



PRIVATE SECURITY REGULATION AUTHORITY

**REQUEST FOR QUOTATION
FOR
SUPPLY OF
ELECTRONIC ARCHIVING SYSTEM**

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INTRODUCTION

1 Introduction

The PSRA is seeking quotations for the supply and installation of an Electronic Archiving System

Background

The P.S.R.A. is a Statutory Body under the Ministry of National Security charged with the responsibility to monitor and regulate the operations of the Private Security Industry including Contract and Proprietary Security Organizations as well as Private Security personnel.

The PSRA therefore has responsibility to:

- Grant, refuse, suspend or cancel licences or registration cards issued to the Private Security Industry.
- Consider and determine applications made under the P.S.R.A. Act for registration and licencing and the renewal of said licences.
- Take all lawful measures it may consider necessary or desirable to assist it in carrying out its functions under the Act.

Since its establishment in 1993, the PSRA maintains /stores copies of all application for licensing or renewal. This gives rise to high costs associated with photocopying original birth certificates, TRN and other supporting documents for each application being processed. Currently there is limited physical storage space in the Registry that houses the documents for over 40000 security personnel (approximately 1 Million files). Though the applications in the Registry are filed in a consistent manner there is a great challenge retrieving the information in a timely manner. Additionally older documents loose details after being stored for long time.

In support of these objectives and in order to manage the content which represents its operational efforts and its efficiency, the PSRA seeks to establish an Electronic Archiving system

The Private Security Regulation Authority is inviting your Company to provide a Quotation to provide the following:

Document Management Software
Scanners for forward and back file conversion
Scanning Software
Storage Drive

2. TERMS AND CONDITIONS

(a) Eligibility

An “Eligible Supplier” is one who meets, or by the date of RFQ acceptance, can meet all requirements for providing the services outlined in the specifications.

The Supplier must therefore be:

- i. Registered with the National Contracts Commission (NCC) or seeking registration before award of contract.
- ii. Possess a valid Tax Compliance Certificate (TCC)
- iii. Be able to show demos of products offered

(b) Instruction to Suppliers

- The Supplier shall submit the quotation by email (info@psra.gov.jm) or delivered to the PSRA (6th Floor, Office Centre Building, 12 Ocean Boulevard, Kingston Mall) by **July 30, 2010**
Questions or queries may be e-mailed to info@psra.gov.jm
- Quotations should include all the documents and information requested in this RFQ
- The Supplier shall indicate compliance with the Business Conditions specified in Section 5 of this RFQ by commenting on each clause of the section in the order in which each clause appears

3. FORMAT OF QUOTATION

The Supplier shall submit the quotation with the follows:

- Form A – see **Appendix 1**
- Schedule of goods to be supplied with costs, justification for solutions offered, and detailing the provision of maintenance and technical support.
- Evidence of track record (two references)
- Compliance Clauses – Section 4
- Copy of Tax Compliance Certificate
- Any other consideration relevant to this RFQ

4. PROCESSING OF QUOTATION

- The quotation offer shall close **on July 30, 2010**
- Evaluation of the quotations will be done by the PSRA Selection Committee, within two week of the closing date. During this time the Suppliers may be requested to provide supplementary information and may be required to demonstrate the software / hardware being proposed.
- The specifications will be rated on the basis of the evaluation criteria outlined in **Appendix 2**
- The PSRA will select the Supplier whose offer meets the requirements of this RFQ, provides the greatest overall benefit, who attains the highest score on the evaluation (**Appendix 2**) and the best overall value for money. This is represented in the most advantageous offer conforming to the RFQ and demonstrating the best value to the PSRA.

- Selection Committee reserves the right to accept partially or wholly those offers considered most advantageous taking all matters into consideration.

5 BUSINESS CONDITIONS

Acceptance of Contract

The Supplier must be prepared to formalize and sign the Supply Contract with the PSRA within **five working days of the award of the contract.**

Delivery of Goods and Warranty

The Supplier must be prepared to deliver **NO LATER THAN August 16, 2010.**
The Supplier shall provide warranties for the goods of no less than **2 years.**

Cost Estimates

The Supplier shall provide unit prices for each item quoted as well as the total price for the goods to be supplied

Payment

The Supplier shall accept payment for services as follows:

- | | |
|--|-----|
| _ 5 days after signing of supply contract | 10% |
| _ On delivery of goods | 40% |
| _ On installation and commissioning of goods | 40% |
| _ After 3 months defect liability period | 10% |

Appendix 1

Form A

QUOTATION FOR PROVISION OF ARCHIVING SYSTEM

I hereby propose to provide the Private Security Regulation Authority with the goods specified in the attached schedule

Date

Name of Company

Address
.....

Telephone # **Fax Number**

Email Address.....

TRN

Appendix 2

Evaluation Criteria

Requirement Specification (Document Management Software)
point allocation – maximum 140

POINT	FEATURE 1	SCORE
1 (a)	Web based / client-server solution	20
1 (b)	Efficiently handle batch scanning	15
1 (c)	Have the capacity to be able to archive high volumes (at least one million files) and provide scalability in respect of how many documents can be handled.	20
1 (d)	Provide multi-level access rights and audit trails / traceability that shows when, where and by whom documents were created, modified, published and stored.	10
1 (e)	Supports various file formats including pdf files	10
1 (f)	Facilitates retention periods in keeping with formal document management practices.	3
1 (g)	Provide check-in and check-out options for documents.	2
1 (h)	Allows various searchable indexes	10
1 (i)	Highly customizable to match the business processes of the PSRA	5
1 (j)	User-friendly hence providing an easy learning curve for operators.	10
1 (k)	Cost The lowest priced quotation will receive a maximum score of 20 points. Points will be awarded to other quotation in inverse proportion to price.	20
1 (l)	Software maintenance (Minimum 2 years)	10
1 (m)	Other Features	5

Requirement Specification (Scanner for back file conversion)
point allocation – maximum 60

POINT	FEATURE 2	SCORE
2 (a)	Speed (can process files at approximately 1000 pages per day)	10
2 (b)	Be able to scan letter and legal sized documents in one go (DADF)	20
2 (c)	Must have a flat bed portion at least legal size	10
2 (d)	Cost	10
2 (e)	Warranty (Minimum 2 years)	10

Requirement Specification (Scanner for forward conversion)
point allocation – maximum 80

POINT	FEATURE 3	SCORE
3 (a)	Speed (can process files at approximately 200 pages per day)	10
3 (b)	Can move documents along a workflow chain to incorporate in the Document Management Software (Reducing manual scanning steps)	20
3 (c)	Be able to scan letter and legal sized dual sided documents in one go	10
3 (d)	Must have a flat bed portion at least 11 X17	15
3 (e)	Cost	10
3 (f)	Warranty (Minimum 2 years)	10
3 (g)	Other Features	5

Requirement Specification (Storage Drive)
point allocation – maximum 70

POINT	FEATURE 4	SCORE
4 (a)	Size (approximately 4 terabyte of storage space)	10
4 (b)	Cost	15
4 (c)	Warranty (Minimum 2 years)	10
4 (d)	Ethernet Connectivity (Gigabit)	10
4 (e)	RAID (0,1,5) Option	10
4 (f)	Backup Management Features	5
4 (g)	Other Features	10