

## REQUEST FOR QUOTATION (RFQ) AUTHORISATION FORM FOR GOODS/SERVICES

<b>DATE REQUESTED</b>	22 January 2021
<b>DEPARTMENT</b>	<b>Corporate Services</b>
<b>DETAILED DESCRIPTION AND / SPECIFICATIONS</b>	<p><b>1.Services required:</b></p> <p>1.1 The MBDA requires the services of a storage facilities service provider for records retention for the MBDA offices and its managed facilities, for a contract period not exceeding twelve (12) months. The Applicant must have storage a storage facility within Nelson Mandela Bay.</p> <p><b>1.1 <u>Document Storage</u></b></p> <p>There are currently 439 boxes which occupies approximal 4 square meter of space stored at our current service providers facilities.</p> <p><b>Requirements: Bidders must submit these requirements via a sealed envelope delivered at the MBDA Tramways building.</b></p> <p>1.2 Provide proof of a secure fireproof environment.</p> <p>1.3 Provide proof of a waterproof area.</p> <p>1.4 Provide a sample of Indexing and labeling of boxes.</p> <p>1.5 Provide sample document storage report for similar clients who store boxes in your storage facility.</p> <p>1.6 Provide proof a 24-hour monitored security service in place.</p> <p>1.7 Provide proof that there is authorized access to the facility.</p> <p>1.8 A secure loading and unloading area. State how documents will be transported to and from premises</p> <p>1.9 Provide proof that there are adequate fire detection systems,</p> <p>1.10 Provide company's disaster management and recovery policy</p>

**Mandela Bay Development Agency**

**Directors:** R Dana, V Dyantyi, MW Goduka, P Kondlo, SM Mbanga, M Moolman, KG Ntshanyana  
M Odayar, G Perumal, MR Skefile (Chairperson).

**Company Secretary:** M Matiwane

- 1.11 A detailed company profile and contactable references (minimum of 3).
- 1.12 Provide your current Disaster Management Policy and backup plan in case of fire, flood, theft etc. at premises (duplicate with 1.9)
- 1.13 The Applicant must have a storage facility within Nelson Mandela Bay, provide proof of Business address via utility bill.
- 1.14 **It would be an advantage if the main applicant is registered with Professional Records and Information Services Management International (PRISM)**
- 1.15 **All bidders must be registered on the National Treasury Supplier Database (CSD) and the Nelson Mandela Bay supplier database**

The MBDA reserves the right to visit the site prior to making an award to any bidder.

**1.2 Other optional services that may be required:**

**1.1.2. SCANNING AND STORAGE OF SCAN (ELECTRONICALLY)**

Scanning and storing of documents electronically (i.e. on cloud, compact disk, USB). For tender evaluation purposes the following paper size will be requested:

- A5
- A0
- A1
- A2
- A3
- A4

1.1.3 Copying and or printing of documents. For tender evaluation purposes the following paper size will be requested:

- A5
- A0
- A1
- A2
- A3
- A4

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	The MBDA will request for both mono and colour copies , prints and scans to be made.
<b>EVALUATION CRITERIA</b>	The quotes will be evaluated on the 80/20 preferential point system as well as on functionality.  Service providers that do not obtain 50% on the functionality criteria Annexure B will be excluded from further evaluation.
<b>PAYMENT FOR SERVICES</b>	Payment will be issued after the goods have been delivered or the service has been rendered and deemed to be satisfactory.  Payments will be made within 30 days from receipt of a valid invoice, accompanied by a statement of account.
<b>GENERAL CONDITIONS</b>	<p>1.1. All prices shall be must exclusive of Value Added Tax (VAT).</p> <p>1.2. All prices will be evaluated exclusive of VAT.</p> <p>1.3. It is compulsory for all potential suppliers to be registered on the Central Supplier Database and NMBM Supplier database.</p> <p>1.4. The municipality reserves the right not to accept the lowest or any quotation and no reason to the acceptance or rejection of quotation will be furnished.</p> <p>1.5. Quotations to be valid for 60 days from closing date</p> <p>1.6. The MBDA SCM policy will apply.</p>
<b>CONTACT PERSON</b>	Name: Archie Hlongwa Tel: 041 811 8200 Email: archiebald.hlongwa@mbda.co.za
<b>ANY ADDITIONAL REQUESTS/ COMMENTS</b>	To be delivered to MBDA at the Tramways Building: Cnr. South Union and Valley Roads, Central.

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**Annexure A****Compulsory requirements.**

**Please submit proof of below minimum requirements. Failure to provide proof will deem your submission non-responsive.**

<b>Requirements</b>	<b>Yes</b>	<b>No</b>
1.1 Provided proof of a secure fireproof environment;		
1.2 Provided proof of a waterproof area;		
1.3 Provided a sample of Indexing and labeling of boxes;		
1.4 Provided sample document storage report for similar clients who store boxes in your storage facility;		
1.5 Provided proof a 24-hour monitored security service in place;		
1.6 Provided proof that there is authorized access to the facility;		
1.7 Has a secure loading and unloading area;		
1.8 Stated how documents will be transported to and from premises		
1.10 Provided company's disaster management and recovery policy		
1.11 Provided a detailed company profile and contactable references (minimum of 3);		
1.12 Provided their current Disaster Management Policy and backup plan in case of fire, flood, theft etc. at premises		
1.13 Provided proof of having a storage facility within Nelson Mandela Bay, Provided proof of Business address via utility bill.		
1.14 Has a Professional Records and Information Services Management International (PRISM) certificate		

