



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## MINUTES OF THE MEETING – PRE-BID CONFERENCE

### FOR REQUEST FOR PROPOSAL: RFP#028-2022 FOR THE PROVISION OF PHYSICAL AND DIGITAL ARCHIVE MANAGEMENT SYSTEM

#### Introduction:

UNHCR opened the meeting with a thorough description of the requirements against the technical evaluation criteria listed in the RFP documents.

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#### Q&A session:

**Question 1:** It is recommended that UNHCR conducts a pre-tender demonstration session where interested bidders are invited to present the capabilities/features of the proposed software to the institution. Is this possible?

**Answer 1:** UNHCR noted the recommendation. However, it is required that such demonstration on the proposed software's capabilities/features shall be documented and submitted in the form of a Detailed Project Proposal, a response to questions in Part 3 of the Annex-B – Technical Proposal.

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**Question 2:** Regarding Article 3.3. of the ToR, do you expect existing archive files be scanned as well? If so, where are these files located?

**Answer 2:** The 8 million files mentioned in the article have been scanned in the existing digital archive system, and only the migration to the new archive system will be made by the contract awarded company. Another tender will be opened in the coming period for documents and files waiting for digitalization.

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**Question 3:** Is it possible to participate in this tender as a joint venture with a partner entity?

**Answer 3:** Yes, it is possible. Kindly refer to Article 5 of Annex-E General Conditions of Contract which addresses the applicable procedures on sub-contracting.

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**Question 4:** Does the software require compatibility with both Oracle 12c and PostGres, or is it sufficient to be compatible with either one? Does PostGres need a license?

**Answer 4:** Yes, compatibility with both database systems is required. There is no license expectation for databases within the scope of the tender.

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Meeting was ended at 11:00AM, Ankara time.