South African Human Rights Commission

RFP NUMBER	**SAHRC-HO-11 - Provision of Offsite Storage**
DESCRIPTION	**To invite potential and qualified service providers to submit proposals for Offsite Storage (Records) services for SAHRC for a period of 36 months.**
PUBLISHED	**DATE: 17 November 2026**
CLOSING DATE	**DATE: 02 December 2026 TIME: 11H00 (GMT +2)** **Submissions to be done via email to: HOprocurement@sahrc.org.za**
ENQUIRIES	**Technical: Ms. Dineo Pushuli** **Email: dpushuli@sahrc.org.za** **Supply Chain Management: Mr. Bongani Ubisi** **Email: bubisi@sahrc.org.za**

1. BACKGROUND

The South African Human Rights Commission (SAHRC) is a Constitutional body established in terms of the Constitution of South Africa, 1996 as well as the South African Human Rights Commission Act, of 2014. The SAHRC is under the strategic leadership of Commissioners. The administration of SAHRC is overseen by a Chief Executive Officer (CEO).

SAHRC has records in all nine (9) Provinces within the Republic of South Africa i.e. Eastern Cape, Free State, Gauteng, KwaZulu Natal, Limpopo, Mpumalanga, Northwest, Northern Cape, and Western Cape.

2. PURPOSE

The primary goal is to get a storage facility for our records across all nine provincial offices for a period of 36 months. These records to be stored are vital Commissions records, encompassing historical information relating to the public and the commission. SAHRC therefore seeks to secure a storage facility that is controlled, well maintained, secure and complies with applicable records management and preservation requirements.

Furthermore, the appointed service provider will be required to facilitate the collection, transportation and transfer of the Commissions existing records currently stored at Metrofile storage facility to the newly appointed service providers storage premises. The service provider must ensure that the collection and relocation process is properly coordinated, with appropriate measures in place to safeguard the records against loss, damage, misplacement or unauthorized access during transportation.

3. SCOPE OF SERVICES

Reference of Service Components	Service Description
Services 1: Total Storage Cartons per Province	
1. Mpumalanga	= Total M2 boxes 62 cartons of boxes
2. Upington	= Total M2 boxes 24 cartons of boxes
3. East London	=Total M2 boxes 170 cartons of boxes
4. Bloemfontein	=Total M2 boxes 85 cartons of boxes

5. Western Cape	=Total M2 boxes 269 cartons of boxes
6. Durban	=Total M2 boxes 108 cartons of boxes
7. Rustenburg	=Total M2 boxes 72 cartons of boxes
8. Head office (Admin)	=Total M2 boxes 108 cartons of boxes
9. Head office (Legal)	=Total M2 boxes 694 cartons of boxes

Service 3: Storage Box Services	
-Delivery of new boxes and labels -Supply of New Boxes (M3 – lever arch files) -Supply of New Boxes (M2 – paper and thin files) -Labelling and packing of boxes -Collection of boxes -Box labels	• Storage box description should include: • • Specifications (M2 -M3 boxes) • Dimensions • And any additional features
Service 4: Additional Supply Services	
1. Supply Lid 2. Box Label verification, per box 3. File verification (capturing) 4. File labels	• **The service will outline the additional supply services as follows**: • including pricing • Lead times • And any minimum order quantities

	Handling Fee Services
1. Location Handling Fee 2. Retrieval Handling Fee 3. Return Handling Fee	This handling fee services should include: • applicable rates, • conditions • and processes involved.

4. DELIVERABLES

Provision and providing Storage Services to all SAHRC Provincial Offices

5. PRICING

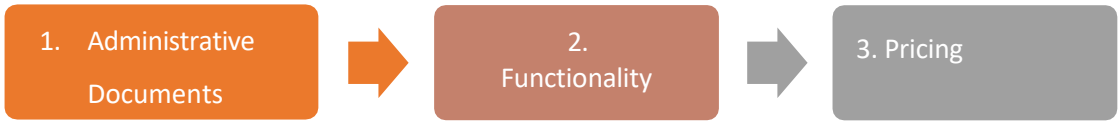
A detailed price breakdown outlined on table 2 below must be completed and service provider must include other items, if required.

6. PROJECT TIMELINES

Contracting period will be for a period of thirty-six (36) months.

7. EVALUATION CRITERIA

Bids will be evaluated on 80/20-point system as outlined in the PPR of 2022. The proposals will be evaluated in three phases:



Phase 1-Administrative Documents

Phase 2 -Functionality

Phase 3-Price and Preference Point

Phase1: Administrative Documents

a. Proposal

b. Central Supplier Database Report.

c. Standard Bid Documents must be completed fully and duly signed.

Phase 2: Functionality

All compliant quotes received will be evaluated based on the following criteria: functionality criteria will be further evaluated on applicable values as outlined below.

