



QUESTIONS AND ANSWERS: PPSA/2025/BID001 - APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE OFFSITE STORAGE INCLUDING DOCUMENT MANAGEMENT SERVICES FOR ALL PPSA VARIOUS OFFICES FOR A PERIOD OF THREE (3) YEARS.

| ID | Question | Answer |
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| 1. | Box permanent withdrawal, should be REMOVED and replaced with initial take on cost - from Service Provider 1 / 2 | This refers to all costs associated with collection / withdrawals from the current service providers (Refer to table 4.7.1.1) |
| 2. | Storage of boxes should be from the two service providers – this is a guaranteed number to collect. | Yes, the current service provider will provide boxes. (Table 4.6.1 and 4.6.2) |
| 3. | The boxes from PPSA offices will come at any time few months, a year or two, resulting in unstable volumes (3-year duration) | No, refer to Functionality A, item 2 (Project implementation plan) |
| 4. | So, if we quote on the actuals that is known, will be the best place to start PPSA can work on the year 1, 2, 3 rates to determine the PPSA additional storage of boxes on an as and when required basis. | Bidders are to quote according RFB: PPSA/2025/BID001 (Terms of references) PPSA will work on the rates provided as per the terms of reference (4.7.1 PRICING SCHEDULE) |
| 5. | Page 16 – Pricing Schedule Could you please verify whether the following applies to the new service provider, or is it only relevant to the current service providers? When boxes are removed from an existing service provider, a fee is charged by the existing service provider for the permanent withdrawal of your boxes. Additionally, there are relocation costs associated with transferring all boxes to a new service provider. Your pricing schedule does not mention relocation costs, so it is possible that the items mentioned below refer to relocation costs rather than the permanent withdrawal fees from the existing service provider. Please confirm. | Item 4.7.1.1 of the terms of reference refers, “Initial collection/ withdrawal cost from current storages (Including VAT)” , Bidders should quote for collection from the current service provider. PPSA is liable for withdrawal costs from the current service provider. |

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| | Permanent withdrawal from service provider number 1 (Table 4.6.1) | Boxes | | |
| | Permanent withdrawal from service provider number 2 (Table 4.6.2) | Boxes | | |
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