



Request for Proposal
Scanning & Indexing Task for
Wayleaves Documents

**Issued by the Telecommunications Regulatory Authority
of the Kingdom of Bahrain**

January 2010

Ref. No. TTO/0110/003

Introduction

1. The Telecommunications Regulatory Authority of the Kingdom of Bahrain “TRA” has designed a web based application called Telecommunications Infrastructure Consultation System “TICS” to interface the telecom industry with the CPO business model in order to exchange information on utilities infrastructure projects with the telecom licensed operators eligible to deploy telecommunication infrastructure in public and private roads.
2. CPO business model is a paper based application system that circulates application for wayleave (WL) forms and maps amongst stakeholders for review and comments.
3. TTO as a focal point for the telecom industry, receive all paper based wayleave applications and convert them into soft drawings and post them to TRA website through the TICS system. These papers based drawings are mainly A4 & A3 size (and around 5% A2-A0) and need to be scanned, indexed and uploaded on the TICS system in a short time window with 100 % accuracy.
4. Telecom operators provide their comment on the posted information on TICS.
5. Soft comments from operators are compiled and inserted on the WL form, as hard comments, with operators as built drawing printed after downloading them from the website.

Scope of Work

6. The task includes the following:
 - Every Thursday:
 - I. Sorting & scanning:
 - a. Counting all wayleave received and segregating them per stakeholder.
 - b. Scanning average of 5 sheets per WL (A4 & A3).
 - II. Managing & Indexing:
 - a. Entering application details on the TICS.
 - b. Attaching scanned files, uploading and posting onto TRA website..
 - Every Saturday:
 - I. Reviewing & finishing:
 - a. Browsing operators’ responses and printing their attached drawing.
 - b. Printing comments on labels and sticking labels onto WL applications.
 - c. Stabling WL applications as received.
7. As per the current CPO model, wayleave packages are received on Thursday afternoon (between 1 – 2 pm). Conversion of hard to soft copies drawing and vice versa must be completed between 1 pm - 5 pm each Thursday and 10 - 2 pm each Saturday of the week.

Quantities:

8. The average number of WL applications to be handled is around 200 per week.
9. The average number of papers to be scanned is 4 papers per WL application with average total around 800 papers per week.

Machines:

10. Data entry and scanning of A4 & A3 papers will be using TRA workstations & photocopy machines. The bidder will be responsible to scan A2-A0 papers using his own arrangement. The number of such papers is around 20 per week.

Price:

11. The applicant shall quote a lump sum price inclusive of all operations and manpower provision.
12. The payment will be made to the successful bidder on quarterly basis within 30 days from receiving an invoice.

Duration:

13. The duration of the contract will be two years from the date of signing the contract.
14. The contract may be extended for another period of two years at the agreement of both parties.

Inquiry:

15. For any technical inquiry about this RFP, please contact the following:

Adel Al-Showaikh
Manager Access Network and Infrastructure
Telephone: +973 17520000

Replies:

16. Please send your commercial and technical replies to this RFP to:

Mohammed Nasser
Director Finance and Administration
P.O. Box 10353
Manama, Kingdom of Bahrain

17. The last day to receive offers will be 3 February 2010.