

Tender Number: T42/10/21

Tender description: APPOINTMENT OF PANEL OF ASSET TAGGING AND TECHNICAL ADVISORY EXPERTS

Question and Answers Version 1

No.	Question	Type	Answer
1	<p>With regards to the requirement for asset tags as given in section 7.2, can you please provide the following information:</p> <p>A. What type of tags are required (e.g paper tags, aluminium tags, RFID, Barcode etc.).</p> <p>B. The approximate quantity of the tags require for each type and the frequency (This is necessary for pricing).</p> <p>C. Confirm the size of the tags for each type mentioned in the table in section 7.2.</p> <p>D. Confirm what should be the attachment mechanism for the tags?</p> <p>E. What information will be required on each tag (e.g barcode only or will logo also be required, any other information required)</p> <p>F. How many colours will be required on the tags (Black and White or Multiple Colour (How many colours)</p>	Technical	<p>A. The IDC prefers not to be prescriptive on the type of tag. The bidder should take note of the fact that the assets are located in various industries with different environmental challenges such as heat, dust, vibration, oil, etc. It is therefore the prerogative of the bidder to recommend the suitable tag for various conditions.</p> <p>B. As stipulated in the bid document bidders are requested to provide pricing per tag as the numbers will be determined as and when required.</p> <p>C. Again, the IDC is not prescriptive on the size. The size of the tag should be big enough to be seen and be read with ease.</p> <p>D. It is not prescriptive to bidders however, there must not be tempering with the equipment when affixing/attaching the tag.</p> <p>E. It's a barcode number that is matched to the equipment in the schedule of assets. The tag should also explain that the asset is encumbered to the IDC.</p> <p>F. Colours of the tags is not prescriptive.</p>
2	<p>With regards to the below statement given on page 15 of the RFP document: "engaged on an ad hoc basis to render physical asset(s) verification and tagging services" In this regard can you please advise:</p> <p>A. How will the ad hoc arrangement work, what will be the approx. number of assets, what will be the mobilisation time, how will duration of the activity be calculated?</p> <p>B. Will the scope of work for the service provider include all the activities given in the scope of work for each engagement or will it change?</p>	Technical	<p>A. The IDC will send a request for service to the appointed service providers on the panel as and when a verification and tagging service is required. In the service requested, the service request will be stipulate what is required from the service provider including the number of tags.</p> <p>B. The scope of work will be varied and will be clearly stated for example, there will be instances wherein the IDC will require verification and tagging as well as technical advisory and in some instances, it will only be a request for verification and tagging.</p>
3	<p>The Tender document states that the scanner should be linked to the existing system being used by IDC. In this regard can you please advise on the following:</p> <p>A. Which system is IDC currently using?</p> <p>B. What should be the operating system of the scanner (Android, Windows and IOS).</p> <p>C. Are the scanner to be provided solely for use of the service provider or will we need to provide any scanners to IDC or the client plant?</p>	Technical	<p>The tender stipulated that the captured data shall be transmitted electronically from the handheld scanner onto the IDC's central collateral database which is not a system. The bidder ought to ensure that the solution provided should be able to capture and be managed electronically. The scanner are to be provided will be for the use of the service provider only as part of their solution.</p>
4	<p>Regarding following, please provide scope/responsibility of the service provider once Asset tagging and Asset data Verification/Validation is complete:</p> <p>A. Who will be responsible for maintaining the physical asset tags once they have been installed by the service provider?</p> <p>B. Who will be responsible for accurate and up-to-date maintenance of the final asset register?</p>	Technical	<p>Once the verification and tagging report has been signed and the invoice has been paid it becomes the property of the IDC and the responsibility of the IDC to maintain the final asset register. However, should there be a need to clarify certain issues regarding the report the bidder will be required to avail themselves.</p>
5	<p>Can you please advise if IDC has any requirements for compliance to any standards such as:</p> <p>A. Barcoding (e.g., ISO/IEC 15438:2015 PDF417 etc)</p> <p>B. Asset hierarchy / location taxonomy (e.g., BS8544 etc)</p> <p>C. Lifecycle cost analysis(e.g., ISO 15686 etc)</p>	Technical	<p>It is the prerogative of the bidder to propose a solution that is compliant with any relevant standard.</p>
6	<p>Can you please provide following information to enable us to better understand data flow management and data security:</p> <p>A. Does IDC's central collateral database require an API to interface and be accessed?</p> <p>B. What would be the IDC's preferred route for data transfer, e.g., from data logger to intermediate database to IDC library OR from Data logger directly to IDC library?</p>	Technical	<p>The bidder must provide the data to IDC in an electronic format whereby the IDC will be responsible to upload asset information to the IDC central collateral database.</p>
7	<p>Can you please provide clarification around sequence of required / anticipated actions from the supplier as outlined in Section 2 e.g., Inspection > Verification > Asset Register > Barcode > Tagging OR a different sequence? (RFP Document Page 15-19)</p>	Technical	<p>The bidder is required to outline the system, tools, equipment, and processes at their disposal to deliver on assignments for verification, tagging and providing opinion of asset purchase price.</p>

