RFP 14/2022- THE APPOINTMENT OF A SERVICE PROVIDER(S) FOR THE PROVISION OF ONSITE DOCUMENT STORAGE REDUCTION SERVICES FOR CAPE TOWN AND JOHANNESBURG PROCESSING CENTRES FOR THE PERIOD OF TWENTY-FOUR (24) MONTHS

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| **Question** | **Answer** |
| What are the document types/size that must be scanned? | All documents must be converted to A4 and scanned as A4. Most documents will be A4 however some will have to be converted to A4 including inter-alia A5, A3 and other including small invoices and similar. |
| Confirm number of boxes per day, does this need to be collected daily, or are we just going to have to make sure we stick to their numbers of 7860/month CPT & 3930/month JHB? | The plan is for all offsite storage providers to deliver the box inventory every day. Please refer to Table 1 on page 4 in the BRS for the anticipated monthly processing volumes which can be as high as 9825 per month in Cape Town and 6895 in Johannesburg. The expectation is that each box is processed within 5 working days as per the SLA. |
| Is this tender for shredding per month for 2 years or only until all boxes shredded? | The tender is for the processing of the box inventory until all confirmed offsite inventory has been processed for the period not exceeding two (2) years. |
| Does the number of boxes include both from storage and scanning or is the number only for the first 70-80% of boxes they will set aside straight for destruction? | The number of boxes indicated is the total boxes which have to be processed however only 70% is anticipated to be shredded immediately after inspection and the other 30% will only be shredded after it have been scanned. |
| Could you kindly provide us with the recording of today’s briefing session? | Briefing session presentation is available on the SARS website  (link)  [Published Tenders | South African Revenue Service (sars.gov.za)](https://www.sars.gov.za/procurement/published-tenders/) |
| We have tried to log in to the meeting and have been unsuccessful in logging in | Briefing session presentation is available on the SARS website  (link)  [Published Tenders | South African Revenue Service (sars.gov.za)](https://www.sars.gov.za/procurement/published-tenders/) |