

REQUEST FOR PROPOSALS (RFP)

RECORDS CLASSIFICATION CONFIGURATION AND DIGITIZATION OF VITAL RECORDS

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose-built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

SCOPE OF WORK:

The East London IDZ intends to appoint a service provider for Records Classification, Configuration and Digitisation of Vital Records for the East London Industrial Development Zone SOC LTD.

Reference No.	Description / Name	Closing Date
RFP/001/2024/REC-DIGITIZATION	RECORDS CLASSIFICATION CONFIGURATION AND DIGITIZATION OF VITAL RECORDS	12 December 2024 at 12h00

BRIEFING MEETING:

Note: There will be a **compulsory briefing session on the 22 November 2024**, please find a briefing meeting link in the tender document. Tenderers are encouraged to send questions by email to zandile@elidz.co.za not later than the 3 December 2024 at 16:00. Responses will be sent not later than 4 December 2024 at 15:00. It is the responsibility of the service provider to follow up with the response should there be none by 15:00 on the 4 December 2024.

BID CONDITIONS:

- Tenderers are required to submit a copy of CIPC Registration.
- Tenderers are required to submit a Certified copy(s) of members Id's.
- Tenderers are required to submit a copy of share certificate.
- Tenderers are required to submit a Proof of Disability from Medical Practitioner.
- Tenderers are required to submit a Proof of Office Location (lease agreement, statement of account from the municipality and/or confirmation of address/clearance from the municipal councilor).
- Tenderers are required to submit a Valid SARS Tax Clearance Certificate with their tender, or the relevant SARS pin code which will allow the ELIDZ to confirm the tenderers tax status on-line.
- Tenderers must be registered on Central Supplier Database (CSD) from National Treasury and MAAA number must be provided.
- Tenderers should submit a Valid original or certified B-BBEE certification for the Generic and Sworn Affidavit for EME's and QSE's confirming turnover and ownership status.
- Tenderers to provide certified copy of Company Registration Certificate.
- Tenderers must submit technical and financial proposals separately.
- A non-signed "Form of Offer" in the financial proposal in the "Envelope B" submission will result in the disqualification of the tender.
- Inclusion of Price Offer and/ or any other price related details in "Envelope A-Technical Proposal" will result in the disqualification of the tender.
- The successful Tenderer will be required to have sufficient and competent staff available to commence full time operations in accordance with the contract with effect from the Commencement Date, failing which the contract will be awarded to the next most preferred Tender.

EVALUATION:

The evaluation will be guided by the East London Industrial Development Zone procurement policy. Points will be awarded on the basis of Price and Specific Goals.

Score breakdown:

- 80 Points for Price
- 20 Points for Specific goals

All respondents with functionality less than 70% of the total functional requirements will not be considered.

PROPOSAL DOCUMENT & SUBMISSION:

The RFP documents will be available for download on **15 November 2024 at 12:00 (noon)** at www.elidz.co.za under **Opportunities >> Tenders**.

To make a tender submission for an open tender you must have completed the registration process before and have an active login account. Navigate to <https://tenderportal.elidz.co.za> and login with your credentials captured as part of the registration process.

It will be the responsibility of the respondent to ensure that the tender/bid reaches the ELIDZ. All tender/bids documents are to be submitted online at <https://tenderportal.elidz.co.za> before the closing date and time of 12h00, 12 December 2024. Only PDF documents must be uploaded with a maximum size limit of 2GB per file. No tenders are to be submitted at the ELIDZ premises and No late tenders will be accepted. Hard copy document submission will not be considered.

TENDER ENQUIRIES:

Queries relating to this tender may be addressed to:

Ms Zandile Mtebele **T:** +27 43 702 8200 | **E:** zandile@elidz.co.za

