

Requesting Office: Magalies Water	
Contact Person: Dineo Mphasane	
Contact Numbers: 014 597 4636	
Facsimile:	RFQ – 10025066
E-mail address: centralised email address quotations@magalieswater.co.za	

DATE ISSUE: 22 October 2026

CLOSING DATE: **27 October 2026**

PLACE OF DELIVERY: **Magalies Water,**

For More information/query email or call quotations@magalieswater.co.za or 014 597 4636

Item No.	OFFSITE STORAGE FACILITY
	*Please see the below specifications

1. Submission of Quotations

RFQ Number must always be stated on the quotation.

Quotations should be submitted on or before the Request for Quotation Deadline **Date by no later than 12h00** to the email below. Email: quotations@magalieswater.co.za.

No hand delivered quotations will be accepted, all quotations to be submitted to the email indicated on the RFQ.

2. Selection of Qualifying Quotation

The selection of the qualifying quotation will be at Magalies water's sole discretion.

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Magalies Water does not bind itself to accept any particular Quotation.

3. Documents required

ADMINISTRATIVE REQUIREMENTS:

- Quotation must have CSD vendor number **or** CSD report
- Quotation must have RFQ reference number
- Completed and signed Declaration of Interest Form (SBD4)
- Quotation with validity period should be a minimum of 30 days or more from the date of issue.
- Quotation with physical address, date, contact details and banking details.

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MANDATORY REQUIREMENTS:

- Quotation must be line with the specification.
- Quotations received after the closing date will not be accepted.

***NB All non-responsive bids will be rejected.**

4. EVALUTION OF QUOTATION

All Quotations with a rand value equal to or below R50 million, will be evaluated in terms of the PPR 2022 using the 80:20 Preference point system.

CRITERIA	POINTS
Price	80
Specific goals	20
TOTAL	100 points

Specific goal	Number of points (80/20 system)	Means of verification
Blackpeople ownership equity	5	Central Supplier Database (CSD) report
Women equity	3	Central Supplier Database (CSD) report
Youth equity	2	Central Supplier Database (CSD) report
Disability	2	Medical certificate or (CSD)
Promotionof small businesses Medium- 2 Points Small- 3 Points Micro- 4 Points	4	1. Central Supplier Database (CSD) report for transactions from rand value to R500 000.00. 2. Signed Financial Statements for transactions above R500 000.00

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Other- 0 Points		
Locality Within 100km radius of where goods/service is required	3	Proof of address (tribal authority letter/ Lease agreement accompanied by municipal rates invoice/statement)
Military Veterans (MVA)	1	MVA force number/CSD
Total	20	

5. TERMS & CONDITIONS

- 5.1. Quotations received after the closing date will not be accepted.
- 5.2. All costs to be included in the quotation.
- 5.3. Delivery must take place at the specified place.
- 5.4. Quotations to be valid for a minimum of 30 days or more from date of issue.
- 5.5. The Government Procurement General Conditions of Contract shall apply.

1. SCOPE OF WORK

- 1.1.** The prospective service provider is expected to provide a comprehensive and reliable services that entail the following:
 - 1.1.1. Service provider will be required to collect, archive documents from Magalies Water, then dispose offsite and maintain all regulatory compliance in terms of disposal of documents method - and issue the Disposal Certificate.
 - 1.1.2. The appointed service provider will be expected to Collect documents (from current contracted site) Offsite Storage, for a period of twenty four (24) (**handover plan to be discussed and finalized on appointment**)
 - 1.1.3. The service provider is required to make provision of:
 - 1.1.3.1. Disposal documents procedure including issuing of a disposal certificate upon conclusion.
 - 1.1.3.2. Document storage (electronic and physical)
 - 1.1.3.3. A secure and safe archiving facility, which is suitable for the purpose and mitigates risks associated with records storage.
 - 1.1.3.4. An effective records management system to enable a seamless tracking and retrieval of documents.
 - 1.1.4. Retrieval services for stored records at the offsite storage facility and delivery to Magalies Water offices as and when required.
 - 1.1.5. The provision of storage boxes and relevant tracking labels for the records to be transferred from the Magalies Water to the offsite storage as and when required.
- 1.2. Disposal of Documents**
 - 1.2.1. Service provider must have capacity to dispose records in line with the National Archives Act 43 of 1996.
 - 1.2.2. Service Provider must be able to dispose documents, and confidential records in a secure environment, which are due for disposal in line with the disposal legislation and issue the Disposal Certificate.
 - 1.2.3. Identification of documents and disposing them in line with POPIA Act.
- 1.3. Document Storage**
 - 1.3.1. Off-site managed archive storage files.
 - 1.3.2. Record all stored document accurately. Storage area must be large enough to cater for the current Magalies water files, documents and records in a secure environment.
 - 1.3.3. Provide the MW with the ICT offsite back up storage solution. The storage area site must be around 200 KM Radius from MW Headoffice (service provider must provide a proof of business address or municipality rate account in the name of the company).
- 1.4. Collection of documents**
 - 1.4.1. Service provider to collect documents to be archived within 48 hours of request.
 - 1.4.2. Relocation of the existing records and files from the current storages /registries and off-site storage facility to the new off-site storage.
 - 1.4.3. The service provider should have capacity to manage uploading and retrieving of documents through a software application.
- 1.5. Retrieval of documents**
 - 1.5.1. Provide urgent retrieval of documents. The delivery of physical files requested as urgent shall be on an adhoc basis as and when required must be delivered within 24 hours.
- 1.6. Confidentiality**
 - 1.6.1. The successful service provider must at all times abide to maintain a high level of confidentiality of information.

