employment & labour
Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA

UIF
WORKING FOR YOU

QUESTIONS AND ANSWERS

REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE OFFSITE RECORDS STORAGE TO THE UNEMPLOYMENT INSURANCE FUND FOR A PERIOD OF THIRTY-SIX (36) MONTHS

TENDER NUMBER:	UIF07/2026/2027
DATE ISSUED:	06 November 2026
CLOSING DATE AND TIME:	27 November 2026 at 11h00
BID VALIDITY PERIOD:	120 Calendar days
TENDER BOX ADDRESS:	Unemployment Insurance Fund Absa Towers Building Ground Floor 230 Lillian Ngoyi Street Pretoria 0002

TENDER BRIEFING SESSION: 12 November 2026
Contact Person: Maphiri SA
Email Address: sedzani.maphiri@labour.gov.za
Contact Number: 012 337 1587

NO	QUESTIONS	ANSWERS
1.	Relocation of Existing Records: If a new service provider is appointed, will a successful bidder be required to relocate the approximately 63,000 boxes currently stored with the existing service provider, or will the contract only cover new boxes collected from UIF offices?	The new service provider will be required to relocate all stated number of boxes to the new service provider storages.
2.	Calculation of the Final Bid Price: Should bidders calculate the final bid price to be reflected on SBD 3.1 using the unit prices and estimated quantities provided in the pricing schedule contained in the bid specification?	Exactly/Yes
3.	Cost of Relocating Existing Boxes: Where a new service provider is appointed and the existing boxes have to be relocated from the current service provider, how should bidders provide for the initial take-on/relocation costs, considering that the pricing schedule does not contain a separate line item specifically identified as a relocation cost?	The Pricing schedule has transportation costs per box and per kilometer, that will tell how much a service provider will cost on relocation of Boxes on transportation.
4.	Pricing at Box Level or File Level: Considering that approximately 63,000 boxes are currently stored with the existing service provider, should bidders calculate the initial take-on and relocation quotation per box or individual file to ensure that all bids are priced and evaluated on a comparable basis?	Calculation of relocation is per Box.