

RFQ NUMBER	RFQ/MICT/58/2022
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE OFF-SITE STORAGE AND DOCUMENT MANAGEMENT SERVICES FOR A PERIOD OF FIVE (05) YEARS
RFQ ISSUE DATE	09 September 2022
BRIEFING SESSION	N/A
CLOSING DATE & TIME	16 September 2022 @ 11:00 AM RFQ submitted after the stipulated closing date and time will not be considered.
LOCATION FOR SUBMISSIONS	rfqs@mict.org.za
NO: OF DOCUMENTS	1 SOFT COPY

For queries, please contact rfqs@mict.org.za **before the closing date of this RFQ.**

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.



RETURNABLE DOCUMENTS CHECKLIST

quotation invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFQ submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
CIPC registration documents		
Pricing Schedule		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by SARS and/or SARS issued verification pin		
SBD 4 – Bidder’s Disclosure		
SBD 6.1 - Preferential Procurement Claim Form		
Certified Copy of Valid B-BBEE Certificate / Affidavit. All section of BBEE sworn affidavits must be completed in full. Please see guideline for validating BBEE sworn affidavits.		

Note: This RFQ must be completed and signed by the authorised company representative

MICT SETA –QUOTATION CONDITIONS

1. QUOTATION CONDITIONS

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
- b. No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.

1.1 **MICT SETA** reserves the right to:

- a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
- b. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders, and no change in the content of the RFQ shall be sought, offered, or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFQ at any stage
- f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
- g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations based on the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.

TERMS OF REFERENCE

1. Background Information

Media, Information and Communication Technology Sector Education ("MICT SETA") is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the Advertising, Electronic Media and Film, Electronics, Information Technology and Telecommunications sectors in the Large, Medium, Small levy paying and non-levy paying companies in the sector.

This was as a result of Government's commitment to promote active labour markets policies and is demonstrated in the Skills Development Act of 1998 and the Skills Development Levies Act of 1999. As guided by its mandate, MICT SETA is as such, an agent of transformation by promoting employment equity and B-BBEE through skills development. In this context, MICT SETA is keen to form sustainable partnerships that will further promote its support for transformation.

2. Purpose

The purpose of this request is to invite suitably and experienced service providers to submit proposals to provide off-site storage and document management services for a period of five (05) years.

3. Scope of the Services

Service provider is required to provide off-site storage for storing estimated 2000 boxes (over a 5 year period) of documents (size of box 250x430x325mm) and to render document management services in line with the provisions of the National Archives Act 43 of 1996 for a period of five (05) years.

3.1. Offsite storage and document management services that includes:

- onsite file management
- image processing
- data protection
- data backup and paper management
- scanning, document management
- confidential records destruction

3.2. Service provider should be able to provide packaging boxes, stationery and consumables and staff to render labelling and indexing services before records are removed from MICT SETA.

3.3. Service provider should be able to collect documents from the MICT SETA head office to the off-site storage facilities and back in a secure transport when the need arises.

3.4. turnaround times for delivery of retrieved documents should be within 48 hours.

- 3.5. service provider should be able to provide reports such as documents due for destruction, storage destruction list, information of take on date, retention period, and future destruction date and other relevant reports that the service provider's system may provide
- 3.6. Service provider should attach a list of detailed bills of quantities which is costed per item and summary of totals for monthly cost and overall cost for a period of five (05) years.
- 3.7. service provider to provide basic training on onsite file management, image processing, data protection, backup and paper management, document management (archiving of documents), labelling and indexing of boxes as well as document disposal to two (02) MICT SETA officials.
- 3.8. Service provider should be able to destroy documents which are due for disposal in line with the disposal of documents policies and procedures upon request by MICT SETA and issued disposal certificate.
- 3.9. Document scanning with or without OCR capability of MICT SETA records and packaging of files into boxes when work is conducted in-house. Re-filling after scanning, original order must always be maintained.
- 3.10. System set-up and accessibility, optimal web-based display system. This will ensure that MICT SETA officials can easily request, retrieve, and view records stored off-site through their system.

4. Deliverables

- 4.1. The off-site storage facilities should be located within 70km radius of MICT SETA Head Office.
- 4.2. The off-site storage facilities should be accommodated in a secure, access-controlled systems site which is protected with electric fencing and is patrolled 24/7.
- 4.3. the storage facilities should be equipped with climate-controlled facilities which can prevent degradation of records (e.g., adequate ventilation, humidity control and pest & rodents' control).
- 4.4. The storage facilities should comply with Occupational Health and Safety standards. Must have fire prevention facilities that include smoke detectors, sprinklers, and fire extinguishers.
- 4.5. The service provider must have a minimum of 10 years' experience in providing off-site storage and document management services for public sectors.

