

# Tender Notice and Invitation to Tender

## BID DESCRIPTION: RFP- ARCHIVING AND RECORD MANAGEMENT SERVICES FOR A PERIOD OF 36 MONTHS.

**BID NUMBER:** JDA/CS/OREC/01/2023

The JDA is requesting proposals from experienced companies and joint ventures to render Off-Site records management services for a period of 36 Months. The Off-Site records management services must be provided either as a joint venture or with both services found within the same company.

Documents can be downloaded from the JDA website: [www.jda.org.za](http://www.jda.org.za) and e-Tenders portal [www.etenders.gov.za](http://www.etenders.gov.za) from 25 August 2023. Tenders must only be submitted on the tender documents that are downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

Queries relating to the issue of these documents and procurement related issued may be addressed to Siyambonga Gcobo at Tel: (011) 688 7904; fax (011) 688 7899; or e-mail: [Sgcobo@jda.org.za](mailto:Sgcobo@jda.org.za)

Technical queries or queries relating to the project may be addressed to Ms Christina Nkosi at (011) 688 7899; fax: (011) 688 7876; or e-mail: [mnkosi@jda.org.za](mailto:mnkosi@jda.org.za)

**A compulsory Clarification Meeting will take place at the Johannesburg Development Agency, The Bus Factory, and 3 Helen Joseph Street, Newtown Monday, 04 September 2023 starting at 11h00.**

**The closing time for receipt of tenders is 12:00pm on Tuesday, 26 September 2023. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.**

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The JDA's selection of qualifying tenders will be at the JDA's sole discretion and will be final. The JDA does not bind itself to accept any particular tender and correspondence will be entered into with successful tenderer.

**"WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE, USING THE ANTI-FRAUD HOTLINE NUMBER: 0800 555 836"**



a world class African city



3 Helen Joseph Street  
(formerly President Street),  
Newtown,  
2000