



RFQ/COP/2026/10251403/11: APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT RECORDS MANAGEMENT, ARCHIVING AND TRACKING SYSTEM FOR A PERIOD OF THREE (3) YEARS.

QUESTIONS & ANSWERS

1. **What is the expected number of documents that are part of the contract management project? Any ballpark figures would be very useful - 1,000 / 5,000 / 10,000 / 50,000 / 100,000?**

➤ **Answer:** The estimation would be around **3 million** if we include migration.

2. **How many system users will there be?**

➤ **Answer:** Four (4) users

3. **How many administrators?**

➤ **Answer:** Nine (9) Administrators

4. **How many Archive Boxes will the system manage?**

➤ **Answer:** Boxes to be migrated plus minus **35 000.00**.

5. **How does SABC currently manage records? Where is it stored?**

➤ **Answer:** We manage our records according to SABC File Plan approved by National Archives of South Africa. Documents are stored in our premises.

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➤ **Answer:** They are ± **35 000.00** boxes that need to be migrated. ± **40 000.00** new boxes

Note: This doesn't not reflect also that currently documents have been manually stored for the last 18 months. And that prior to that there was a Document Management process.