

MAKERERE



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**COLLEGE OF HUMANITIES AND SOCIAL SCIENCES (CHUSS)
CENTRE FOR LANGUAGE AND COMMUNICATION SERVICES
MAKERERE INSTITUTE OF LANGUAGES PROJECT**

27 July 2026

Ref: CLCS/ARCH/2026

The Managing Director
Gridfat Limited
Kampala, Uganda

Dear Dr. Bethel Opio,

RE: Request for Archiving Services for Source Documents of Indigenous Languages

On behalf of the Centre for Language and Communication Services (CLCS), I am writing to formally request the professional archiving services of Gridfat Limited for our original source documents in various indigenous languages of Uganda.

As part of our mandate, CLCS receives and manages original documents submitted for translation, many of which require long-term preservation for potential legal use, including court evidence. Given the increasing volume of these documents and the inherent risks of relying solely on hard copy storage—including the possibilities of loss, damage, and retrieval challenges—we seek to establish a secure and accessible digital archive.

Based on your company's expertise and proven capacity in records management and digitisation, we have identified Gridfat Limited as a preferred service provider for this important initiative. We wish to engage your team to digitise and archive our source documents in a manner that guarantees security, systematic organisation, and rapid retrieval, particularly for legal purposes.

Please provide us with a detailed proposal addressing the following:

- Scope of work for the archiving assignment
- Project timelines
- Cost estimates
- Any requirements or prerequisites from CLCS (such as access to documents, office space, or other resources)

- We would also welcome an opportunity to discuss this project in detail at your earliest convenience.

Yours sincerely,

Dr. Medadi Ssentanda
Coordinator, CLCS

