ICTA *ideas actioned*	**Pre-proposal Meeting**
	Digitization of Records of Land Registries in Western and Southern Provinces **ICTA/SG2GOSL/SER/NCB/2018/002**

Date and Time : 19 July 2018, 10:30 hrs

Contract # : ICTA/SG2/GOSL/SER/NCB/2018/002

Venue : 2nd Floor, Auditorium, ICTA

Chaired By : The Panel

1	Ranjith Dayananda	Senior Deputy Registrar General, Register General's Department (RGD)
2	Wasantha Sandiligama	Senior Deputy Registrar General, RGD
3	Anuradha Thilakarathne	Assistant Director, Ministry of Development Strategies and International Trade
4	Fathima Unsiya	Land Registrar, Land Registry, Matugama
5	Ruwani Nalika	Land Registrar, RGD
6	Duminda Perera	Consultant, World Bank
7	S. Gavashkar	Program Manager, ICTA
8	Buddika Ratnapala	Project Manager, ICTA
9	Shihari Gunaratne	Project Officer, ICTA
10	Chaminda Samarathunga	Procurement Specialist, ICTA
11	Prabha Balasooriya	Procurement Officer, ICTA
12	Asanga Amarasiri	Procurement Assistant, ICTA

Attendance :

1	Mr. Indika Sampath	Sanje Pvt Ltd
2	Mr. Prasanna Perera	Sanje Pvt Ltd
3	Mr. Sanjula Weekakoon	KPMG Tech Solutions

Points discussed:

#	Clarification sought by Bidder	Response by ICTA
1	Whether the team should be deployed at the target regions of Western and Southern provinces.	Yes. The Bidder cannot carry the land related documents outside the land registries as these are sensitive and legal documents.
2	Is it possible to deploy the resources parallel at each Land Registries to complete the assignment?	Yes. However the Bidder is allowed to work for 24/7 to complete the assignment.
3	What is the deadline for the assignment?	Twelve (12) weeks from the date of awarding the contract. The assignment could be completed by batch wise.

#	Clarification sought by Bidder	Response by ICTA
4	**Page 43 – 6.1. :** It was mentioned that the Document Management System (DMS) will be provided by ICTA, in this case why would the vendor should propose a DMS solution for this assignment as stated in 6.6. minimum requirement?	ICTA expects the Bidder to provide a temporary DMS solution to store scanned images and data. After completing the scanning, indexing, data entering and quality checking, the Bidder should migrate the scanned images and data to the DMS provided by ICTA.
5	**Page: 47. Section: 6.6.3 Software Solution (DMS)** What does it mean by "facilitate work-flow" under the Software Solution?	The Bidder should propose the workflow/project plan of the assignment.
6	**Page no : 48 Section 6.6.4 Performing and Scanning Job: Unbundle and defile land folios**. Is it possible to unbind the land folio documents?	No. Unbinding of any land related document is prohibited.
7	What is the selection criteria for the assignment?	The evaluation criteria will be based on the annual turnover of the company and similar past experiences.
8	Whether it is necessary to conduct a demonstration for the Equipment/Scanners.	No. However as mentioned in the bidding document, vendor should submit a list of professional scanners and its specifications which will be used for this assignment.
9	Whether the DMS provided by ICTA will be compatible with Google chrome browser.	Yes.

Please note and comply with the above clarifications.

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