



**Independent Communications Authority of South Africa**

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion.

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**Scope of the work for:**

- 1. Purchasing 500 archive boxes (32(W) x 43(L) x 25(H) in cm)**
- 2. Archive box Lids (34 x 46 x 5 in cm)**
- 3. Shredding Of continuous paper forms in approximately 1000 boxes of size 23 X 25 X 35(H) in cm**

**ANNEXURE A – TERMS OF REFERENCE**

**1. BACKGROUND**

- 1.1 There are numerous historical records with an archival value that are currently filed on the shelves. These records need to be indexed and packed in archive boxes in preparation to be transferred to an offsite storage facility.
- 1.2 ICASA needs to purchase 500 Archive boxes with lids, in which the archival records will be packed.
- 1.3 There are approximately 1000 boxes of continuous paper forms/licenses that were generated by the licensing division and identified as obsolete, they need to be destructed by shredding. Some of the licensee forms are blank, and some have been processed with the licensee's personal information.
- 1.4 These license forms will be shredded in the presence of two designated ICASA representatives at the premises of the service provider.
- 1.5 The service provider should be within a 60 km radius of the ICASA head office premises situated at 350 Witch-Hazel Avenue, Eco Point Office Park, Eco Park, Centurion.

## **2. REQUIREMENTS.**

### **2.1 Purchasing of five hundred (500) archive boxes and 500 lids thereof with the following specification:**

#### **Box**

Shape : Rectangular

Pattern : Solid

Product Dimensions: 32(W) x 43(L) x 25(H) in cm

**Lids : 34 x 46 x 5 cm**

### **2.2 The shredding of the continuous paper forms contained in 600 boxes with the following dimensions: 24(W) X 23(H) X 35(L) cm.**

The shredding of the paper should be performed in the presence of two ICASA designated representatives, at the premises of the Service Provider within a 60Km radius of the ICASA head office situated at 350 Witch-Hazel Avenue, Eco Point Office Park, Eco Park, Centurion. is d office situated in 350 Witch-Hazel Avenue, Eco Point Office Park, Eco Park, Centurion.