



# National Police Service Commission



## ADDENDUM

24<sup>th</sup> October, 2022

TO: All bidders

REF: PROVISION OF DIGITIZATION SERVICES ON HUMAN CAPITAL MANAGEMENT RECORDS. TENDER NO NPSC/OT/T04/2022-2023

Following clarification from potential tenderers; the National Police Service Commission issues a response to each clarification for the tender on provision of digitization services on human capital management records

No.	Clarification sought	Response
1.	<p>Completed tenders must be delivered to the address below on or before 25<sup>th</sup> October, 2022, at 10.00 am. Electronic Tenders will not be permitted. - The office floor and physical location is not well articulated in the instructions to the tenderer.</p> <p>The tender does not also indicate the number of people allowed to attend the tender opening session and in case of JV is it only the lead partner who is to attend? or otherwise?</p>	<ul style="list-style-type: none"><li>• Office floor and location - 2nd floor Sky Park Plaza, Woodvale close, Westlands, Nairobi.</li><li>• JV is not applicable in this tender under Tender Data Sheet please read ITT 4.1.</li><li>• We will accommodate the number of representative who wish to attend.</li></ul>
2.	<p>Kindly advise if the 1,500,000-volume provided is defined at file level or document i.e., are these the total of pages or files. And if files, please provide an average number of pages per file or the estimate number of pages.</p>	<p>The 1,500,000 are pages/documents not files.</p>
3.	<p>Electronic Document Management Solutions (EDMS) - Please confirm the number of user license Number of Scanners</p>	<p>As per the attached revised schedule of requirements</p>

Please familiarize yourself with the content of the revised schedule of requirements and price schedule form below.

**REVISED SCHEDULE OF REQUIREMENTS.**

**PRICE SCHEDULE STRUCTURE.**

<u>Item No.</u>	<u>Description</u>	<u>Units</u>	<u>Unit cost (Kshs)</u>	<u>Total Vat (Kshs)</u>	<u>Total Costs (Kshs)</u>
1	Document Management System Server Installation (with all modules). Include first year (12 months post commissioning warranty, support and maintenance.)	1			
2	Document management system concurrent user licenses – indexing, retrieval. to be used by up to 25 users concurrently	Indicate concurrency ratio per license			
3	Workflow concurrent licenses for 2 workflows	2			
4	Scanners & Fully licensed capture software as per specifications (Perpetual) Include Manufacturer authorization)	1			
5	Business analysis, system installation and customization of the software as well as creation of scanning templates for all users as well as records management module activation.	1			

6	Administrator training	2			
7	User training	25			
8	Bureau service – document preparation, scanning, indexing, Data Entry, re-filling and archiving of about 1,500,000 documents double sided.	1,500,000 documents.			
9	EDMS Integration with ERP (one Point)	1			
10	Other				
	<b><u>TOTAL COST (Kshs).</u></b>				

As a result of these clarification the closing date has been extended to 02/11/2022. All other terms and conditions remain the same.

For: Ag. Commission Secretary/Chief Executive Officer  
National Police Service Commission