PRICING SCHEDULE

Name of bidder _____

RFQ number: _____

Closing date _____

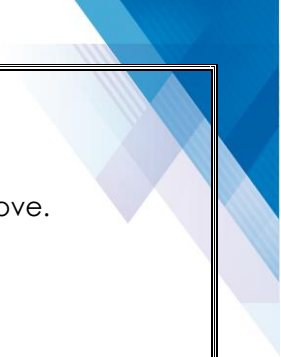
Bid shall remain valid for acceptance for a period of **90 days** counted from the closing date.

Item	Requirement Description	Quantity	Year 1 Costing (Incl. VAT)	Year 2 Costing (Incl. VAT)	Year 3 Costing (Incl. VAT)	Year 4 Costing (Incl. VAT)	Year 5 Costing (Incl. VAT)
	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE OFF-SITE STORAGE AND DOCUMENT MANAGEMENT SERVICES FOR A PERIOD OF FIVE (05) YEARS						
1.	Standard Archiving	1					
2.	Retention Periods & Destruction Services	1					
3.	Delivery and Collection Services	1					
4.	Scanning Services	1					
5.	Access to WS System	3					
TOTAL							

**** Bidders are requested to provide detailed pricing as per attached "Annexure A".**

Complete below:

1. Delivery Address: **MICT SETA Head office**
Level 3 West wing, Gallagher House
19 Richards Drive, Halfway House
Midrand
2. Indicate Delivery period after order receipt.....
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**



I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative:

Capacity under which this quote is signed.....

Signature:

Date:

EVALUATION CRITERIA

EVALUATION CRITERIA

RFQ's received will be evaluated on Mandatory criteria, Functional criteria, and Price & preference.

7.1 MANDATORY EVALUATION CRITERIA

7.1.1. Bidder must comply with the National Archives and Records Management Act.

Evidence required

Bidder to submit a certified copy of the National Archives and Records Management Inspection certificate.

Only bidders who have met the mandatory criteria will move to the next stage of evaluation.

7.2 FUNCTIONAL EVALUATION CRITERIA

Bids submitted will be evaluated on technical functionality criteria out of a maximum of **100 points**. A threshold of **70** out of the **100 points** has been set.

Only bidders that have met or exceeded the qualification threshold on technical functionality of 70 points will qualify to be evaluated for price preference

Note: All bidders achieving less than the set threshold will be declared non-responsive. Assessment of evaluation of the functional/ technical criteria will be based on the table below:

FUNCTIONAL CRITERIA

Category	Description	Maximum Points
<p>Reference Letters</p>	<p>Bidders are required to provide contactable reference letters, related to the bidder's experience on providing off-site storage and document management services to the Public Sector within the last three (03) years.</p> <p>The reference letters must be for the bidder's different clients from within the Republic of South Africa (RSA). Contactable references letters must be in a letterhead of the client, include name of company, contact details, project description, and project period.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Five (05) or more signed reference letters from different clients = 10 points • Four (04) signed reference letters from different clients = 08 points • Three (03) signed reference letters from different clients = 06 points • Two (02) signed reference letters from different clients = 04 points • One (01) signed reference letter = 02 points • No reference letters submitted = 0 points <p>Important: In the event of sub-contracting, the bidder must furnish the above reference letters of the main bidder.</p> <p><i>MICT SETA reserves the right to contact references prior to award.</i></p>	<p>10</p>
<p>Company Profile</p>	<p>Bidders must submit a comprehensive company profile.</p> <p>The company profile must describe the company, company structure including executive management structure, staff, its history, the and sector in which it operates.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Comprehensive and detailed company profile submitted = 05 points • Company profile not submitted/ not detailed = 0 Points 	<p>05</p>
<p>Storage Location</p>	<p>The bidder's storage facilities should be located within seventy (70) kilometres (km) radius from the MICT SETA Head Office. Bidders must provide a proof of storage location.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Storage facility within ten (10) km radius = 20 points • Storage facility between ten (10) and twenty (20) km radius = 15 points • Storage facility between thirty (30) and forty (40) km radius = 12 points • Storage facility between forty (40) and fifty (50) km radius = 09 points • Storage facility between fifty (50) and sixty (60) km radius = 06 points • Storage facility between sixty (60) and seventy (70) km radius = 03 points • Storage facility located in more than seventy (70) km radius = 0 points 	<p>20</p>

