



Provision of Record Management Services - ICT/2025/017

On 16 January 2026, merSETA held a non-compulsory briefing session to address the questions, enquiries and clarifications regarding the advertised tender of the above-mentioned.

The following are the questions raised during the briefing session with answers:

1. **Is it for an organisation to respond just for a particular point or do you want the responds to be for all the services required?**

Response:

Bidders (Organisation) should respond to all services required

2. **Do you have an estimation of the number of boxes that you currently have on storage:**

Response:

We currently have an estimate of 4200 boxes with the current provider as well as boxes that are onsite. Files being around 400 000.

3. **Are you looking at digitising everything or you've already got scope or what you want to digitise? If so, how many records are there that you would like to digitise?**

Response:

Yes we are looking at digitizing everything, including all boxed Records that are currently with Metrofile.

Archiving electronic that 12TB on the MerSETA, SharePoint storage Platform

4. **Do you have an approved file plan or are you still working on getting an approved file plan?**

Response:

Theres a draft File Plan that is not yet approved by National Archives.