
Diverse servicii (conform descrierii)

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Descriere: An Post is seeking to enter into a Single Party Framework Agreement for a period of three (3) years with an option to extend for a further two (2) to meet its requirements for Document Storage, Retrieval & Destruction. Interested parties should have demonstrated capability and experience in the specialist areas to meet the requirements and tight deadlines that are associated with these services/ requirements. An Post Retail Directorate requires the secure storage, retention and destruction of various An Post Financial Papers, Money Transmissions Documents and Post Office Transaction Receipts. The inflow of these secure storage items will be mainly centred on the dispatch of weekly pouches from approx 1 200 Post Offices across Ireland each week. The successful supplier will be responsible for the secure storage of An Post pouches, which will be required to be retained for a minimum of 6 years from the date of issuance by the Post Office and in some circumstances may be required to be retained for 10 years. The successful supplier will be responsible for the assignment of defined retention periods and destruction dates. The successful supplier will be required to provide an integrated I.T. solution to fit with An Post Document Archive Management System Software (DAMS). The Document Archive Management System is an oracle database that it is used to hold an inventory of all boxes and pouches sent to the supplier, and to reconcile receipt of boxes and pouches by the supplier, with the list maintained by An Post. It is also used to request documents from the supplier and to record the production of these documents. Orders for the retrieval of documents are created as electronic files on DAMS. The supplier must be able to process these orders electronically.
