

REQUEST FOR QUOTATION (RfQ17/01514)

Digitization of the archive of the Parliament of the Republic of Moldova

Clarification Questions and Answers (as of 30 May 2017)

As per request of several companies that expressed their interest in the present tender, on May 25, 2017, there was organized a site visit meeting at the Archive of the Parliament of the Republic of Moldova. During the meeting representative from several companies present had the opportunity to examine the folders and documents in hard copy that are to be introduced digitally during the digitization process. Also, during the meeting, companies had the following question/request from Archive personnel:

Q.1 In order for us to have a more precise financial offer, please indicate number of folders to be introduced during the digitization process.

A 1. Tipuri dosare / Types of folders as follows:

Tipuri / Type	Cantitate / Quantity
Proiecte de hotărâri, proiecte de legi (Draft decisions and Draft Laws)	Approx. 826 dosare/folders
Legi, Hotărâri și alte acte adoptate de Parlamentul Republicii Moldova; decrete de promulgare (Laws, Decisions and other documents adopted by the Parliament of the Republic of Moldova (PRM); bylaws)	Approx. 826 dosare/folders
Procese-verbale ale ședințelor Biroului permanent (Protocols of meetings of the Permanent Bureau)	21 dosare/folders
Hotărârile Biroului permanent al Parlamentului Republicii Moldova (Decisions of the of the Permanent Bureau of the PRM)	13 dosare/folders
Registre de Stat al actelor legislative, adoptate de Parlamentul Republicii Moldova (State Registers of legislative acts, adopted by the PRM)	24 dosare/folders
Registre de Stat al hotărârilor Biroului permanent al Parlamentului Republicii Moldova (State Registers of the decisions of the Permanent Bureau of PRM)	11 dosare/folders
Acorduri interparlamentare (Inter-Parliamentary agreements)	8 dosare/folders
Dispozițiile Președintelui Parlamentului cu privire la activitatea de bază (Provisions of the Parliament Speaker with reference to the main activity)	15 dosare/folders
Dispozițiile prim-vicepreședintelui și vicepreședinților Parlamentului cu privire la activitatea de bază (Provisions of the Parliament First Deputy Speaker and Deputy Speaker with reference to the main activity)	7 dosare/folders
Dispozițiile Secretarului general cu privire la activitatea de bază (Provisions of the Secretary general with reference to the main activity)	7 dosare/folders
Secretarul general: procesele-verbale ale ședințelor de lucru (Secretary General: protocols of meetings)	4 dosare/folders

Tipuri / Type	Cantitate / Quantity
Documente privind organizarea și funcționarea Secretariatului Parlamentului: regulamente, planuri și rapoarte anuale de activitate (Documents on organisations and functioning of the Parliament Secretariat: regulations, working plans, annual activity reports)	15 dosare/folders
Documente cu privire la întreveneri (rapoarte privind vizitele bilaterale) (Documents on meetings organised (reports on bilateral meetings))	7 dosare/folders
Devizele anuale de cheltuieli din bugetul de stat, planul de finanțare (Annual expense reports form state budget, financing plan (budgets))	15 dosare/folders
Darea de seamă privind executarea devizelor de cheltuieli din bugetul de stat (Financial reports on State budget expenses)	11 dosare/folders
Rapoartele (note informative, procese-verbale de constatare, decizii) privind controalele exercitate de către Curtea de Conturi (Audit Reports (informative notes, protocols, decisions) from Court of Accounts)	3 dosare/folders
Serviciul audit intern: Documentele cu privire la activitatea de audit intern Internal Auditing Services: Documents regarding the activity of the internal audit	1 dosare/folders
Dosarele personale ale deputaților în Parlament (Personal folders of the Members of PRM)	245 dosare/folders
Dosarele personale ale angajaților Secretariatului (Personal folders of the Secretariat staff)	38 dosare/folders
Stenogramele ședințelor Parlamentului RM Statistici medii privind stenogramele: Un dosar poate conține 4 ședințe, O ședință poate conține 7 întrebări pe ordine de zi. Verbatim reports of the meetings of PRM Average statistics regarding the Verbatim Reports: 1 folders may contain 4 meetings 1 meeting may contain 7 topics on the daily agenda.	Approx. 360 dosare/folders

Q.2. Could you please confirm that the hardcover documents can be cut then tied back with a string?

A.1. Yes we confirm that the hardcover documents can be cut then tied back with a string.

Q.3. Is the indexing being done at the folder level, at the document level, or both? Would you be so kind as to specify the number of folders and documents in each case?

A.3.: The indexing must be done at both levels: folder and document levels.

Q.4. Will there be provided an internet connection in the working space?

A. 4: Yes, we confirm that the working space will be provided with the internet connection.