

1. PRICING SCHEDULE**SBD 3.3****(Professional Services)**OFFER TO BE VALID FOR **120** WORKING DAYS FROM THE CLOSING DATE OF BID.

Entity name	
Total value	

In order to compare process, bidders must indicate their prices on the basis of the following:

FIXED COSTS

Item No.	Item	Costs incl. VAT
1	Migration of physical boxes (+-9000 from current service provider's offsite storage)	
2	Migration of electronic data from the current service provider	
3	Software (including installation, set-up, and configuration)	
4	Project Management fee	
5	Unit training costs	

ANNUAL COSTS

Item	YEAR 1 (Incl. VAT)	YEAR 2 (Incl. VAT)	YEAR 3 (Incl. VAT)	YEAR 4 (Incl. VAT)	YEAR 5 (Incl. VAT)
Software license costs					
Software user license (full access – 150 users)					
Hosting Services for Electronic records					
Support and Maintenance for the duration of the contract					

VARIABLE COSTS

Item No.	Item	Cost incl. VAT
1	Scanning and upload of documents Per Box	
2	Off site storage per box	
3	Retrieval from off-site storage per box (incl. data capture, handling fees, transportation, etc.)	
4	Collection from SSETA offices per box (incl. data capture, handling fees, transportation, etc.)	
5	Load-bearing Box and lid – 20 kg (Per box)	

6	Secure destruction per box – (20kg)	
7	Bar codes per 100	

PERMANENT WITHDRAWAL

No. of Boxes (20 kg)	Unit Cost incl. VAT	Total Incl. Vat	Delivery Incl. VAT	Notice Period Storage months) (3	TOTAL PAYABLE

Please Note the following:

- Services provided must reflect prices in accordance with the terms of reference;
- Bidders are also advised to indicate a total cost breakdown for this assignment;
- Own pricing schedule can be compiled to cover costs as per terms of reference;
- Bidders must clearly state the contract renewal and termination with steps of the termination process clearly identified.

1. It must be noted that the bid will NOT necessarily be concluded in terms of total price and/or rates only due to the high technical and functional requirements.

2. Total bid price (incl of all applicable taxes and skills development) R.....

3. Period required for commencement with project after acceptance of bid.....

4. Are the rates quoted firm for the full period of contract? **Yes or No**

5. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....

.....

All applicable taxes" includes value- added tax, pay as you earn, income tax, Unemployment

Insurance fund contributions and skills development levies.

Any enquiries regarding bidding procedures may be directed to the following members in writing.

Supply Chain Management

Email: tenders@serviceseta.org.za

Or for technical information –

Email: ClorisN@serviceseta.org.za

