



*The Kenya Power & Lighting Co. Ltd.
Central Office – P.O. Box 30099, Nairobi, Kenya
Telephone – 254-02-3201000
Fax No. 254-02-3201889
Stima Plaza, Kolobot Road*

Our Ref:

16th April 2018

M/s

Dear Sir,

**ADDENDUM NO 1 TO THE TENDER NO. KPI/9A.2/OT/54/ADM/17-18
PROCUREMENT FOR LEASE OF SCANNING SERVICES FOR RECORDS**

The following amendments are made to the specified provisions of the Tender document.

1. RELATIONSHIP WITH THE PRINCIPAL TENDER DOCUMENT

Save where expressly amended by the terms of this Addendum, the Principal Tender Document shall continue to be in full force and effect.

The provisions of this Addendum shall be deemed to have been incorporated in and shall be read as part of the Principal Tender Document.

2. CLARIFICATIONS

- The Procurement for lease of scanning services for records in the tender document will be **LOT 1**.
- The procurement of Outsourced Scanning Services will be **LOT 2**.
- Attached in appendix (i) is the Price Schedule and appendix (ii) Schedule of Requirements; this is separate from the one in Lot 1.
- Lot (i) and Lot (ii) will be awarded separately to the lowest most technically qualified bidder.
- Extension of the tender closing date from Wednesday 18th April 2018, to Thursday 3rd May 2018 at 10.30am.

*Please see Appendix 11

3. DEADLINE FOR SUBMISSION OF TENDER

The tender closing date has been extended from Wednesday 18th April 2018, to Thursday 3rd May 2018 at 10.30am.

All the other terms and conditions remain as per the tender document.

Yours faithfully,

For: KENYA POWER & LIGHTING COMPANY LIMITED.



DANIEL MUGA

Ag. GENERAL MANAGER, SUPPLY CHAIN

Appendix (i)

Schedule of Required Digitization/Scanning and Associated Services

Code	Brief Description	Unit of Measure	Quantity
SECTION A- NORMAL SCANNING			
1.	Scanning and indexing of paper records-all sizes (except maps) into Case 360	No. of Pages/ images	30-70M
2.	Scanning and indexing of outsized documents (<i>Maps and drawings</i>) into Case 360	No. of Pages/ images	7000-10,000
SECTION B-COMPUTER OUTPUT TO MICROFILM (COM)- ARCHIVAL PRESERVATION/SECURITY OF VITAL/PERMANENT RECORDS AND VICE VERSER			
3.	Auto outputting to COM (computer output microfilm) during the process of normal digitization/scanning- including cost of the film (Kodak Reference Archive Film 16mm x 215 ft)	No of films	300-500
4.	Digitization and indexing existing archival Microfilm rolls in Case 360	No of Rolls	300-500
5.	Digitization and indexing existing archival Micro jackets/unitized microforms into Case 360	<i>No of images</i>	10-14 M
6.	Official Photographs --	<i>No. of Images</i>	3000-5,000
SECTION C- **RESTORATION OF DOCUMENTS (<i>Rebinding of vital documents to their original status- excluding refilling in box and spring files</i>)			
7.	Spiral/Varo	No of Documents	Not chargeable
8.	Wire binding		
9.	Tape binding		
10.	Book Bounding		
11.	Minimum no. of people required		50

Price Schedule

Code	Brief Description	Unit of Measure	Quantity	Amount VAT Inclusive
SECTION A- NORMAL SCANNING				
1.	Scanning and indexing of paper records- all sizes (except maps) into Case 360	No. of Pages/ images	30-70 M	
2.	Scanning and indexing of outsized documents (<i>Maps and drawings</i>) into Case 360	No. of Pages/ images	7000-10,000	
SECTION B-COMPUTER OUTPUT TO MICROFILM (COM)- ARCHIVAL PRESERVATION/SECURITY OF VITAL/PERMANENT RECORDS AND VICE VERSER				
3.	Auto outputting to COM (computer output microfilm) during the process of normal digitization/scanning- including cost of the film (Kodak Reference Archive Film 16mm x 215 ft)	No of films	300-500	
4.	Digitization and indexing existing archival Microfilm rolls in Case 360	No of Rolls	300-500	
5.	Digitization and indexing existing archival Micro jackets/unitized microforms into Case 360	<i>No of images</i>	10-12 M	
6.	Official Photographs	<i>No. of Images</i>	3000-5,000	

* Kindly note that the above works is to be spread over a Two (2) year period.

