اعلان عن عطاء عام

2023/05/11م

تعلن شركة تقنية ليبيا للأعمال الهندسية للشركات المتخصصة حاملي التراخيص اللازمة عن طرح عطاء عام لمشروع تركيب نظام إلكتروني لإدارة البيانات الإلكترونية (EDMS) Electronic Data Management system، وفق الشروط المدونة أدناه، وكذلك الشروط الأخرى المذكورة بكراسة العطاء المرفقة، وعلى الراغبين في المشاركة عند تقديم عروضهم إرفاق المستندات التالية:

1- رخصة مزاولة النشاط

2- السجل التجاري.

3- شهادة إثبات القيد بالغرفة التجارية

4- شهادة إثبات السداد الضريبي.

5- النظام الأساسي للشركة

6- تسلم العروض باليد للسيد/ مقرر لجنة العطاءات بمقر الشركة الرئيسي بمدينة طرابلس، 167 شارع النصر.

7- على أن يكون آخر موعد لاستلام العروض في مظاريف مغلقة ومختومة بختم الشركة وكذلك بالشمع الأحمر، نهاية دوام يوم الخميس الموافق 2023/05/25م، ويكتب على الظرف مشروع تركيب وتطوير نظام إدارة البيانات الإلكترونية (EDMS) ويجب أن يكون داخل المظروف الرئيسي ثلاثة مظاريف مغلقة بالشمع الاحمر مصنفة كالتالي:

• الظرف رقم (1) ويحتوي على العرض الفني ، عدد (1) أصل+ عدد (1) صورة. "مدون عليه من الخارج عرض فني

• الظرف رقم (2) ويحتوي على العرض التجاري غير المسعر،عدد (1) أصل + عدد (1) صورة "مدون عليه من الخارج عرض تجاري غير مسعر"

• الظرف (3) ويحتوي على العرض التجاري المسعر، عدد (1) أصل+ عدد (1) صورة " مدون عليه من الخارج عرض تجاري مسعر"مع ضرورة كتابة اسم المشروع على كل مظروف.

سجل تجاري 13530
info@ taknia .ly
Ⓔwww. taknia .ly
✉p. o Box. 3587

مبنى المؤسسة الوطنية للنفط – بنغازي
NOC Building – Benghazi – Libya
✆ + 218 061 908 0251 – 9082094
☎ + 218 061 908 1382

167 شارع النصر – طرابلس – ليبيا
167 Al Naser Street Tripoli – Libya
✆ + 218 21 334 4526 - 334 4525
☎ + 218 21 334 4660

8- سوف لن يقبل أي عرض لا يلتزم مقدمه بالشروط الواردة أعلاه كما أن أقل الأسعار لن يكون المعيار الوحيد للإرساء.

9- لأي استفسار يرجى التواصل مع مقرر لجنة العطاءات على البريد الإلكتروني:
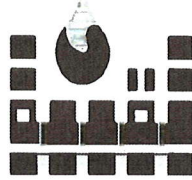
salhodairy@taknia.ly

*مرفق كراسة الشروط

سجل تجاري 13530

info@ taknia .ly

ⓔwww. taknia .ly

✉p. o Box. 3587

مبنى المؤسسة الوطنية للنفط – بنغازي

NOC Building – Benghazi – Libya

✆ + 218 061 908 0251 – 9082094

☎ + 218 061 908 1382

167 شارع النصر – طرابلس – ليبيا

167 Al Naser Street Tripoli – Libya

✆ + 218 21 334 4526 - 334 4525

☎ + 218 21 334 4660

شركة تقنية ليبيا للأعمال الهندسية
Taknia Libya Engineering Company

EDMS FOR TLEC COMPANY

TLEC EDMS Specification
EDMS-G-SP-0001 REV 03
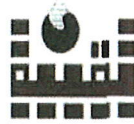
REVISION	02	Signature	03	Signature		Signature
DATE:						
ORIG BY:	EDMS Committee		EDMS Committee			
CHEC BY:	EDMS Committee		EDMS Committee			
APP BY:						

EDMS FOR TLEC COMPANY
TLEC EDMS SPECIFICATION

شركة تقنية ليبيا للأعمال الهندسية
Taknia Libya Engineering Company

EDMS-G-SP-0001
PAGE 2 OF 11
REV 03

CONTENTS

EDMS FOR TLEC COMPANY
TLEC EDMS SPECIFICATION

شركة تقنية ليبيا للأعمال الهندسية
Taknia Libya Engineering Company

EDMS-G-SP-0001
PAGE 3 OF 11
REV   03

1. INTRODUCTION

1.1   General

Taknia Libya Engineering Company (TLEC) was established in May 2009 as a Libyan share company totally owned by National Oil Corporation (NOC). TLEC's head office is located at Tripoli city centre.

