

ANNEXURE A

Retrieval cost per box

Description	Estimated no. of boxes	Unit Cost per Box	Total
Year 1 Retrieval cost	400		
Year 2 Retrieval cost	400		
Year 3 Retrieval cost	400		
Total inclusive of VAT			

Scanning cost per Box

Description	Estimated no. of boxes	Unit Cost per Box	Total
Year 1 Scanning cost	400		
Year 2 Scanning cost	400		
Year 3 Scanning cost	400		
Total inclusive of VAT			

Storage Boxes

Description	Estimated no. of boxes	Unit Cost per Box	Total
Year 1 Empty Boxes	400		
Year 2 Empty Boxes	400		
Year 3 Empty Boxes	400		
Total inclusive of VAT			

Description	Estimated Hours	Rate per hour	Total (Including VAT)
Records Management Specialist	80		
Training Cost	80		
Any other services			

Summary of costs over the three-year period:

Description	Total (Including VAT)
Retrieval cost	
Scanning cost	
Storage Boxes	
Records Management Specialist	
Training Cost	
Any other services	
TOTAL	

NB: Quantities of 400 is just an estimated of files/Boxes, it may be less or more.