



Private Bag X9043, PIETERMARITZBURG, 3200

Supply Chain Management

Inkosi Mhlabanzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3201

Tel: 033 355 8854

Fax: 033 355 8741

Nqaba.Ludidi@Kzntransport.gov.za

**PROVISION OF OFFSITE STORAGE SERVICES OF DEPARTMENTAL PAPER
BASED RECORDS AND DATA TAPES FOR THE DEPARTMENT OF TRANSPORT
FOR A PERIOD OF 5 YEARS**

ADDENDUM NO. 1

Date Issued: 09 February 2024

This Addendum No.1 comprises a total of 7 PAGES, including this page.

I/We acknowledge receipt of this Addendum No.1 and have made the required alterations to our bid documents.

BIDDER:.....

SIGNED ON BEHALF OF BIDDER.....

NAME OF SIGNATORY:.....

DATE:.....



AMMENDMENTS TO BE MADE ON THE TENDER DOCUMENT

1. Page 13 – ANNEXURE A Part A: WITHDRAWAL OF BOXES FROM IRON MOUNTAIN, STORAGE OF NEW BOXES, WITHDRAWAL of IT DATA TAPES, STORAGE

Part A- Tables year 1 to 5 have been replaced by the following:

CONTRACT PERIOD	YEAR 1			
Item	Unit	Estimated Quantities	Rate Per Unit	Total Costs
Takeover of existing boxes from the current service provider	Per Box	75 000		
Destruction Costs	Per Box	6 000		
Storage	Per Box	75 000		
New take on costs of IT Data Tapes from current service provider	Per quantity	224		
Storage of IT Data Tapes	Per quantity	224		
TOTAL PER MONTH				
TOTAL OVER 12 MONTHS				
VAT @15%				
TOTAL OVER 12 MONTHS INCL. VAT				

CONTRACT PERIOD	YEAR 2			
Item	Unit	Estimated Quantities	Rate Per Unit	Total Costs
Destruction Costs	Per Box	500		
Storage	Per Box	69 000		
Storage of IT Data Tapes	Per quantity	279		
TOTAL PER MONTH				
TOTAL OVER 12 MONTHS				
VAT @15%				
TOTAL OVER 12 MONTHS INCL. VAT				



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2. Page 14 – ANNEXURE A Part A: WITHDRAWAL OF BOXES FROM IRON MOUNTAIN, STORAGE OF NEW BOXES, WITHDRAWAL of IT DATA TAPES, STORAGE

CONTRACT PERIOD	YEAR 3			
Item	Unit	Estimated Quantities	Rate Per Unit	Total Costs
Destruction Costs	Per Box	500		
Storage	Per Box	68500		
Storage of IT Data Tapes	Per quantity	334		
TOTAL PER MONTH				
TOTAL OVER 12 MONTHS				
VAT @15%				
TOTAL OVER 12 MONTHS INCL. VAT				

CONTRACT PERIOD	YEAR 4			
Item	Unit	Estimated Quantities	Rate Per Unit	Total Costs
Destruction Costs	Per Box	500		
Storage	Per Box	68000		
Storage of IT Data Tapes	Per quantity	389		
TOTAL PER MONTH				
TOTAL OVER 12 MONTHS				
VAT @15%				
TOTAL OVER 12 MONTHS INCL. VAT				

3. Page 15 – ANNEXURE A Part A: WITHDRAWAL OF BOXES FROM IRON MOUNTAIN, STORAGE OF NEW BOXES, WITHDRAWAL of IT DATA TAPES, STORAGE

CONTRACT PERIOD	YEAR 5			
Item	Unit	Estimated Quantities	Rate Per Unit	Total Costs
Destruction Costs	Per Box	500		
Storage- Iron Mountain	Per Box	67500		
Storage of IT Data Tapes	Per quantity	444		
TOTAL PER MONTH				
TOTAL OVER 12 MONTHS				
VAT @15%				
TOTAL OVER 12 MONTHS INCL. VAT				
TOTAL OVER 60 MONTHS INCL. VAT (15%) (YEAR 1 + YEAR 2 + YEAR 3 + YEAR 4 + YEAR 5)				
(CARRY FORWARD TO PAGE 11)				



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4. Page 16 -PART B: GENERIC SERVICES ASSOCIATED WITH STORAGE OF DOCUMENTS AND IT DATA TAPES

Part B - Tables year 1 to 5 have been replaced by the following:

CONTRACT PERIOD		YEAR 1		
Item	Unit	Estimated Quantities	Rate Per Unit	Total Costs
TRANSPORT				
Delivery/Collection minimum 10 boxes per trip	Per Box	500		
Delivery/ Collection single item per trip under 100km	Per Item	450		
Delivery/ Collection single item per trip over 100km	Per Item	450		
Delivery/ Collection IT Data Tape per trip	Per Quantity	55		
HANDLING FEES				
Box handling Fee (Out/In) (Box only)	Per Box	2000		
SERVICES				
Document Fax/ Scan	Per Page	100		
Box audit/ verification and indexing (new box barcode label)	Per box	10 000		
Box Retrieval	Per box	200		
Ordering new storage boxes and lids	Per item	20 000		
TOTAL OVER 12 MONTHS INCL. VAT (15%)				