TLEC is taking up an initiative to implement an Electronic Document Management System (EDMS). The prospective EDMS shall change the way that TLEC manage, trace and control project documentations from using manual simple excel sheets to a more effective, collaborative and integrated system. This will allow TLEC to quickly respond to project issues, drive down costs and increase customer satisfaction.

The EDMS shall handle Project documentation, correspondences, emails, automate the work follow of the project documentation, trace documents revisions and actions and report overdue comments and project progress.
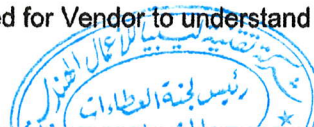
The main users of the EDMS are TLEC's projects and engineering department. However, the system should be able to serve other departments.

1.2   Acronyms, Definitions and Abbreviations

Abbreviation	Description
EDMS	Electronic Data Management System
RFQ	Request for Quotation
ITB	Instruction to Bid
Document	Project Documentation
SOW	Scope of Work
GIS	Geographical Information System
OCR	Optical Character Recognition
TLEC	Taknia Libya Engineering Company
Vendor	Provider of equipment/services outlined in this specification

2. PURPOSE

This specification has been prepared for Vendor to understand TLEC main requirement of the EDMS.

EDMS FOR TLEC COMPANY
TLEC EDMS SPECIFICATION

شركة تقنية ليبيا للأعمال الهندسية
Taknia Libya Engineering Company

EDMS-G-SP-0001
PAGE 4 OF 11
REV 03

3. EDMS REQUIREMENTS:

3.1 Document Control

The EDMS system should be able to:

3.1.1 Storing

- All file formats currently used by Taknia shall be storable in the EDMS database (i.e. MS Office formats, Adobe suite formats, AutoCAD, Hysys, PDMS)
- Bulk import large amounts of documents and files
- Automated import based on polling in different folders
- Ability to store single documents with up to 500 MB size
- Full text indexing to be carried out in the document types used by Taknia
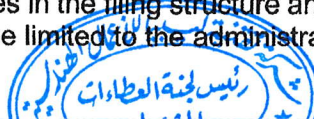
3.1.2 Scanning

- Integration between scanner and EDMS, so that scanned documents are automatically received in the EDMS
- Automatic Optical Character Recognition (OCR) and full-text indexing of scans

3.1.3 Search

- Free text search using a search engine that indexes the content in the document database enabling efficient retrieval
- Simple search function with web browser interface
- Advanced search in metadata fields
- Full text search in various common formats currently used by Taknia (MS Office formats, Adobe suite formats)
- Highlighting of searched words in the results

3.1.4 Metadata

- Registration interface for metadata for all types of documents), which all staff can use without specific training
- TLEC to make changes in the filing structure and transfer of records to new or modified files can be limited to the administrator [role]

EDMS FOR TLEC COMPANY
TLEC EDMS SPECIFICATION

شركة تقنية ليبيا للأعمال الهندسية
Taknia Libya Engineering Company

EDMS-G-SP-0001
PAGE 5 OF 11
REV   03

- Life cycle management of documents (automatic tracking of retention, transferral and destruction periods)
- Audit trail of complete life cycle
- Customization and modification (add or delete fields, change labelling, confidentiality settings) in the metadata fields of the registration card are limited to the TLEC database administrator role
- Safety mechanism prohibiting changes to the retention schedule by mistake or unauthorized users

3.1.5   Archiving

- It provides a central repository to archive high volume of documents that can be accessed and shared between multiple users, locations or the entire enterprise. This need the system not to be a passive/dead archive. Different document types and content are archived through rights based archival. Enable content to be archived based on age, type, size and other attributes, and flexible schedule archiving activities.

- Enable the system to take advantage of automated archiving by avoiding inactive and duplicate file content. Built to improve storage management and increase operational efficient and implement compliance and reduce risk.

- Manage millions of documents and models without limits on data or participants. Any number of files, any size, any type.

- Drawings in AutoCAD format could be opened in pdf file by auto conversion (option shall be provided to open in either CAD file or pdf file).

- The function of archiving shall extend to load, store, transform, retrieve and deliver.

- Compress content automatically to minimize wasted space.

- Allow quick review of activity logs around archived content, including who viewed or edited documents, when, and why.

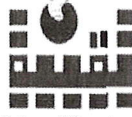### 3.1.6   Handover of Documents Process

The EDMS should have a functionality to facilitate the handover of large amounts of documents at the end of the project. The EDMS should simplify this process while keeping the user in full control.

