

## TENDER NOTICE

**TENDER REFERENCE: 3410/2018/01**

**PROJECT NAME: REQUEST FOR PROPOSALS FROM SERVICE PROVIDERS TO PROVIDE A PHYSICAL FILING SYSTEM AND AN ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEM (EDRMS) THAT COMPLIES WITH THE NATIONAL ARCHIVES AND RECORDS SERVICES ACT (ACT 43 OF 1996) FOR TRADE & INVESTMENT KWAZULU-NATAL.**

The minimum specifications are detailed in the Bid document.

Bid documents will be available on the TIKZN website ([www.tikzn.co.za](http://www.tikzn.co.za)) at no cost.

The documents will be available from Friday, **28<sup>th</sup> September 2018**.

Enquiries should be addressed to Mr. M. Canham @ (031 368 9607).

Completed bid documents are to be placed in a sealed envelope clearly marked:

**“ELECTRONIC DOCUMENT & RECORDS MANAGEMENT SYSTEM 2018”** and must be deposited in the Bid Box, situated at Trade and Investment House, 1 Arundel Close, Kingsmead Office Park, Durban, not later than **12h00 noon, Friday, 19th October 2018**.

### PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED ACCORDING TO 80/20 SYSTEM:

Price	80 points
BBEEE compliance	20 points
<b>TOTAL</b>	<b>100 points</b>

### BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

1. The TIKZN Supply Chain Management Policy will apply;
2. TIKZN does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
3. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.

#### KwaZulu-Natal Office

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