

Request for Proposal Form

Tender Name: Shared folder web browsing system

Tender Number:

Proposal Deadline:

1. Description:

Ministry of Investment is soliciting proposals from qualified bidders to supply the following Software solution:

Number	Item	QTY
1	Shared folder web browsing system	License for 200 users

- Bid eligibility conditions: Responses to this request for proposal (RFP) must conform to the procedures, format and content requirements outlined in this document.

2. Scope of work:

2.1: The scope of work includes deliver, install, configure, maintain, training, and provide support and warranty (both local and mother company) for Shared folder web browsing system with all the required licenses described in technical specs.

All devices and services must meet technical specifications defined in this RFP.

2.2: Definitions:

Final Acceptance: the official acceptance by MOIN after finishing all work defined in the scope of work and delivering all supplies and before the maintenance and warranty period.

3. Technical Specifications and Details:

Bidders must comply with the following minimal technical specifications and requirements for shared folder web sharing system, therefore bidders are required to comply in full with these technical specifications and requirements and any proposal that does not comply with these technical specifications and requirements shall be rejected for being none responsive. Bidders must be specifying the manufacturer and the origin of countries of the submitted solution.

-Web sharing solution Specifications:

Terms	Descriptions	Comply (Yes/No)	Notes
License	Solution should cover 200 users License for 3 years from the Date of License Activation including any new updates or hotfixes from the vendor.		
Language	Arabic & English should be supported on user Panel.		
Solution Scope	Should be completely run on premise		
SSL	Connections with server should be secured with SSL Certificates.		
Integration	Solution Should have the ability to integrate with Active directory, Exchange Server.		
Home folders	Solution should have the ability to assign dedicated home folder for each user & should be able to make the Quota for user's home Folders		
NTFS Permissions	Solution should have the ability to read NTFS permissions & allow making operations with NTFS user impersonations.		
Operating Systems Support	MS windows 2016 server or higher version, OS not support window based and the database should be SQL.		
Virtualization Platforms Support	Should support at least MS Hyper-V, VMware		
User action logs	The user action logs (Audit, Link Creation, File Sharing, etc.) on the solution should be able to be transferred to the Security Information and Event Management (SIEM) solutions.		

<p>Files supported actions</p>	<ul style="list-style-type: none"> - The solution to be proposed should allow moving, renaming, copying, deleting, compressing and decompressing files on the interface. - The solution to be proposed should be able to preview PDF, TIFF, text-based files (TXT, XML, etc.), videos, pictures, and music files on user interface, without the need of downloading them. - The solution to be proposed should display DICOM file formats, without downloading them. - The solution to be proposed should be able to display and edit the MS Word and MS Excel files via the embedded editor without a need for any editor integration. - The solution to be proposed should be able to generate new text, MS Word, and MS Excel files from the web interface. - The solution to be proposed should be able to generate and display thumbnails for video, picture, PDF, etc. files on the web interface. - For links generated on the solution to be proposed, users should be able to define a custom name and custom message. - The solution to be proposed should be able either to paste the links generated into the email body or to attach a new PDF file including links. - The solution to be proposed should be able to open .pst files in using Microsoft Outlook. - The solution to be proposed should allow setting different sharing periods of time for internal sharing. 		

	<ul style="list-style-type: none"> - The solution to be proposed should allow each user to make a search by file and folder name in their homefolders and inbox. - Solution should be able to query files version status. - The solution to be proposed should be able to sort thefiles according to their names, sizes, and date. - The solution to be proposed should be able to notifyusers for actions on the user’s files or folders. - The solution to be proposed should allow grantingdifferent permissions for internal sharing. These permissions should be at least Listing, Sharing, Creating Links, Reading, Changing, Moving, Creating Folder, Creating File, Copying, Editing, creating a Document, Downloading, Deleting, Uploading, Renaming, Displaying, opening with a Desktop Application, Archiving Operations, Notes, User Descriptions, Favorites, and Lock. 		
<p>Supported security features</p>	<ul style="list-style-type: none"> - Users should be able to lock their files on the solution tobe proposed. Locked files should be able to be reviewedas a list on the Administration Panel and the system administrators should be able to remove locks on files when needed. - The solution to be proposed should be able to block actions like downloading, saving as, printing, and copying with the help of the editor (if there is editor support) that it is integrated with. - The solution to be proposed should allow editing instantlythe permissions of internal shares. - The solution to be proposed should allow delegating sharing permission and giving the link creation permissionto another internal user while defining an internal share. - The solution to be proposed should allow defining different permissions to different users and groups on thesame file or folder for 	-	-

