

## ADDENDUM NO. 02

**TENDER NUMBER:  
OAG/OT/06/2025-2026 - SUPPLY, INSTALLATION AND COMMISSIONING OF AN  
ELECTRONIC DOCUMENTS AND RECORDS MANAGEMENT SYSTEM**

Reference is made to the below listed tenders which were published on the Public Procurement Information Portal [www.tenders.go.ke](http://www.tenders.go.ke) and on the Office of the Auditor-General's website [www.oagkenya.go.ke](http://www.oagkenya.go.ke) on 9 February 2026 and Addendum No. 01. We wish to make the following clarifications:

S/No.	Section in the Tender Document	Requirement	Clarification
1.	<b>PART II SECTION 5 – SPECIFICATIONS</b>	<b>Deployment</b> Is Office of the Auditor General looking for On Prem or Cloud Native solution?	Please refer to A. <b>System Architecture 10. Environment:</b> The system MUST be fully web based with all activities being performed at server side. Mobile app
2.	<b>PART II SECTION 5 – SPECIFICATIONS</b>	<b>Scanning Channel</b> The proposed solution can digitize documents through OmniScan tool, kindly confirm at how many systems the scanning tools will be required?	Tenderers to refer to F. <b>Scanning interface</b> Nos. 101 - 112 and G. Document Capture Nos. 113 – 148.

3.	PART II SECTION 5 - SPECIFICATIONS	<p><b>OCR</b></p> <p>As per the requirements OCR functionality is expected, pls confirm how many fields needs to be extracted via OCR for each of the templates in Omniscan?</p>	Tenderers to refer to <b>H. Indexing Nos. 158 - 167</b>
4.	PART II SECTION 5 - SPECIFICATIONS	<p><b>Integration</b></p> <p>As per the requirements, platform is expected to archive documents from office applications and other systems.</p> <p>Share the details of all existing IT solutions where integration is envisaged with EDRMS.</p> <p>Do you require data exchange or do you just require to view the electronic documents from within your other applications?</p>	<p>Tenderers to refer to <b>A. System Architecture</b></p> <p>8. SharePoint Integration and 9. Toolkit also refer to G. DOCUMENT CAPTURE Nos. 114 - 148</p>
5.	PART II SECTION 5 - SPECIFICATIONS	<p><b>DMS Users</b></p> <p>Confirm total number of users which will require login credentials to access the Document Management System, i.e. OmniDocs's interface for uploading, viewing, modifying and deleting documents</p>	Ten (10)
6.	PART II SECTION 5 - SPECIFICATIONS	<p><b>DMS Users</b></p> <p>Confirm concurrent number of users which will require login credentials to access the Document Management System, i.e. OmniDocs's interface for uploading, viewing, modifying and deleting documents</p>	Ten (10)

7.	<b>PART II SECTION 5 – SPECIFICATIONS</b>	<p><b>DMS Users</b></p> <p>Confirm how many users will only upload into Document Management System, i.e. OmniDocs's with integration capabilities. These users will not be able to login into the DMS user interface.</p>	Ten (10)
8.	<b>PART II SECTION 5 – SPECIFICATIONS</b>	<p><b>Mobility</b></p> <p>As per the requirements, our platform EDRMS has its own IOS and Android Mobile applications. Provide the number of users would be required to use it for archiving, modifying, deleting documents etc.</p>	Ten (10)
9.	<b>PART II SECTION 5 – SPECIFICATIONS</b>	<p><b>Reports</b></p> <p>Share the count of customized reports that needs to be configured for the processes and modules</p>	Unlimited
10.	<b>PART II SECTION 5 – SPECIFICATIONS</b>	<p><b>Clustering</b></p> <p>What High Availability Configuration required? (Active-Active, Active-Passive)</p> <p>Active-active configurations have both sites running live traffic simultaneously, offering high availability and load balancing, though they are more complex and costly.</p> <p>Active-passive setups have one active site and one standby, which only takes over during failure—</p>	<p>Tenderers to refer to refer to: <b>F. SCANNING INTERFACE</b> Nos. 106-108</p>

		simpler and cheaper, but with longer recovery time.	
11.	<b>PART II SECTION 5 – SPECIFICATIONS</b>	<b>Migration</b>  If migration is required, then please specify the total volume for migration. From which system to which system migration is to be achieved?	NOT APPLICABLE
12.	<b>PART II SECTION 5 – SPECIFICATIONS</b>	<b>Environment</b>  Apart from production, what are the other environments that are needed: 1. UAT 2. Development 3. Disaster Recovery	NOT APPLICABLE
13.	<b>SECTION IV – TENDERING FORMS</b> A. The Specifications and Priced Activity Schedules	<b>Pricing on the Specifications and Priced Activity Schedule</b>  Specify license regime perpetual /subscription and type whether concurrent or named	Refer to Part L. No. 239

