OSCE Organization for Security and
Co-operation in Europe
Mission to Bosnia and Herzegovina

Questions and Answers

Ref: BAH-RFP-527049-2018 - Provision of scanners, memory upgrade for servers, scanning of documentation services and development of Electronic Evidence System for Prosecutors' Office

Batch #2

In line with the paragraph 19 of the Request for Proposal reference number BAH-RFP-527049-2018, OSCE Mission to Bosnia and Herzegovina received the following requests for clarification:

Answer to Questions BAH-RFP-527049-2018:

Question 1: Where is the documentation for scanning (locations)?

Answer 1: Location for scanning is State Prosecutors Office of BiH, Kraljice Jelene 88, 71000 Sarajevo

Question 2: What if we have two different prices - for regular A4 documentation and A4 documentation which need to be scan on flat?

Answer 2: Please provide one price per page in total. As stated in Annex C - Terms of Reference: "1.3 Documentation mostly consists of one-sided and two-sided A4 format paper, with groups of A5 (delivery forms), A3 format paper (up to 10% of total documentation) and full envelopes, which need to be scanned on the FLAT scanner. Photo documentation, paus paper, and the like, which constitutes up to 1% of the total documentation that is to be digitized, needs to be scanned in color, in order to preserve the formats and colors. The rest of documentation is to be scanned in black and white."

Question 3: Is it possible to scan all documentation in color? It would be easier...

Answer 3: Yes. Nevertheless, the following minimum requirements stated in Annex C - Terms of Reference must still be met: "1.7 All pages of PDF files that are the output of digitalization should be read on the screen and in a hard copy made out of a digitalized copy. It is necessary to set the optimal resolution (minimum 300 dpi) and other parameters of the process of digitalization and PDF conversion that will provide the creation of PDF files of a small size (on average up to 100kB per A4 page) in accordance with the specified quality of digitized material. "1.8 Digitalization should be done in black and white double-sided in page format A6 to A3 (mostly A4)…" and "1.9 Documentation in the form of photographs, paus papers and the like is to be scanned in color at a resolution of 300 dpi in digital PDF/A format."

Question 4: How many users will have access to WCEES system? Do they need named licences with full time access or it could be concurrent licences with occasional access?

Answer 4: Bidder need to provide minimum 300 users' licenses as stated in Annex C - Terms of Reference: "11.1 The contractor must provide a full, open, paid-up, irrevocable, un-timed 300 users' license to the proposed Software product(s) with the needed server licenses as per the requirements identified in this document. Hence the POBiH shall have all rights pertaining to installing and

using this Software product for an unlimited time period, and in any location and/or office premises." Beneficiary will need named licences with full time access.

Question 5: Instead of provide you the full Source code, could we as your potential partner and author, deposit Source code for example at Insurance company? In case of emergency, OSCE will get access to the Source code.

Answer 5: No. Beneficiary/owner should be State Prosecutors Office of BiH. As stated in Annex C - Terms of Reference: "11.3 The full source code for any customization elements or developed modules which will enable the System to be maintained and developed with no further support from, or obligation to, the consultant provider and any additional software engineering tools and enabling technologies used to construct these applications and required to support full access to source code and development environments, are to be provided as property of POBiH."

Focus only on the delivery of the basic, required functionality of the specified software product. If you already have developed working software product with additional functionality not required by this project, consider developing fairly simple, basic version of your product with required modules/functionality only.

Open-source software product solution could also be considered in which case selected company should:

- install and configure open-source product;
- develop and implement all customizations required to provide requested / specified functionality;
- provide source-code for the implemented customizations;
- provide installation files for the open-source product.

Provision of the source code however remains a requirement of the RFP.

Regards

Procurement Office
OSCE Mission to Bosnia and Herzegovina