



DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE OFFSITE STORAGE OF PAPER RECORDS AND BACK UP TAPES FOR A PERIOD OF THIRTY- SIX (36) MONTHS.

REFERENCE NUMBER: PASA-RFQ-2027-01

ISSUED DATE: 24 June 2026

CLOSING DATE AND TIME: 06 July 2026 AT 12:00 PM

RFQ VALIDITY PERIOD: 90 DAYS FROM THE CLOSING DATE

EMAIL ADDRESS FOR SUBMISSIONS: procurement@petroleumagency.co.za

REQUEST FOR QUOTATIONS (RFQ)
REFERENCE NUMBER: PASA-RFQ-2027-01

1. INTRODUCTION

The “South African Agency for Promotion of Petroleum Exploration and Exploitation (SOC) Limited” known as “Petroleum Agency SA” is the designated agency in terms of section 70 of the Minerals and Petroleum Resources Development Act, (Act 28 of 2002). Petroleum Agency SA promotes onshore and offshore petroleum exploration for production, and optimal development thereof on behalf of the Government of the Republic of South Africa.

Petroleum Agency SA (the Agency) also regulates exploration and production activities and acts as the custodian of the national petroleum exploration and production database. Also, when the need arises, Petroleum Agency SA carries out strategic research projects to advise the ministries of minerals and energy on matters related to the sustainable development of Oil and Gas in the country.

For more information on the company, you can visit our current website:
www.petroleumagencysa.com.

Petroleum Agency SA has a staff complement of about 90 people, and it operates from its only offices that are based at:

Heron Place
Heron Crescent
Century City
Cape Town
7441

2. BACKGROUND

Petroleum Agency SA (PASA) creates a number of paper-based records and data information to conduct its day-to-day business operations. Importantly, this information becomes a critical resource of the organisation, and due to limited space to secure and safeguards created information, the need to outsource sufficient storage arises. It is this reason that Petroleum Agency SA has been utilizing Metrofile for storing its records and tapes as a back-up since 2010.

3. PURPOSE

The purpose of this request is to solicit proposals from qualified and experienced service providers to assist the Agency to secure and safeguard its information resources for back-up purpose.

4. SCOPE OF REQUIREMENTS

The Service Provider must meet the following requirements

- Be able to safeguard the Petroleum Agency data and records
- Scan and store records upon request
- Electronic data destruction upon request
- Purchase of boxes upon request
- The storage facility must be located within a 20km radius from PASA offices (**Heron Place 2nd floor, Century City, Cape Town**).

4.1 Scope of Work

The entrusted service provider is required to provide effective offsite storage to house and safeguard all transferred Petroleum Agency SA records for back up purposes for a period of thirty-six (36) months. Among other things, the appointed service provider will be required to:

- Provide a secured storage to house PASA records
- Dispose of the records when reach their life span upon the request or instructions of PASA
- Approximately 3000 packed boxes are to be collected as follows:
 - 2000 boxes are housed at Metrofile (Boquinar Industrial Area, Cape Town)
 - 1000 boxes are housed at Petroleum Agency SA (Heron Place 2nd floor, Century City, Cape Town)
- Disposal of boxes
- Comply with legislations such as the Promotion of Access to Information Act, Electronic Communications and Transactions Act, etc.
- Treat the preserved records with confidentiality

5. PRICING

- Complete the price schedule below

Cost Breakdown

Collection – once off fee

Description	Qty	Rate	Total (Inc. VAT)
Collection Charge from PASA	1000		
Collection Charge from Metrofile	2000		

Storage cost/ fee – per month

Description	Qty	Rate	Total (Inc. VAT)
Storage M2	3000		

Ad-hoc requests

Description	Rate/Unit (Incl VAT)
M2/3 Base	
M2/3 Lid	
Collection Charge	
Delivery of Orders	
Packing & Labelling of boxes (per box)	
Data Entry per box	
Location Handling Fee	
Scanning of documents (per image)	

Note: Ad-hoc services may form part of variable costs as PASA from time to time may request services outlined on the above table.

Dispose of the records when reach their life span upon the request or instructions of PASA:

- Per unit as quantities are unknown

Description	Rate/Box
Disposal per box	

- The prices quoted should be (Inclusive of VAT), in South African Rand currency and firm for a period of at least 90 days from closing date.
- Products / services offered should conform to Petroleum Agency SA specifications.

6. DEADLINE FOR SUBMISSIONS

The deadline for the submission of this RFQ is at 12:00 PM on **06 July 2026**. Responses received after the closing date and time will not be accepted for consideration.

7. EVALUATION CRITERIA

7.1 PHASE 1

Administrative Evaluation Criteria

Initial Screening Process: At this phase bidder's response are reviewed to check if bidders have responded according to PASA RFQ document.

Required Documents	Non-submission may result in disqualification	
SBD1- Invitation to Bid	Yes	Must be completed and signed
SBD4 - Declaration of Interest	Yes	Must be completed and signed
SBD6.1- Preference Claim Form and Certified copy of B-BBEE Certificate or Affidavit	No	Non-submission will lead to zero (0) score on specific goals. "In instances where there are inconsistencies in a BBEE AFFIDAVIT received i.e. percentages not tying up, we will award zero points on specific goals"
Quotation	Yes	A detailed quotation must be submitted
Central Supplier Database (CSD) Registration Summary.	No	The service provider must be registered on the CSD. If not registered visit https://secure.csd.gov.za to complete the process prior to submission of proposal.
Valid Tax Compliance Status (TCS) Pin or Printed TCS report	No	PASA will not award any bid to a bidder who is not tax compliant.
Company Profile	No	Service provider to submit the company profile

7.2 PHASE 2

Technical Evaluation Criteria

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is 70%. It must be noted that if the Bidder does not meet the 70% minimum threshold, the bidder will be disqualified and not be evaluated further.

