To: All Participants

ADDENDUM No. 4

Re. Supply, Installation, Configuration and Commissioning of
Electronic Document Management System

Please refer to this Office Invitation for Bids dated 26 February 2020 on the above mentioned procurement.

2. Following queries received from a bidder, please find below required clarifications:

Query 1: It is mentioned that the volume of document to be loaded on DMS would be 5 files of 20 pages per day. Is Bulk Scanning exercise of existing document not part of the scope of the tender?

Reply 1: No. As per Section 3.2 of technical specification, it is mentioned the following:

The initial scanning exercise will be performed by the officers at the NSSEC and will involve scanning, indexing and capturing in the DMS.
All training to users will need to be provided as per Section 8.

Query 2: Will scanning of existing document be performed by the Staff of Home Affairs?

Reply 2: As per Section 3.2 of technical specification, it is mentioned the following:

The initial scanning exercise will be performed by the officers at the NSSEC and will involve scanning, indexing and capturing in the DMS.

3. You are hereby informed that the closing date for bids submission is scheduled on Wednesday 10 June 2020 at same time and place.

4. These clarifications shall form an integral part of the bidding documents.

for Secretary for Home Affairs