

# **PART III**

**(SPECIFICATIONS, REQUIREMENTS &  
EVALUATION CRITERIA)**

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**1. GENERAL**

- 1.1 This contract is for the supply and implementation of an Integrated Financial, Procurement and Human Resource System for the Football Association of Singapore.
- 1.2 The Contractor shall comply with the Specifications and all provisions in the Tender Document.
- 1.3 No alteration shall be made by the Contractor to the provisions in the tender documents, in particular to the Specifications and Requirements and the Tender Form. No alteration, addition or note made by the tenderer shall be recognized and the text as originally prepared by the FAS shall be strictly adhered to.
- 1.4 It is the responsibility of the Contractor to check the tender documents, the site, equipment and materials and to gather whatever information is necessary and data required towards the fulfillment of this Contract. The Contractor shall not make any claim against the FAS and shall hold the FAS completely harmless and shall indemnify and keep the FAS fully indemnified against any failure to check or gather information as aforesaid.
- 1.5 Neither the Contractor nor any member of his/her family nor any member of his/her staff may be an employee of the FAS. All salaries and wages payable to staff employed by the Contractor shall be the responsibility of the Contractor.
- 1.6 The FAS shall not be liable for loss or damage to the Contractor's property placed or left on site or elsewhere on FAS property.
- 1.7 The Contractor shall bill the FAS prices quoted in the Tender Form. The rates quoted shall be deemed to include all of the Contractor's costs, overheads and profits.

**2 SPECIFICATIONS & REQUIREMENTS**

- 2.1 The following are the specifications & requirements for the fully integrated Financial, Procurement and Human Resource System to be implemented for the Football Association of Singapore;

**A. SPECIFICATIONS**

- a) Microsoft Dynamics 365 Business Central (Essential) System;
- b) Human Resource Management System built on Microsoft Dynamics platform covering the following functions;
- i. Employees' Data Management
  - ii. Time Attendance Management
  - iii. Mobile Attendance Management
  - iv. Leave Management
  - v. Claims Management
  - vi. Training Management
  - vii. Recruitment Management
  - viii. Employee Self-Service
- c) Integration of Sage EasyPay System for payroll and income tax processing;
- d) Compatible and easy-to-use Business Intelligence System for Dashboard Reporting;
- e) Compatible, secure and easy-to-use Vendor System for collaboration with vendors for the submission of quotations, tenders, invoices and delivery orders;

- f) Configured collaboration portal for purchasers and approvers on the availability of budget and sharing of documents with the procurement department in accordance with the workflow specified in Appendix 1;
- g) Configured collaboration portal for staff, approvers and finance department, on the availability of budget prior to submission of requests for cash advance and projected expenditure for overseas trips and/or events, and the subsequent submission of actual expenditure reports after the trips and/or events in accordance with the workflow specified in Appendix 2;
- h) Configured collaboration portal for clubs to apply for subsidies and submit required documentation through the portal.
- i) Configured collaboration portal for public / participants to apply for courses, submit required documentation through the portal and make online payment.
- j) Data migration of master files including chart of accounts, opening balances, and pending invoices and purchase orders;
- k) Design and customization of Workflow Systems;
- l) Documentation and formatting of Reports;
- m) User Acceptance Testing (UAT) and trial run for all applications including mobile platform, where applicable;
- n) Pre-production upgrade test plan, post-production upgrade test plan, and upgrade failure recovery plan;

**B. REQUIREMENTS:**

- a) Contractor must be a Microsoft Certified Solution Provider and have achieved at least a Gold Partner status or competency in year 2017;
- b) Microsoft Azure as cloud data platform;
- c) Integration with Microsoft Office 365 with single sign on concept and email alerts for all applications;
- d) User Subscription Licenses for Full Users and Additional Users (refer to Appendix 3);
- e) Targeted user training on usage of implemented systems and modules based on business operations;
- f) Handholding until Project Go-live;
- g) All other related products and services where necessary to complete the project successfully;
- h) Contractor shall be able to provide excellent after-sales service (in terms of support and problem-solving) and has a good track record (provide testimonials/reviews as proof);
- i) Unlimited phone and email support with fast response time (within 1-4 hours) during office hours.
- j) Dedicated Account Manager and Consultants from the start of the project to post project period including the provision of technical support (by phone, email or on site) as and when necessary.

**3 CONTRACTOR'S OBLIGATIONS & RESPONSIBILITIES**

- 3.1 The Contractor shall have a good knowledge of and be well experienced in systems implementations and have the technical know-how.
- 3.2 The Contractor shall ensure that the work is completed within the stipulated time-frame (refer to Appendix 4);

**4 COMMENCEMENT OF WORKS**

- 4.1 Work should commence immediately upon the issue of Letter of Acceptance by the FAS and completed by the project end-date in accordance with the stipulated time-frame.

**5. CONTRACT SUM**

- 5.1 The rates quoted in the Price Schedule in the Tender Form shall be deemed to include the supply of all necessary manpower, systems and tools, contractor's travel and transport expenses, overheads and all other associated costs.

**6. PROPOSAL BY TENDERERS**

- 6.1 Tenderers proposals shall include any additional services that may be required.

## 7. EVALUATION CRITERIA

### **Supply and implementation of Integrated Financial, Procurement and Human Resource System for the Football Association of Singapore**

The proposals received will be evaluated based on the following criteria:

- (a) **Debarment Status**  
The Tenderer shall not have been debarred, on or after the closing date of tender from participating in public-sector projects by the Standing Committee on Debarment c/o Ministry of Finance,
- (b) **Full compliance with components of the Tender**  
The Proposal shall comply fully with the Scope of Work/Services.
- (c) **Other Evaluation Criteria will be as follows:**

<b>Factors</b>	<b>Weightage (%)</b>
Price Competitiveness	70
Proposal is comprehensive and best meets the objectives and requirements of the project	20
Vendor Support Level (e.g. dedicated implementation team, project support and after-sales support level)	5
Vendor experience and references	5