

OFFSITE RECORD STORAGE SERVICES – SPECIFICATION

The HWSETA seeks the services of a specialized record storage service provider.

1. DURATION OF CONTRACT

1 November 2025 – 31 March 2030 (estimated)

2. LOCATION OF STORAGE SITE

Preferably within a 30km radius from 17 Bradford Road, Bedfordview.

3. SCOPE OF WORK

- To manage, store and protect organization records in a specialized record storage facility that aligns with the requirements of the Protection of Personal Information Act.
- Provide record indexing services.
- The HWSETA currently has 606 boxes of records stored with a service provider. The 606 boxes will be the “initial take on” of boxes for storage. The box contents vary between A4 arch lever files and opti-plan board containers.
- **There is no fixed amount of boxes that will be stored during any given period, however, for total contract value costing purposes the “estimated” maximum number of boxes stored from the start of the contract up until 31 March 2030 may be 3606.**
- **There shall be no obligation to store a minimum or maximum number of boxes per month.**
- **Storage requests and or any other service requests will be made as and when required.**

4. STORAGE FACILITY CAPABILITY

- The service providers storage facility must be a secure environment for storing of an organizations documents that aligns with associated legislative and regulatory requirements, best practice standards, and storage quality assurance standards.
- The facility must have environmental controls that safeguard records from weather and other atmospheric elements and fire preventative measures.

5. FINANCIAL PROPOSAL

A comprehensive breakdown of the monthly costs and total contract cost for services from 1 November 2025 up until 31 March 2030 must be provided. You must include all your organization costs such as:

- Rental cost per box, per month
- Collection fee per box (from our organization to your site)
- Call out fee
- Delivery fee per box (from your organization to ours)
- Purchase price of a single box with lid (General size is 430mm x 325mm x 250mm)
- Box label cost
- File label cost
- Indexing cost (for list of records stored at your site)
- Annual escalation percentage
- “Take on costs” and “movement costs” or any other costs that is not specified above.

The tabulated cost breakdown below is an example of the financial proposal that we seek, so that we can clearly understand the billing.

INITIAL TAKE ON COST FOR 606 BOXES – YEAR 1					
DESCRIPTION	QUANTITY	UNIT PRICE	INITIAL TAKE ON	VAT	TOTAL INCL.VAT
Collection of boxes from current vendor	606	R	R	R	R
Box Registration	606	R	R	R	R
New Location Handling Fee	606	R	R	R	R
Barcode Labels	606	R	R	R	R
Data capture on file level (based on 5 files per box)	3 030	R	R	R	R
TOTAL					R

TAKE ON COSTS FOR 600 BOXES – YEAR 1					
DESCRIPTION	QUANTITY	UNIT PRICE	INITIAL TAKE ON	VAT	TOTAL INCL.VAT
Standard A4 Document Box	600	R	R	R	R
Collection of new boxes	600	R	R	R	R
Box Registration	600	R	R	R	R
New Location Handling Fee	600	R	R	R	R
Box Barcode Label	600	R	R	R	R
Data capture on file level (based on 5 files per box)	3 000	R	R	R	R
TOTAL					R

TAKE ON COSTS FOR 600 BOXES – YEAR 2					
DESCRIPTION	QUANTITY	UNIT PRICE	INITIAL TAKE ON	VAT	TOTAL INCL.VAT
Standard A4 Document Box	600	R	R	R	R
Collection of new boxes	600	R	R	R	R
Box Registration	600	R	R	R	R
New Location Handling Fee	600	R	R	R	R
Box Barcode Label	600	R	R	R	R
Data capture on file level (based on 5 files per box)	3 000	R	R	R	R
TOTAL					R

TAKE ON COSTS FOR 600 BOXES – YEAR 3					
DESCRIPTION	QUANTITY	UNIT PRICE	INITIAL TAKE ON	VAT	TOTAL INCL.VAT
Standard A4 Document Box	600	R	R	R	R
Collection of new boxes	600	R	R	R	R
Box Registration	600	R	R	R	R
New Location Handling Fee	600	R	R	R	R
Box Barcode Label	600	R	R	R	R
Data capture on file level (based on 5 files per box)	3 000	R	R	R	R
TOTAL					R

TAKE ON COSTS FOR 600 BOXES – YEAR 4					
DESCRIPTION	QUANTITY	UNIT PRICE	INITIAL TAKE ON	VAT	TOTAL INCL.VAT
Standard A4 Document Box	600	R	R	R	R
Collection of new boxes	600	R	R	R	R
Box Registration	600	R	R	R	R
New Location Handling Fee	600	R	R	R	R
Box Barcode Label	600	R	R	R	R
Data capture on file level (based on 5 files per box)	3 000	R	R	R	R
TOTAL					R

TAKE ON COSTS FOR 600 BOXES – YEAR 5 (5 MONTHS)					
DESCRIPTION	QUANTITY	UNIT PRICE	INITIAL TAKE ON	VAT	TOTAL INCL.VAT
Standard A4 Document Box	600	R	R	R	R
Collection of new boxes	600	R	R	R	R
Box Registration	600	R	R	R	R
New Location Handling Fee	600	R	R	R	R
Box Barcode Label	600	R	R	R	R
Data capture on file level (based on 5 files per box)	3 000	R	R	R	R
TOTAL					R

PERMANENT WITHDRAWAL COSTS					
DESCRIPTION	QUANTITY	UNIT PRICE	INITIAL TAKE ON	VAT	TOTAL INCL.VAT
Permanent Withdrawal	3606	R	R	R	R

BOX STORAGE COSTS PER YEAR					
DESCRIPTION	QUANTITY (estimated)	RATE PER MONTH	TOTAL FOR YEAR	VAT	TOTAL INCL.VAT
Year 1	1206	R	R	R	R
Year 2	1806	R	R	R	R
Year 3	2406	R	R	R	R
Year 4	3006	R	R	R	R
Year 5 (five months)	3606	R	R	R	R
TOTAL					R

TOTAL COSTS	TOTAL INCLUDING VAT
Initial take-on	R
Box storage (full period)	R
Take on every year (full period)	R
Permanent withdrawal (end of contract)	R
Total cost including VAT for the contract period	R