
	Request for Information (RFI)	Document Identifier	240-72663051	Rev	1
		Effective Date	October 2022		
		Review Date	October 2027		
		RFI Number	WCKBG2492XM		

PART A REQUEST FOR INFORMATION (RFI)			
Description of the works/goods/services	Request for Information (RFI) for The Digitization of Nuclear Operating Unit (NOU) records in various formats and an Offsite Storage.		
Deadline for submission	17 October 2023	At (South African Standard Time)	10h00
Clarification meeting (Compulsory)	<p>The meeting arrangements for the contact session are:</p> <p>Koeberg Nuclear Power Station Off R27/ Westcoast Road Melkbosstrand Western Cape</p> <p>Venue: Disaster management Centre at K1 Date: 18 September 2023 Time: 10:30</p> <p>Notes for contact session:</p> <ul style="list-style-type: none"> Attendees to convene at the above meeting venue and time. Please note Eskom Koeberg has a zero-alcohol testing tolerance. Make provision for an additional 20 minutes for the Security Control Procedures and to be in time for the meeting. Ensure that you have a Valid Identity or Driver's License for identification at the Security Gate. Bring tender documents with you to the meeting. NO DOCUMENTS WILL BE PROVIDED AT THE MEETING. Attendees are to familiarise themselves with the Life Saving Rules (240-62196227) as Eskom takes a ZERO TOLERANCE stance to the violation of these rules. Visitors will be exposed to Thermal scanning alcohol testing before proceeding to meeting. <p>If you are interested to attend the clarification meeting, please contact Xoliswa Mfaku at MfakuX@eskom.co.za , no later than Monday, 15 September 2023, time 12h00</p>		
Tender Office address	Tender Centre Block "E" Stores Building Brackenfell Complex		

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	Eskom Road Brackenfell (7560) Western Cape, South Africa
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Eskom Holdings SOC Ltd ("Eskom") invites you to submit a:

- **Request for information (RFI)** to submit information for the works/goods/services as stated in the description. This RFI is a stand-alone information-gathering and market-testing exercise, intended only to inform and assist Eskom's further deliberation and development of a strategy for the Digitization of Nuclear Operating Unit (NOU) Records in various formats and as well as providing an offsite storage facility for the records. Eskom also requests indicative prices as stated in this RFI. Eskom also requests that suppliers provide suggestions and/or solutions of an electronic document management system and a long-term storage back-up system.

Eskom has delegated the responsibility for this **RFI** to the signatory of this document, whose details can be found below. Queries relating to this RFI document may be addressed to:

The Eskom Representative


Name: Xoliswa Mfaku

Tel no: 021 522 1774

E-mail: MfakuX@eskom.co.za


We look forward to receipt of your response.

Yours faithfully

Name	Designation	Signature	Date
Mpho Tshivhase	Senior Advisor Procurement		05 September 2023
Telephone number	021 550 5416	E-mail address	TshivhMp@eskom.co.za

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PART B RESPONSE SHEET IN TERMS OF A REQUEST FOR INFORMATION To be completed by the supplier			
To	Eskom Holdings SOC Ltd	Date	
Attention	Xoliswa Mfaku		
Tel no <i>[insert your tel number]</i>		Fax no and /or e-mail address	
From <i>[insert the registered full legal name of the company]</i>		Address <i>[insert the business address of the company]</i>	
Address <i>[insert the physical address of the company]</i>			
Sender <i>[insert the full name of the sender at the company]</i>			
Description of the works/goods/services	Request for Information (RFI) for The Digitization of Nuclear Operating Unit (NOU) records in various formats and an Offsite Storage.		


1. Introduction

The number of records created by the operations of Nuclear Operating Unit has increased over the last couple of years mainly due to modifications completed during this time as well as day to day business activities. This facility's storage space is currently full and cannot accommodate additional records generated by the business. The task of keeping and maintaining records as evidence of business activity according to the Eskom, legal and NNR requirements is compromised if these records are not stored according to the correct legal requirements.

Departments are not able to preserve records in their storage facilities as they do not meet minimum legal requirement or conformance standards. The need to store inactive records offsite as well as to digitize these records is imperative. Therefore, it is crucial to obtain comprehensive and proprietary information from the suppliers through a RFI process:

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1. On the collection of records and storing on an offsite facility
2. Digitizing the records
3. Building an in-house electronic system to store and access the records
4. Integrate the system with Eskom IT system (See 3 above)
5. Provide an electronic document management system and a long-term storage back-up system.
6. Provide the use of a consultant to guide and facilitate the process.

2. Purpose

The purpose of this document is to obtain detailed information on how Eskom can go about digitizing their records with various formats and storing in an offsite storage facility, ultimately adopting a complete digital records management system. To successfully extend the life cycle of NOU, aspects like an efficient records management system and digitization are vital.

3. Background/Current state

The NOU Archive building (K1 Storage facility) is a space that was created for the Storage of Records. The building cannot be extended, and NOU has looked at various areas that might accommodate the storage of records. Unfortunately, the areas identified could not be utilised and the submission of hardcopies is proving unsustainable.

4. Requirements

Suppliers are to respond to Annexure A and Annexure B as well as provide indicative prices as stated in the table. The Eskom technical team will evaluate the submissions following the Commercial process.


5. Format, Method, and place of delivery

Format of Submission

The response must be submitted as **1 (one) printed original RFI**, plus **1 (one) printed copy**, plus **1 (one) softcopy (flash drive)**.

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Method and place of delivery

All responses must be sealed and delivered before the closing date and time to the tender box located at:

Tender Centre
Block 'E' Stores Building
Brackenfell Complex
Eskom Road
Brackenfell (7560)
Western Cape, South Africa

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Please find below our response to Eskom's questions:

No.	Question	Please indicate your response in this column
1.	Company name and registration number	
2.	Contact name and contact details	
3.	Company Experience of similar digitization projects	
4.	ANNEXURE A – Estimation of records at NOU to be digitized	
5.	ANNEXURE B- Images of the current state of the Storage Facility	
6.	Indicative Prices of the following: Please provide indicative prices of the below.	
6A	Collection of records at NOU	
6B	Storing of records at an Off-site facility	
6C	Digitizing of records in following formats: <ul style="list-style-type: none"> ✓ Recorder charts ✓ A4/A3 Logbooks ✓ Eddy current recorder charts & rolls ✓ Drawings: Paper and Plastic ✓ Radiographs ✓ Magnetic Tapes ✓ CD/DVD ✓ Tapes ✓ Floppy Disks ✓ Video Cassette ✓ Disks 	

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6D	Build in-house electronic storage facility in collaboration with Eskom IT	
6	Suggestions/ Ideas of Electronic Document Management System	

The following document is attached to this RFI no: WCKBG2492XM

Number	Description	Annexures
1	Estimation of records at NOU Facility	Annexure A
2	Images of the NOU Storage Facility	Annexure B

Yours faithfully

Name	Designation	Signature	Date
Xoliswa Mfaku	Assistant Procurement Officer		05 September 2023
Telephone number	021 522 1774	Fax and/or e-mail address	MfakuX@eskom.co.za

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