

**PRICING SCHEDULE**

**PROJ/IT/2021/22/02- APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SOLUTION (EDRMS) INCLUDING THREE (3) YEARS OF MAINTENANCE AND SUPPORT SERVICES**

<b>NAME OF BIDDER:</b> ..... <b>BID NO.:</b> PROJ/IT/2021/22/02 <b>CLOSING TIME 11:00 CLOSING DATE 08 November 2021</b>
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**OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.**

**Bid pricing should be in RSA currency and INCLUSIVE of applicable taxes.**

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.		
R.....			
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
6.	Period required for commencement with project after acceptance of bid	.....	
7.	Estimated man-days for completion of project	.....	
8.	Are the rates quoted firm for the full period of contract?	*YES/NO	
9.	If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.	.....	

Bid No.: .....

Name of Bidder: .....

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**\*[DELETE IF NOT APPLICABLE]**

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Any enquiries regarding bidding procedures may be directed to the –

**INSETA**

Email: [Bids@inseta.org.za](mailto:Bids@inseta.org.za)

Or for technical information –

**SCM**

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**Bidders must complete the pricing template listed below.**

**Annexure A – SBD3.3 - Pricing Schedule / Proposal** - All prices should include VAT.

- a. Pricing schedule should be submitted in a separate sealed envelope.
- b. Pricing should not be reflected in any other part of the proposal or cover thereof. The following values should be used to provide a price. The final values will be negotiated during the contracting stage.

Section / Category (as per the terms of reference)	Price per item	Total
Drafting and submission of document management framework and a file plan		
Implementation of records and file plan management		
Electronic Document and Records Management System 3 years' maintenance including skills transfer		
Security <ul style="list-style-type: none"> <li>• Security and protection</li> <li>• Back-up and system recovery</li> </ul>		
Conversion of manual documents and records into the system		
Version Control		
Integration with other desktop applications		
Support services		
Training		
<b>Sub-Total</b>		
<b>VAT (15%)</b>		
<b>Total</b>		

All instructions regarding the format of the proposal should be followed; otherwise, Bidders may be excluded from the rest of the bidding process. Please ensure that you comply fully with all requirements set out in the tender document terms of reference. Bidder to include all applicable discounts or increases as part of the total cost of the bid.