



REQUEST FOR QUOTATION (RfQ17/01514)

Title: Digitization of the archive of the Parliament of the Republic of Moldova

Clarification Questions and Answers (as of 22 May 2017)

Q.1. It is extremely important to indicate specifically the number of metadata fields that would be requested. Currently, ten fields have been indicated, although the statement *"The final list of metadata fields shall be decided after additional consultation with the Parliament of Moldova. The PRM Information and Analytical Department will analyze the archived documentation and provide the necessary keywords, abstract."* leaves room for an undetermined increase of the number of requested metadata fields. As the final number of metadata fields shall be decided after the submission of the price offer and this number could have a two-fold increase, we might fail meeting our obligations. Please, specify the number of metadata fields with an error margin of 5% at most.

A.1. At this stage, the Beneficiary cannot estimate the final number of the needed metadata. The final list will be decided in the inception phase of the project.

Q.2. Please explain in more details how we could interpret metadata (g. short summary)? Will the Summary be developed by the winner company following the logical understanding of the body text or are there predefined texts for the Summary? Also, stating the Summary approximate length (number of characters or percentage) is very important, as there are some files containing 200-300 pages

A.2. There are predefined texts for the short-summary and the selected company for the digitization services will not have to prepare these texts. The average number of words of the short summary is 50.

Q.3. Please provide us with more detailed information, pro-rata would be ideal, concerning the number of documents/dossiers out of the total 660000 pages, which could be possible scanned through ADF vs those to be scanned via Flatbed. The question arises due to the fact that the number of people involved, the equipment and the costs are impacted by the task comprehensiveness; respectively, if we talk about sewed/sewn or glued documents, the time for scanning would increase considerably.

A.3. Please note the following estimation made by the Beneficiary:

- 50% of the pages may be scanned through ADF
 - 50% of the pages may be scanned through Flatbed
- Also, it must be noted that all the dossiers are sewn and glued.

Q.4. RfQ makes references to the Institutional Repository (IR) system. Is the IR already deployed, is it documented? Does it include an API for automatic ingestion of PDF/A files and related metadata or it requires custom developments?

A.4. Please note, that at this stage the Beneficiary is in the Inception phase of the implementation of the IR software that is based on DSpace. We estimate that until the selection of the company for digitization services, the IR software will be already deployed. Also, it should be noted that the selected company that will provide digitization services will have the opportunity to work closely with the experts that are responsible for the customization of the IR software.

Q.5. What is the input format for data ingestion into IR system? Regarding the Requirements towards Scanning Equipment, point 8 "The scanning solution shall cover the A4 format as a minimum". What is the maximum format? A3, A2?

A.5. The input format is A4 and A3. Also, there are pages in dossiers, less than 1% of undetermined format, smaller than and that need to be scanned manually

Q.6. Page 8 of the RfQ includes the following point: "The PRM IR system implementation at the PRM must include the following stages to be led by the Service Provider with the following outcomes/deliverables.". Can you please clarify what are these stages and what are the specific outcomes/deliverables? Is the IR System implementation also part of the tender and not being included in point C. Key Activities and Expected Output?

A.6. No the IT software implementation is not a part of this tender. Please note, that at this stage the Beneficiary is in the Inception phase of the implementation of the IR software that is based on DSpace. We estimate that until the selection of the company for digitization services, the IR software will be already deployed. Also, it should be noted that the selected company for providing digitization services will have the opportunity to work closely with the experts that are responsible for the customization of the IR software

Q.7. How many Parliament's employees will require training and will be involved in performing external quality assurance? External QC will evaluate each file or selective batches?

A.7. The number of PRM employees to be trained is 4.

Q.8. Does the Sign-off QA phase require or not digital signature to be applied?

A.8. The Sign-off QA phase does not require digital signature to be applied.

Q.9. Are there any specific requirements towards file naming and folders structure?

A.9. No. There are no special requirements regarding the file naming and folder structure.

Q.10. The list of metadata fields contains the following points: g) Short summary (or abstract) and h) Keywords, what is the average/maximum number of words/characters that will be considered appropriate for the short summary (abstract) and the maximum number of keywords/tags per single digital file (with one or multiple images/pages)?

A.10. The maximum number of keywords/tags per single digital file (with one or multiple images/pages) is 20.

Q.11. What is the approximate number of digital files to be produced? The ToR states that "... 660.000 page is the number of scanned, processed and stored pages and not the number of scanned acts or dossiers (each dossier contains 200-300 pages)". We assume that within a dossier there are different type of acts, which are required to be scanned into separate files and include separate metadata sets. Is our assumption correct? What is the average number of separate/unique acts per dossier in this case?

A.11. Please note that within a dossier there are different type of acts, which are required to be scanned into separate files and include separate metadata sets. The average number of pages contained in a dossier is 300. At this stage, the Beneficiary may communicate the minimum number of separate/unique acts per dossier – approximately 30 acts.

Q.12. In order to make accurate estimates of the workload and costs and to assume meeting the deadline stated in the RFQ, we kindly ask for permission to look through/inspect the hard copies subject to scanning. We need to see/understand how the documents are sewn/glued.

How can the scanning material (documents) be inspected? Can you provide access to premises prior to bid or pictures of various types of dossiers/permanent records?

A.12. **NOTE:** Both questions refer to the site-visit request. We discussed it with the Beneficiary. It was decided to organise the site-visit on Thursday, 25 May 2017, at 10:00, at the Parliament Archive within the Ministry of Agriculture, 162 Stefan cel Mare Str., 10th floor.