

inhouse **smart** *archive*



RIGHT HERE AT YOUR PREMISES

An archive must be arranged to ensure control over documents, their transparency, accessibility, and the recording of documents released from the archive. If you would like to create an organized physical archive at your location but do not have qualified materials management professionals, we can act as materials manager. We can provide assistance with systematic organization of your archive by.

- ⚡ Assessing current status
- ⚡ Establish storage system
- ⚡ Effective archiving

**Optimize your
Archive Storage,
reduce your footprint.**

WORLD CLASS EQUIPMENT



DEDICATED PERSONEL

OUR PRODUCTS

Customised Shelves



Standard Archive Boxes



Sorting and Indexing Services



Customised Barcoding



Archive Management Software



Barcode Scanners



Archive Ladders



Scanning Services



some of our clients





Project	ARCHIVE DEVELOPING & UPGRADING
Document	PROPOSAL
Client	MDH
Vendor	DATAHOUSE TANZANIA LIMITED

This Tender was prepared for

MDH

Hereinafter called "Client"

For:

ARCHIVE DEVELOPING & UPGRADING

By

DATAHOUSE (T) LTD

Plot No 628, Isevy Street, Upanga West

Hereinafter called "Contractor" or "DATAHOUSE"

Date: 12^{May} 2023

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ARCHIVE DEVELOPING & UPGRADING

PROPOSED INTERNAL ARCHIVE SET UP PER 40FT CONTAINER

Description	Qty
Number of Box File Per 40ft Container	1920
Number of Archive Boxes Per 40ft Container	480
Number of Document Pages Per 40ft Container	768,000

OPTION 1

ROAD MAP COST-PROPOSED INTERNAL PHYSICAL ARCHIVE PER 40FT CONTAINER

Description	Qty	Unit Cost	Total Cost (TZS)
Racks Rework, Shelves replacement, and Painting	20	160,000	3,200,000
Loading Box Files into Archive boxes, shelves, and Labelling	1,920	3,000	5,760,000
Arranging and Indexing Box Files	1,920	1,000	1,920,000
Supply of Barcode Labels	550	1,500	825,000
Supply of Rack Signage	2	50,000	100,000
Supply of Standard Archive Box	480	8,000	3,840,000
		Sub Total	15,645,000
		VAT	2,816,100
		Grand Total	18,461,100

Note:

- Supplying a new Rack will cost 460,000(TZS) VAT Exclusive per Unit.
- Document Destruction will cost 2,500 (TZS) VAT Exclusive per Standard Archive Box

Advantage of reorganizing the existing archive

- See on attached brochures

OPTION 2

SOFTWARE AND DOCUMENTS DIGITALIZATION COST

Document Management System and Retrieval Software

Description	Qty	Cost (TZS)
Electronic Record and Document Management System (ERDMS)	1	20,000,000

Why do you need the ERDMS?

- See on attached brochures

Documents Digitalization per 40fts Container

Description	Qty	Unit Cost	Total Cost
Document Scanning Per Page	768,000	20	15,360,000
Indexing Per Document	76,800	20	1,536,000
Quality Control Per Page	768,000	20	15,360,000
		Sub Total	32,256,000
		VAT	5,806,080
		Grand Total	38,062,080

Advantages of having a Digital Archive

- See on attached brochures

Note: The organization may implement solutions in phases or both at once.