Preliminaries

Item No.	Item Description	Submitted/ Valid (Yes or No)
1	<i>Clear Table of Table of Contents for mandatory tender submissions</i>	
1.1	<i>Select the right status</i> <ul style="list-style-type: none"> • <i>Table of contents given=0.5</i> • <i>Table of contents-not given=0</i> 	
1.1	<ul style="list-style-type: none"> • <i>Table of contents- clear/vivid=0.5</i> • <i>Table of content for mandatory requirements=0</i> 	
2	<i>Tender Security</i>	
2.1	<ul style="list-style-type: none"> • <i>Validity (for 90 Days) =0.5</i> • <i>Valid but less than 90 days=0</i> 	
2.2	<ul style="list-style-type: none"> • <i>Original=0.5</i> • <i>Not Original=0</i> 	
	<ul style="list-style-type: none"> • <i>Issued by a local bank Located in Kenya and Strictly in the format required in accordance with the sample Tender Security Form(s)=0.5</i> • <i>Not issued by a local bank Located in Kenya or Not in the format required in accordance with the sample Tender Security=0</i> 	
2.3	<i>No tender security=0</i>	
3	<i>Declaration Form(s)</i>	
3.1	<ul style="list-style-type: none"> • <i>Submitted & Duly completed =0.5</i> • <i>Submitted but Not Duly completed=0</i> • <i>Not submitted=0</i> 	
3.2	<ul style="list-style-type: none"> • <i>Signed & stamped=0.5</i> • <i>Signed only=0</i> • <i>Stamped only=0</i> 	
4	<i>Tender Form</i>	
4.1	<ul style="list-style-type: none"> • <i>Submitted & Duly completed=0.5</i> • <i>Submitted & but not Duly completed=0</i> 	
4.2	<ul style="list-style-type: none"> • <i>Signed & stamped=0.5</i> • <i>Signed only=0</i> • <i>Stamped only=0</i> 	
5	<i>PIN No.</i>	
5.1	<ul style="list-style-type: none"> • <i>Submitted=0.5</i> • <i>Not submitted=0</i> 	

6	<i>Registration Certificate</i>	
6.1	<ul style="list-style-type: none"> • <i>Submitted=0.5</i> • <i>Not submitted=0</i> 	
6.2	<ul style="list-style-type: none"> • <i>Is it valid=0.5</i> • <i>Not valid=0</i> 	
7	<i>KRA Tax Compliance Certificate.</i>	
7.1	<ul style="list-style-type: none"> • <i>Submitted=0.5</i> • <i>Not submitted=0</i> 	
7.2	<ul style="list-style-type: none"> • <i>Valid=0.5</i> • <i>Not valid=0</i> 	
8	<i>Tender Validity</i>	
8.1	<ul style="list-style-type: none"> • <i>Valid for the period required(90 days) =0.5</i> • <i>Not Valid for the period required(90 days)=0</i> 	
9	<i>Set Documents</i>	
9.1	<ul style="list-style-type: none"> • <i>Tender documents submitted in the order required by the Tender Formats =0.5</i> • <i>Tender documents not submitted in the order required by the Tender Formats=0</i> 	
9.2	<ul style="list-style-type: none"> • <i>The required number of sets (original and copies) of Tender submitted=0.5</i> • <i>The required number of sets (original and copies) of Tender not submitted =0</i> 	
9.3	<ul style="list-style-type: none"> • <i>Originals and copies labeled and numbered accordingly=0.5</i> • <i>Originals and copies not labeled and numbered accordingly=0</i> 	
10	<i>Confidential Business Questionnaire:-.</i>	
10.1	<i>Submitted/ Is fully completed=0.5</i> <i>Not Submitted/ not fully completed=0</i>	
10.2	<i>Fully completed=0.5</i> <i>Not fully completed=0</i>	

