



REQUEST FOR PROPOSAL (RFP)
for
Provide Human Resource Management Software

05 March 2018

HDFC/RFP/EQP/2018/02

Housing Development Finance Corporation Plc.
Information Technology Department
4th Floor, H. Mialani,
Sosun Magu,
Male', Republic of Maldives.

Telephone : 3338810
Fax: 3315138
Email : info@hdfc.com.mv
Website: www.hdfc.com.mv

1. Request for quotation

Housing Development Finance Corporation Plc (hereinafter referred as "HDFC") invites offers to provide Human Resource Management Software.

Pre-bid information session will be held on the date specified (Table 1: RFP Details) to brief prospective bidders on HDFC's requirement and for clarifying the bidders' queries. HDFC will only accept bids submitted by parties who have attended for information session to ensure bidders prepare the proposal understanding the scope of the HDFC.

(For better arrangement for the session, please call the number specified here or email informing names of person(s) attending, one day before the session date).

Table 1: RFP Details

RFP No:	HDFC/RFP/EQP/2018/02
Pre-bid information session	12 th March 2018. 12:00 at HDFC
Date and time for submitting proposal	22 nd -March-2018, 12:00 hours at HDFC
Bid awarding Date	Open
Address of Communication	Information Technology Department Housing Development Finance Corporation 4th Floor, H. Mialani Sosun Magu Male', Republic of Maldives. info@hdfc.com.mv
Contact No.: & Person	Telephone : 3338810 Fax: 3315138 Mr. Shabeen Waheed, Mr. Ahmed Jawad , Mr.Mohamed Fathy

1.1. Opening of quotation offers:

All quotation will be opened in the presence of the vendor's representatives who choose to attend the opening on the date and time specified above.

2. Requirement

HDFC invites technically viable and commercially competitive proposals from reputed bidders for supplying:

Item	Quantity
Human Resource Management Software	35 User licenses

Minimum Requirement Specification

<u>Essential Functions</u>	<p>Employee Profile Record management Job history Self-Service Portal</p> <p>Leave & Absence Management Time Attendance Payroll</p> <p>Performance Management Assign tasks, and evaluate progress Dashboard/ Analytics / and Reporting</p>
<u>System capability</u>	<p>Configurable leave and payroll functions Customize workflow Customizable Reports and Filtering Options</p> <p>Compliance with local labor laws and industry standards. Integrations with attendance system, Accounting System (Sage and Oracle EBS) Enterprise-level encryption Data backing up to local site Mobile Apps for iOS & Android</p>
<u>Deployment Environments:</u>	<p>Cloud / On-Premise platforms If On-premise: > Windows based > Web deployment</p> <p><i>Details of existing IT infrastructure will be provided in the information session.</i></p>

3. Instruction to Bidders

Quotation document should be sealed in an envelope. Documents should be submitted at HDFC's address given below, on or before date specified in Table1: RFP Detail under 1.Request for Quotation. Documents received after the date and time specified for receiving the offers will be rejected.

Housing Development Finance Corporation Plc.
Information Technology Department
4th Floor, H. Mialani
Sosun Magu
Male', Republic of Maldives.

Envelopes should be securely sealed and stamped.

All the envelopes must be super-scribed (top left hand corner) with the following information:

Quotation Document for Human Resource Management Software

HDFC/RFP/EQP/2018/01

<Submitted Date>

<Name of the Vendor>

<Contact Person>

<Contact Number>

BIDDERS ARE REQUIRED TO SUBMIT THE DETAILS IN THE FORMAT PROVIDED WITH THIS RFP (File name "Proposed Details") AND MAY ATTACHED ADDITIONAL SUPPORTING DOCUMENTS. FAILURE TO COMPLETE THIS DOCUMENT WILL RESULT IN DISQUALIFYING FROM BID EVALUATION.



Proposed
Details.xlsx

Sl	Document Name	Sheet name
1	Company Profile	Company Profile
2	Quotation and Technical Details of proposed item(s)	Item <No.>

Each bidder is required to submit one (1) copy (hard copy) of the proposal documents
Each of above document should be sign and stamped by the bidder

3.1. Qualification Criteria

- The bidder submitting the offers should be a registered company
- The bidder should be in the related business.
- Items supplied under this RFP specification shall conform to the Item Specification attached in Technical Document. Where brands are not specified, Bidder must quote for well-known brands which are proven to be reliable. Additional information for such brands must be supplied along with the quotation, including country, manufacture and manufacturer's website.

HDFC may split the bid among many competitive bidders. The items will be will be individually evaluated against the relevant Points Allocation Table for Bid Proposal.

3.2. Proposal Award Method

Proposals will be evaluated against Points Allocation Tables for Bid Proposals in section 3.18. HDFC can award different order items to multiple vendors. HDFC may decide award entire bid to the bidder with lowest aggregated value among qualified proposals provided that variation of the proposal value is less than 5%. Item proposed below the required specification will be rejected. Item proposed above the required specification will not necessarily get higher points however evaluated base on the value gains in relation to price.

3.3. Notice of Award

All Successful bidders will be notified in writing.

