


Requesting Office: Procurement	
Contact Person: Dineo Mphasane	
Contact Numbers: 014 597 4636	
Facsimile:	RFQ – 10020834
E-mail address: dineom@magalieswater.co.za	


DATE ISSUED: **04 September 2023**

CLOSING DATE: **12 September 2023 @ 12:00 pm**

PLACE OF DELIVERY: **MAGALIES WATER,**

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

Description/Specification
<p>TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RECORDS CLEAN-UP FOR FAR-WEST DOCUMENTS AT MMABATHO REGIONAL OFFICE</p> <p>1. INTRODUCTION</p> <p>Magalies Water is the Water Board established in terms of section 28 of Water Services Act (Act No. 108 Of 1997), and Public Entity as per schedule 3b of the Public Finance Management Act (Act No.1 Of 1999), as amended.</p> <p>The Department of Water and Sanitation Minister, Mr Senzo Mchunu signed off the gazette to transfer staff, assets and liabilities of the Free State Based Sedibeng Water Board to Magalies Water and Bloem Water Boards. The disestablishment of Sedibeng Water was conducted in accordance with Section 28 of the Water Services Act of 1997. Following this disestablishment, the volume of records for the organisation has drastically increased. Documents from the Far West include those from the disestablished Botshelo Water. Old documents will have to be disposed of in line with the provisions of National Archives Act 43 of 1996.</p>

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2. OBJECTIVE

Section 13 of the National Archives and Records Services of South Africa Act, 43 of 1996 requires that Magalies Water should manage their records in a well-structured records keeping system and to put necessary policies and procedures in place to ensure that its record keeping, and records management practices comply with the National Archives and Records Service Act.

3. PURPOSE

To appoint the Service Provider to do records clean-up at Mmabatho Regional Office. Terms of Reference (TOR's) seek to outline the project scope of work for credible, adequately qualified, competent, professional and specialised Records Management service providers, for a period of 3 months.

4. ADHERENCE TO REGULATORY FRAMEWORK


The project must be undertaken in cognisance of applicable/relevant South African legislative prescripts, regulatory framework, and directives of sound Records Management. The following legislation are relevant to the RFQ but not limited to:

- National Archives and Records Service of SA Act No.43 of 1996
- Promotion of Access to Information Act No.2 of 2000 (PAIA)
- Protection of Personal Information Act No4 of 2013 (POPIA)

5. DELIVERABLES

Records Clean-up

- 5.1 The Prospective Service Provider shall upon awarding of the contract; be expected to conduct records clean-up at Mmabatho Regional Office.
- 5.2 The volume of documents to be sorted is ±2000 files. The service provider is expected to:

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- (a) Compile a list of active documents that should be sent to Metrofile for the purpose of tracking and retrieving
- (b) Identify and list documents that are non-active and due for destruction and shredding
- (c) Provide a detailed report of documents that are to be disposed of in line with disposal authority

5.3 Application for limited and Standing Disposal Authority

The Service Provide must submit application to National Archives with inventory lists for all terminated and current/active records and files.

- **The collection and removal/transportation will be done by Metrofile**
- **Magalies Water will incur costs for destruction certificates**
- **Magalies Water will provide boxes for packaging**

5.4 Some of the images of documents to be sorted




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6. REQUIREMENTS.

The Prospective Service Provider should have, and submit copies of their detailed company Portfolio, including:

- a) Detailed Curriculum Vitae (CV) of Project Team members with contactable references;
- b) Company demonstration of a minimum two similar projects successfully handled and completed, their duration, preferably in the Public/Government Sector environment, with signed reference letters;
- c) The recommended service provider / team Leader to be appointed should be in a possession of appropriate 3 year's relevant Degree/National Diploma (NQF6) or equivalent 3-year Qualification in Records Management/Information Management

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with accredited tertiary institution. Three years (3) relevant experience in the similar field.

- d) A qualified service provider specializing in Records Management with at least Three years (3) of experience in this field.
- e) The Service Provider must have an understanding of Disposals and Retentions in line with National Archives requirements.


7. GENERAL CONDITIONS

All suppliers responding to the RFQ should be registered on Central Database (CSD)

All quotations received after closing date will not be accepted.

8. SPECIFIC CONDITIONS

- The proposal must be submitted with all required information containing relevant information as well as the price on rates applicable.
- The project cost shall include all subsistence and travel cost incurred while undertaking the project at Mmabatho Regional Office.
- The prospective service provider is required to submit a proposal that will include but not limited to a detailed project methodology and outline ability to deliver on the project.
- Magalies Water reserve the right not to award the contract.
- Quotes should be on the letterheads, indicating the VAT registration number if VAT registered, and where possible include samples of previous similar work
- The declaration of interest form must be filled in, signed and returned with the quotation.
- The Preferential Procurement Policy Framework Act will be applied.

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9.1 PAYMENTS

9.1.1 Magalies Water will not make an upfront payment to a successful service provider. Payment will only be made according to the project plan that will be agreed upon by both parties and upon receipt of an original invoice.

9.2 REPORTING REQUIREMENTS AND PROGRESS MEETINGS

9.2.1 It is envisaged that Magalies Water will require an initial meeting with the successful service provider to agree on the project process and options to be investigated.

9.2.2 Progress meeting feedback shall be held as and when necessary, but at least twice a month until completion of the project. The venue of these meetings will be at the Head office, 38 Heystek Street, Rustenburg, unless otherwise agreed between parties.

9.2.3 Successful service provider shall submit copies of progress report during the project and final report at the end of the project.

9.2.4 The final report will then be submitted to the Acting General Manager: Corporate Management of Magalies Water in a form of electronic and written report.

10. TIME FRAME

The whole project is anticipated to run over an inclusive period of 3 months, effective from the date of the generation of an order and signing of contract by both parties.

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Enquiries:

- a) **Clothilda Mvelase**
Records Manager

- b) **Toto Moloby**
GM Corporate Services (Acting

1. Submission of Quotations

RFQ Number must always be stated on the quotation.

Quotations should be submitted on email below. Email: dineom@magalieswater.co.za

2. Selection of Qualifying Quotation

The selection of the qualifying quotation will be at Magalies water's sole discretion. Magalies Water does not bind itself to accept any particular Quotation

3. Evaluation

The quotation will be checked for responsiveness according to the following **REQUIREMENTS:**


- Quotation must have CSD vendor number/ submit CSD Report
- Quotation must have RFQ reference number
- Completed and signed Declaration of Interest Form (SBD4)
- Quotation with validity period should be 30 days or more.
- Quotation with physical address, date, contact details and banking details

4. Terms & Conditions

Quotations received after the closing date will not be accepted.

All costs to be included in the quotation.

Delivery must take place at the specified place.

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Quotations to be valid for 30 days from date of issue.

All non-responsive bids will be rejected.

The Government Procurement General Conditions of Contract shall apply.