services.
- Consultants assigned to the project must have experience in records and files management.
- Reference letters from previous and or current clients confirming that they have been involved in similar projects.
- Organisational Capacity (both human resources and offsite storage) to provide the required service.

In addition to the above, you are requested to attach a concise CV with relevant experience for each resource.

10.3. Functionality documents to be submitted:

The following is what is required to be submitted by the bidders.

10.3.1. During the last three (3) financial years, the bidder must have completed similar projects. The bidder must submit a summary of the projects in the format presented below:

Name of Project	Project Description	Project Period (Start date – End date)	Contract Value (incl. VAT)	Client Name	Client Contact Telephone
1.					
2.					
3.					
4.					
5.					

10.3.2. Provide reference letters of completed projects, the letters must be provided by the client on the client's letterheads, and signed off by an authorized delegated employee of the client.

Name of project:
Name of Client:
Client Contact Details
Contact person:
Role in Project:
Contact Tel No:
Contact Cell:
Project Start Date:
Project Completion Date:
Contract Amount (incl. VAT):
Summary of Project (maximum 200 words).
<u>Note:</u> Please attach a reference letter from the client indicating successful completion of the project as per the client's brief.(excluding the NHBRC)

10.3.3. Capability of Bidder's Resources

The service provider is required to demonstrate that the resources mentioned in paragraph **10.2** have adequate experience in similar projects.

10.4. Project Proposal

In addition to the above, the bidder must provide a detailed project proposal.

10.4.1. The proposal document must outline the profile of the company and intended/proposed approach to the Project,

10.4.2. The approach and methodology must be clearly stipulated and must cover all aspects in **section 6**,

10.4.3. The proposed fee structure should be outlined in detail as follows:

- Year one (1)
- Year Two (2)
- Year Three (3)
- Total cost
- Kindly note there may be instances where work will be carried out after hours so as not to affect the day to day business operations.
- In instances where the NHBRC is not satisfied with the service rendered by anyone/or all of the resources, the service provider is obliged to replace those affected resources within an agreeable time.

11. TECHNICAL AND PRICE EVALUATION CRITERIA

11.1. In accordance with the NHBRC Supply Chain Management Policy, the bid evaluation process shall be carried out in Three (3) stages namely:

Stage 1: Compliance check of Mandatory Requirements;

Stage 2: Part 1: Functional Evaluation; and

Part 2 Site Visit

Stage 3: Price and Preference Points

Stage 1 Compliance check of Mandatory Requirements

All mandatory documents as per the SCM Mandatory Checklist in this RFP must be completed in full, signed and submitted with the Bidder's response to this RFP. Failure to comply with this requirement or submission of false, fraudulent or misleading information or documents will result in the disqualification of the Bidder or termination of the successful bidder's contract. In this regard, the NHBRC reserves its rights to take appropriate legal action.

To be completed by the Bidder

Bidders must indicate their compliance to the requirements by YES/NO in the box provided below:

Note: If non-compliant to the requirements below, the bid will be automatically eliminated

<u>MANDATORY REQUIREMENTS LABELLED:</u> <u>SCHEDULE 1</u>	<u>CONFIRM COMPLIANCE</u> <u>YES / NO</u>
1. Attach the National Archives and Records Management inspection certificate	

DOCUMENTS TO BE SUBMITTED LABELLED: SCHEDULE 2			
No.	Please note; the items marked with an (X) are mandatory requirements and failure to meet the requirements will result in your bid being disqualified.		Yes/No
1.		Valid BBBEE Status Level Certified Copy/Sworn affidavit signed by the Commissioner of Oaths on the DTI template.	
2.	X	SBD1 Invitation to bid, Make sure it is completed signed.	
3.	X	Annexure A: Proposed Fee Structure (Per Year) as per Annexure A	
4.	X	SBD 3.3 Professional services. (Including a detailed costing breakdown of all costs and escalations)	
5.	X	SBD 4 Declaration of interest, Make sure it is completed and signed.	
6.	X	SBD 6.1 Preference claim form should be completed and signed, regardless if points are claimed or not.	
7.	X	SBD 8 Declaration of Bidder's past supply chain management practices, Make sure it is completed and signed.	
8.	X	SBD 9 Certificate of independent bid determination, Make sure it is completed and signed.	
		CSD/Central Supplier Database supplier number Report.	
		General Conditions of the contract (GCC).	

Stage 3: Functionality in terms of the set technical evaluation criteria

Bids must fully comply with all the Mandatory Requirements for the **Stage 1: Compliance check of Mandatory Requirements** in order to qualify for **Stage 2 : Functional Evaluation** and those bids which fail to comply with all the requirements of **Stage 2** will be invalidated or disqualified from the process.

The overall combined score must be equal to or above **70 points** in order to proceed to **stage 4** for Price and Preference Points.