	<p>internal shares.</p> <ul style="list-style-type: none"> - The solution to be proposed should allow sharing of any file or folder under the user home holders with users and security groups within the Active Directory and with local users and groups defined on the system. - The solution to be proposed should be able to display the information as to from which user the internal sharing permissions are given and as to which user they give graphically (as a permission tree). - Within the solution to be proposed, users should be able to reject the permissions given to them when needed. - The solution to be proposed should be able to prevent the data loss resulting from conflicts by creating file copy. Files that are deleted permanently or temporarily (sent to the recycle bin) by users should be able to be displayed and examined by the administrators as a list in a special permanently deleted Items section. - On the solution to be proposed, role-based user management should be able to be performed. Within this scope, different types of administrators should be able to be defined, and users and groups on which the administrators can have control should be able to be defined. 		
Administrator panel	<ul style="list-style-type: none"> - the administrator's interface. This dashboard should include the system summary information and those who perform the most actions in different categories. - The solution to be proposed should be able to display the operation log in detail on the administrator's interface, should be able to filter the logs based on user, action, date, etc. and should be able to export the logs by generating a report. - The solution to be proposed should be able to log all administrator activities on the administrator's panel. 	-	-

	<ul style="list-style-type: none"> - On the solution to be proposed, the administrators should be able to define pre-defined IP groups and should be able to ensure that all relevant IP addresses are defined as filters only by typing the name given. - On the solution to be proposed, customized reports should be able to be sent to the administrator periodically via e-mail. - The solution to be proposed should be able to report the total disc status, disc space status, system resources, and quota usages on a user basis. Such status should be able to be sent to the administrators via e-mail at certain intervals when requested 		
Training	<ul style="list-style-type: none"> - Certified training in authorized training center for 2 persons 	-	-

4.Special Terms and Conditions:

4.1: Guarantees:

Performance Bond: The winning bidder is required to submit a performance bond of [REDACTED] of the total value of the supplies amount awarded to him within the duration mentioned in the award notification letter and before signing the Purchase Order (Contract) on a form similar to the attached format to guarantee that the winning bidder shall perform all works required in accordance with the Purchase Order's (contract's) technical specifications and requirements. This guarantee shall be released after hand over and final acceptance of MOIN of all works done by the winning bidder and submission of the maintenance and support and warranty guarantees.

- **Maintenance and Support Bond:** The winning bidder is required to submit a maintenance and support bank guarantee to guarantee that the bidder shall perform all maintenance and support works needed. This guarantee shall be [REDACTED] of the total value of supplies provided by him on a form similar to the attached format and for duration of (3) three years as of the date of handing over and final acceptance by MOIN. This guarantee shall be released after its expiry and after the winning bidder provided all required support and maintenance and final acceptance of MOIN.
- **Manufacturing Defects Liability Warranty:** The winning bidder should provide a manufacturing defects liability warranty from the mother company duly endorsed (3) years as of the date of hand over and final acceptance. The manufacturing defects liability warranty shall be released after its expiry and after the winning bidder provided all required warranty works if required and acceptance of MOIN.
- The Bidder guarantees that all provided supplies are 100% brand new free of any manufacturing defects or in material and of a modern style and its production did not stop and that the year of manufacture should be the same as the year of proposal submittal.
- The MOIN is not bound to accept the lowest bid and will reserve the right to reject any bids without the obligation to give any explanation.
- A business registration certificate should be provided with the proposal.
- The laws and regulations of The Hashemite Kingdom of Jordan shall apply to awarded contracts.

4.2: Support and Maintenance, Warranty and Performance:

• **Support and Maintenance:**

Software and any other components installed by the bidder must be supported and maintained for a duration of (3) years from the mother company starting from the date of handing over and final acceptance.

• **Warranty**

Software and any other components installed by the bidder must be warranted for a duration of (3) three year starting from the date of handing over and final acceptance.

• **performance:**

The winning bidder is required to submit a **performance bond** of () of the total value of the supplies amount awarded to him within the duration mentioned in the award notification letter and before signing the Purchase Order (Contract) to guarantee that the winning bidder shall perform all works required in accordance with the Purchase Order (Contract) requirements.

4.3: Bidders qualifications:

Bidders allowed to participate in this tender should be a local partner of the shared folder web browsing system, a valid certificate/evidence should be submitted within the technical proposal, and not fulfilling this condition will be a ground for disqualification.

4.4: Response Format: Bidder's written response to the RFP must include:

The Technical proposal should include:

- The Detailed description, technical Specifications, catalogues; Brand and the Model of the offered supplies must be mentioned clearly with the origin datasheet.
- A compliance letter stating that the technical specification of the supplies proposed by the bidder comply 100% as a minimum with the specifications shown in this RFP.