8	Please list out if there are any set of expected criteria for benchmarking across multiple companies and/or industries with different assets? (RFP Document Page 17)	Technical	No there is no set expected criteria for benchmarking across multiple companies and/or industries with different assets, however it is one of the parameters stipulated in the bid document.
9	Can you please provide more information with regards to the tagging and verification in line with Special Notarial Bonds (SNB) and Suspensive Sales (SS). Can you please share any relevant documents? (RFP Document Page 18)	Technical	The verification and tagging is an additional step to the IDC internal process of the registration of SNB. Suspensive sale is a hire purchase agreement of the plant and equipment. The IDC owns the equipment until such time the equipment has been fully paid for by the business partner. Then the ownership is transferred to the business partner. Therefore the bidders is required to reconcile the current list in the SNB/ SS with the verified and tagged asset list.
10	Can you please clarify if the Service provider is expected to offer any after sale services on a long term basis (specifically beyond 5 years contract period) in the form of re-evaluation of asset register and further tagging of any new assets installed towards the end of the 5 years period?	Technical	No, the services will be on an as and when required basis, for a period of five (5) years, subject to annual review of service provider's performance.
11	Can you please provide more information in terms of the support that will be provided for gathering any information that is missing or not readily available. e.g will we have access to site engineers, the finance or engineering department who may have historical information on record?	Technical	There will be full cooperation with the IDC business partner. The business partner will be required to sign off the site inspection certificate to ensure agreement with the findings of the site inspection and collation of the information.
12	Can you please provide an example of IDC's existing asset register, if possible in tabular format? (This will assist with understanding a full scope of the information needed to be collected during field visit and cost breakdown)	Technical	Bidders must refer to page 16 paragraph 4.1 of the bid document.
13	Please clarify if any restrictions are in place related to file size and file format type for multimedia files pertinent to asset information, such as: A. Audio file type and size limit B. Image file type and size limit C. Video file type and size limit	Technical	As stipulated in the bid document page 16 paragraph 4.1, the bidder must provide "Digital photo of physical asset (at least 3 photos showing the manufacturer name plate, side, and front view of the asset)"
14	Please outline how the existing database will be supplied to the service provider, e.g., through excel type files OR by granting access to IDC database such as SAP to designated project personnel with responsibility of the service provider to extract the necessary data.	Technical	No database will be provided to the service provider. Information on the specific request will be in the form of invoices, excel files, pdf, etc. Service providers will then use this as an input document to do the asset tagging and thereafter provide the information back to the IDC in electronic format e.g. Excel.
15	Can you please share the following information for the assets: - Type of each asset - Location of assets (Can be according to province or closest town) Number (Qty) of each type of asset	Technical	This tender is for the appointment of a panel, therefore panel members will be engaged on an as and when required basis. This specific information will be provided to a bidder when a need arise it can be confirmed that there are various types of assets nationally.
16	Scope of work/Terms of reference - 4.2 Data Capturing and Storage (page 16) "The captured data shall be transmitted electronically from the handheld scanner onto the IDC's central collateral database." Question: (i) The pricing proposal does not speak to software or systems cost for the electronic verification of IDC assets on an adhoc basis? (ii) The pricing proposal does not speak to the how the web based Scanner and IDC's central collateral database will communicate and the costing involved with the transfer of information.	Technical	Bidders are required to use their own handheld scanners as part of their solution, whereby once scanned bidders will provide the information to IDC in an electronic format e.g. excel, with the headings as stipulated on page 16 paragraph 4.1 (Approach to Tagging and Verification of the funded physical assets). IDC will then be responsible to upload the received information to the IDC central collateral database. Therefore the pricing does not allow for software or system costs nor any cost involving the transfer of information.

17	<p>5.Price Declaration form (page 29)</p> <p>"We confirm that this prices above covers all activities associated with the service, as called for in the RFP document."</p> <p>Questions:</p> <p>(i) Additional resources types are required for engagement of this type, technical assessments and quality control require special skill sets and roles such as Mechanical engineers and Project management, do we add these to the hourly rates table?</p> <p>(ii) To meet IDC technical requirements some bespoke software development will be required, how does IDC see this cost being allocated?</p>	Technical	<p>(i) Bidders must only quote according to the provided costing model in the bid document. e.g. Hourly Rates for Junior, Senior Asset Verification & Tagging resource and Administrator.</p> <p>(ii) Refer to the answer in question 16 above.</p>
18	<p>Price per Barcode tag table</p> <p>Diagram 1 talks to RFID tags and RFID Reader</p> <p>(ii) The Pricing Proposal Table request pricing for barcode and no mention is made of RFID Tags. should this be included in the barcode pricing schedule?</p>	Technical	<p>Diagram 1 stipulated in the tender document is purely for illustration purposes . In this instance bidders are required to only quote on the barcode and NO RFID tags or readers.</p>
19	<p>Are service providers required to submit professional Indemnity Insurance at the bidding process or post the appointment in the panel?</p>	Technical	<p>As stipulated in the bid document page 20 paragraph 9.1.1, bidders must commit to submit adequate and valid Professional Indemnity Insurance upon confirmation of the applicable scope of works.</p>
20	<p>REGISTRATION WITH INDUSTRY ASSOCIATIONS The bidder's key resource assigned must be a member of the relevant industry associations/ bodies.</p> <p>The bidder must provide documentary proof of registration with the relevant industry associations/ bodies such as RICS, ASA, ECSA, SACPVP etc. The bidder must further indicate how such affiliation will benefit the IDC.</p> <p>Our employees are affiliated to Institute of Internal Auditors (IIA) and ISACA. Will the affiliation to these professional bodies suffice?</p>	Technical	<p>The Registration with Industry Associations should be relevant industry associations / bodies in line with the asset management or tagging industry.</p>