



# MERU UNIVERSITY OF SCIENCE & TECHNOLOGY

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## OFFICE OF THE VICE CHANCELLOR

REF. No. MU/1/14/EDMS (1)

Date: 12<sup>th</sup> August 2020

TO: ALL BIDDERS

**SUBJECT: ADDENDUM NO. 1 TO TENDER NO. MUST/ONT/EDMS/01/2020-2021 FOR PROVISION OF DIGITIZATION SERVICES, WORKFLOW MANAGEMENT AND EDMS INTEGRATION WITH NAVISION ERP AND DIGITAL SIGNATURE AT MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY.**

Following our own initiative, we wish to make the following clarification and amendment to the above principle tender document (hereinafter abbreviated as PTD) for provision of digitization services, workflow management and EDMS integration with Navision ERP and digital signature at Meru University of Science and Technology.

1. Number of licenses required:

**Feedback:**

EDMS system should have a 20 concurrent user's one off license on direct access to the system but no limitation to web interface access, in addition it should be role based with customizable permissions.

2. Please state the number of pages (hard copy) that would require digitization.

**Feedback:**

Estimated 7 million scans are required to be scanned as part for backlog, hence quote cost per scan

3. If scanners are required for doing the backlog scanning

**Feedback:**

Kindly quote cost of leasing TWO Ultra-fast, robust, high-quality production scanner that have capability of scanning 30,000 scans per day

**Note:** These scanners will be leased for the EDMS system implementation only and purchase cost should not be included.

4. Server specifications and OS and SQL license Version

**Feedback:**

- a. No server is required apart from SAS drives for a pre-existing server

Specifications: 4(FOUR) pieces of 10k SAS Drives (1.2 TB in size) for HP ProLiant DL380 Gen 10 server



- b. On OS and SQL license Version this will be dependent on the EDMs solution to be implemented, but should have current OS and SQL license versions
5. System ability to listen to other systems  
**Feedback:**
  - a. The EDMS implementation will be required to integrate with the current ERP system (Navision 2018) (The flow should be from EDMS to ERP system or vice versa)
  - b. The EDMS system should have ability to send notifications via email
6. Implementation Period  
**Feedback:**

The successful bidder should provide an implementation schedule
7. Number of users to be trained  
**Feedback:** The successful bidder should train all the users intended to use the EDMS system
8. Presence of a digital signature  
**Feedback:**

This should be part of the EDMS system implementation since none is in existence.
9. Possibility of EDMS solution being positioned in premise or Cloud deployment model  
**Feedback:**

The EDMS system will be hosted in the university data center
10. Mandatory Requirement No. 10;  
"Attach documentary evidence of adherence to ISO 19005-1-Documents Management – Electronic document file format for long term Preservation Standard  
**Feedback:**

This mandatory requirement has been removed.
11. Mandatory Requirement No. 13  
Provide manufacturer's Authorization or Dealership Agreement".  
**Feedback:**

We recommend provision of manufacturer's Authorization or dealership agreement documents
12. Please amend the Tender Security form especially the first and second paragraphs.  
**Feedback:**

This is a standard tender document.

Save where expressly amended by the terms of this addendum, the PTD shall continue to be in full force and effect. The provision of this addendum shall be deemed to have been incorporated in and be read and construed as part of the PTD.

Thank you.



Prof. Romanus Odhiambo, Ph. D  
**VICE-CHANCELLOR**