CONTRACT PERIOD		YEAR 2		
Item	Unit	Estimated Quantities	Rate Per Unit	Total Costs
TRANSPORT				
Delivery/Collection minimum 10 boxes per trip	Per Box	500		
Delivery/ Collection single item per trip under 100km	Per Item	450		
Delivery/ Collection single item per trip over 100km	Per Item	450		
Delivery/ Collection IT Data Tape per trip	Per Quantity	55		
HANDLING FEES				
Box handling Fee (Out/In) (Box only)	Per Box	2000		
SERVICES				
Document Fax/ Scan	Per Page	100		
Box audit/ verification and indexing (new box barcode label)	Per box	10 000		
Box Retrieval	Per box	200		



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Ordering new storage boxes and lids	Per item	20 000		
TOTAL OVER 12 MONTHS INCL. VAT (15%)				

5. Page 17 -PART B: GENERIC SERVICES ASSOCIATED WITH STORAGE OF DOCUMENTS AND IT DATA TAPES

CONTRACT PERIOD		YEAR 3		
Item	Unit	Estimated Quantities	Rate Per Unit	Total Costs
TRANSPORT				
Delivery/Collection minimum 10 boxes per trip	Per Box	500		
Delivery/ Collection single item per trip over 100km	Per Item	450		
Delivery/ Collection single item per trip under 100km	Per Item	450		
Delivery/ Collection IT Data Tape per trip	Per Quantity	55		
HANDLING FEES				
Box handling Fee (Out/In) (Box only)	Per Box	2000		
SERVICES				
Document Fax/ Scan	Per Page	100		
Box audit/ verification and indexing (new box barcode label)	Per box	10 000		
Box Retrieval	Per box	200		
Ordering new storage boxes and lids	Per item	20 000		
TOTAL OVER 12 MONTHS INCL. VAT (15%)				

CONTRACT PERIOD		YEAR 4		
Item	Unit	Estimated Quantities	Rate Per Unit	Total Costs
TRANSPORT				
Delivery/Collection minimum 10 boxes per trip	Per Box	500		
Delivery/ Collection single item per trip over 100km	Per Item	450		
Delivery/ Collection single item per under 100km	Per Item	450		
Delivery/ Collection IT Data Tape per trip	Per Quantity	55		
HANDLING FEES				
Box handling Fee (Out/In) (Box only)	Per Box	2000		
SERVICES				
Document Fax/ Scan	Per Page	100		
Box audit/ verification and indexing (new box barcode label)	Per box	10 000		



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Box Retrieval	Per box	200		
Ordering new storage boxes and lids	Per item	20 000		
TOTAL OVER 12 MONTHS INCL. VAT (15%)				

6. Page 18 -PART B: GENERIC SERVICES ASSOCIATED WITH STORAGE OF DOCUMENTS AND IT DATA TAPES

CONTRACT PERIOD	YEAR 5			
Item	Unit	Estimated Quantities	Rate Per Unit	Total Costs
TRANSPORT				
Delivery/Collection minimum 10 boxes per trip	Per Box	500		
Delivery/ Collection single item per trip over 100km	Per Item	450		
Delivery/ Collection single item per trip under 100km	Per Item	450		
Delivery/ Collection IT Data Tape per trip	Per Quantity	55		
HANDLING FEES				
Box handling Fee (Out/In) (Box only)	Per Box	2000		
SERVICES				
Document Fax/ Scan	Per Page	100		
Box audit/ verification and indexing (new box barcode label)	Per box	10 000		
Box Retrieval	Per box	200		
Ordering new storage boxes and lids	Per item	20 000		
TOTAL OVER 12 MONTHS INCL. VAT (15%)				
TOTAL OVER 60 MONTHS INCL. VAT (15%) (YEAR 1 + YEAR 2 + YEAR 3 + YEAR 4 + YEAR 5)				
<i>(CARRY FORWARD TO PAGE 11)</i>				



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Mr. MM Magubane
Assistant Director: Registry Services

Date: 09/02/2024

Approved/ Not Approved
Bid Specification Committee

Signature: _____

Date: 09/02/24 / _____

Any enquiries regarding bidding procedures may be directed to the –

KZN Department of Transport
Mr Sandile Nkala
Sandile.nkala@kzntransport.gov.za

Tel: 033 355 8975

Or for technical information –

Ms Indarani Padayachee
Indarani.padayachee@kzntransport.gov.za
Tel 033 355 8642