



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

REQUEST FOR PROPOSAL (RFP)
for
Supply, Delivery, Installation, Integration, Implementation and Support
for
Enterprise Document Management Solution
with SAP and Sharepoint Integration

BID BULLETIN
Addendum No. 1

This Addendum No. 01 is issued to clarify inquiries raised during the Preproposal Conference held on 17 November 2016 regarding the Request for Proposal for the **Supply, Delivery, Installation, Integration, Implementation and Support for *Enterprise Document Management Solution with SAP and Sharepoint Integration*** issued to prospective Suppliers on 10 November 2016.

A. SECTION III - Financial Proposal Standard Forms

FPF-4 Breakdown of Renumeration per Activity

Footnote number 2 should read "Names of activities (phase) should be the same as, or corresponds to the ones indicated in Form TPF-7."

B. VENDOR QUERIES AND CLARIFICATIONS

COMMERCIAL INQUIRIES

- Q1. Do we need to provide the service to all Missions?
Answer: No, the Mission referred to in the RFP is only the IOM Manila Administrative Center Office in the Philippines.
- Q2. Do we need to submit the Vendor Accreditation Documents prior to the proposal submission date?
Answer: No, the VIS and all company documents can be submitted together with the proposal.
- Q3. Can we submit proposal by submitting a link to IOM where the documents will be downloaded by IOM.
Answer: No, we prefer submission via email at gpsu@iom.int email address and by handcarry or via courier provided the proposals are received on or before the submission due date.
- Q4. Are only those who attended the pre-proposal conference eligible to submit proposal?
Answer: No. Everyone is allowed to submit proposal. Attendance to preproposal conference is not a requirement as stated under Clause 4.3
- Q5: Do we have to submit the Section V – Pro-Forma Contract as a part of the submission on 29th Nov. Based on the details provided, we assume that this document should be discussed and signed after the award.
Answer: No need for contract submission. The contract template is there so the service provider can see the general contract terms and conditions in case they will be awarded.

Manila Administrative Centre

Units C, D, G & H. 25th Floor. Citibank Tower Condominium. Paseo de Roxas. Makati City. Philippines
Tel: +63.2.848 1260 to 63 • Fax: +63.2.848 7244 • E-mail: mrfmanila@iom.int • Internet: www.iom.int

Q6: We have another query on the applicable Taxes. Please advise on the Withholding Tax rate for IOM if we are invoicing from Singapore.

Answer: Financial proposals should be tax free since we do not pay taxes here.

TECHNICAL INQUIRIES

Q1: Are there additional features or specific feature in Sharepoint required?

Answer: Our requirement are the ones mentioned in the Terms of Reference (TOR).

Q2: Is the content server available?

Answer: Yes. The current SAP Content Server version 6.40 is still on production.

Q3: Please confirm that the requirement is integration between SAP and Sharepoint

Answer: Yes.

Q4: Is there a middleware in place or should be part of the proposal?

Answer: If the proposed solution requires middleware, then it should be part of the proposal.

Q5: What is the volume of the data transfer?

Answer: We don't have the figure. We are currently using the content server for personnel action and medical unit. For this we can provide the estimate. For the new requirement, we have no data.

Q6: What are the major pain points?

Answer: No possibility to search, read and update document from Sharepoint.

Q7: Can we propose out of the box Sharepoint solution or third party solution?

Answer: We are open to all options but it is clear the that solution should be certified by both SAP and Microsoft.

Q8: The integration part may result to changes at the SAP side. Does IOM have a development team in place to do the changes or it is expected that the Service Provider does the changes.

Answer: Yes, IOM DEV and Technical Team can be utilized however IOM part/role should be clearly stated in the proposal.

Q9: Under the Functional scope, explain 2.1.4 further.

Answer: Those that have been uploaded at SAP side should still be searchable in Sharepoint and those in Sharepoint should be accessible via SAP business transactions.

Q10: Do you require onsite or offsite support?

Answer: The Onsite Technical Consultant is part of the technical evaluation, however we are flexible for portion delivered remotely

Q10: Under the Functional scope, explain 2.1.7 further.

Answer: This refers to how archive link is set up in SAP. Both should be searchable. Although searchable, roles and authorization should still be implemented even if outside SAP and same with Sharepoint.

Manila Administrative Centre

- Q11: What is expected in this project? Do you want to eliminate SAP Content Server? Sharepoint is the document repository?
Answer: Provide additional interface to user to make their job easier. Even with access in SAP, one can upload documents in Sharepoint and vice versa. Discontinue the use of SAP Content Server once the new solution is in place.
- Q12: Do you want to keep a copy of document in SAP or keep a copy in Sharepoint?
Answer: We want to omit the use of content server and Sharepoint becomes the main repository.
- Q13: If we are required to propose for the middleware, do we also propose the hardware as well?
Answer: The minimum hardware requirement for the solution that IOM should provide should be indicated.
- Q14: What are the kinds of data?
Answer: documents
- Q15: Do you require a manage contract management system, like notification?
Answer: No, not yet needed.
- Q16: Do you have database license?
Answer: If the proposed solution will require additional database, then it should be included in the proposal including the costs involved.
- Q17: Do you allow a change of staff?
Answer: No. The technical proposals are evaluated based on the a number of factors including the key professional qualifications and competence for the assignment of the proposed staff. Refer to Clause 10.4(iii).
- Q18: Confirm that the POC is part of the evaluation.
Answer: Yes and IOM will provide schedule for the POC for all Service Providers who have passed the Technical Evaluation. Refer to Clause 11.0
- Q19: Should the POC be done in IOM environment or vendor side.
Answer: Should be on IOM environment.
- Q20: Please confirm that when the user logs on from SharePoint to view the documents for SAP HR, user authorizations in SAP should prevail for uploading, viewing, deleting the documents.
Answer: This is the preferred solution.
- Q21: Please confirm you require Enable Folders in SAP HR info types for storing documents and similar view should be available in SAP as well
Answer: This is the preferred solution.
- Q22: Please confirm that Users should be able to use SAP GUI as well as SharePoint to load the document for SAP Transactions. These items were not mentioned in the TOR document.
Answer: This is correct.

Manila Administrative Centre

Q23: In the TOR Section 2.1.9 It was requesting the Migration capability in the solution. In the conference, it was mentioned that supplier need to do migration. Please clarify.

Answer: It is fine for the vendor to provide solution for the migration where IOM will do the execution of the migration.