



DIGITIZATION OF HISTORICAL RECORDS AND STORAGE TO ELECTRONICS RECORDS AND MANAGEMENT SYSTEM

1 BACKGROUND

SHELTER-AFRIQUE Development Bank is a regional Housing Finance Institution established by African Governments dedicated to investment in housing and urban development in African Countries. Shareholders include 44 African countries, the African Development Bank, and The Africa Re-Insurance Corporation. The Bank has its headquarters in Nairobi, Kenya and two regional offices: Abuja, Nigeria and Abidjan, Ivory Coast.

2 OBJECTIVE

The purpose of this project is to digitize Shelter Afrique hard copy or paper records into electronic formats to preserve these documents from damage or loss, enhance their readability, searchability, and accessibility, and reduce physical storage requirements and associated costs. The selected vendor will be responsible for scanning the identified, renaming the scanned files according to the agreed naming conventions, applying relevant metadata where applicable, and storing these files in the dedicated **EDRMS (Electronic Document and Records Management System)**. The EDRMS to be used will be shared with the successful vendor along with any other relevant information necessary for the task.

3 Scope of work

The scope of work will entail:

- i) Inventory Management of the records to be scanned.
- ii) Prepare records for scanning, including necessary repairs, removal of staples, sticky notes and tapes to make the document scan ready. Special handling and scanning of older or degraded documents is required.

- iii) Scan the paper records into pdf format at 600 ppi resolution, minimum compression with Optical.
- iv) Store the scanned or electronic copy records onto the dedicated Shelter Afrique EDRMs system.
- v) Retrieve, identify and transport records identified from storage area to scanning area and convert records to digital documents at industry standard or higher.
- vi) Manual image quality adjustment and quality assurance of every image for clarity, quality, cut-offs or compression errors.
- vii) Indexing the files, rename the scanned or electronic copy records and add relevant metadata where necessary
- viii) Quality Check by verifying the image quality, size, scan dpi etc.
- ix) Exception Clearing (Rescanning) to ensure that all rectification has been done as per remark made against each image, data or record.
- x) Batch Re-Filing/ File Restoration to process ensures that all documents should be properly filed, which were de-filed at batch preparation stage.
- xi) Export and Delivery scanned images and Meta data with agreed format.
- xii) Describe your process and operational flow to achieve the digitization of the records.
- xiii) Reports on project progress

4 Current records and documents specifications

- i) Total estimated records (folios) to be scanned are 3.7 million. However, the charges should be based on duly digitalized actual records.
- ii) All records are currently stored in one building and on different floors.
- iii) Records stored in shelves and boxes.

5 Deliverables and expectations

- Images are of the same or better quality as the original.
- All documents are to be scanned in the same order as they exist in paper form.
- All images are accurately labeled and indexed.
- Visual inspection of each image, making quality adjustments as needed.
- Shelter Afrique Development Bank shall perform quality assurance of images and associated indexing. If the Bank discovers unacceptable images, the

vendor, at no additional cost to the Bank, will correct all such unacceptable images.

- Fully functional scanned files in EDRMs system.
- Provide daily, weekly, and monthly reports.
- All files and records are to be restored and properly archived after scanning following the Company's filing structure.

6 Period of assignment

This should be delivered within 3 months after the issuance of the purchase order.

7 CONTENT OF PROPOSAL

Submissions to this RFQ must include the following:

a) Technical proposal

- i) The bidder's background:
 - a) Provide mandatory registration and company structure information (where applicable):
 - Name of applicant/company.
 - Full address, telephone and fax numbers and e-mail address.
 - Legal status.
 - Physical address.
 - Date of establishment or registration.
 - Details of the organization structure.
 - b) The technical proposal submissions should contain detailed explanations - where necessary - of how the vendor will meet our business requirements above.
- ii) A brief description of the bidder's recent experience in similar projects. Attache at least three references stating clearly the problem and how the problem was solved.
- iii) Approach and methodology: a description of the execution and work plan for undertaking the project with clear milestones.
- iv) Bidder's experience:
 - a. The bidder should have a minimum of at least three years' experience in digitization of archival records.
 - b. The bidder should have digitization related state-of-the-art equipment including overhead scanners. Bidder should provide details of the type,

- number and make of the state-of-art equipment they propose to use for digitalization.
- c. Proven experience leading similar digitization projects, including the management of staff.
 - d. Proven ability to meet project deadlines and work in team environments.
 - e. Effectively communicating with stakeholders, including Records Manager, Project Officer.
 - f. Fluency in English is required. French speaking will be an added advantage.
- v) Provide project implementation team structure with their clear roles, experience, education levels, and skills. Attach CVs of the team to be deployed in the project.
 - vi) Any other relevant additional information.

b) Financial proposal format

The financial proposal should be well itemized as per the list of services to be provided. Payment will be milestone-based.

The financial proposals should be expressed in Kenya Shillings and inclusive of taxes.

Financial proposals should be presented separately from technical proposals.

8 Presentation of proposals

Proposals should be clear, comprehensive and concise in description of the firm's capabilities to meet the requirements provided in this RFP.

Bids will be evaluated based on the scoring criteria provided in the table below.

Sr	Technical Evaluation Criteria	Points
	Legal Entity	
1	General and Specific experience	20

	<ul style="list-style-type: none"> (i) General Experience in working with records. (08 points) (ii) Experience of the provider of at least three years carrying out digitization and archival of records. Provide reference sites (mandatory) of at least four similar implementations. (03 points per reference up to 12 points in total for 4 references) (12 points) 	
2	Understanding of the TOR and the Overall Quality of the Proposal.	30
	<p>General technical approach and proposed Methodology for the execution of the project indicating the main activities of the assignment:</p> <ul style="list-style-type: none"> (i) Bidder should have undertaken similar digitization of documents including old files, old maps, old books, photography or newspapers or similar assignments in the last 3 years (10 points) (ii) Methodology for execution of the project indicating main activities of the digitization assignment (10 points) (iii) Project Organization and Management Plan including Tasks, Time, and Resource Schedule. Clear roadmap. (06 points) (iv) Technical Support after digitization (04 points) 	
3	Tools and Machinery for Scanning	20
	<ul style="list-style-type: none"> (i) Bidder should have state-of-the-art digitization equipment including scanners that are TWAIN compliant. Provide technical specifications of the equipment. (20 points) 	
4	Company Certification, qualifications, and Competence of the Key Personnel for the assignment.	20
	<ul style="list-style-type: none"> (i) Organization and staffing. Knowledge, skills, and experience (05 points) (ii) Composition, competencies, and skills of the technical team to be deployed for the implementation of this project. Attach their CVs. (15 points) 	
5	Training and knowledge transfer plan	05
	<ul style="list-style-type: none"> (i) Detailed training plan of the technical staff and documentation of the digitization process. (05 points) 	
6	Project Risk Management Identify	05
	Highlight all potential specific risks associated with proposed digitization solution and project, impact and proposed mitigation measures (05 points)	
TOTAL		100

9 Clarification of request for Proposal

Consultant/Firm may seek clarification on this RFP only up to 3 days until the end of submission date. This should be requested in writing to email given in [section 10](#).

Shelter Afrique will respond by email or letter.

10 SUBMISSION OF BIDS

Proposals should be sent by mail to: procurement@shelterafrique.org with subject as:

DIGITIZATION OF RECORDS AND STORAGE TO ELECTRONICS RECORDS AND MANAGEMENT SYSTEM

The deadline for submission of bids is close to business 23rd February 2025.

For any clarification contact us via email stated above.