BID Bulletin #1
Document Management Solution

Question and Answer

1. **Question**: 16 units for Officer, is it Colored or Monochrome?
   Answer: Both

2. **Question**: Page 14, Description of the approach, Methodology and Work Plan for performing the Assignment – is it needed?
   Answer: please disregard the page 14

3. **Question**: Deadline of Submission
   Answer: on or before 1pm of March 5, 2020 could send in advance the soft copy via email then hard copy to follow

4. **Question**: clarification on what to indicate on the List of Agreement
   Answer: if refer to Agreement with previous project related to Documentation Management Solution then kindly listed at least 3-5 project as stated in page 3 of IOM VIS form

5. **Question**: Common Printer, minimum copy/print per minute
   Answer: 35 copies per minute

6. **Question**: Printing set up
   Answer: Central Server printing

7. **Question**: Scanning set up
   Answer: Central Server Scanning set up

8. **Question**: E- Maintenance
   Answer: Service Provider must have an Electronic Monitoring system to all deployed unit Level of cartridge and unit status

9. **Question**: Type of Card
   Answer: RF ID with 2 password – 1 for personal and 1 for company use

10. **Question**: Paper Source 2 paper cassettes
    Answer: 550 sheets each including the bypass

11. **Question**: When to submit the IOM VIS and IOM Code of Conduct for Supplier?
    Answer: same date of RFP submission on or before 1pm of March 5, 2020

12. **Question**: Can we disregard page 15 and 16?
    Answer: NO, please review the TOR and technical scoring

13. **Question**: What currency to use?
    Answer: PHP

14. **Question**: User Trainings can be conducted for free at client request.
    Answer: first training must be free including knowledge transfer

15. **Question**: Charges and Payment
    Answer: To be discuss after receiving the proposal – Monthly for 1 year period.

16. **Question**: Termination
    Answer: 60 days' notice – 30 days for notice to receive and 30 days for transition period

17. **Question**: ICT Approval
    Answer: IOM Internal process

18. **Question**: Please clarify page 21 – Breakdown of Remuneration per Activity
    Answer: kindly disregard at it is design only for Works and Services with per Milestone activity

19. **Question**: Costing
    Answer: would be good if costing is breakdown and not in 1 lot costing

20. **Question**: how many is the average copy per unit
    Answer: same of item #25

21. **Question**: to whom to attention the financial and technical proposal
    Answer: Mr Ulan Kerimbaev SR Resource Management Officer

22. **Question**: Can we offer 140 sheets Auto Reversing document feeder instead of double sided Scanning? (Same result but different approach)

    Answer: this should be OK

23. **Question**: Regarding HDD Memory your requirement is with Maximum 1TB HDD, Can you allow 8GB SSD plus 320HDD memory since this is more faster in terms of processing the data because of SSD (Solid State Drive)

    Answer: this fits with our requirement (more than our standard 250GB requirement with SSD faster IO speed)

24. **Question**: 40ppm copy/print with dual core processor
    Answer: faster the better. So this is OK

25. **Question**: May I request the monthly average for mono & color print out per category for us to determine the number of consumables we can provide
    Answer: more or less 5,000 copies per day

26. **Question**: Up to what extent of Document Management Solution: Category of Solutions

- **Capture and Distribute** - This category is mainly for scanning of documents, document handling, distribution and archival in designated folders.
- **Security and Control Cost** - This category is mainly to implement tools for routing print jobs, controlling access and reducing waste, advanced flexibility and convenience to document security, allocating and charging back output costs, and centralizing reporting and management of the output environment.
- **Manage and Report** - This category is mainly to help you to save time and reduce costs through an enhanced integrated control of MFPs and printers.
- **Workflow** - This category is mainly for scalable, integrated document management applications and tools that allow you to implement standardized intelligent solution in every office, globally.

Answer: ALL

27.   Question: What is the network structure?
      Answer: in each floor/building: bus topology. IOM Manila has several subnets.

28.   Question: Is the software to be installed centralized?
      Answer: can be installed centrally

29.   Question: Is there a VPN network?
      Answer: yes (required for mobile staff - working remotely)

30.   Question: Do you need the archiving solution software?
      Answer: no