3.4. Offer Validity Period

The Offer should hold good for a period of 30 days for hardware components from the date of the opening of technical offer.

3.5. Modification and Withdrawal of Quotation document Offers

Vendors are allowed to withdraw their offers any time before the last date and time specified for closing. No offer can be modified by a vendor after the closing date and time for submission of offers.

3.6. Opening of Quotation document offers

Quotation document received within the prescribed closing date and time (submission & opening deadline will be same) will be opened in the presence of vendors' representatives who choose to attend the opening of the Quotation document on the date and time specified in this tender document. The vendors' representatives present shall sign a register of attendance.

3.7. Payment terms

Advance payment will not be allowed upfront. Payment for supply & services will be performed upon submission of the invoice after the inspection from the technical team that the supply and services have fully met the specified requirements of the technical document.

3.8. Clarification of Offers

To assist in the scrutiny, evaluation and comparison of offers, HDFC may, at its discretion, ask some or all vendors for clarifications on the offers made by them. The request for such clarifications and the vendor responses will necessarily be in writing.

3.9. Clarification on the Tender Documents

Written requests for clarification should be submitted to HDFC 2 days before the submission date specified in this document. No Queries will be entertained after the said date.

3.10. No Commitment to Accept Lowest or Any Offer

HDFC is under no obligation to accept the lowest or any other Offer received in response to this TENDER and reserves its right to reject any or all the offers including incomplete offers without assigning any reason whatsoever. HDFC will not be obliged to meet and have discussions with any vendors and / or to entertain any representations.

3.11. Negotiation

It is absolutely essential for the vendors to quote the lowest price at the time of making the offer in their own interest, as HDFC will not enter into any price negotiations.

3.12. Right to Alter Quantities

HDFC reserves the right to alter the quantities specified in the Offer in the event of changes in plans of HDFC. In the event the offer has been made, such alteration will be negotiated with offered party.

3.13. Order Cancellation and Termination

HDFC has the unencumbered right to cancel this bid upon prior written notice for non-conformance to these requirements.

HDFC reserves its right to cancel the entire / unexecuted part of the Purchase Order at any time by assigning appropriate reasons in the event of one or more of the following conditions:

- Delay in delivery beyond the specified period for delivery.
- Fails to supply equipment as per the requirements of HDFC.

3.14. Delivery, Installations & Setting up

Awarded bidder shall deliver the item to the premises below during official working hours unless prior arrangements are made.

HDFC Plc.
4th Floor, H. Mialani
Sosun Magu
Male', Republic of Maldives.

If bidder includes charge for delivery, installation or setting up, it should be specified in or with the quoted price and will be evaluated as the price of the item offered.

Where installation and setting up is required, Bidder is required to provide profile of the qualified person attending to the task(s).

Bidder shall provide all personnel, equipment, tools and materials required to perform the services defined in this RFP Specifications.

3.15. Upgrades/updates

Items requiring upgrades/updates at the time of delivery, installation and during the course of warranty, Bidder should provide such immediate upgrade/updates and ensure availability of future updates and upgrades of the product as and when released.

3.16. Manuals and Software

The bidder shall supply all the related documentation and **genuine (Licensed) software**. These will include but not restricted to user manual, operation manual, operating system, other software, drivers etc.

3.17. Publicity

Any publicity by the vendor in which the name of HDFC is to be used will be done only with the explicit written permission of HDFC.

3.18. Point Allocation Table for Bid Proposals

Point Description	Point	Explanation	Calculation*
Base price of the application including all the modules necessary to run proposed solution, delivery and installation.	25	Lowest Price get maximum point	$L/B * P$
Annual Support Charges (if provided)	20	Lowest Price get maximum point	$L/B * P$
Product Reliability	10	Product maturity or rating in the industry gets higher point	<i>Enterprise level product=10 Standard=5 product less than 3 years= 1</i>
Product Usability	20	Better functionality, ease of use, security etc.. gets maximum points	$B/H * P$
Delivery / Implementation	05	Shortest Period for Delivery / Implementation gets maximum points	$L/B * P$
Support Response	10	Promptness get higher point	Available of support person on site = 10 Call Center support during local business hours =7 Standard online support =2
Company reliability	10	Reference to recent projects	<u><i>In related field:</i></u> <i>Similar project undertaken (Past 3 Year) = 5 Exclusivity or having substantial market share in products dealt. = 5</i>

* H=Highest among the bidders, L=Lowest among the bidders, B= the bidder, P=point

Product/service that does not meet the minimum requirement will not be entitled for Points and will be considered as 00 point.

3.19. Payment Terms and Condition

Price information must be furnished on the item specification sheets and shall be in Maldivian Rufiyaa.

Payment for services performed under this contract will be made at the conclusion of work, with a requirement for the submission of invoices and documented verification of conformance to provided Technical Document on an item by item basis. Verification of said conformance requirements shall be measured by HDFC within 07 days from the date of delivery.



By submitting the proposal in response to this RFP, the Bidder acknowledges that he/she understands the substance and scope of these RFP Specifications and agrees to accept said Specifications as the principal control document with regard to the interpretation and execution of this Contract.

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