1.7. Other services

- 1.7.1. Limit access to any unauthorized individuals.
- 1.7.2. Record any movements of the files.
- 1.7.3. Provide a detail report of the archived documents when required.
- 1.7.4. Provide training / workshop of your filing system.
- 1.7.5. When required grant permission for site visit of premises where files are stored or for auditing.
- 1.7.6. Service provider must have storage facilities within 200 km radius of MW Head office.

2. The following legislation are relevant to this RFQ but not limited to;

- 2.1. National Archives and Records Service Act No.43 of 1996
- 2.2. Promotion of Access to Information Act No.2 of 2000 (PAIA)
- 2.3. Promotion of Administrative Justice Act No.3 of 2000 (PAJA)
- 2.4. Protection of Personal Information Act 4 of 2013 (POPI)

3. DELIVERABLES

- 3.1. To facilitate and implement the disposal of documents stored at Magalies Water Head Office. The services is required from date of appointment.
- 3.2. Document off-site storage for twenty four (24) months.
- 3.3. Magalies Water reserves the right to conduct site visit for the selected service provider.

4. TIMEFRAMES

- 4.1. The duration of the contract will be for a period twenty four (24) months from date of appointment.

5. EVALUATION CRITERIA

Evaluation will be done in 4 Stages

5.1. STAGE 1: MANDATORY REQUIREMENTS

- 5.1.1. The bidder must submit proof of the storage area site within 200 km radius of MW Head office (service provider must provide a proof of business address) as well as the confirm sufficient storage space – in a company profile as evidence of compliance (bidders to submit company profile).
- 5.1.2. Service Provider should provide Proof that the off-site storage has been evaluated in the past 3 years by the National Archives and Records Service of South Africa (NARRSSA).
- 5.1.3. ISO 9001 for Quality Management Please submit a valid quality management certificate (not older than 36 months).
- 5.1.4. ISO 45001 for Occupational Health and Safety Management at the offsite storage facility Please submit a valid quality management certificate (not older than 36 months).

5.2. STAGE 2: FUNCTIONALITY

Magalies Water will evaluate the submissions for functional capacity and capability, in terms of the criteria set out in Table 2 below.

Table 2: Functional Evaluation Criteria

TECHNICAL EVALUATION		
	Evaluation Criteria	Max Points
Functionality area	Company experience (80 points)	
Company Track Record and Experience Evidence required: Reference letters	The bidder must provide a minimum of 10 years track record in providing off-site storage solutions Points will be allocated as follows: Less than 10 years = 0 10 years = 10 points More than 10 years = 20 points Bidders to submit reference letters. Letters must be on a company letterhead, signed, dated and including contactable details. MW reserves the right to contact the bidders' clients to verify the information submitted.	20
ISO Certification	The bidder must provide ISO certification standards ISO 9001 for Quality Management Please submit a valid quality management certificate (not older than 36 months).(10) points Older than 36 months= (0) points ISO 45001 for Occupational Health and Safety Management at the offsite storage facility Please submit a valid quality management certificate (not older than 36 months).(10) points Older than 36 months= (0) points	20
Indicate if its necessary or you can replace it	Storage : 10 Years in digitization of records. Points will be allocated as follows: Less than 10 years in digitization = 0 10 years in digitization = 10 More than 10 years = 20 points Bidders to complete Annexure G: Form A. Bidders who choose to use their own reference letters must ensure that the information that is reflected on Form A is reflected in the reference letters, to be awarded points for functionality.	20

TECHNICAL EVALUATION		
	Evaluation Criteria	Max Points
	Magalies Water reserves the right to contact the bidders' clients to verify the information submitted.	
Indicate if its necessary or you can replace it		
	Bidders must meet the minimum of 60 points out of a maximum 100 points in order to proceed to the next stage of evaluation (Site Inspection).	

1. STAGE 3: SITE INSPECTION (please review)

	Site Inspection (40 points)	NO	YES
1	Fire suppression automated system Fire suppression system installed, with recent service certificate (not older than 12 months)	0	10
2	Suitability of storage and document safety Waterproof document storage room	0	10
3	Security Systems Access control system (in good working order at the time of inspection)	0	10
4	Minimum number of available Vehicles Minimum of 2 covered delivery van / truck with a tracking device 2 Vehicles = 5 More than 2 covered delivery van/truck with a tracking device = 10 (Car Registration certificate in the company name or lease agreement for a leased van/truck)	5	10
Bidders must meet a minimum of 35 points in order to proceed to the next stage of evaluation.			