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## Annexure B

**FUNCTIONALITY CRITERIA SCORE SHEET**

<p><b>1. Experience</b></p> <p>The applicant must demonstrate having relevant experience in respect of supplying Records Retention services</p> <p>a) Over 10 years</p> <p>b) 5 to 10 years</p> <p>c) under 5 years</p> <p><b>Proof or name(s) of minimum 3 traceable reference, contract period of services rendering / rendered and contact details must be provided failing which this functionality criteria will not be considered, and zero points scored. Complete Annexure B2</b></p>	<p><b>20</b></p> <p>20</p> <p>10</p> <p>5</p>
<p><b>TOTAL</b></p>	<p><b>20</b></p>

Pass 50%

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## ANNEXURE "B"

**INFORMATION REQUIRED FOR FUNCTIONALITY EVALUATION**

The information required must be submitted in the following format:

**COMPANY EXPERIENCE:**

- Number of years' service provider has been operating and providing similar services as requested by the MBDA

**No of years .....**

- List of relevant or similar provision of lift repairs and maintenance services rendered by the Main Applicant

	<b>Project Name and Description of services provided</b>	<b>Project Value in R</b>	<b>Contract period (Start – end date)</b>	<b>Institution</b>	<b>Contact person and number for reference purposes</b>
<b>RELATED SERVICES RENDERED</b>					
<b>1.</b>					
<b>2.</b>					
<b>3.</b>					
<b>4.</b>					
<b>5.</b>					
<b>6.</b>					
<b>7.</b>					
<b>8.</b>					
<b>9.</b>					
<b>10.</b>					

**3. Locality**

**Where is the applicants business premises located (that will be dealing directly with the MBDA)**

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**PART 4 – PRICING SCHEDULE  
FIRM PRICES (PURCHASES) (MBD 3.1)**

Name of Bidder: .....	Bid Number:
Closing Time:	Closing Date:

**TENDER WILL BE VALID FOR 60 DAYS**

BID PRICE IN RSA CURRENCY

\*\* (ALL APPLICABLE TAXES INCLUDED)

Description	Unit cost
MONTHLY COST	
ANNUAL COST	
COLLECTION COST	
TOTAL COST	
<b>OTHER APPLICABLE COSTS</b>	
Once-off collection / take on cost - with indexing provided	
Collection per box from site	
Data Entry per box from site	
Index and Labelling per box	
Location of Boxes in the warehouse per box	
Unit cost of empty box	
Unit cost of lid for box	
<b>Estimate cost</b>	

**SCANNING**

PAPER SIZE	Unit cost per page
A5	
A0	
A1	
A2	
A3	
A4	

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**COPYING AND PRINTING**

<b>PAPER SIZE</b>	<b>Unit cost per page - Mono</b>	<b>Unit cost per page - Colour</b>
A5		
A0		
A1		
A2		
A3		
A4		

**Detailed costing breakdown must be submitted.**

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**IN THE SERVICE OF THE STATE DISCLOSURE FORM (juristic person)**

I, the undersigned

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duly authorised by

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(the Applicant)

do hereby disclose and confirm the following:

1. No Director, Member, Manager, Principal, Shareholder or Stakeholder of the Applicant is:
  - 1.1 a member of –
    - 1.1.1 any municipal council;
    - 1.1.2 any provincial legislature; or
    - 1.1.3 the Parliament of the Republic of South Africa (the National Assembly or the National Council of Provinces);
  - 1.2 a member of the board of directors of any municipal entity;
  - 1.3 an official of any municipality or municipal entity;
  - 1.4 an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
  - 1.5 a member of the accounting authority of any national or provincial public entity; or
  - 1.6 an employee of Parliament or a provincial legislature;

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Should any statement in 1 above be incorrect, the incorrect provision is to be deleted in ink and reasons are to be recorded below:

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2. The Applicant is not an advisor or consultant contracted with the NMBMM or the MBDA.

Should the statement in 2 above be incorrect, the clause is to be deleted in ink and reasons are to be recorded below:

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**SIGNED** at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
*For and on behalf of the Applicant, the signatory  
being duly authorised and warranting such  
authority*

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**CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD9)**

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I, the undersigned, in submitting the accompanying Proposal in relation to

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hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Applicant)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying Proposal will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Applicant to sign this Certificate, and to submit the accompanying proposal, on behalf of the Applicant;
4. Each person whose signature appears on the accompanying Proposal has been authorized by the Applicant to determine the terms of, and to sign, the Proposal, on behalf of the Applicant;
5. For the purposes of this Certificate and the accompanying Proposal, I understand that the word "competitor" shall include any individual or organization, other than the Applicant, whether or not affiliated with the Applicant, who:
  - (a) has been requested to submit a Proposal in response to this RFP;
  - (b) could potentially submit a proposal in response to this RFP, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the Applicant and/or is in the same line of business as the Applicant.
6. The Applicant has arrived at the accompanying Proposal independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.

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7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) methods, factors or formulas used to calculate prices;
  - (c) the intention or decision to submit or not to submit, a Proposal;
  - (d) the submission of a Proposal which does not meet the specifications and conditions of the Proposal; or
  - (e) submitting a Proposal with the intention not to win the award.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the improvements to which this Proposal relates.
9. The terms of the accompanying Proposal have not been, and will not be, disclosed by the Applicant, directly or indirectly, to any competitor, prior to the date and time of the official opening of proposals or the awarding of the contract.
10. The Applicant (including any individual Applicant), and no member of the Applicant (if the Applicant is a Close Corporation), and no director and/or shareholder of the Applicant (if the Applicant is a Company), and no Trustee and/or beneficiary of the Applicant (if the Applicant is a Trust), and no person, including juristic persons (and including such juristic person's members, directors and/or shareholders, trustees and/or beneficiaries) having an interest in any Joint Venture Vehicle or Consortium constituting the Applicant has any interest in any competitor.
11. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids, proposals and contracts, proposals 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.

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**Signature Date**

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**Name of Applicant**

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