Methodology and Approach	<p>Bidders are required to provide a detailed project implementation methodology and approach, on how they are going to deliver the project. The methodology and approach should include all (but not limited to) the ten (10) requirements listed below:</p> <p>Project Team:</p> <ul style="list-style-type: none"> ○ Project Manager experience and delivered projects; ○ Provide detailed roles and responsibilities of the project team and how resources will be utilised for this project. <p>Business Continuity Plan:</p> <ul style="list-style-type: none"> ○ Risk Management and Control; ○ Equipment Failure; ○ Loadshedding/ Power cuts; and ○ Internal and External Strikes. <p>Standard Operating Procedures (SOP's):</p> <ul style="list-style-type: none"> ○ Operating hours; ○ Key internal controls; ○ Onsite and Offsite document management; and ○ Document backup. <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> ● A detailed methodology and approach that meets all the ten (10) requirements = 40 points ● A detailed methodology and approach that meets only nine (09) requirements = 36 points ● A detailed methodology and approach that meets only eight (08) requirements = 32 points ● A detailed methodology and approach that meets only seven (07) requirements = 28 points ● A detailed methodology and approach that meets only six (06) requirements = 24 points ● A detailed methodology and approach that meets only five (05) requirements = 20 points ● A detailed methodology and approach that meets only four (04) requirements = 16 points ● A detailed methodology and approach that meets only three (03) requirements = 12 points ● A detailed methodology and approach that meets only two (02) requirements = 08 points ● A detailed methodology and approach that meets only one (01) requirement = 04 points ● A methodology and approach not detailed/ meets none of the ten (10) requirements = 0 points 	40
Skills Transfer	<p>Bidders are required to provide a detailed training programme on document management and storage as per paragraph 2.7 of the scope of work. Provide a detailed basic training on (i) onsite file management, (ii) image processing, (iii) data protection, (iv) document backup, (v) paper management, (vi) document management (archiving of documents), (vii) labelling and (viii) indexing of boxes as well as (ix)</p>	20

	<p>document disposal and (x) using the system to two (02) MICT SETA officials.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • A detailed training programme that meets all the ten (10) phase = 20 points • A detailed training programme that meets only nine (09) phases = 18 points • A detailed training programme that meets only eight (08) phases = 16 points • A detailed training programme that meets only seven (07) phases = 14 points • A detailed training programme that meets only six (06) phases = 12 points • A detailed training programme that meets only five (05) phases = 10 points • A detailed training programme that meets only four (04) phases = 08 points • A detailed training programme that meets only three (03) phases = 06 points • A detailed training programme that meets only two (02) phases = 04 points • A detailed training programme that meets only one (01) phase = 02 points • No detailed training programme provided = 0 points 	
Safety Compliance	<p>The storage facility premises including all equipment and installations, must comply with the requirements of the Occupational Health and Safety (OHS) Act, 85 of 1993. This includes but not limited to: Electrical Certificate of compliance (COC); Fresh air circulation, ventilation, and servicing of air-conditioning systems; Fire detection, escape routes, signages, and fighting; working condition, servicing of lifts and COC; etc.</p> <p>Bidders must submit with the bid a certified copy of a valid Certificate, or a Report of Compliance with the Occupational Health and Safety (OHS) Act, issued by the Department of Labour's accredited service provider or Registered Professional.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Certified copy of OHS certificate/ OHS compliance report provided = 05 points • Copy of OHS certificate not provided/ not certified = 0 Points 	05
TOTAL		100

Bidder must submit a valid proof of BBBEE contributor status (BBBEE verification certificate issued by a SANAS accredited verification agency or CIPC B-BBEE certificate or B-BBEE affidavit duly sworn and commissioned) for points allocation. **All sections of BBBEE sworn affidavits must be completed in full. Please see guideline for validating BBBEE sworn affidavits.**

SITE INSPECTION

Site Inspection will be conducted with bidders who have met the minimum threshold of 70 points on functionality.

The following will be assessed:

1. Existence of a storage facility and physical building that complies with National Archives of South Africa.
2. Waterproofed and Fire proofed building
3. Security and alarm systems
4. Fire Extinguishers
5. The bidder must provide a fire detection and prevention plan.

BIDDER'S DICLOSURE

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

2.1.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

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.

