







OUR PRODUCTS

Customised Shelves





Standard **Archive Boxes**













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Customised Barcoding



Archive Management Software

::contentpro

Barcode **Scanners**



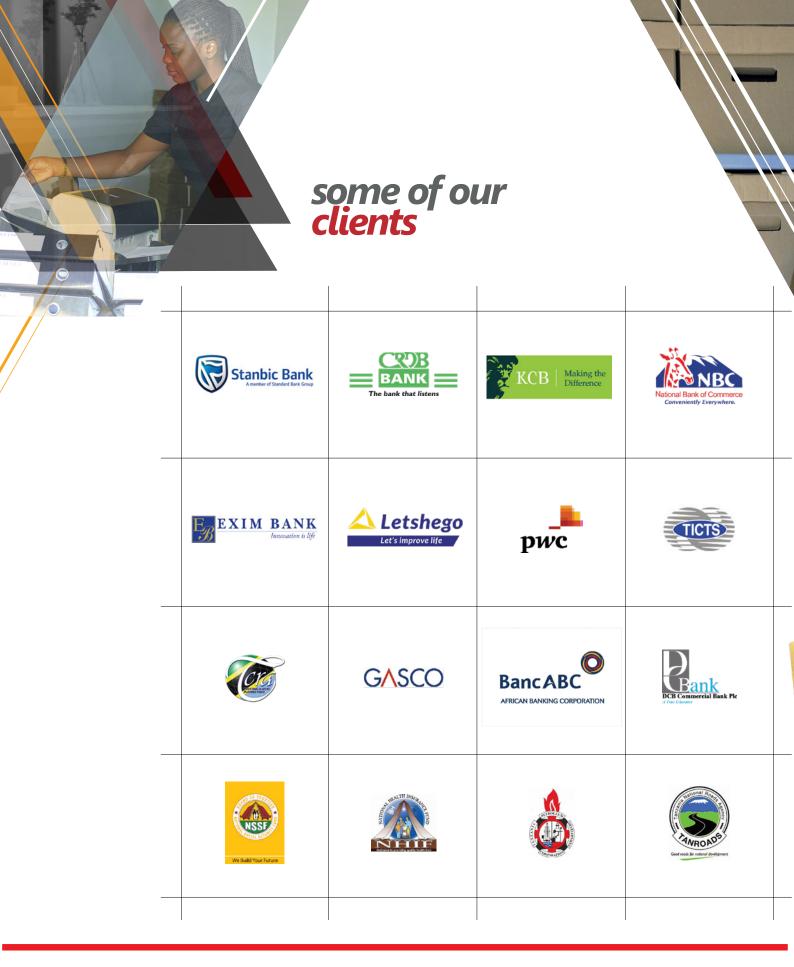
Archive Ladders



Scanning Services













This Tender was prepared for

MDH

Hereinafter called "Client"

For:

ARCHIVE DEVELOPING & UPGRADING

By

DATAHOUSE (T) LTD

Plot No 628, Isevya 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	
V		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	1	20,000,000
System (ERDMS)		

Why do you need the ERDMS?

• See on attached brochures

Documents Digitalization per 40fts Container

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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.