The Bidders information will be scored according to the following points systems:

The following values will be applicable when evaluating the bid

5=Excellent 4=Very good 3= Good 2= Average 1= Poor 0= Non-compliance

No.	Evaluation Criteria	Description	Weight
1	Capacity and experience to handle projects of a similar nature	<p>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>0 Years' Experience = 0 Points 1 Year Experience = 1 Point 2 Years' Experience = 2 Points 3 Years' Experience = 3 Points 4 Years' Experience = 4 Points 5 and more years' Experience = 5 Points</p>	20
2	Contactable Client Reference Letter	<p>The service provider must provide three (3) 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>0 Reference letter= 0 Points 1 Reference letter = 1 Points 2 Reference letters = 2 Points 3 Reference letters = 3 Points 4 Reference letters = 4 Points 5 Reference letters = 5 Points</p>	10
3.	Project Proposal (Plan)	<p>The service provide must provide a fit for purpose project plan which addresses the following:</p> <ul style="list-style-type: none"> • Business Continuity Plan (BCP) to address the following (30 points): <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 ➢ Delivery time in the event of a disruption 	50

Scoring:

- 0 point = Bidder failed to address all the points
 - 1 point = Bidder addressed 1 out 5 items
 - 2 point = Bidder addressed 2 out 5 items
 - 3 point = Bidder addressed 3 out 5 items
 - 4 point = Bidder addressed 4 out 5 items
 - 5 point = Bidder addressed 5 out 5 items
-
- **Risk management analysis. (10 points).** 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 the NHBRC will expect the following:
 - 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 NHBRC. Bidder must provide fire detection and prevention plan.

0 Point = Bidders failed to mention safe transportation of files to their warehouse

5= Bidders clearly mentioned safe transportation of files to their warehouse.

- **Training plan** – submitted a training plan, which addresses electronic documents and file management, maintenance and support. **(5 points)**
0 point = bidder failed to submit training plan.
5 points = bidder submitted training plan that covers electronic documents, file management, maintenance and support.

- **Transition plan** – submit a plan, which ensures continuity from the current file management system **(5 points)**
0 point = bidder failed to submit transition plan to ensure continuity.
5 Points = bidder submitted transition plan to ensure continuity.

Total	80
Minimum qualifying requirement	56

NB: only bidders who score 56 or more points out of 80 will qualify for site presentation.

PART 2

Site Visit	<p>Site Visit</p> <p>NHBRC 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 • 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 1 point = Bidder addressed 1 out 5 items 2 point = Bidder addressed 2 out 5 items 3 point = Bidder addressed 3 out 5 items 4 point = Bidder addressed 4 out 5 items 5 point = Bidder addressed 5 out 5 items</p>	
Total		20
Minimum qualify requirement		14

NB: only bidders who score 14 or more points out of 20 will qualify for stage, which is price and preference points.

11.2. Technical Assessments' minimal acceptable requirements on Functionality is 70 Points or greater:

TOTAL SCORE = 100

Bidder is considered to have passed Stage 2 (Functional Requirements) if the TOTAL score is equal to, or greater than 70 points

Stage 3: Price and Preference Points Evaluation

Only bids that achieve minimum qualifying score (**70 points**) for **Stage 2 (Functional Requirements)** will be evaluated further.

The contract will be awarded in terms of Regulations 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and Preferential Procurement Regulations, 2017 and bids will be adjudicated in terms of a (80/20) preference point system in terms of which points are awarded to bidders on the basis of:

80/20 Preference point system (for acquisition of services, works or goods with a Rand value not more than R 50 million) (all applicable taxes included)

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

Where;

P_s = Points scored for comparative price of bid or offer under consideration

P_t = Comparative price of bid or offer under consideration

P_{min} = Comparative price of lowest acceptable bid or offer.

The points scored will be rounded off to the nearest two decimal places.

The points will be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

BBBEE Level	80/20
Level 1	20
Level 2	18
Level 3	14
Level 4	12
Level 5	8
Level 6	6
Level 7	4
Level 8	2
Non-Compliant Contributor	0

The points scored for price will be added to the points scored for B-BBEE status level to obtain the Bidders total points scored out of 100 points.

12. RFP SUBMISSION INSTRUCTIONS

12.1. All RFP documents must be sealed in a clearly marked envelope and deposited into the tender box at the NHBRC HEAD OFFICE: 27 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG

13. AVAILABILITY OF THE RFP DOCUMENT

13.1. Bid documents can be downloaded on the NHBRC Website (www.nhbrc.org.za/current-tenders) from the **06 March 2020**

13.2. There will be a compulsory briefing session that will be held on the **13 March 2020 at 11h00** at the NHBRC HEAD OFFICE: 27 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG

14. RFP CLOSING DATE

14.1. Bid documents should be marked for Attention: Supply Chain Manager, and deposited into the Bid boxes at the NHBRC National Office, 27 Leeuwkop Road, Sunninghill on or before the **27 March 2020 at 11h00**. No emailed or faxed Bids will be accepted. The Bid document should be supplied in a sealed envelope and clearly marked (**Copy or Original**) with the Bid number and the full name of the service provider(s).