6.2.2 a (ii) Tender Scoring Criteria

1. The following criteria will be used in the evaluation of all potential suppliers. The documents and information submitted will be evaluated for suitability and awarded marks which will contribute to a maximum **100% of the total tender evaluation**.
2. **Bidders who score less than 80 marks shall not be considered for further financial evaluation and shall be considered to have failed to meet the cut off (80) marks threshold.**
3. *To qualify for consideration in the financial bids, subject tenderer **MUST score at least 80%** including at least 80% in individual items. If individual score in item 1,2,3,4, 5 and 6 is less than 80%, the tender shall not qualify for financials, even if the average score is 80%.*

Summary of requirement Scores

	Description of Criteria	Maximum Score	Minimum score/ Cut Off Scores
1	Company Profile /Suitability of Service Provider	15	12.80
2	Staff Competency Profiles /Qualification of Key Staff & Capacity to deliver reformatting service	18	14.40
3	Evidence of relevant training	15	12.0
4	Physical Facilities (equipment) & applicable Software : Capacity to deliver service	20	16.0
5	Experience: No. of Continuous Years of Service acquired/relevant service (Digitization/scanning services)	22	17.60
6	Reputation Proof of Satisfactory Service (<i>Referees should be those relating to digitization/scanning and not other services</i>)	6	4.80
7	Confidentiality/security of information during the project	2	1.60
8	Social Obligations. Proof of having satisfied Key Social Obligations	2	1.60
	Total Score	100	80

DETAILED DESCRIPTION OF KEY EVALUATION COMPONENTS AND SCORING CRITERIA				
Column 1	Column 2	Column 3	Column 4	Column 5
	Technical Components Required/to be evaluated	Max. Score(s)	Score Rating	Remarks
1.	Company Profile	15	Yes/No	
a)	<p>Provide Evidence of relevant current and valid insurance covers e.g. work injury benefits insurance, fidelity, public liability, all risks covers etc. Attach supportive documents</p> <ul style="list-style-type: none"> • Have valid insurance cover for all risks =4 • Have valid insurance cover which covers some risks only =3 • Have cover for all risks but due to expire in the next 30 days (where there is evidence of the process to renew the cover)=2 • Have expired cover (but have started the process of renewing the cover)=1 • Have no cover, but have initiated the process of obtaining the cover 0.5 • Have never had any cover=0 	4		
b)	<p>Provide Evidence of Quality Management Standards e.g. Copy of ISO Compliance Certificate or documents to prove that the Organization is in the process of obtaining certification or any other recognized quality certification</p> <ul style="list-style-type: none"> • Have Quality Certification- which is valid and reputable/recognized nationally/regionally/internationally=3 • Have Quality Certification- which is valid but not reputable/ recognized nationally/ regionally/ internationally Score=2 • Have vague quality certificate=0.5 • No Quality certificate- Score =0 	3		
c)	<p>Provide evidence of relevant training programs for staff. Past, present and future.</p> <ul style="list-style-type: none"> • Past/Present/Future =2 • Past/Present only=1.5 • Present/Future(planned) only=1.5 • Past only=1 • Present only=1 • Future(planned) only=0.5 • Nil=0 	2		
d)	<p>Are your key workers employed on permanent basis? Provide evidence</p>	2		

