

Our Ref: **CONF/IRA/00/036/14**

4th March, 2022

To All Bidders,

Dear Sirs,

**RE: ADDENDUM NO 1:
IRA/115/2021 – 2022 TENDER FOR PROVISION, IMPLEMENTATION
AND COMMISSIONING OF AN ELECTRONIC DOCUMENT
MANAGEMENT SYSTEM**

The above captioned matter refers.

The Authority has received request for clarification from one of the participating bidders and wish to respond as follows: -

Question 1. How many workflows will be developed for IRA?

Answer: Two (2) workflows

Question 2. How many system administrators will be trained on the first level support of the system?

Answer: Three (3) System Administrators

Question 3. Will migration of documents from a legacy system be part of the scope?

Answer: No migration of documents

Question 4. How many systems will be integrated with the EDMS and should they all be considered in the initial financial proposal?

Answer: Two (2) systems i.e. Microsoft Navision and Electronic Regulatory System (ERS)

The other terms and conditions of the tender remain the same. Please acknowledge receipt of the Addendum No. 1 by signing and returning the appended acknowledgment page **Annexure I**.

Yours faithfully,



FELIX K. CHELIMO
MANAGER, PROCUREMENT
FOR: INSURANCE REGULATORY AUTHORITY

ANNEXURE I

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

We, the undersigned hereby certify that the addendum is an integral part of the document and the alterations set out in Addendum has been incorporated in the tender document.

_____ *[Authorized Signature]*

_____ *[Name and Title of Signatory]*

_____ *[Name of Firm]*

_____ *[Address:]*