Evaluation of functionality, as in Table 1 below:

- Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 70 points.
- The overall score must be equal or above 70 points to proceed to for Price and Specific Goals evaluations.
- Bidders who fail to meet minimum threshold will be regarded as submitting a non-responsive bid and will not be considered for further evaluation on price and preference points. The minimum threshold for qualifications by functionality is 70, assessed as per criteria listed in Table 1 below:

	Criteria	**Percentage weighting**
1.	Bidders must have at least 2 years' experience in providing similar and relevant services. Company profile detailing the years of experience including or date of company registration on the CIPS certificate/ CSD report. o 10 points = 2 years of experience o 20 points = 3 years of experience o 30 points = 4 years of experience o 40 points = 5 years or more of experience	40

2.	Bidder's proposed project methodology and plan outlining how SAHRCs requirements will be implemented. o No project plan= 0 points o Project plan with no milestones or timelines= 10 o Project plan with milestones& timelines= 20	20

3.	References included for executing a project of similar magnitude in the last 3 years, dated, signed and on the letterhead of the company where similar work was delivered. Where 2 or more reference letters from 1 service provider are submitted, the Commission will only accept 1 reference letter. Failure to meet all the criteria above will result in the reference letter not scoring any points. o 0 = no reference letters submitted. o 10 points = 1 reference letters submitted. o 20 points = 2 reference letters submitted. o 30 points = 3 reference letters submitted. o 40 points = 4 reference letters or more submitted.	40
	Total	**100**

Phase 3: Price and Specific Goals evaluation

Price evaluation based on the 80/20 preferential point system.

The contract would be awarded to the service provider scoring the highest score.

The points scored in respect of Specific Goals will be added to the points scored for price.

Only Bidders that have met the 70 point threshold to be considered for price and specific goals. Price and specific goals will be evaluated as follows:

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders based on:

- The bid price (maximum 80 points)
- Specific Goals (maximum 20 points

i. ***Stage 1 – Price Evaluation (80 Points)***

Criteria	Points
Price Evaluation $Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$	80

The following formula will be used to calculate the points for price:

Where

- Ps = Points scored for comparative price of bid or offer under consideration.
- Pt = Comparative price of bid or offer under consideration.
- P min = Comparative price of lowest acceptable bid or offer
- Points must be awarded to a bidder for attaining the specific status level of contribution in accordance with the table below

a. Specific goals allocation

A maximum of 20 points may be allocated to a bidder for attaining the specific goals as indicated below. The calculation of points for specific goals will be based on the Central Supplier Database (CSD) report and/or the B-BBEE Certificate or Sworn Affidavit submitted with the quotation documents, together with the SBD 6.1 form, where bidders indicate how they claim points for specific goals.

In instances where discrepancies or differences are identified between the CSD report and the B BBEE Certificate or Sworn Affidavit, the B-BBEE Certificate or Sworn Affidavit shall take precedence.

SPECIFIC GOALS	POINTS
Suppliers with ownership of 51% or more by person/s who are black person/s	10
Suppliers with ownership of 51% or more by person/s who are black women	5

Suppliers with ownership of 51% or more by person/s who are black youth	3
Suppliers with ownership of 51% or more by person/s with disability	2

Specific goal points may be allocated to bidders on submission of the following documentation or evidence A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and

9. CONFIDENTIALITY, INDEPENDENCE AND OBJECTIVITY

The service provider will hold all material and information exchanged in the course of the implementation of this project in the strictest confidence and will take all steps necessary to prevent dissemination of this information to any third party, without the prior written agreement of the SAHRC as the SAHRC asserts its moral authority and copyright over the report. The service provider must ensure that its staff maintains their objectives by remaining independent of the activities they execute.

9.1 **THE TOTAL COST WILL BE USED TO CALCULATE POINTS FOR PRICE CLARIFICATION**

The SAHRC may request clarity of further information regarding any aspect of the bid. The service provider should supply the requested information within forty-eight (48) hours after the request has been made.

The SAHRC reserves the right to conduct a security background check or screening of the service provider. The SAHRC reserves the right to conduct reference checks on the list of references provided by the

service provider where similar work was conducted.

10. CONDITIONS OF TENDER

10.1 The SAHRC reserves the right not to award the tender.

10.2 Any conditions imposed by the service provider that is restrictive or contrary to any part of these Terms of Reference will automatically disqualify the service provider.

10.3 The service provider will be held liable for any damage or loss suffered by the entity, because of the provider's own or his/her employees 'negligence or intent, which originated at the site.

10.4 The service provider will have to pay damages or replace any stolen item damaged or stolen due to the negligence or intent of the service provider's employees.

10.5 The service provider must, at his/her own expense, take out sufficient insurance against any claims, cost, loss and/or damage ensuing from his/her obligations and shall ensure that such insurance remains operative for the duration of this agreement.

10.6 SAHRC does not bind itself to accept the lowest quote.

10.7 SAHRC does not bind itself to make any selection from the proposals or quotations received.

10.8 SAHRC reserves the right, at its sole discretion, to cancel this request for proposals and/or not to make any selection of the service provider/s at all.