	<p><i>How many on permanent bases? (Must provide evidence & Kenya power may demand for additional proof)</i></p> <ul style="list-style-type: none"> • ≥ 7 (Score=2) • ≤ 7 (Score=1) • ≤ 4 (Score=0.5) • No permanent staff=Score <p>Provide evidence.</p>			
e)	<p><i>State maximum period of compensation to your clients for incidences of loss where you are to blame from the time it is determined (Our requirement is a maximum of 30 Days)</i></p> <ul style="list-style-type: none"> • ≤ 30 Days=2 • > 30 Days=1 • No compensation=0 <p>Provide evidence</p>	2		
f)	<p><i>State if your company has got any pending cases of compensation or any outstanding liabilities</i></p> <ul style="list-style-type: none"> • Have no pending/outstanding liability=2 • Have pending/outstanding liability, but process of compensation in progress (Provide proof)=1 • Have pending/outstanding liability, & process of compensation not initiated=0 (Provide proof) 	2		
2.	Staff Competency profiles.	18		
a)	<p><i>Attach organization Chart</i></p> <ul style="list-style-type: none"> • Availability of comprehensive organizational chart which reflect the tender submission staffs=4 • Incomprehensive organizational chart which reflect the tender submission staffs=3 • comprehensive organizational chart which do not reflect the tender submission staffs=2 • Incomprehensive organizational chart which do not reflect the tender submission staffs=1 • Lack of organizational chart=0 	4		
b)	<p><i>Provide evidence that your workers are provided with written assignments instructions/delegation of authority and responsibilities.</i></p> <ul style="list-style-type: none"> • All technical/project management staff have written instructions/delegation of authority=6 • Some technical/project management staff have written instructions/delegation of authority=4 • No staff has such written documents=0 	6		
c)	<p><i>What qualification does your permanent staff hold? +No per category. Attach CV of the operational /project manager/technical team</i></p>	4		

	C1	<i>System Analysts/Engineers (Graduate/Degree in ICT related field in permanent employment)</i> <ul style="list-style-type: none"> • ≥ 4 (Score 2) • 3 (Score 1.5) • 2 (Score 1) • 1 (Score 0.5) • Nil (Score 0) 	2		
	C2	<i>Scanning and Quality Control Team (Diploma in ICT related field)</i> <ul style="list-style-type: none"> • ≥ 7 (Score 2) • ≥ 5 (Score 1.5) • ≥ 3 (Score 1) • Nil (Score 0) 	2		
3.	Provide evidence of relevant training for staff to handle the digitization project. Certificates or reference letters of the trainers on the following:		15		
a)	<i>No of permanent staff trained in Kenya Power's EDMS. (Provide certifications if available By the manufacturer)</i> <ul style="list-style-type: none"> • ≥ 5 (Score-5) • 4-(Score-4) • 3-(Score-3) • 2-(Score-2) • 1-(Score-1) Internal <ul style="list-style-type: none"> • ≥ 5 (Score-2.5) • 4-(Score-2.0) • 3-(Score-1.5) • 2-(Score-1.0) • 1-(Score-0.5) • Nil -(Score-0) 		5		
b)	<i>No of trained staff Trained on equipment to be used- Scanners, DAW, etc. (Provide certifications if available)</i> <ul style="list-style-type: none"> • ≥ 5 (Score-5) • 4 (Score-4) • 3 (Score-3) • 2 (Score-2) • 1 (Score-1) • Nil -(Score-0) 		5		
c)	<i>State maximum period of time taken to provide (or Replace) additional/temporary workers. (One day)</i> <ul style="list-style-type: none"> • One day=2 • More than one day=1 • No provision for a replacement=0 		2		

