



## CLARIFICATION QUESTIONS

RFT: ClimSA\_2025\_001  
File: AP\_3/35  
Date: 02/04/2025  
To: Service Providers  
Contact: [procurement@sprep.org](mailto:procurement@sprep.org)

**Subject: Request for tenders (RFT): Data Digitisation Solution – Fiji & Nauru**

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### **Question 1:**

Can you provide more details on the expected volume of documents to be digitised, to help us determine the necessary storage capacity and processing capabilities of the DMS?

#### Response:

For the next 3 to 5-year plan more than 2 million records could be rescued and digitised. The pages range from A0 to A5 size, and all these will be scanned in high resolution.

### **Question 2:**

In regards to the 5-year support license (point 3. Scope of Work), does this need to be included in the financial proposal, or is there a separate budget for this??

#### Response:

This needs to be included in the financial proposal.

### **Question 3:**

Could you elaborate on the specific requirements for data migration and import options? Are there specific formats or systems we need to be compatible with?

#### Response:

There are more than 250,000 records (documents) in our previous DMS (File bound) and we need to take this across to the new proposed DMS.

### **Question 4:**

The RFT mentions 3 overhead scanners. Is this 3 for each location (Fiji and Nauru), or 3 total?

#### Response:

Three in total. Two for Fiji and One for Nauru. However the delivery destination for all 3 will be to Fiji Met Services office.

### **Question 5:**

Can you provide more details on the "auto book correction capabilities" required for the scanners?

#### Response:

Page-Turning Detection: Some scanners automatically detect when a page is turned and initiate the scanning process without manual input, speeding up the workflow.



**Book Curve Flattening:** This technology corrects distortions caused by the curvature of book pages, ensuring that the scanned image appears flat and readable.

**Background Color Optimisation:** This feature adjusts the background color of scanned pages to improve contrast and readability, especially for older or discolored books

**Question 6:**

For the implementation and setup of the solution, what level of support will the FMS and Nauru Met Service provide in terms of IT infrastructure and personnel?

**Response:**

Tier level 1 support – will be provided by the FMS IT and Nauru Team physically and remotely if necessary.

Tier level 2 – hardware – will be addressed through the warranty (5 years)

Tier level 3 – licensing/software if cannot be solved by FMS and Nauru Met Service then vendor will be contacted to address issue.

**Question 7:**

Can you clarify the requirements for the on-site training in Fiji and the online training for regional participants? What is the expected number of participants for each?

**Response:**

On site training would be about 15 participants and Regional would be 5

**Question 8:**

Could you provide more specific details on the security features required for the DMS, particularly regarding multi-factor authentication?

**Response:**

**Two-Factor Authentication (2FA):** This is the most common form of MFA. It requires users to provide two forms of verification, such as:

- A password (something you know).
- A one-time code sent via SMS, email, or generated by an authenticator app (something you have).

These features ensure that only authorised users can access sensitive documents, significantly reducing the risk of unauthorised access or data breaches.

**Question 9:**

In relation to the "recurring cost to host solutions", since FMS is providing the server and hosting infrastructure, what specific costs are you referring to?

**Response:**

What will be the recurring cost from the supplier's side if any.



**Question 10:**

In "Vendor should Work with FMS and set up bulk upload already scanned images (migration to new system with auto-indexing.)", can you provide the estimated volume of the scanned images?

Response:

250,000 records (documents)

**Question 11:**

What format are the scanned images in?

Response:

.jpg format

**Question 12:**

Do you currently scan to cloud?

Response:

No, Local Storage

**Question 13:**

What is the current DMS system you are using?

Response:

None

**Question 14:**

Workload Migration - How is the current store of scans being kept and in what format?

Response:

JPG, Stored in NAS

**Question 15:**

What is the current physical connection of the scanners to the network and the current DMS software or network/cloud drives?

Response:

Direct Connection via USB. All images stored in NAS

**Question 16:**

How is the Data Migration currently configured? Are scanned documents ultimately stored in PDF?

Response:

Manual scan images in JPG format is saved in NAS

Note: DCP Enhanced OCR - page 42 Additional Save formats (DOCX, XLSX, PPTX).



**Question 17:**

Can FMS provide sample workflow documents?

Response:

Please refer to the attachment at the end of this document.

**Question 18:**

Do you want to scan directly to a cloud service?

Response:

Yes. Or bulk upload.

**Question 19:**

What is the maximum number of pages that would need to be scanned at once?

Response:

31 (field book monthly)

**Question 20:**

Does the workflow require PDF scans to OCR parts of the document and incorporate metatags in the PDF?

Response:

Yes

Note: DCP Enhanced OCR - page 110 User Defined Index.

**Question 21:**

Do all 3 scanners need to be Overhead Book Scanners?

Response:

Yes

**Question 22:**

What users will need access to the DMS?

Response:

Internal Staff (more than 2 access level, Admin, view only, ect)

**Question 23:**

Are there any security features you want to have?

Response:

Multi factor authentication



## Sample Workflow