The EDMS should enable documents and metadata to be exported, organised, and indexed. The output packages should allow the client to browse through and can choose to view the native or pdf format of the documents.

3.2   Electronic emails and correspondence:

Electronic emails and correspondence are considered as a part of our daily work, so should be archived automatically and easy searchable. As part of an

EDMS FOR TLEC COMPANY
TLEC EDMS SPECIFICATION

شركة تقنية ليبيا للأعمال الهندسية
Taknia Libya Engineering Company

EDMS-G-SP-0001
PAGE 6 OF 11
REV   03

- Importing, classifying, and archiving emails and Correspondences securely in a digital document repository is the starting point for effective email management. The process of importing and indexing emails and attached files shall be fully automated, ensuring no communications that meet the pre-defined conditions are overlooked, improperly indexed, or miss their timely entrance into pertinent workflow processes.

- All e-mails shall be made possible to store in an exclusive storage system and easy retrieval shall be considered with search of text, date, etc.

- All letter correspondences shall be made possible to store and retrieve easily.

- Seamless and secure access to archived emails and attachments, based on user permissions.

-

- All emails related to a particular project are archived in a structured way that allows easy retrieval. This archive should be stored in project folder by the end of the project.
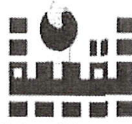

3.3   Document Planning

The EDMS should have the capabilities of document planning and progress reporting. The EDMS should have the following capabilities as minimum:

- Import project master document register (MDR) from excel including automated document numbering based on company document numbering system.

- Assign documents/activities weights (Hours required to produce the documents) to be used in progress calculation.

- Assign documents production steps weighting for each deliverable (not less than 8 production steps)

- Documents should be able to be grouped into modules, divisions and work packages to calculate overall progress for the grouped documents.

- Assign number of work packages/division and/or documents to project milestone (trigger payment).

- Assign planed, re-planed and forecast for each deliverable. Capabilities to exporting / importing these dates from external data source (excel).

- Able to link the production of each deliverable with predecessor and successor documents/activities. So if a document missed the planed date and forecasted date has been provided, subsequent documents should be automatically forecasted based on document duration. This feature should have the capabilities to be enabled or disabled.

EDMS FOR TLEC COMPANY
TLEC EDMS SPECIFICATION

شركة تقنية ليبيا للأعمال الهندسية
Taknia Libya Engineering Company

EDMS-G-SP-0001
PAGE 7 OF 11
REV   03

- Setup document reviewing durations for project for IDC and client based on working days. (can recognize holiday)
- Import Document Distribution Matrix (DDMR) from excel

3.4   Software Integration

In order to make best use of documents, EDMS should be accessible from other applications.

The EDMS shall have integration with the following applications (as minimum requirement) either natively or through officially supported add-ons.

- Microsoft Office applications; namely Outlook, Excel, Project, and if possible Dynamics AX.
- Oracle Primavera.
- CAD Applications; namely Autodesk AutoCAD and related products.

3.4.1   Integration with Outlook:

The integration of EDMS and Microsoft Outlook should provide the following functionality.

- Every project should have a common place for project team to archive their email's related to the project.
- Tractability of emails from the proposal phase of the project to project close out and archived.
- Drag and drop functionality for archiving emails
- Mass import of emails
- Advanced search tools in archived emails.

3.4.2   Interface/integration with Planning Software Primavera P6

The EDMS should interface with Primavera P6 for download of projects schedule consisting of WBS, activities and milestones dates and progress and upload updated data to P6.

- Full integration with Primavera planning software (versions 6 to 10) import / export
- Capabilities to export progress to Primavera at WBS level.
- Capabilities to import dates and links from Primavera

3.5   Detailed Reports

- Automated progress reporting through issuing of documents, the progress

EDMS FOR TLEC COMPANY
TLEC EDMS SPECIFICATION

Taknia Libya Engineering Company
شركة تقنية ليبيا للأعمال الهندسية

EDMS-G-SP-0001
PAGE 8 OF 11
REV   03

- Should be able to report planned v/s actual progress based on production steps and planned, actual and forecast dates of deliverables at level-4, and roll up to activities level-3.

- Reporting all documents missed; planned, forecasted and/or re-planned dates per discipline.

- Should be able to produce graphical representation of the progress per package and week for further processing of data.

- Exporting the report to Excel

- Enables project progress to be exported to the overall project planning tool P6.

3.6   Workflow

The system should have a workflow tool with the following capabilities:

- Model a complex business process

- Creation of different action codes (attributions) for different tasks with different automatic deadlines (e.g., today's date plus 14 days)

- Define tasks to be performed by user manually or by the system automatically

- Possibility to attribute one document to several persons with different action codes.