d)	<p><i>Supervision of workers. Provide evidence to show frequency of supervision per 12 hours shift, (3Checks)</i></p> <ul style="list-style-type: none"> • <i>Have more than two alternating competent/experienced supervisors-3</i> • <i>Have more two alternating competent/experienced supervisors-2</i> • <i>Have one competent/experienced supervisor-1.5</i> • <i>Have two alternating not very experienced supervisors-1</i> • <i>Have one not very experienced supervisor-0.5</i> • <i>Have no supervisor=0</i> 	3		
4	<i>Physical Facilities: their age, capacity and deployment</i>	20		
a)	<p><i>Evidence of availability of required equipment-Computers, scanners etc. No of scanners +Host Computer & associated accessories. (Note: The nos. should include a complete work station ready for use and not separate individual equipment)</i></p> <ul style="list-style-type: none"> • <i>≥5 workstations ≤2 Years old=5</i> • <i>≥5 workstations ≥2 Years old =4.5</i> • <i>4 workstations ≤2 Years old=-4</i> • <i>4 workstations ≥2 Years old =3.5</i> • <i>3 workstations ≤2 Years old = 3</i> • <i>3 workstations ≥2 Years old=2.5</i> • <i>2 workstations ≤2 Years old = 2</i> • <i>2 workstations ≥2 Years old =1.5</i> • <i>1 workstations ≤2 Years old =1</i> • <i>1 workstations ≥2 Years old =0.5</i> • <i>Nil-0</i> 	5		
b)	<i>Scanner capacity</i>	5		
B1	<p><i>Models of scanners to use in this project specified and capable of handling brittle/torn documents</i></p> <ul style="list-style-type: none"> ➤ <i>Yes=0.45</i> ➤ <i>Incomplete/vague description=0.25</i> ➤ <i>No=0</i> 	0.45		
B2	<p><i>Capability to scan a daily output of <u>200,000</u> images with all the scanners</i></p> <ul style="list-style-type: none"> ➤ <i>Yes=0.45</i> ➤ <i>Incomplete/vague description=0.25</i> ➤ <i>No=0</i> 	0.45		
B3	<p><i>Individual scanner have capacity to Scans up to 90,000 pages per day per scanner</i></p> <ul style="list-style-type: none"> ➤ <i>Yes=0.45</i> ➤ <i>Incomplete/vague description=0.25</i> 	0.45		

	➤ No=0			
B4	<p><i>Imaging devices provided by the bidder are able to scan documents of various sizes for example <u>A5</u>, <u>A4</u>, <u>A3</u>, <u>A0</u>, etc.</i></p> <p>➤ Yes=0.45 ➤ Incomplete/vague description=0.25 ➤ No=0</p>	0.45		
B5	<p><i>Automatic 500- sheet elevator design, automatic document feeder with four designs: continuous feed, 100-sheet feed, 250-sheet feed and full 500-sheet batches</i></p> <p>➤ Yes=0.45 ➤ Incomplete/vague description=0.25 ➤ No=0</p>	0.45		
B6	<p><i>Bidder willing to setup adequate scanning infrastructure at the project site (on-site) using bidder's own scanners and other necessary equipment (at their cost)</i></p> <p>➤ Yes=0.45 ➤ Incomplete/vague description=0.25 ➤ No=0</p>	0.45		
B7	<p><i>Scanning technology should be CCD</i></p> <p>➤ Yes=0.45 ➤ Incomplete/vague description=0.25 ➤ No=0</p>	0.45		
B8	<p><i>Illumination technology should be white LEDs</i></p> <p>➤ Yes=0.45 ➤ Incomplete/vague description=0.25 ➤ No=0</p>	0.45		
B9	<p><i>Output compression should be CCITT Group IV; JPEG or uncompressed output</i></p> <p>➤ Yes=0.45 ➤ Incomplete/vague description=0.25 ➤ No=0</p>	0.45		
B10	<ul style="list-style-type: none"> • <i>Maximum document width up to 304.8 mm (12 in.)</i> • <i>Long document mode up to 4.0 m (160 in.).</i> • <i>Paper thickness with standard feeder should be 45 g/m² (12 lb.) bond to 200 g/m² (110 lb.) index; With ultra-lightweight feeder accessory: 25 g/m² (7 lb.) rice paper to 75 g/m² (20 lb.) bond.</i> <p>➤ Yes=0.45 ➤ Incomplete/vague description=0.25 ➤ No=0</p>	0.45		