All other terms and conditions remain unchanged.

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## **PROCUREMENT PRIVACY NOTICE**

### **What is personal information?**

"Personal information" means any information that can be used to identify a person or an individual who is reasonably identifiable. Examples of Personal Information we collect include: names, addresses, email addresses, phone and identification numbers, salutation, Nationality. In general terms, this includes information that personally identifies you either directly (e.g. your name) or indirectly.

"processing" means any operation or sets of operations which is performed on personal data or on sets of personal data whether or not by automated means, such as

- (a) collection, recording, organisation, structuring;
- (b) storage, adaptation or alteration;
- (c) retrieval, consultation or use;
- (d) disclosure by transmission, dissemination, or otherwise making available; or
- (e) alignment or combination, restriction, erasure or destruction.

### **What personal data do we collect?**

The information that we may collect and process includes but is not limited to the following:

- i. information about your staff's career history, or education.
- ii. Any identifying name, number, mark, email address, street name, phone number, or other specific designation given to the person.  
the individual's name, if it is present along with additional personal information about the individual or if the revelation of the name alone would provide information about the individual.
- iii. details regarding the race, information about a person's contained in their CVs and CR 12; it may include information about their nationality, ethnic, or social origin;
- iv. Emails that the sender directly or implicitly designates as private or confidential, as well as follow-up messages that would divulge the original email's contents;
- v. the ideas or viewpoints of another person regarding the person.

### **How do we collect your personal data?**

Most of the personal information we process is provided to us directly by the bidding company in the bids or by members of staff during the procurement process.

### **How will we use your personal data?**

The information we collect will depend on the reasons for which it is collected and used. This might differ in our various interactions. We will only collect information that we need



for procurement purposes and for the performance of a contract once the procurement process is completed.

#### **How do we keep your personal data safe?**

The Personal Information provided is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for the period prescribed in the Document Archiving and Retention Policy.

#### **Whether we share personal data with third parties**

We may disclose personal information to third parties in accordance with the Data Protection Policy, other government institutions in the execution of their statutory or constitutional mandates, our external auditors, contractual service providers when necessary and where you would reasonably expect us to disclose your information.

#### **What are the data protection rights of individuals?**

When a company provides personal data to us, their staff have certain rights available to them in relation to that data. These rights are outlined below and can be exercised by contacting the Data Protection Officer, indicating which right the staff member wishes to exercise:

**Your right of access** - the individual has the right to ask us for copies of their personal information.

**Your right to rectification** - they have the right to ask us to rectify information they think is inaccurate. They also have the right to ask us to complete information they think is incomplete.

**Your right to erasure** - They have the right to ask us to erase their personal information in certain circumstances.

**Your right to object to processing** – they have the right to object to the processing of their personal data in certain circumstances.

**Your right to data portability** - They have the right to ask that we transfer the information provided to us to another organisation, or to themselves, in certain circumstances.

They are not required to pay any charge for exercising their rights. If they make a request, we have fourteen days to respond to you.

In the case of data portability, the individual is required to pay for the transfer and the process should be effected within 30 days.



Incase of any enquiries or complaints contact:  
Data Protection Officer  
Email: [dpo@oagkenya.go.ke](mailto:dpo@oagkenya.go.ke)  
Office of the Auditor General  
Anniversary Towers, University Way  
P. O. Box 30084-00100  
**NAIROBI**

**In case of complaints you can contact the Office of the Data Protection  
Commissioner**  
Office of the Data Protection Commissioner  
Communications Authority Centre  
[info@odpc.go.ke](mailto:info@odpc.go.ke)  
P.O Box 30920-00100  
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