

## **TERMS OF REFERENCE**

### **DECANTING OF RECORDS AND DOCUMENTS FROM THE MAIN BUILDING AND THE BASEMENT AREA OF ECGB.**

#### **1. INTRODUCTION AND BACKGROUND**

- 1.1 The Eastern Cape Gambling Board (ECGB) is a statutory body established by the Eastern Gambling and Betting Act, 1997 (Act No.5 of 1997) (as amended) (the Act).
- 1.2 The mandate of the Board is to regulate or control all gambling activities within the Eastern Cape Province. This includes the issuing and revocation of gambling licences, exclusion of problem gamblers, and protection of the public against unscrupulous gambling practices and control of illegal gambling activities in the Province.

#### **2. PROBLEM STATEMENT**

- 2.1 There are about **1500** boxes of records and documents, that are in the Main Building and the basement storage of the ECGB that have to be processed (sort, arrange and capture), appraised (deciding what to keep and what to destroy, guided by the approved Records Retention and Disposal Schedule of the Board).
- 2.2 Whilst there is an urgent need to undertake this task, there is a legislative and policy responsibility to ensure that all records are processed and captured and all record series should be documented at all material times including a schedule of all documents to be retained, destroyed, or transferred for archiving purposes.
- 2.3 It is therefore against the above background including the deliverables below that the ECBB is requesting a credible service company with records and documents management experience and sound operations to undertake the task of decanting the basement area of the ECGB in line with the legislative and policy imperatives of the National Archives and Records Service Act (Act No. 43 of 1996 as amended), Eastern Cape Provincial Archives and Records Service Act (Act No. 7 of 2003), Records and Documents Management Policy of the ECGB and the Retention Schedule Instruments of the ECGB.
- 2.4 In the following page are the key deliverables to be undertaken to achieve this work.

### 3. DELIVERABLES

A credible service company with records and documents management experience is requested to implement the following:-

- 3.1 Move all inactive records and document from the Main Building of the ECGB to the Basement. All these records and documents must be sorted, arranged, and packed in brown boxes before moving them to the basement area.
- 3.2 At the basement of the ECGB where there are records and documents in boxes, the following should be undertaken:-
  - 3.2.1 All boxes must be opened, sorted, arranged, numbered, and captured according to departments to create inventories for referencing. The Records Officer will avail all the necessary tools and instruments developed by ECGB towards undertaking these responsibilities.
  - 3.2.2 All records and documents that do not have an Archival value and all records and documents, which retention periods have lapsed as per the approved Records retention and disposal schedule of the Board, shall be destructed accordingly.
  - 3.2.3 All shredding will be done onsite because of the nature of the records and documents generated by the Board. The Records Officer of the Board will give the necessary guidance with regards to this task.
- 3.3 Before submission of quotations to undertake this task, Service Providers are requested to make an appointment with the Records Officer or any Delegated Official of the ECGB to:-
  - 3.3.1 visit the ECGB and apprise themselves about all these boxes containing variety of records and documents that are located at the Main Building and the basement area of the ECGB.
  - 3.3.2 determine the **actual period and time frame** of undertaking and finalising this task.
  - 3.3.3 the ECGB is of the view that this task should be finished within a **period of 120 working days** following the signing of the contract between the preferred service company with records and documents management experience.
  - 3.3.4 indicated costs to be incurred in undertaking this task within the proposed period as reflected in 3.4.3 above.
  - 3.3.5 The quantity of documents to be shredded can only be determined once sorting process has been completed. For pricing purposes bidders must submit shredding costs per box or per wheelie bin.
- Ps! The ECGB reserves the right not to accept quotations received based on unclear costing structure to be proposed.

3.4 Develop and Submit a Close Out Report for this task to the Records Officer who will also serve as liaison official for this task.

4. WHERE TO SEND QUOTATIONS PROPOSAL ENQUIRIES CONCERNING TERMS OF REFERENCE

Please email your original proposal & quotation to:

Name: Ms. Thandi Malotana at Email: [thandazwam@ecgb.org.za](mailto:thandazwam@ecgb.org.za) and Tel Number: 043 702 8307 / 8300

For Enquiries Concerning Terms of Reference, please email or engage

Mrs. Nontembeko Maphasa at Email: [nontembekom@ecgb.org.za](mailto:nontembekom@ecgb.org.za) and Tel Number: 043 702 8357 / 8300

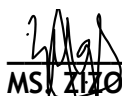
Terms of Reference                      <sup>✓</sup>Recommended                      /                      ~~Not Recommended~~



MR. L. TSHOKO  
HEAD OF STRATEGIC MANAGEMENT SERVICES

DATE: 14 / 04 / 2023

Terms of Reference                      Approved                      /                      ~~Not Approved~~



MSI ZIZO MQOBOLI CA (SA)  
CHIEF FINANCIAL OFFICER

DATE: 14 / 04 / 2023

Comments of the CFO:

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