B1 1	<p><i>Environmental Factors should conform to ENERGY STAR qualified scanners: Section 508 compliant; D.O.C. executive order 13221 compliant; Operating temperature: 10-35° C (50-95°F); Operating humidity: 10% to 85% RH</i></p> <ul style="list-style-type: none"> ➤ Yes=0.45 ➤ Incomplete/vague description=0.25 ➤ No=0 	0.45		
4.1	Capture Software Requirements/Capabilities & Indexing	10		
4.1a	<p><i>Scanning software specified</i></p> <ul style="list-style-type: none"> ➤ Yes=0.715 ➤ Vaguely specified=0.25 ➤ No=0 	0.715		
4.1b	<p><i>Scanning software support a wide range of scanner models and driver interfaces</i></p> <ul style="list-style-type: none"> ➤ Yes=0.715 ➤ Vaguely specified=0.25 ➤ No=0 	0.715		
4.1c	<p><i>The software provide full featured scanning controls, including: auto de-skew (single and multi-page), auto despeckle, auto "dead" page recognition, rotate, crop, mirror, repaginate, delete, insert from disk, print, zoom in/out/pan, versioning, and others.</i></p> <ul style="list-style-type: none"> ➤ Yes=0.715 ➤ Vaguely specified=0.25 ➤ No=0 	0.715		
4.1d	<p><i>Assurance that there is capacity to ensure all scanned images are indexed in the required manner as specified and are in a format that is accepted by the Existing EDMS system <u>Case360</u> using the predefined identification and categorization parameters.</i></p> <ul style="list-style-type: none"> ➤ Yes=0.715 ➤ Vaguely specified=0.25 ➤ No=0 	2.0		
4.1e	<p><i>Capability for comprehensive integration with Existing Document management systems (<u>Case360</u>) and any other ECM Solutions the company is using (Oracle and MS-SQL based)</i></p> <ul style="list-style-type: none"> ➤ Yes=0.715 ➤ Vaguely specified=0.25 ➤ No=0 	2.0		
4.1f	<p><i>Have a data entry option with capabilities of doing indexing by use of database lookup to populate fields form ODBC sources</i></p> <ul style="list-style-type: none"> ➤ Yes=0.715 ➤ Vaguely specified=0.25 	0.715		

	<ul style="list-style-type: none"> ➤ No=0 			
4.1g	<p><i>Easy to use and customize jobs where possible by use of APIs</i></p> <ul style="list-style-type: none"> ➤ Yes=0.715 ➤ Vaguely specified=0.25 ➤ No=0 	0.315		
4.1h	<p><u>Ability</u> to output different file formats to file, mail and print directly.</p> <ul style="list-style-type: none"> ➤ Yes=0.715 ➤ Vaguely specified=0.25 ➤ No=0 	0.315		
4.1i	<p><i>Compatibility with WINDOWS XP (32-bit) SP2 and SP3, WINDOWS XP (64-bit) SP2, WINDOWS 7 (32-bit & 64-bit), Server 2003, 2008, Unix, Linux.</i></p> <ul style="list-style-type: none"> ➤ Yes=0.715 ➤ Vaguely specified=0.25 ➤ No=0 	0.315		
4.1j	<p><i>User friendly Interface, One-touch scanning using program shortcuts. Must support single-document scanning, multi-document (single-batch) scanning, and multi-batch scanning</i></p> <ul style="list-style-type: none"> ➤ Yes=0.715 ➤ Vaguely specified=0.25 ➤ No=0 	0.315		
4.1k	<p><i>Easily <u>reprocess</u> images without re-scanning, easily insert, rescan, reorder and purge blank scanned images.</i></p> <ul style="list-style-type: none"> ➤ Yes=0.715 ➤ Vaguely specified=0.25 ➤ No=0 	0.315		
4.1l	<p><i>Multifeed Detection, Ultrasonic Multifeed featuring: Three sensors, Preemptive Ignore, VRS Ignore, Ignore by Size. Must support single-document scanning, multi-document (single-batch) scanning, and multi-batch scanning.</i></p> <ul style="list-style-type: none"> ➤ Yes=0.715 ➤ Vaguely specified=0.25 ➤ No=0 	0.315		
4.1m	<p><i>Easily image <u>merges</u> and split documents. Must have high speed multi image display, have option of separating documents by count or blank page, barcode, OCR, Patch code and more. Must have Zonal OCR/MICR, user optimized OCR. It should have a facility for barcode and zonal OCR/MICR indexing</i></p> <ul style="list-style-type: none"> ➤ Yes=0.715 ➤ Vaguely specified=0.25 ➤ No=0 	0.7		