14.2. No late submissions will be accepted.

15. VALIDITY PERIOD OF BIDS

15.1. All bids submitted by the bidders must be valid for a period of 90 days from the closing date specified above.

16. ENQUIRIES SHOULD BE DIRECTED TO BOTH

16.1. The administrative enquiries may be directed to:

Department: Supply Chain Management

Contact Person: Ms Paballo Relela / Mr Bernard Kekana

E-mail address: Tenders@nhbrc.org.za

17. SUBMISSIONS OF PROPOSALS

17.1. Submission of bid should include one (1) original and three (3) copies of the proposals in a clearly marked (Copy or Original) envelope and deposited into the Bid box.

17.2. All costs and expenses incurred by the Bidder relating to the participation in, and preparation of this proposal process shall be borne by the Bidder exclusively. All documentation and manuals submitted in respect of this RFP shall be retained by NHBRC, whether or not the proposal is accepted.

Annexure A: Proposed fee structure per year

Quantity of Records Storage

The service provider is required to provide prices in line with the table below:

RECORD STORAGE	BOX SIZE	NUMBER OF BOXES	RATE PER BOX	ANNUAL STORAGE FEE
Total Year 1				
Total Year 2				
Total Year 3				
Total for 3 years Excluding VAT				
VAT @15%				
Total for 3 years including VAT				

OTHER OFF-SITE STORAGE COST

The service provider must indicate the rates for the following services which will be required on as and when needed basis. The rates must at least be 12 months (factored/fixed annually) of the contract as per table below:

DESCRIPTION	RATE
Retrieval fee per file	R
Handling fee per box	R

TRANSPORT

DESCRIPTION	RATE
Scheduled Delivery Rate per kilometre	R
Unscheduled Delivery Rate per kilometre	R
Express delivery rate per kilometer	R

ELECTRONIC DOCUMENTS AND FILE MANAGEMENT SYSTEM

DESCRIPTION	PRICE (INCL. VAT)
Software Support and Maintenance: Breakdown on all costs related to the support and maintenance of the solution for the contract duration.	R

GRAND TOTAL

DESCRIPTION	PRICE (INCL. VAT)
<p>Grand Total for the duration of the contract (3) years including VAT and escalations.</p> <p><u>NB: This total must also be reflected on SBD 1 form.</u></p>	

Annexure B: Sites where project execution will take place

NHBRC OFFICE LOCATIONS			
1.	Gauteng; Head Office(Sunninghill) Address: 27 Leeuwkop Road, Sunninghill Johannesburg	8.	Eric Molobi Innovation Hub (Soshanguve) Address: 224 Juventos Street, Thorntree View Soshanguve
2	iParioli Office Park, Block A3, 1166 Park Street Hatfield	9.	Newcastle – Satellite Address: Suite 3 1 st Floor 2 Whyte Street
3.	Kwa-Zulu Natal(Durban) Address: Marine Building, Suite 502, 5th Floor, Dorothy Nyembe Street	10.	Richards Bay – Satellite Address: Thulamela Municipality, Room 105, 1st Floor Old Agriven Building, Civic Centre
4.	Western Cape (Bellville)) – Provincial Address: Centennial Office Park First Floor, East Block Century City Mulnerton 7441	11.	George Address: 1st Street 14 Fairview Office Park
5.	Eastern Cape (Port Elizabeth)) – Provincial Address: No. 40 Pickering Street Newton Park	12.	East London – Satellite Address: 8 Princes Road Vincent
6.	North West (Rustenburg)) – Provincial Address: North Block No 28, 67 Brink Street	13.	Klerksdorp – Satellite Address: 29 President Kruger Street, Sanlam Park Building

7.	<p>Limpopo (Polokwane) – Provincial</p> <p>Address: Std Bank Square, Suite 1A, 1st Floor, 50 Schoeman Street</p>	14.	<p>Tzaneen – Satellite</p> <p>Address: 61 F Bert Booyesen Street</p>
15.	<p>Mpumalanga (Nelspruit)</p> <p>Address: Suite 201, Medcen Building 14 Henshall Street</p>	19.	<p>Emalahleni (Witbank) – Satellite</p> <p>Address: Smokey Mountain Office Village, Route N4 Business Park, Ground & 3rd Floor, Ben Fleur X 11</p>
16.	<p>Free State (Bloemfontein) – Provincial</p> <p>Address: KPMG Building, 200 Nelson Mandela Drive, Brandwag</p>	20.	<p>Bethlehem – Satellite</p> <p>Address: 6A, Corner President Boshoff and Bruwer Street</p>
17.	<p>Northern Cape (Kimberley) – Provincial</p> <p>Address: 10 Olivier Street Montreo Park, Block 2 Ground Floor, Right Wing</p>	21.	<p>Mahikeng – Satellite</p> <p>Address: Shop 38, Mega City Shopping Centre, Cnr Sekame and Dr James Moroka Drive</p>
18.	<p>Thulamela – Satellite</p> <p>Address: Thulamela Municipality Room 105, 1st Floor Old Agriven Building, Civic Centre</p>	22.	<p>Bela – Bela – Satellite</p> <p>Address: 18 Sutter Ave Warmbad</p>