



the dtic

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

BID AWARDED

TENDER NO	DESCRIPTION	SUCCESSFUL BIDDER	AVERAGE COMPARITIVE BID PRICE	B-BBEE POINTS CLAIMED
Bid dtic 04/20-21	Appointment of an offsite storage vendor for the Department of Trade, Industry and Competition (the dtic) for a specific term contract of five years.	Mertofile (Pty) Ltd	R21, 123.74 (See contract prices attached)	B-BEE Status: Level 2



BID NUMBER dtic 04/20-21

Annexure A (Pricing Proposal)



ANNEXURE A: PRICING

Price quotations in any other format will not be accepted as it will not be possible to compare prices from various bidders if not in this exact format. If no fee is indicated against an item it will be deemed to be a "no charge" item and will be dealt with as such.

PRODUCT & SERVICE DESCRIPTION	FIXED PRICES PER YEAR (INCL. VAT)				
	Year 1	Year 2	Year 3	Year 4	Year 5
INITIAL TAKE-ON COSTS & PREPARATION OF RECORDS 2					
Offsite storage box with lid (each)	R 0.00				
Backing board (each)	R 0.00				
Binder (each)	R 0.00				
Box labels per sheet	R 0.00				
File labels per sheet	R 0.00				
Packing & indexing (per day)	R 0.00				
Packing & indexing (per file)	R 0.00				
Data capture per line	R 0.00				
Data Imported Charged Per Line	R 0.00				
TAKE-ON COSTS & PREPARATION OF RECORDS 3					
Offsite storage box with lid (each)	R 24.20	R 25.65	R 27.19	R 28.82	R 30.55
Backing board (each)	R 11.33	R 12.01	R 12.73	R 13.49	R 14.30
Binder (each)	R 3.68	R 3.90	R 4.13	R 4.38	R 4.65
Box labels per sheet	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
File labels per sheet	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Packing & indexing (per day)	R 1,845.39	R 1,956.12	R 2,073.48	R 2,197.89	R 2,329.77
Packing & indexing (per file)	R 18.98	R 20.11	R 21.32	R 22.60	R 23.96
Data capture per line	R 1.14	R 1.21	R 1.28	R 1.36	R 1.44
Data Imported Charged Per Line	R 1.16	R 1.23	R 1.31	R 1.38	R 1.47
MONTHLY STORAGE					
Storage per storage container	R 2.07	R 2.19	R 2.33	R 2.47	R 2.61
Storage per file	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
DELIVERIES & COLLECTIONS					
Same day (within 24 hours)					
Retrieval/return & delivery for 1 st file/box	R 121.88	R 129.19	R 136.94	R 145.16	R 153.87
Thereafter per file/box	R 9.88	R 10.45	R 11.07	R 11.74	R 12.44
Box handling Fee: Out	R 9.88	R 10.45	R 11.07	R 11.74	R 12.44
Box handling Fee: In	R 9.88	R 10.45	R 11.07	R 11.74	R 12.44
Express (within 2 hours)					
Retrieval/return & delivery for 1 st file/box	R 551.34	R 584.43	R 619.49	R 656.66	R 696.06
Thereafter per file/box	R 21.93	R 23.25	R 24.64	R 26.12	R 27.69
Box handling Fee: Out	R 30.12	R 31.93	R 33.84	R 35.87	R 38.02
Box handling Fee: In	R 30.12	R 31.93	R 33.84	R 35.87	R 38.02
Verification on return of box records per file	R 19.93	R 21.13	R 22.39	R 23.74	R 25.16
New Box Collection					
Retrieval/return & delivery for 1 st file/box	R 121.88	R 129.19	R 136.94	R 145.16	R 153.87
Thereafter per file/box	R 9.88	R 10.45	R 11.07	R 11.74	R 12.44
Box handling Fee: Out	R 9.88	R 10.47	R 11.10	R 11.77	R 12.47
Box handling Fee: In	R 9.88	R 10.47	R 11.10	R 11.77	R 12.47
Additional Retrieval Services:					
Phone call enquiry	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Fax document enquiry	R 30.94	R 32.79	R 34.76	R 36.84	R 39.05
Photocopy document (per page)	R 1.04	R 1.10	R 1.16	R 1.23	R 1.31
E-mail scanned document (per email)	R 30.94	R 32.79	R 34.76	R 36.84	R 39.05
DESTRUCTION (WITHDRAWALS)					
Destruction per box	R 12.24	R 12.97	R 13.75	R 14.57	R 15.45
Permanent withdrawal	R 17.41	R 18.46	R 19.56	R 20.74	R 21.98

2. Refer to the initial take-on if the files have to be moved from the current offsite storage vendor to a new offsite storage vendor

3. Refer to the take-on of any new files/boxes during the duration of the contract

REPORTS	Year 1	Year 2	Year 3	Year 4	Year 5
Hard Copy	R 28.75	R 30.48	R 32.30	R 34.24	R 36.30
Via e-mail	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
On disc	R 51.75	R 54.86	R 58.15	R 61.64	R 65.33
INSURANCE	Year 1	Year 2	Year 3	Year 4	Year 5
Monthly insurance	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Insurance per journey	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Ad hoc Imaging					
File collection	R 121.88	R 129.19	R 136.94	R 145.16	R 153.87
Preparation and scanning all documents	R 0.55	R 0.59	R 0.62	R 0.66	R 0.70
Indexing	R 1.14	R 1.21	R 1.28	R 1.36	R 1.44
Reassembly of files	R 0.29	R 0.30	R 0.32	R 0.34	R 0.36
Output (CD/DVD) – supply of images and metadata for import	R 51.75	R 54.86	R 58.15	R 61.64	R 65.33
Files either returned to the dtic or included in offsite holdings					
TRACKING SOFTWARE	Year 1	Year 2	Year 3	Year 4	Year 5
Implementation cost	R 454.25	R 481.51	R 510.40	R 541.02	R 573.48
Licence cost	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Annual Maintenance cost	R 80.05	R 84.85	R 89.95	R 95.34	R 101.06
SUM OF ALL THE ITEMS PER YEAR	Year 1	Year 2	Year 3	Year 4	Year 5
TOTAL COST FOR EVALUATION PURPOSES (SUM OF YEARS 1 TO 5) (All expenses for the five-year period.)	R 3,747.28	R 3,972.11	R 4,210.44	R 4,463.06	R 4,730.85
					R 21,123.74