4.1n	<p><i>Have capabilities of outputting to BMP, Tiff/multi-page TIFF, Multi-page PDF, RTF, TXT, output unlimited searchable PDFs. Capability to output PDF-A, compressed color PDF & <u>most importantly XML files</u></i></p> <ul style="list-style-type: none"> ➤ Yes=0.715 ➤ Vaguely specified=0.25 ➤ No=0 	0.715		
5	<i>Experience</i>	22		
a)	<p><i>State number of years of experience in provision of digitization/scanning services (Minimum is three years).Must provide evidence</i></p> <ul style="list-style-type: none"> • ≥ 6Year =5 • 5 Year=4 • 4 Year=3 • 3 Years =2 • 2 Years=1 • Below 2 years=0 	5		
b)	<p><i>State number of years of experience with Case360: Installation, development, deployment and maintenance. (Minimum is three years).Must provide evidence such as client reference</i></p> <ul style="list-style-type: none"> • ≥ 6Year =2 • 5 Year=1.5 • 4 Year=1 • 3 Years =0.5 • Below 3years=0 	4		
c)	<p><i>State/outline your project management approach used in previous digitization projects and/or future prospects in digitization/scanning project management</i></p>	4		
	C1	<i>Purpose Statement</i>	0.40	
	C2	<i>Define Goals and Objectives-</i>	0.40	
	C3	<i>Project Scoping</i>	0.40	
	C4	<i>Assumptions, Constraints, and Risks</i>	0.40	
	C5	<i>Deliverables</i>	0.40	
	C6	<i>Task flow charting</i>	0.40	
	C7	<i>Timeline scheduling</i>	0.40	
	C8	<i>Resources allocation</i>	0.40	
	C9	<i>Communication to stakeholders</i>	0.40	

	C10	<i>Problem resolution during the project</i>	0.4		
d)	<i>State and explain briefly your experience in previous digitization/scanning project and how you navigated the following</i>		3		
	D1	<i>Non-standard paper sizes</i>	0.25		
	D2	<i>Non-standard text orientation</i>	0.25		
	D2	<i>Coloured paper</i>	0.25		
	D4	<i>Smoothness, texture, and finish-</i>	0.15		
	D5	<i>Show-through</i>	0.15		
	D6	<i>Thickness of paper</i>	0.15		
	D7	<i>Image contrast</i>	0.15		
	D8	<i>Dot matrix writings</i>	0.15		
	D9	<i>Character size, style, and weight</i>	0.15		
	D10	<i>Negative images</i>	0.15		
	D11	<i>Margins differentials i.e.</i>	0.15		
	D12	<i>Bar codes</i>	0.15		
	D13	<i>Photographs and images</i>	0.15		
	D14	<i>Backgrounds</i>	0.15		
	D15	<i>Torn documents</i>	0.15		
	D16	<i>Outsized documents</i>	0.15		
	D17	<i>Small documents</i>	0.15		
	D18	<i>Sticky notes and flags</i>	0.15		
e)	<i>State and briefly explain pre-scanning processes you employed during your previous digitization project in regard to the following</i>		3		
	E1	<i>Signing contract/submission of performance bond, commencement of the project-state number of days required/taken.</i>	0.30		
	E2	<i>Project Planning/site setting</i>	0.30		
	E3	<i>Document preparations</i>	0.30		
	E4	<i>Pre-scanning Decisions</i>	0.30		
	E5	<i>Scanner testing</i>	0.30		
	E6	<i>Scanning</i>	0.30		