2.2.1 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.

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.

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

PREFERENTIAL PROCUREMENT CLAIM FORM SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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).
- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.2 Points for this bid shall be awarded for:
Price; and B-BBEE Status Level of Contributor.
- 1.3 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

- 1.4 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.
- 1.5 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 Bid, 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;

3POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

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

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

4POINTS 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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5BID DECLARATION

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

6B-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.

7SUB-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 least 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
- Close corporation
- (Pty) Limited
- One person business/sole propriety
- Company

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Professional Bidder
- Supplier
- Other Bidders, 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) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (b) 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;
 - (c) 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 forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
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<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p> <p>.....</p>

Sworn Affidavit – B-BBEE Exempted Micro Enterprise

I, the undersigned,

Full name and Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name	
Registration Number:	
Enterprise Address:	
Entity Type (CC, (Pty) Ltd,	
Nature of Business:	
Definition of "Black People"	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <ol style="list-style-type: none"> i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	<p>"Black Designated Groups means:</p> <ol style="list-style-type: none"> (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution. (b) Black people who are youth as defined in the National Youth Commission Act of 1996. (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act. (d) Black people living in rural and underdeveloped areas. (e) Black military veterans who qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011".

3. I hereby declare under Oath that:

- The Enterprise is ___% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is ___% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is ___% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%

- Black Disabled % = ___%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = __%
 - Black Military Veterans % = ___%
- Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of _____ DD/MM/YYYY the annual Total revenue did not exceed R10,000,000.00 (Ten Million Rends)
 - Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter
 5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature:

Deponent Designation:

Date:

.....
Commissioner of Oaths
Signature & stamp

Date:

Sworn Affidavit – B-BBEE Qualifying Small Enterprise

I, the undersigned,

Full name and Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name	
Registration Number:	
Enterprise Address:	
Entity Type (CC, (Pty) Ltd,	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – <ol style="list-style-type: none"> a. who are citizens of the Republic of South Africa by birth or descent; or b. who became citizens of the Republic of South Africa by naturalisation- <ol style="list-style-type: none"> iii. before 27 April 1994; or iv. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: <ol style="list-style-type: none"> a. unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution. b. Black people who are youth as defined in the National Youth Commission Act of 1996. c. Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act. d. Black people living in rural and underdeveloped areas. e. Black military veterans who qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011".

3. I hereby declare under Oath that:

- The Enterprise is ___% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is ___% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is ___% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:

- Black Youth % = _____%
- Black Disabled % = _____%
- Black Unemployed % = _____%
- Black People living in Rural areas % = _____%
- Black Military Veterans % = _____%

- Based on the Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of _____ DD/MM/YYYY, the annual Total Revenue did not exceed R50,000,000.00 (Fifty Million Rands).
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter
 5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature:

Deponent Designation:

Date:

.....
Commissioner of Oaths
Signature & stamp

Date:

ANNEXURE A - PRICING

ITEMS DESCRIPTION	PRICE YEAR 1 (Incl. VAT)	PRICE YEAR 2 (Incl. VAT)	PRICE YEAR 3 (Incl. VAT)	PRICE YEAR 4 (Incl. VAT)	PRICE YEAR 5 (Incl. VAT)
Off-Site Storage – Standard Archiving					
Storage Fee - Price per Container					
Container Registration - Price Per Container					
Ordering of Container & Labels					
Tracking Labels – 3 Labels per container (Label for outside and inside of the box and for archival transfer form)					
New container registration					
Container Labelling procedure					
Storing of containers in the Secure Volt Storage Area – 5 containers					
Acquire & Access RS Web system - 3 people					
Retention Periods & Destruction Services					
Storage of Containers at Service Provider Warehouse: a. Destruction of contents of container – price per container regardless of the number of files					
Retention periods for MICT SETA records to be managed by the service provider and where records are due for destruction, the service provider must inform MICT SETA via a formal report on a quarterly basis. MICT SETA will initiate the formal destruction process and issue the request for destruction when the necessary approvals have been obtained.					
Delivery and Collection Services					
Collection of new containers & Returning of files/containers (price per container)					
Minimum delivery fee					
Price for electronic retrieval of records which are sent via e-mail to MICT SETA. Price per record					
Scanning Services					
Normal scanning – price per A4 page					
OCR Scanning to enable full text search on scanned records – price per A4 page					
Price per USB containing scanned records					
Price for indexing per A4 page					
Price for indexing per container					