



The State's preferred and trusted
anti-corruption, forensic investigation,
and litigation agency.

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www.siu.org.za



REQUEST FOR QUOTATION (RFQ)

| | | |
|--|--|-------------|
| RFQ NUMBER | RFQ 011 2024/25 | |
| DATE ISSUED | 07 May 2024 | |
| PROJECT NAME/ DESCRIPTION OF GOODS, WORK OR SERVICES | APPOINTMENT OF DOCUMENT AND RECORDS MANAGEMENT FOR A PERIOD OF SIX MONTHS NOT EXCEEDING 960 HOURS. | |
| BRIEFING SESSION <i>(Compulsory or Non-compulsory) if applicable</i> | DATE | TIME |
| | N/A | |
| CLOSING DATE AND TIME | 14 May 2024 | 15h00 |
| RFQ VALIDITY PERIOD | 90 Days (commencing from the official RFQ closing date) | |
| NAME OF A BIDDER/TENDERER | | |
| TELEPHONE NUMBER | | |
| FACSIMILE NUMBER | | |
| EMAIL ADDRESS | | |
| POSTAL ADDRESS | | |
| SARS PIN | | |
| PHYSICAL/STREET ADDRESS | | |
| B-BBEE STATUS LEVEL OF CONTRIBUTION | LEVEL: | |

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1. PROJECT APPOINTMENT OF ONE(1) QUANTITY SURVEYOR

2. INTRODUCTION TO THE SIU

The SIU is an independent statutory body established by proclamation R.118 of 31 July 2001, issued in terms of the Special Investigating Units and Special Tribunals Act No. 74 of 1996 as amended ("*the SIU Act*"). The purpose of the SIU is to investigate serious malpractices, maladministration, and corruption in connection with the administration of State Institutions, state assets and public money as well as any conduct, which may seriously harm the interest of the public. Furthermore, the purpose of the SIU is to institute and conduct civil proceedings in any court of law or a Special Tribunal in its own name or on behalf of State Institutions.

3. ELIGIBILITY/MANDATORY REQUIREMENTS

| <i>Provide documentations and/or information (SIU reserves the right to review and verify submitted documentations on mandatory requirements)</i> | Comply | Not Comply |
|---|---------------|-------------------|
| 3.1. Proof of National Treasury Central Supplier Database (CSD Summary report) | | |
| 3.2. CSD Overall Tax Status must be compliant (Tax Compliant) | | |
| 3.3. Conformance to the Scope of Work/ Terms of Reference (ToR) | | |
| <ul style="list-style-type: none"> <i>Bidder (s) are only required to only submit maximum of one (1) CV, (if a bidder submit more than one (1) CV as stipulated on this, SIU will only consider first one (1) CV received as per the spreadsheet, Annexure A)</i> <i>Only bidders who submit qualifying CV as per below requirements will be assessed further for evaluation i.e., Price and Preference subject to award/objective criteria</i> | | |
| <p>At least Ten (10) years' experience in Records and/or Archive/Document Management.</p> <p><i>Annexure A - will be considered for evaluation bidders must submit candidates' profiles together with Annexure A – spreadsheet</i></p> <p><i>Updated CV or detailed profile of each proposed resource/personnel must be submitted, with the proof of qualifications.</i></p> | | |
| <p>PLEASE TICK (✓) AND INDICATE RESOURCE NAME AND SURNAME</p> | | |
| | Resource 1 | |

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| | | |
|---|-----------------------------|-----------|
| Number of experiences | Full Names: | |
| Less than Ten (10) years | | |
| 10 years and more | | |
| 3.4. A resource holds Degree or equivalent i.e., in Archival Science, Information Science. | | |
| 3.5. The bidder must submit three (3) reference letters or list where they have experience in any of the following: Conducting Records or Document Management Should SIU discovered that the reference of past work reflects negative outcome, SIU reserves the right not to award the contract. Reference letters should be on the company/referee's letterhead, client name, contact person, phone number and project description. | | |
| <i>Only bidders who submit qualifying CV's will be assessed further for evaluation i.e. Price and Preference subject to award/objective criteria.</i> | | |
| <i>NB: Failure to submit/or reflect the above eligibility requirements and conformance to the scope of work will result in non-compliance and will lead to the bid being disqualified.</i> | | |
| A. RETURNABLE DOCUMENTS | | |
| <i>Provide documentations for screening and vetting purposes.</i> | YES | NO |
| A.1. ID copies of the: <ul style="list-style-type: none"> ○ proposed resources and ○ Company directors. | | |
| A.2. CIPC Company registration | | |
| A.3. SARS Pin | | |
| A.4. B-BBEE Certificate/Sworn of Affidavit | | |

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B. PROJECT BACKGROUND

The Special Investigating Unit (SIU) is an independent statutory body that is accountable to the President and Parliament in terms of its activities. Its primary mandate is to recover and prevent financial losses to the State due to various acts of corruption, fraud, and maladministration.

C. SCOPE OF WORK (TERMS OF REFERENCE)

The SIU seeks to appoint services of a consultant for a duration of 6 months to perform the relevant tasks as indicated below.

1. According to the National Archives and Records Services of South Africa all Governmental bodies need to control and manage records according to legislation promulgated to enable government (Act no 43 of 1996 section 13 and regulation R158 of 20 November 2002) and public to have timely access to accurate and reliable information. The effective management of documents is also enhanced by the PFMA (1999), the Promotion of Access to Information Act (2000), the Electronic Communications and Transaction act (2000) and many more.
2. The SIU currently have no process, storage space nor system in place to enable the organization to store all documents securely by digitizing documents first, for later retrieval and then placing them in a secure environment. The SIU would have to start with the realization of how much our documentation is worth to the organization. The enabling of a digitization process will be of great benefit to the already started project for data analytics as the information will feed directly into the data warehouse that will be created.
3. The purpose of a document management system is to store and retrieve documents with ease and to store the documents in an organized, secure environment that makes it easier to find the documents again.

