

Tender Number: TNPA/2023/03/0005/25959/RFP

Description: Implementation of the Electronic Documents and Records Management System (EDRMS) for all TNPA Ports for a period of five (5) years

Item No	Description of Item	Unit of Measure	Quantity	Price (ZAR)	Total Price of Item [ZAR]
1	5-year license subscription Note: 15 x Developers 1000 End users	Annually	1		
2	Solution Design: Design and Implementation of the management plan for records and files Management of electronic documents and records: 1. File Plan 2. Retention schedule 3. Information classifications 4. Indexing, Filing, and archiving	Sum	1		
3	Development / Configuration costs: Setup, configuration, testing, commission of an EDRMS and workflows (records management workflow, document management)	Sum	1		
4	Integration costs: (Integration to SAP systems and platforms, Microsoft systems and platform and Other external Systems and platforms): 1. Digital tool/ virtual reality enablement 2. Scanning interface	Sum	1		
5	Conversion of manual documents and records into the system	Sum	1		
6	Migration and back scanning of paper records	Sum	1		
7	Security and protection including: 1. Authentication and versioning 2. Audit Logs 3. Compliance 4. Accountability 5. Cyber Testing Format	Sum			
8	Skills Transfer Duration = 1 year (during the development phase), On site: 1. First-line functional support x 10 2. First-line technical support x 5 3. System Administration x 1 4. Database Administration x 1 5. Authorizations x 1	Sum	1		

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9	Deployment / Go Live	Sum	1		
10	Back-up and system recovery plan	Sum	1		
11	Remote Post Implementation Support (3 months)	Monthly	3		
12	Ad hoc Annual Software License Maintenance and Support (Year 2, 3, 4 and 5)	Monthly	9		
		Yearly	1		
		Yearly	1		
		Yearly	1		
TOTAL PRICE, exclusive of VAT:					
VAT 15% (if applicable)					
Total Inclusive of VAT (where applicable)					

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DISBURSEMENT				
Disbursement Type	Unit	Number	Estimated Cost per Unit (ZAR)	Total Estimate Cost (ZAR)
Local Flights (Economy Class)	Return Trip			
Accommodation @ R1 500 (Bed & Breakfast)	Per person per night			
Car Hire (Group B) @R200 per day	Per trip			
Subsistence				
Miscellaneous				
Total Estimate for the duration of the project (ZAR)				