Technical Information	Scoring	Proof of documents	Weighting Percentage
7.2.1 Detailed Proposal to achieve the desired results. Articulated technical proposal with deliverables, milestones, and timelines.			
The proposal exceeds expectations. The bidder has gone over and above to demonstrate how the objectives are to be achieved and has included other important issues not stated in the scope of work.	5	Technical proposal	50%
A very good proposal designed to address all critical aspects of the scope of work to meet the desired result.	4		
Good/Satisfactory proposal , showing a good understanding of the scope of work. The proposal, however, minimally addresses critical aspects of the scope of work.	3		
Average proposal addressing some aspects of the scope of work but excluding critical aspects.	2		
Poor/non-satisfactory proposal showing a complete misunderstanding of the scope of work as a whole	1		
No Technical proposal was submitted by the bidder	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
7.2.2 Experience of the proposed Account Manager in developing a data pricing strategy			
10 years or more years of experience in developing the data pricing strategy	5	CV of the Account Manager	35%
> 8 but < 10 years' experience in developing a data pricing strategy	4		

8 years of experience in developing a data pricing strategy	3		
> 5 but < 8 years of experience in developing a data pricing strategy	2		
5 years of experience in developing a data pricing strategy	1		
< 5 years' experience in developing a data pricing strategy.	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
7.2.3 Bidder’s Experience in similar projects		Reference Letters	15%
Dated written reference letters on a client letter head, signed by the client and it must include contact details			
Five or more than 5 reference letters in securing and safeguarding data & paper-based records	5		
Four reference letters in archiving records	4		
Three reference letters in archiving records	3		
Two reference letters in archiving records	2		
One reference letter in archiving records	1		
Irrelevant or no reference letter submitted	0		

7.3 PHASE 3

Price and Specific Goals

All bids that meet the minimum 70% threshold will be evaluated further on preference point system.

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
TOTAL SCORE:	100

Specific goals and points that may be claimed for this RFQ indicated below.

Evaluation Criteria	Points (20)
Black ownership	12
30% or more black women ownership	5
Any % ownership of designated group	3
TOTAL SCORE:	20

- Black ownership: 100% black full owned entities will score full 12 points
- Black ownership between 75%-99% will score 8 points
- Less than 75% but above 50% will score 6 points

8. BRIEFING SESSION

- There will be no briefing session.

9. SUBMISSION AND COMPLETENESS OF PROPOSAL

Proposals must be clearly marked with the following:

- a. RFQ Number
- b. Description of services bidding for
- c. Name of the company (bidder)
- d. Closing Date of the Bid
- e. Email address for submissions: procurement@petroleumagencySA.com

10. QUOTATION VALIDITY

Proposals shall remain valid for a period of 90 days after the closing date of the RFQ.

11. PREPARATION COSTS

The bidder will bear all its costs in preparing, submitting and presenting any response or proposal to this RFQ and all the other costs incurred by it throughout the bidding process.

12. SPECIAL CONDITIONS

Petroleum Agency SA reserves the right:

- 11.1 To award this RFQ to a bidder that did not score the highest total number of points, only in accordance with section 2(1) (f) of the PPPFA (Act 5 of 2000).
- 11.2 To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
- 11.3 To accept part of a bid rather than the whole tender.
- 11.4 To carry out site inspections, product evaluations or explanatory meetings in order to verify

the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.

- 11.5 To correct any mistakes at any stage of the RFQ that may have been in the Bid documents or occurred at any stage of the process.
- 11.6 To cancel and/or terminate the RFQ process at any stage, including after the Closing Date and/or after presentations have been made, and/or after quotations have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- 11.7 Award to multiple bidders based either on size or geographic considerations.

13. ENQUIRIES

For more information or enquiries relating to this RFQ, communication must be via e-mail to: procurement@petroleumagency.co.za.

14. PETROLEUM AGENCY SA REQUIRES BIDDERS TO DECLARE

In the Bidder's Technical response, bidder(s) are required to declare the following:

Confirm that the bidder(s) is to: –

- a. Act honestly, fairly, and with due skill, care and diligence, in the interests of Petroleum Agency SA;
- b. Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- c. Act with circumspection and treat Petroleum Agency SA fairly in a situation of conflicting interests.
- d. Comply with all applicable statutory or common law requirements applicable to the conduct of business.
- e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with Petroleum Agency SA.
- f. Avoidance of fraudulent and misleading advertising, canvassing and marketing;
- g. To conduct their business activities with transparency and consistently uphold the interests and needs of Petroleum Agency SA as a client before any other consideration; and
- h. To ensure that any information acquired by the bidder(s) from Petroleum Agency SA will not be used or disclosed unless the written consent of the client has been obtained

to do so.

I, the undersigned have read the RFQ document number I further represent and warrant that I am empowered and duly authorized to execute this bid on behalf of the bidder and this offer will remain in effect for at least ninety (60) days from the closing date of the bid.

I, the undersigned, understand that Petroleum Agency SA is not bound to accept the lowest offer nor will any expenses incurred by the bidder in connection with preparing and submitting this bid be borne by Petroleum Agency SA.

SIGNATURE OF THE BIDDER

Signature(s) of Bidder or assignees(s)

Date

Name of Signing Person

Capacity

Name of Bidder (Company Name): _____