10.9 All prices quoted must be VAT inclusive.

10.10 SAHRC will not make any upfront payments before the rendering of services.

10.11 The successful bidder shall provide the service required based on the set timelines and as per the schedule to be provided by SAHRC.

10.12 A pricing schedule with one of the specified elements omitted from the cost may be considered non- responsive.

10.13 The service provider will be expected to sign a contract with the SAHRC, including the General Conditions of Contract (GCC)

10.14 The price proposal must be valid for 120 days.

11 CONTRACT PERFORMANCE

11. 1 If it is found that the information provided is false, including the breach of the General Condition of Contract, The SAHRC reserves the right to terminate this contract with immediate effect.

11.2 The agreement will be signed with the winning bidder at the contractual stage.

11.3 The performance of the Service Provider shall be reviewed quarterly during the period of the signed Service Level Agreement

12 FORMAT AND SUBMISSION OF THE PROPOSAL

All the official forms (SBD) must be completed and signed in all respects by bidders. Failure to comply will invalidate a bid. For ease of reference, bids should be packaged in the following format:

- Annexure A – Pricing Proposal / Quotation
- Annexure B - Mandatory Documents
- Annexure C - Functionality Response

- Annexure D - Company Profile

13 ENQUIRIES

- Technical: **Lucia Dineo Pushuli**
- Email: **dpushuli@sahrc.org.za**
- Supply Chain Management: Mr. Bongani Ubisi
  Email: bubisi@sahrc.org.za

14 CLOSING DATE

1. Proposals must be submitted on or before **02 December 2026** at **11h00**

14.2 All documentation must be emailed to: HOprocurement@sahrc.org.za

1. Submissions should be made using the RFP number for ease of reference

ANNEXURE A

Pricing for Off-site Storage Solutions

Fixed Costs

Bidders must quote the monthly storage rental rate per box for each contract year. The fixed cost total must be calculated using the number of boxes stated in the RFP for the full thirty six-month contract period and must include VAT.

All bidders must base their pricing on the specified Offsite/ Jumbo storage Box dimensions of approximately 460 mm (L) x 340 mm (W) x 250 -285 mm (D). Storage costs must be quoted per box per month, with the total evaluated storage cost calculated over the 36-month contract period.

Table. 1: Fixed Costs

NB: Only table 1 will be utilized for evaluation purposes

Description of Service	Unit price per box	Quantity	Price for 36 months
Monthly storage of records boxes		1600	
Total Inc VAT that will be used for evaluation purposes			R

Table 2: Variable Costs

Name of components	R
1.Delivery of new boxes and labels per km	
2.Supply of New Boxes (M3 – lever arch files)	
3.Supply of New Boxes (M2 – paper and thin files)	
4.Supply of Lid	
5.Labelling and packing of boxes	
6.Collection of Boxes per km	
7.Box Label verification, per box	
8.File verification (capturing)	

9.Location Handling Fee	
10.Retrieval Handling Fee	
11.Return Handling Fee	
12. Other *please specify*	
Total Incl VAT that will not be used for evaluation purposes	**R**

Table 3: Once off costs

Name of components	**R**
Collection, delivery, and transportation of Existing records from MetroFile across 9 Provincial Storage Centers to new storage site	
Total Incl VAT that will not be used for evaluation purposes	**R**

***The prices are only for assessment purposes and not the contract amount.**

SBD1

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION					
BID NUMBER:	**SAHRC-HO-11**	CLOSING DATE:	**02 December 2026**	CLOSING TIME:	**11:00**
DESCRIPTION	**Storage solutions facility for SAHRC for a period of 36 months**				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
HOprocurement@sahrc.org.za					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Tender office**	CONTACT PERSON	**Lucia Dineo Pushuli**
TELEPHONE NUMBER	**011 877 3600**	TELEPHONE NUMBER	**011 877 3600**
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	HOprocurement@sahrc.org.za	E-MAIL ADDRESS	dpushuli@sahrc.org.za

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……

(Proof of authority must be submitted e.g. company resolution)

DATE: ……

SBD 3.1

PRICING SCHEDULE – FIRM PRICES
(PURCHASES)

NOTE: **ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder……	Bid number
Closing Time 11:00	Closing date 0**2 December 2026**

OFFER TO BE VALID FOR……DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)

- Required by: ……
- At: ……

  ……
- Brand and model ……
- Country of origin ……

- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s) ……

- Period required for delivery …….

*Delivery: Firm/not firm

- Delivery basis ……

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

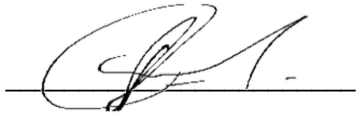
*Delete if not applicable

ICT Manager: Mr. Rulani Khuvutlu

Signature: Rulani Khuvutlu

Date: 17.11.2026

Acting SCM Manager: Mr. Abdul Rassool

Signature: 

Date: 17 November 2026