

ANNEX A**PRICE INFORMATION SCHEDULES****SCHEDULE 1: PRICE SUMMARY AND TERMS OF PAYMENT**

Tenderers shall set out in this Schedule:

1. **Price Summary** including the breakdown of the overall Tender Price stated in the Tender Form and any other terms of payment. The breakdown shall be detailed in the following format according to the summary of items and quantities required in the Tender. The price shall include any labour charges, custom tax and withholding tax.
2. Payment will be made locally and in Brunei Dollars. Payment shall be made in accordance with the provisions in the Contract.

<i>ITEM</i>	<i>DESCRIPTION</i>	<i>QTY</i>	<i>UNIT PRICE B\$</i>	<i>TOTAL PRICE B\$</i>
1.	<u>Digitization Services</u> <i>Digitization services for; (as declared)</i> • Indexing up to 6 fields • Scanning to colour or 8/W is supported • Resolution - up to 300 dpi • To be saved in a Searchable PDF format. TIFF is provided FOC. • The scanned images will be burned to an external hard disk/pendrive for acceptance and data handover. • Inclusive of the following tasks; ○ Transportation / movements of materials to work area ○ Pre-sorting • Removal of staples, paper clips, bindings and other foreign materials that may affect the scanning process. • Minor document preparation, including unfolding, flattening, page alignment and basic repair of torn pages where necessary.	1 lot		



ITEM	DESCRIPTION	QTY	UNIT PRICE B\$	TOTAL PRICE B\$
	○ Scanning • Image enhancement including deskewing, cropping, rotation and removal of background noise where required. • Re-scanning of images that do not meet the required quality standard. • Optical Character Recognition (OCR) processing to produce searchable PDF files ○ Indexing • Verification of metadata and indexing accuracy against the original records. • Standardised file naming in accordance with MINDEF's agreed naming convention. ○ Quality Assurance • Quality Control (QC) to ensure image completeness, readability, correct orientation, indexing accuracy and file integrity. • Rectification of any identified errors prior to final submission. ○ Refiling and movement to original location ○ Transfer of images to client. • Delivery of digitised records in the agreed storage media together with the complete metadata and project documentation. • Provision of a final project report summarising the total number of records digitised, images produced, quality assurance results and outstanding issues, if any. ○ If required, to upload to backend (SharePoint, etc.) ○ 6 months warranty to rectify images from this project ○ All records shall be handled according to recognised archival best practices to ensure authenticity, integrity, and original order, with no alteration, damage, or loss during digitisation and return to the Client.			



ITEM	DESCRIPTION	QTY	UNIT PRICE B\$	TOTAL PRICE B\$
2.	<u>Digitisation cost</u> • Secure Facility: All work will be performed at vendor's secure facility, ensuring material protection and privacy. A restricted work area will be used, with access limited exclusively to the project team. • Project Team: A dedicated project team and officer will be assigned to ensure focus and accountability. • Full Infrastructure Support: The cost includes all necessary equipment, furniture, manpower and utilities needed to complete the scanning. • Client Focal Point: A dedicated client focal point will be available for communication throughout the project.	550,000 images		
3.	<u>Disinfection and Decontamination</u> • Sealed disinfection in batches via ozone treatment • Constant air purification utilising HEPA filtration • Spot treatment and removal of contaminants from material prior to digitization Disinfection and decontamination of work spaces at MinDef and vendor's sites	1 lot		
Notes: A dedicated MINDEF team shall be assigned to monitor the process to ensure compliance with all security measures throughout the duration of the project. The successful tenderer will be required to sign the OSA-3 form to ensure compliance with document security requirements under the Official Secrets Act.				
TOTAL AMOUNT			B\$	

