

Postal Address  
P.O. Box 1329, Rivonia  
2128, South Africa

Physical Address  
270 George Road,  
Noordwyk, Midrand, 1687

Contact  
Call Centre: 0860 100 221  
Telephone: 011 217 0600  
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## SERVICES REQUISITION FORM

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE, ARTS,  
TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY  
(CATHSSETA)**

<b>Date Issued</b>	<b>21 July 2025</b>	<b>RFQ Number</b>	<b>RFQ/COS/016/2025</b>
<b>Closing Date:</b>	<b>25 July 2025</b>	<b>Closing Time:</b>	<b>11H00</b>
<b>DESCRIPTION:</b>	<b>DOCUMENT MANAGEMENT AND ARCHIVING FOR 12 MONTHS</b>		

### 1. OVERALL OBJECTIVE

- 1.1. The CATHSSETA would like to appoint a competent service provider to render document management and archiving services for a period of 12 months for its head office in Midrand and two regional offices in the Western Cape and KwaZulu-Natal Provinces

### 2. DETAILED SCOPE OF WORK

Specifications/Requirements
<p>The services will comprise the following achievable objectives:</p> <p>2.1. Archiving and safekeeping of approximately 6000 CATHSSETA records (boxes), plus an additional 1000 boxes to be collected from the CATHSSETA head office.</p> <p>2.2. Information retrieval: retrieve from storage and deliver to CATHSSETA premises on time – as and when required.</p> <p>2.3. Collection of records to be returned or new records to be archived – 2000 boxes as and when required.</p> <p>2.4. Provision of archiving stationery as and when required, i.e.,</p> <ul style="list-style-type: none"><li>- Boxes c/w lids – 2000</li><li>- Input sheets – 2000</li><li>- Stickers – 2000</li></ul>

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- 2.5. Service provider to quote for a total of 15 days labour over 12 months period to assist with counting, packing, and unpacking of boxes at CATHSSETA Head Office – as and when required.
- 2.6. Capturing data into the service provider system to enable future retrieval.
- 2.7. Provide a detailed index list of records held at the offsite storage.
- 2.8. Provide express service as and when required
- 2.9. Do migration of records from the current location to service provider storage.

### **3. SERVICE PROVIDER COMPETENCIES AND QUALIFICATION REQUIREMENTS**

- 3.1. As part of the proposal to be submitted to CATHSSETA, the service provider is to demonstrate capacity and resources to implement the project and must include:
  - 3.1.1. A detailed methodology to be followed in delivering the project (how the services will be carried out).
  - 3.1.2. Budget/breakdown of costs.
  - 3.1.3. Timelines for delivering the assignment.
  - 3.1.4. Retrieval process etc.
- 3.2. The service provider would be expected to have the following:
  - 3.2.1. Bidder's experience: Bidders to submit reference letters (proven track record of carrying out offsite storage and archiving projects). This must be presented in the form of a written letter on official letterhead from clients where similar services have been rendered not older than five (5) years. Provide the project name, organisation and the contactable reference name and details.
  - 3.2.2. Demonstrate capacity and availability of storage site.
  - 3.2.3. Indicate the location of the storage facility and distance from the CATHSSETA office – Midrand.

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#### 4. PERIOD OF PERFORMANCE (CONTRACT PERIOD)

- 4.1. The appointed service provider will enter into a contractual agreement with CATHSSETA for a period of 12 months commencing from the appointment date.
- 4.2. A Service Level Agreement shall be signed with the preferred service provider, upon appointment and acceptance thereof.

#### 5. PRICING SCHEDULE

- 5.1. The prospective service provider must provide a signed costing proposal on the company letterhead and all prices must be inclusive of all applicable taxes.

#### 6. EVALUATION CRITERIA

- 6.1. Responses will be evaluated in accordance with the tabled **functionality criteria**; prospective service provider requires a minimum score of 70 points to qualify for **price and specific goals** evaluation and the appointment to the service provider would be based on the highest points scored.
- 6.2. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.
- 6.3. To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents, will result in zero points allocated to the bidding company

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FUNCTIONALITY EVALUATION		
Evaluation Criteria	Sub Evaluation Criteria	Weight
<b>1. The bidder must demonstrate capacity and resources to implement the project.</b>  The bidder must provide a project implementation plan which details: <ul style="list-style-type: none"> <li>- A detailed methodology to be followed in delivering the project (how the services will be carried out).</li> <li>- Budget/breakdown of costs.</li> <li>- Timelines for delivering the assignment.</li> <li>- Retrieval process etc.</li> </ul>	The approach and methodology which will be used is fully responsive to all four-part criteria	30
	The approach and methodology which will be used is partially responsive to three or two criteria	20
	The approach and methodology which will be used is non-responsive to the criteria	0
<b>2. Company's Experience in off-site records storage</b>  The service provider must provide a company profile indicating the company's experience in rendering off-site document storage and archiving services	10 years and more	20
	6 – 9 years	15
	4 – 5 years	10
	3 years or less	5
<b>3. Track Record of service provider on similar projects</b>  Submit written reference letters. These must be presented in the form of a written letter on official letterhead from clients, where off-site storage and archiving services have been	Submitted five (5) or more contactable reference letters relating to similar project work/project done in the last 5 years	20
	Submitted three (3) to four (4) contactable reference letters relating to similar project work/project done in the last 5 years	15
	Submitted one (1) to two (2) contactable reference letters relating to similar	5

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rendered. The letters must not be older than five (5) years	work/project work/project done in the last 5 years	
	No contactable reference letters relating to similar work/project work/project done in the last 5 years submitted	0
<b>4. Capacity and Availability of Storage Facilities</b>  The bidder's submission to include a floor plan of storage site, security, and safety plan; Fire detection and prevention plan to demonstrate building compliance with the following elements: <ul style="list-style-type: none"> <li>- Fireproof.</li> <li>- Waterproof.</li> <li>- Access Control / Security.</li> </ul>	Submitted a floor plan, security and safety plan; fire detection and prevention plan addressing all three elements.	20
	Submitted a floor plan, security and safety plan; fire detection and prevention plan addressing only two elements.	10
	Submitted a floor plan, security and safety plan; fire detection and prevention plan addressing one or none of the elements.	0
<b>5. Location of the storage facility and distance from the CATHSSETA office – Midrand</b>  Bidders must provide the physical address of the storage site	Within a radius of 70 km	10
	71 km – 90 km radius	5
	91 km and above	0
<b>TOTAL</b>		<b>100</b>

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## 7. ADMINISTRATIVE REQUIREMENTS

- 7.1. Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 7.2. Completed and signed SBD4, SBD 6.1.
- 7.3. Valid Tax Compliance Pin issued by SARS.
- 7.4. Valid B-BBEE Certificate or Sworn Affidavit.
- 7.5. All RFQ related responses must include the RFQ number as the subject matter.
- 7.6. Central Supplier Database (CSD) Summary Report.
- 7.7. Company Registration Document (CIPC).
- 7.8. The service provider must be in possession of a valid National Archives and Records Management inspection certificate. Failure to submit the certificate will result in disqualification.

## 8. RESPONSES/SUBMISSIONS

E-mail responses to [supplychain@cathsseta.org.za](mailto:supplychain@cathsseta.org.za) on or before the closing date and time as stated above and **no late responses will be accepted.**