Document management consists of:

- Document storage (physically in a place of safety)
- Classification of information
- Document archiving for specific periods (retention and disposal strategy)
- Scanning and copying of documents
- Management of information (movement of information, monthly reports)
- Digitizing of documents for more accessible use of all required documents
- Digitizing of documents received from other departments during investigations

4. For the SIU to end up with a comprehensive document management process and procedures the project needs to be broken down into various phases. Phase one would be the digitization process,

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in other words record management. The process would be applicable to each business unit, employee, manager, and regional office, embedded as a step in all tasks performed per person.

5. To get the digitization process on the way a study needs to be performed in each business unit to determine:
 - the type of documents produced (paper and electronic)
 - what systems is currently in use and if the system can accommodate scanned documents
 - if all processes within departments are documented to add the digitization to the processes
6. The above first phase will help the SIU to define a File plan and the classifications of documents. The file plan that is approved by National Archive that cannot be changed before new approval is obtained. The list of documentation produced within the SIU will also help to determine the retainer periods as no public records may be destroyed, erased or disposed of without prior written authorization from the National Archivist.

Goal/deliverables of the Consultant

The goal the consultant needs to achieve is to steer SIU over time, to a paperless environment. The consultant would have to produce the following during the cause of their contract period:

- 2.1. Produce a list of all documentation types within the SIU.
- 2.2. Determine the classification of each document.
- 2.3. Determine the access level of each document per user level.
- 2.4. Determine the retention period per document.
- 2.5. Prepare a file plan for the SIU.
- 2.6. Develop a retention strategy for old information.
- 2.7. Get the file plan approved by National Archives
- 2.8. Prepare a document management policy for the SIU.
- 2.9. Develop a process flow for document management.
- 2.10. Develop processes for different tasks within document management.
- 2.11. Prepare a list of possible software that can be used.
- 2.12. Prepare job description for document management employees.

D. DELIVERABLES

Goal/deliverables of the Consultant

The goal the consultant needs to achieve is to steer SIU over time, to a paperless environment. The consultant would have to produce the following during the cause of their contract period:

- Produce a list of all documentation types within the SIU.
- Determine the classification of each document.
- Determine the access level of each document per user level.
- Determine the retention period per document.
- Prepare a file plan for the SIU.
- Develop a retention strategy for old information.
- Get the file plan approved by National Archives
- Prepare a document management policy for the SIU.

- Develop a process flow for document management.
- Develop processes for different tasks within document management.
- Prepare a list of possible software that can be used.
- Prepare job description for document management employees.

E. CONTRACT PERIOD

- E.1. The work must commence as soon as the appointment letter is issued and be completed within Six (6) months period.
- E.2. Resource will be expected to work 960 hours within six months;
- E.3. This project cannot exceed R1000 000 for the duration of the contract.
- E.4. The proposed resource must report at Head Office in Gauteng, Meyers park (If the resource is outside Gauteng SIU would not bear travelling cost).
- E.5. The proposed resource who will be able to travel to the site, if need be to conduct the exercise, SIU will provide transport arrangements (Flights, accommodation etc)

F. SPECIAL CONDITION OF THE RFQ

G. PRICE SCHEDULE

- G.1. Contract value should be on hourly rate and estimated hours, inclusive of VAT disbursements.
- G.2. If a price quotation does not indicate the VAT, SIU will deem the quote to be inclusive of VAT if the bidder is VAT registered.
- G.3. SIU reserves the right to negotiate the rates with the recommended bidder.

H. BID CONDITIONS

- H.1. Bidder (s) are only required to only submit maximum of one (1) CV, **(if a bidder submit more than one (1) CV as stipulated on the bid documents, SIU will only consider the first CV received as per the spreadsheet, Annexure A and One (1) resource will be appointed.)**
- H.2. The resource must report at Gauteng, Pretoria Offices and must be available immediately.
- H.3. The appointment will be based on the outcome of the Price and Preference and the objective criteria.
- H.4. The work needs to commence as soon as the appointment letter is issued and be completed within a period of (6) months, totalling to 960 hours for immediate appointment of one (1) resource.
- H.5. The above illustrate that one bidder will be appointed depending on qualifying CVs. SIU reserve the right to conduct references on proposed resource (s), should it be identified that the resource (s) provided had poor performance on their respective projects or assignments, the identified resource will be withdrawn.
- H.6. If the proposed resource (s) is/are not available before commencement, the referred resource (s) will be withdrawn from the appointed/allocated project. The SIU will revert back to the evaluation phase and appoint from the wait list of the resource (s);

H.7.If the appointed resource is alternatively changed during the investigations, justifiable reasons must be submitted on time to the SIU, the final decision is subject to the SIU's review and approval.

H.8.An alternate replacement of resource should be equal or more competent to the initial approved resource (s) and if the bidder failed to provide a resource that meets the standard of the SIU as per the terms and conditions, SIU reserves the right to terminate the contract;

H.9. Proposed resource CV must be accompanied with ID copies and the directors for the security screening;

H.10. The disbursement will be limited to the province where the investigation is primarily situated at, further traveling to secondary locations, province, SIU will make provisions and arrangements for such travelling.

I. AWARD/OBJECTIVE CRITERIA

I.1. Bid will only be awarded to the bidder who passes SIU's Internal Integrity Unit screening and/or State Security Agency vetting; failure to pass could result in SIU not awarding the bid to a bidder irrespective of the points scored after the final evaluation.



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