



the gpaa

Department:  
Government Pensions Administration Agency  
REPUBLIC OF SOUTH AFRICA

## Questions and Answers

### **BID GPAA 14/2022: Request for proposal (RFP) For Provision of Off-Site Storage of files and documents for sixty months (3+1+1) to the Government Pensions Administration Agency (GPAA)**

1. Year 1 you are requesting 57 000 containers with lids, will the total number of boxes at current vendor need to be replaced?

**Answer:**

**The GPAA boxes routinely move back and forth between the office and service provider. The boxes consequently become damaged and may require replacement. Therefore, the request is typically based on an estimate of the number of damaged boxes every year. As a result, not all of the service provider's boxes need to be changed because the quote is based on the expected 57 000 boxes and lids. However, the 57000 boxes and lids each year must be the subject of the quotation.**

2. Year 2- Year 5 you are requesting 61 000 containers with lids each year; will this be new boxes each year?

**Answer:**

**The quantity of boxes grows or accumulates every year. Once more, the organization projects that 61000 boxes and lids may be necessary. So, in addition to new boxes, damaged boxes may also be replaced when new boxes are requested. Again, for the sake of the quotation, utilize an estimate of 61000 boxes and lids.**

3. Year 1 you are requesting container registration of 80 000 containers, is the boxes at current vendor and new boxes for year 1?

**Answer**

**The initial once-off container registration with take-over will be 61000 containers for the first year. Other new boxes will be registered as an when required.**

4. Year 2-Year 5 you are requesting the same amount of 80000 containers per year for registration, are these quantities for new boxes per year?

**Answer**

**We expect the number of containers to reach 80000 during a five-year period, hence we require an estimated quote of 80000.**

5. Photos of how the containers are currently packed

**Answer:**

**Boxes do not reside within the GPAA; therefore, we are not permitted to provide images of the locations of other service providers.**

6. What is the size of the container?

**Answer**

**Box dimensions = 427mm X 330 mm X 250 mm**

7. Are the containers sitting on pallets and shrink wrapped?

**Answer**

**The boxes are loaded onto pallets and then relocated to shelves in the warehouse when they arrive at the present service provider. Due to repeated requests from the business units, the boxes are not shrink-wrapped.**

8. How are the Pallets configured- size wise?

**Answer**

**We do not know the size of the pallets at the service provider**

9. When is the project expected to start?

**Answer**

**Between Dec 2022 and January 2023**

<b>Enquiry</b>	<b>Email contact</b>	<b>E-mail contact</b>
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