



**Ref: MRA/31/2012**

**21<sup>st</sup> March 2012**

**TENDER FOR THE DEVELOPMENT AND IMPLEMENTATION OF AN ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEM (EDRMS)**

To whom it may concern:

**Question 1: Is it possible to provide the number of users that will be accessing the system? Ideally we would like to know;**

- a. Users that have read/write access – i.e. able to store/update and retrieve/search documents.**
- b. Read only users – users with access to search and view documents.**

Answer 1: 50 users with read/write access. The system must be scalable.

**Question 2: On average, how many new pages per week or month would be introduced into the system?**

Answer 2: We do not have any estimates of the number of pages per week that would be introduced into the system.

**Question 3: Is there a backlog of existing documents that you would like to have stored in the system and if yes, would it be possible to give us an indication of the volume in pages?**

Answer 3: No, there is no backlog.

**Question 4: In the tender it is mentioned that the system needs to be implemented using the existing hardware, but there is no indication of the specification of the server(s) where the system has to be installed.**

- a. Is it possible to have the server(s) type – model?**
- b. Disk space available**
- c. Memory in terms of RAM.**
- d. Any existing database that you would like to use**

Answer 4: The server model is Fujitsu Primergy TX150 S7. It has 350Gb of available hard disk space and 4Gb RAM. Databases in use at MRA include MySQL and MSSQLServer2008.