



stats sa

Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

REQUEST FOR QUOTATION

Business:

Attention: SCM

Tel. No.: [Add text here and delete this]

Fax No.: [Add text here and delete this]

From: Statistics South Africa

Date: 24 June 2026

Re: Request for supply of offsite storage facility management for backup tape cartridges for a period of 24 months

Message:

Quotation due: Date: [Add text here]

Time: [Add text here]

SPECIFICATIONS

1. Objective

To request prospective service provider for the provision of an off-site storage facility for Stats SA backup tape cartridges for a period of 24 Months

2. Background

Stats SA ICT is responsible for the backup of shared corporate data and restoration thereof from an unexpected failure, whether the situation involves a simple component failure or the complete destruction of a site as outlined on the backup and restore policy. Due to the criticality of specific application systems, it is essential that in the event of such a failure, Stats SA is able to resume functionality for the critical servers within the defined business period, as determined by the type of failure and services affected. To

achieve this Stats SA requires the services of service provider who specializes with offsite storage facility management.

3. Summary of ICT Objectives

- Objective 1** Delivery of reliable and highly available, secure, cost effective ICT Solutions and services to support business operations
- Objective 2** Optimise and automate ICT processes to improve efficiency
- Objective 3** Alignment of business strategy with ICT initiatives
- Objective 4** Implement efficient ICT governance
- Objective 5** Personnel Management Development, recruitment and retention of skilled ICT Personnel

4. Scope of Work

The provision of an off-site storage facility for Stats SA backup medium cartridges which comprises of the following services from service provider:

1. A secure, safe, fire and waterproofed storage facility, suitable for the purpose storage tape cartridges.
2. Access to the off-site storage facility should be controlled in order to protect Stats SA data against unauthorized access, loss, damage, destruction, theft and breach of confidentiality;
3. Digital Record management system that will enable tracking and retrieval of cartridges.
4. A request for tapes to Stats SA offices from off-site storage should be within 2 hours for urgent request and within 8 working hours for non-urgent requests.
5. Collections and deliveries must be done on Wednesdays and, should there be any unforeseen circumstances or holiday on Wednesday an alternative for collection or delivery should be communicated between service provider and Stats SA.
6. There should be dedicated personnel's to service Stats SA and they should have a form of identification when coming to Stats SA offices including branded vehicles.
7. Stats SA should be notified in advance should the dedicated personnel be changed or unavailable.
8. Service provider should have system in place to ensure only Stats SA authorised personnel requests the tapes.
9. The provision of storage -vault and relevant tracking labels for the packaging material (Canisters).
10. Canister must cater for 24 tapes.
11. Dedicated storage vault or container for Stats SA.

5. Storage Requirements

Stats SA has various storage retention requirement ranging from 4 weeks and 5 years. The canisters should be able to carry up to 24 tape cartridges.

Weekly: 4 canisters per week

Monthly: 12 canisters per year

Yearly: 1 canister per year

6. Cost Breakdown

Fixed Cost Rate	Total Year1	Total Year2
Storage of Canisters as per storage requirements above		
Delivery and Collection once a week		

Variable Cost Rate	
2 hour express delivery per request	
Normal delivery per request	

7. Mandatory Requirements

NB: Should service providers not comply with all the mandatory requirements and submit relevant documentation, they will be disqualified.

1	ITEM	DESCRIPTION
1.		A secure, safe, fire and waterproofed storage facility, suitable for the purpose storage tape cartridges
2.		Pricing must be in South African Rands and inclusive of VAT
3.		Pricing Schedule should indicate a yearly fixed total cost (year 1 and year 2) for a period of 24 months and variable cost rate as per cost breakdown on heading no.6 “Cost Breakdown” .

Morai Modupi - 24 June 2026

