



## SPECIFICATION FOR COMPUTER EQUIPMENT STORAGE

Service Requirements:	Estimated Number of Equipment
<p>Service provider to provide packaging and transportation service of the computer equipment from Imbumba House 75 Fox Street Marshalltown, Johannesburg to the storage location:</p> <ul style="list-style-type: none"><li>• Packaging and special wrapping of computer equipment in separate boxes with bubble wrap + Packaging paper</li><li>• All boxes must be labeled or marked with asset barcode and serial number named</li><li>• Collection at 75 Fox Street and transport computer equipment to outside secured storage</li></ul> <p>Service provider to provide storage facilities as follows:</p> <ul style="list-style-type: none"><li>◦ use climate controls system to regulate temperature and humidity to keep computer equipment protected.</li><li>◦ have fire suppressant system including smoke detectors; fire extinguishers that uses foam.</li><li>◦ Storage should be secured with biometrics and 24/7 cameras.</li><li>◦ Service provider takes full ownership of risk in case of losses, theft and damages.</li><li>◦ secured premises to ensure safety of equipment.</li></ul> <ul style="list-style-type: none"><li>• Storage to be provided for a period 6 months.</li><li>• Only authorized personnel from GPT may request retrieval of stored items during agreed service period.</li></ul> <p>NB:</p> <ul style="list-style-type: none"><li>• Service provider to provide a quote per equipment collected.</li><li>• Storage facility to be within 40 KM radius from 75 Fox Street Marshalltown, JHB (<b>Storage facility outside the 40KM radius will not be considered</b>).</li><li>• Storage location to enable additions during storage period.</li><li>• Service provider to keep an accurate inventory list of stored items, updated on a monthly basis and provide to the department upon request.</li></ul>	500

**Mr. Khumalo**

**Date: 04/12/2023**