



SAHPRA/2024/ DOCUMENT STORAGE (ARCHIVE STORAGE) /RFB013

Questions and Answers

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1. For the tender related to the collection of boxes at various offices, is the quantity 50 boxes per office, or is it the total number for all offices? Or will this be the amount of boxes to be collected per month at each office?	<ul style="list-style-type: none"> • Number boxes to be collected per month.
2. I noticed that there is no mention of data capturing for the new boxes to be collected. Should we include data capturing in the scope?	<ul style="list-style-type: none"> • Yes
3. Will scanning be required for the new files collected at Metrofile, or is only data capturing needed?	<ul style="list-style-type: none"> • For all files collected Metrofile and other offices
4. Regarding Item 10, the quantity of paper (54,302) – is this a one-time scan, or will it be done monthly? Also, should the files be scanned in PDF format, or should they be integrated with DMS software? Furthermore, would you like the scanned items stored online, or would you prefer us to provide them on a hard drive?	<ul style="list-style-type: none"> • It is a one-time scanner
5. The boxes that will be collected from Metrofile will all be scanned, and uploaded to our DMS software?	<ul style="list-style-type: none"> • If you are the successful bidder, yes, they will be uploaded to your DMS software
6. How many users will have to have access to the software?	<ul style="list-style-type: none"> • For now, we don't have the exact number of users.