SRILANKA TOURISM DEVELOPMENT AUTHORITY

Minutes of the Pre-Bid Meeting

SUBJECT: Development of License Management Software for SLTDA

CONTRACT NO: SLTDA/ICT/IS/NCB/LMS/2021/01

Date   : 26th Oct 2021
Time   : 10.00 hrs.
Venue : Online Zoom

Following officers presented for the Pre-Bid meeting on above subject;

Name	Organization	Designation
Mr. Chinthaka Abeykoon	SLTDA	Director (ICT)
Ms. Tilia Samarasinghe	SLTDA	Asst. Director (ICT)
Mr. Hirosh De Silva	SLTDA	Asst. Director (ICT)
Ms. Pasanthi Jayasinghe	SLTDA	Asst. Director (Finance)
Mr. Suranga Liyanapathirana	SLTDA	Asst. Director (S&QA)
Mr. Anupa Ranaweera	SLTDA	Asst. Director (S&QA)
Mr. Amila Medawattha	SLTDA	Asst. Director (Procurement)

➢ **Questions and Clarifications**

Mr. Chinthaka Abeykoon, Director (ICT) / SLTDA explained about the background, objectives and scope of work on this tender and participants were requested to raise any queries / clarifications in respect of same.

Accordingly, SLTDA officers briefly discussed followings & decisions were taken in to further consideration.

a) **It was noticed followings;**

- The Bid validity shall be 119 days as mentioned in the Data Sheet (Page No.14)
- Reference to the **Contract Data (Page 72), Claus 3.8** shall be changed as *"Delay penalty - It is expected the software vendor to meet the delivery timelines. Delays will be penalized by deducting the amount **Rs. 16,667 per day** (maximum up to 10% of the total contract sum)"*

b) **Bidders raised following clarifications and answers are as follows;**

I. **Que.** This online system, do we have to completely study the system and look at the functionality, or we can depend on the information given at the "register with us" page and Bidding document?
Ans. it's a combination of all. You may refer the Bidding document, detailed SOR, current system, and a requirement gathering done by the selected vendor.

II. **Que.** As mentioned, link to the other application, if you can give us an example and that the other systems are automated system or is the current applications are working with this application or?
Ans. Yes, this is about integration to web services and another software system. Current integration with the web is already publicly availably and Director ICT explained how vendors can navigate and understand what is available.

III. **Que.** On data migration is it electronic or manual or should be gathered from the existing system
Ans. from the existing system.

IV. **Que.** On hosting, it has mention as government cloud, do we have any other option
Ans. It is required to host in LGC. However, for some reason if it is not available we need to have an alternative approach. Therefore, the vendor is required to present another hosting solution in

their proposal. Vendor need to mention clearly as Option 1 (hosting at LGC) and Option 2 (….) and under each option all costs (e,g, licensing, etc.) must be mentioned. SLTDA can pay only what is mentioned here, if not mentioned, vendor will have to bear the costs, in meeting objectives of this bid.

V. **Que.** In any layer of this application, does it mandatory to have a open source platform?
Ans. Its not mandatory. In case of proprietary technology, all costs must be mentioned clearly for 3 years.

VI. **Que.** Reference to the hosting are all the related cost on Hosting will be reimburse by the Client or to be beard by the vendor?
Ans. Yes SLTDA will bear the costs of hosting. SLTDA will own it and have the access. But vendor need to make payments and be custodian. All these costs must be mentioned clearly in the price schedule.

VII. **Que.** If we are not hosting in government cloud, shall we have to mention the cost yearly?
Ans. Yes.

VIII. **Que.** Basically as mentioned, it is templates base development. So, future might be some changes and how we can support & what extend you expect?
Ans. We are looking at simple configurable templates. Few examples were given by the Director ICT.

IX. **Que.** What would be the usage (ex Per Hour) & traffic you expect to have to the system & 3rd party integrations?
Ans. We have given some indications in the Bidding document & as an ides in 2 years back its approximately 5ooo renewals & 900 new registrations. Aa example traffic would be 200 to 300 concurrent sessions.

X. **Que.** Reference to the mobile application development, what type of functionality are you looking at on mobile application?
Ans. we don't want to entire system in the mobile app. We just need certain segments to be provided with a mobile app. E.g. uploading images when during inspection. etc... these will further be revealed during the requirement study.

XI. **Que.** You have mentioned as keeping Two support staff for two years, Is it necessary to be on site or outside?
Ans. To make our objective success, we have requested two people to be in our office & they will have to ensure the success of the system. Required skills clearly mentioned in the tender doc.

XII. **Que.** It has not mentioned the sub-contractors or joint ventures, is there any opportunity for that?
Ans. We are not looking at sub-contractors, we are expecting a proper software company directly working with us.

XIII. **Que.** Is there any consideration to extend the date of Bid closing ?
Ans. If you have any request please send it in writing, SLTDA will decide & let you know if any.

XIV. **Que.** For more clarifications needed if any, is there any deadline to the clarification ?
Ans. Please submit further clarifications before 7 days to the date of Bid closing.

Chairman
Departmental Procurement Committee
Sri Lanka Tourism Development Authority