	E7	<i>Indexing</i>	0.30		
	E8	<i>Quality control</i>	0.30		
	E9	<i>Retake</i>	0.30		
	E10	<i>Restoration of unbound vital documents with intrinsic values</i>	0.30		
f)	<i>Give a snapshot of your application of Computer Output to Microfilm (COM) in digitization of vital records/ permanent records replacing the originals; Must show its advantage in preservation of long term/permanent vital records</i>		2		
	<ul style="list-style-type: none"> • <i>Elaborate snapshot=2</i> • <i>Vague snapshot=1</i> • <i>No explanation/response=-2</i> 				
g)	<i>State your Quality Control Mechanisms in digitization/ scanning project in regard to :</i>		3		
	G1	<i>Electronic Image Attributes</i>	0.375		
	G2	<i>Selecting Sample Size for QC</i>	0.375		
	G3	<i>Sampling Plans for a Normal Inspection/ Acceptable Quality Levels (Normal inspections)</i>	0.375		
	G4	<i>Adjusting the Sampling Plan Rules</i>	0.375		
	G5	<i>Sampling Plans for a Tightened Inspection</i>	0.375		
	G6	<i>Sampling Plans for a Reduced Inspection</i>	0.375		
	G7	<i>Handling of Rejected Scanned Images</i>	0.375		
	G8	<i>Documentation</i>	0.375		
6	<i>Reputation</i>		6		
	6.1	<i>State total Number and names of Corporations (Regional (within EAC) and local Organizations or Companies) you are currently serving or you have served (in the last 3 years) in digitization/scanning projects</i>	1.0		
		<ul style="list-style-type: none"> • $\geq 3=1.0$ • $3=0.75$ • $2=0.50$ • $1=0.25$ 			

	6.2	<p><i>Submit letters of reference from three Organizations /corporate clients. Indicate scope/extent of the digitization/scanning services rendered value of contracts, contact persons - address and telephone numbers.</i></p> <ul style="list-style-type: none"> • 3 Relevant letters of reference=1.5 • 2 Relevant letters of reference=1.0 • 1 Relevant letters of reference=0.5 • No reference letters-0 	1.5		
	6.3	<p><i>Confirmation from referees on type of service</i></p> <ul style="list-style-type: none"> • 3 Relevant confirmation =1.5 • 2 Relevant confirmation =1.0 • 1 Relevant confirmation =0.5 • No response=0 	1.5		
	6.4	<p><i>Previous business/ work/ contract with Kenya Power (not necessarily on digitization)</i></p> <ul style="list-style-type: none"> • Done satisfactorily (Contract Name/No/Date)= 1 • Done unsatisfactorily (Contract Name/No/Date)= 0 	1		
	6.5	<p><i>Availability of the service once awarded the tender:-the bidder shall state in writing how soon they can start the work should they be awarded the tender. The time shall be calculated from the time of when both parties (procuring entity and the bidder) sign the contract. The time include submission of the performance bond</i></p> <ul style="list-style-type: none"> • One week=1 • Two weeks=0.75 • Three weeks=0.50 • Four weeks=0.25 	1		
7	Confidentiality/security of information during the project		1.5		

7.1	<p>State how you intend to ensure security and confidentiality of the sensitive and vital records during the process of digitization? Give at least 3 critical controls used in previous such projects. Provide evidence</p> <ul style="list-style-type: none"> • 3 Controls given supported by documentary evidence=1.5 • 2 Controls given supported by documentary evidence=1.25 • 1 Controls given supported by documentary evidence=1 • Controls given without support documentary evidence=0.5 • No response/wrong/not convincing controls=0 	1.5		
8	Social Obligations	2		
a	<p>Submit Sworn Anti-corruption affidavit.</p> <ul style="list-style-type: none"> • Submitted & well-articulated=0.5 • Submitted, but not well articulated=0.25 • Not submitted=0 	0.5		
b	<p>Submit NSSF Compliance Certificate.</p> <ul style="list-style-type: none"> • Submitted & well-articulated=0.5 • Not submitted/ Submitted but valid =0.25 	0.5		
c	<p>Submit NHIF Compliance Certificate</p> <ul style="list-style-type: none"> • Submitted & valid=0.5 • Not submitted/ Submitted but valid =0.25 	0.5		
d	<p>Provide evidence of welfare programs for the workers.</p> <ul style="list-style-type: none"> • Submitted & well-articulated=0.5 • Submitted, but not well articulated=0.25 • Not submitted=0 	0.5		

Additional Mandatory Software requirement

- Vendor must provide software solution or automated means to count scanned images.