- Attributed persons can themselves close attributions and make re-attributions to different staff members indicating the dates of attribution and closure as well as the name of the person who made them.

- Clear overview in one window of the registration card of the attributions, deadlines and closing dates of one document

- Send different numbers of document in a workflow.

- Set up a logic in the workflow to control the flow of the tasks. As in the Approval tasks, the next task can be forwarded to Publish or rejected to Edit.

- A mechanism to specify location, security, ownership and other policies that govern the document in each phase of its existence

- Automatic e-mail notification of persons attributed indicating key metadata of the record and hyperlinked to registration card

- Clear overview in one window of all attributions to a person or to a department (reminders diary)

- Search for persons/departments and their attributed, closed, open and overdue attributions

- Set up different routes for different documents in accordance to project

EDMS FOR TLEC COMPANY
TLEC EDMS SPECIFICATION

شركــة تقنيـة ليبيـا للأعمــال الهندسيــة
Taknia Libya Engineering Company

EDMS-G-SP-0001
PAGE 9 OF 11
REV   03

- Version control for documents

3.7   Document Collaboration

It's a critical element to working effectively as a team in any enterprise The combination of Share Point and Office offers a spectrum of document collaboration methods, whether it is co-authoring a spreadsheet or routing a business plan through a workflow Understanding the ways, we can collaborate on documents is vital to making the best choice for our needs and improving our productivity as an information worker.

The system should facilitate teamwork through the easy sharing of documents and help multiple people work together on a single document or file to achieve a single final version When multiple employees are working off of one document and editing is constantly happening, document management systems ensure workers always have the most up-to-date copy Employees waste no time on printing revisions or double-checking to make sure they have the current version.

3.8   Remote File Access

- The EDMS Shall allow access to documents/material for offsite remote users.

- The EDMS will allow such access by way of a Web Portal, that will allow the authorized user to login and browse, upload, and download material seamlessly, while allowing for the transfer of large file sizes between users and customers.

- The web access user should have the following functionality:

  - Files search using metadata and URL search
  - Browse for documents via folders and folder structures
  - Listing and retrieval of documents and files
  - Document creation and modification
  - Create documents and files based on existing profiles
  - Document production based on templates
  - File import
  - Revision management
  - Create and work with Workflows and activities
  - Mass download of files
  - Access control and logging
  - Configurable web layouts for "New document" and "Search"
  - Enable and disable some features based on user rights

EDMS FOR TLEC COMPANY
TLEC EDMS SPECIFICATION

شركة تقنية ليبيا للأعمال الهندسية
Taknia Libya Engineering Company

EDMS-G-SP-0001
PAGE 10 OF 11
REV 03

3.9 Data Protection

3.9.1 Security

Solution should have a form of DLP, and access rights management system in place.

To prevent Data Theft/Loss and unauthorized usage and/or manipulation.

3.9.2 User Rights

CONTRACTOR shall guarantee the security of the entire Document Management System to the Company.

The system shall have the following access level to end-users.

- Read – User can read the content, annotate, send document via e-mail, but cannot edit the content.

- Write - User can read the content, annotate, send document via e-mail and edit the content.

- Delete - User can read the content, annotate, send document via e-mail, edit the content and delete the content from the system.

- View - User can see the file name, but cannot Read or send file via email

3.10 Arabic Support (Optional)

The search feature shall support Arabic language as an optional feature. This is not a mandatory requirement of the system.

3.11 Backup integration

Backups are used to ensure data which is lost can be recovered from another source. It is considered essential to keep a backup of any data in most industries and the process is recommended for any files of importance to a user.

Vendor shall provide Backup and Restore detailed procedures document.

3.12 User Friendly

- Simple user-friendly interface providing quick access to common features or commands with a well-designed graphical user interface GUI

3.13 Cloud Services

The reliability of the internet in the country could be an issue while working overseas in our joint venture partner's office. The EDMS should support a cloud-based solution which will allow users access to the system on-site and off-site, allowing for high availability, both for company personnel and customers, this cloud based solution can either be a local cloud or a hybrid external solution.

EDMS FOR TLEC COMPANY
TLEC EDMS SPECIFICATION

شركة تقنية ليبيا للأعمال الهندسية
Taknia Libya Engineering Company

EDMS-G-SP-0001
PAGE 11 OF 11
REV   03

The cloud solution will be device agnostic and run on a multitude of company approved device, ranging from mobile phones, tablets, to laptops.

This solution should be purchased on demand when there is a business need (working overseas in a project). The ED MS vendor should quote for this service   as an option that can exercised at any time.

-Training:

.The bidder shall propose the required training to cover the followings:

.System administation and configuration training.
End user training.