



the gpaa

Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA

Questions and Answers

BID GPAA 04/2022: Request for proposals (RFP) for back scanning of members and pensioners files, Indexing of scanned members/pensioners files and documents, destruction of scanned documents and files for a period of 36 months.

1. Actual scanning numbers, so in total there are 90m over the 36 months period? So 30m per year that are required to be scanned?

Answer: The quantities are not significant at this stage as they have been estimated for evaluation PURPOSES ONLY for application of price and BBBEE, either using 80/20 or 90/10 preferential evaluation criteria, refer to section 6 of the published RFP.

2. You are seeking bidders to submit a UIF letter of good standing, but these have since been suspended and we cannot get a copy till further notice. Please advise what we can then submit in place of this.

Answer: UIF letter of good standing shall not be applicable in the RFP evaluation as per Circular number 2B/2022, dated 06/04/2022 issued by Department of Employment and Labour, the circular is accessible at <https://uifcompliance.labour.gov.za/acc/>

3. Please note that the given excel spreadsheet does not accurately pull the formulas for Year 2 and the formula excludes the indexing and disposal for year 2 and 3; please advise if we should correct or leave it as it is.

Answer: The GPAA has been made aware of the formula error in the SBD 3.1 (Excel pricing schedule) and the erratum has been published to that effect. The corrected SBD 3.1 is accessible in the GPAA's website and E-tender portal effective from 14 June 2022.

4. For transportation purposes, what is the exact collection address where Boxes are currently stored?

Answer:

The GPAA boxes are stored in Midrand at Iron Mountain (contracted company). However, all boxes for back scanning will be collected at the GPAA Head Office at no:34 Hamilton Street Pretoria. This is for purpose of audit trail and accountability.

5. Will the new service provider be required to also procure new boxes or will they be used current boxes?

Answer: The new service provider will not be required to purchase new boxes but just to collect them and return the after back scanning.

6. On the pricing & proposal, must a service provider include "destruction of scanned document" or is that now out-of-scope?

Answer: The destruction of scanned documents has been excluded or out of the current scope as per bid erratum issued on the 14 June 2022 and is accessible in GPAA's website and E- tender portal

7. The pricing schedule is not attached with the tender document, please send me the pricing schedule that we need to populate

Answer: Pricing schedule is accessible in the GPAA website and E-tender port (uploaded in excel format)

8. Kindly let me know the address of the storage where the files are kept, in order for us to quote accordingly

Answer: The GPAA boxes are stored in Midrand at Iron Mountain (contracted company). However, all boxes for back Scanning will be collected at the GPAA Head Office at no: 34 Hamilton, Street Pretoria. This is for purpose of audit trail and accountability.

9. Will all documents scanned be shredded or there are selective documents to be shredded? If the latter is the case, what is the estimate number of boxes or should we just provide a unit cost for this if the number cannot be estimated?

Answer:

After back-scanning, each document must be placed in its original file cover and box before being mailed back to the location where it was originally collected (GPAA). Consequently, we anticipate receiving files and documents with all of the pages included.

Shredding of documents is not allowed and is not part of the current scope as per ERRATUM issued on the 14th June 2022 and is accessible in the GPAA website and E-tender portal. The destruction of documents is going to take place in the near future

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