



Instruction to Bidders

This document includes information relevant to the procurement of goods and services, bidding procedure for bidders and guidelines to prepare the bids.

A. Introduction	
Scope of Bid	Bank of Maldives PLC invites sealed bids from eligible bidders for Vendor Portal Implementation. A local/international competitive bidding will be conducted in accordance with Bank of Maldives PLC's bidding procedure and is open to all Bidders.
Procurement Reference and Name	BML/PD/OPN-BID/2023/072 Vendor Portal Implementation
Eligible Bidders	This invitation is open to all interested with a formal intent to enter into an agreement. Each Bidder shall submit only one bid. A bidder who submits or participates in more than one bid will cause all the bid proposals for that particular procurement to be disqualified. Only following parties are eligible to submit proposal for this bid <ul style="list-style-type: none">- Companies/Partnership- Sole Proprietors
B. Preparation of Bids	
Language	The language of the Bid is: English or Dhivehi
Documents Comprising the Bid	The Bidder shall submit the following completed documents with its Bid: Form 1 – Schedule of Requirement (not applicable) Form 2A – Bidder Information Sheet Form 2B – Bid Submission Form Form 2C - Price Schedule for Goods & Services
Bid Prices and Currency	The Bidders shall quote the items to be procured individually specifying the unit rates and prices in <i>Maldivian Rufiyaa (for locals) and in US Dollar (for international vendors)</i> . Including all taxes (if applicable) at the time of current rate
Bid Validity	The bid shall remain valid for 30 days from the date of opening the bids.
D. Submission and Opening of Bids	
Bid Submission	Bidders shall submit their bids on the date of submission at the specified location and time indicated in this section.
Acceptance of Bids	BML shall not accept bids before or after the specified closing time.



Location, date and Time	Bid Submission for Local Bank of Maldives Plc. Head Office 5 th Floor, Meeting Room Island: Male' For International vendors via email: openbidding@bml.com.mv The deadline for bid submission: Date: 16th October 2023 Time: 02:00pm (Maldivian Standard Time)
Contact details for further information	Please contact; Procurement Department, Telephone: 3015349, 3015359 Email address: openbidding@bml.com.mv
Bid Opening	BML shall conduct the bid opening on the Date of Bid Submission. BML shall open the bids publicly immediately after the expiry of the limit for submission of the bids indicated in the tender documents.
E. Evaluation, and Comparison of Bids	
Confidentiality	Information relating to the examination, evaluation and comparison of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful bidder is notified.
Documents Establishing the Qualifications of the Bidder	BML shall evaluate each Bid based on the evaluation criterion and methodologies specified in Evaluation and Qualification Criteria to determine the most acceptable bid. No other criteria or methodology will be permitted.
F. Award of Contract	
Award Criteria	BML shall award the Contract to the Bidder whose offer has been determined to be the most acceptable Bid and shall notify the successful Bidder, in writing, that its Bid has been accepted.
G. Appeals and complaints	
Regarding conduct of a bid	Bidders are allowed to file appeals and complaints regarding conduct of a bid, in writing, within 7 (seven) days of opening of the bid.
Regarding outcome of a bid (an award or decision to award)	Bidders are allowed to file appeals and complaints regarding outcome of a bid (an award or decision to award), in writing, within 7 (seven) days of awarding the contract.



Evaluation and Qualification Criteria

Table of Criteria

Evaluation Criteria:

Evaluation criteria	Detail	Weightage						
Technical	1. Functional Fit <ul style="list-style-type: none"> Scoring will be based on how well your vendor portal solution aligns with our organization's specific functional requirements. Consideration will be given to features such as vendor registration, bid submission, communication capabilities, and integration options. We prioritize solutions that demonstrate an effective alignment with our business needs. 	20%						
	2. Usability and User Experience <ul style="list-style-type: none"> Scoring will reflect the user-friendliness and intuitiveness of your vendor portal. We will assess how easy it is for both internal users and vendors to navigate and use your system. A high score will be given to solutions that offer a positive user experience, facilitating adoption and productivity. 	10%						
	3. Integration Capabilities <ul style="list-style-type: none"> Evaluation will be based on your vendor portal's ability to seamlessly integrate with our existing systems, such as ERP, CRM, or other software solutions. Integration capabilities are vital for streamlining processes and data flow within our organization, and a higher score will be awarded accordingly. 	5%						
	4. Company Profile and Experience This criterion evaluates the vendor's company profile, background, and experience in delivering similar portal solutions to other organizations, including the requirement to have deployed a similar portal to at least 3 parties. The total score for this criterion will be based on the overall assessment of the vendor's company profile and experience.	15%						
Financial	5. Cost and Value <ul style="list-style-type: none"> A significant portion of the score will be determined by the transparency of the total cost of ownership, including initial costs, ongoing fees, and maintenance expenses. We will assess the overall value proposition and return on investment (ROI) that your solution offers. Understanding the financial aspects is critical for our budget planning and long-term sustainability, and this will heavily influence the score Breakdown <table border="1"> <thead> <tr> <th>Criteria</th> <th>Weightage</th> </tr> </thead> <tbody> <tr> <td>Price – Total cost inclusive of year 1 support</td> <td>20%</td> </tr> <tr> <td>Price – Per annum maintenance/support cost (if any)</td> <td>20%</td> </tr> </tbody> </table>	Criteria	Weightage	Price – Total cost inclusive of year 1 support	20%	Price – Per annum maintenance/support cost (if any)	20%	40%
Criteria	Weightage							
Price – Total cost inclusive of year 1 support	20%							
Price – Per annum maintenance/support cost (if any)	20%							
Project Duration	6. Delivery Timeline <ul style="list-style-type: none"> Scoring for delivery time will be based on the promptness of your delivery. Full marks will be given for delivery within 3 months from contract signing. For deliveries beyond 3 months, the score will be prorated based on the proposed delivery timeline 	10%						
Total		100%						



To be considered for selection, vendors must achieve a minimum score of 60% from the combined Technical evaluation criteria (Functional Fit, Usability and User Experience, Integration Capabilities)

BML reserves the right to use its discretion to eliminate proposals deemed unacceptable.

Note: -

- Bids will be opened in the presence of the bidders and/or representatives of the bidders.
- Companies must submit a board resolution with details of the Representative/s attending to submit proposals on company's behalf.
- In case of new vendors, it is requested to apply for registration as a vendor with all related documents. (Vendor form available in BML website, download page)
- The Bank may reject any vendor to participate in a bid, provided the decision is communicated to the vendor on or before the opening of the bids.
- Bidders are Prohibited to submit offers under various names irrespective of whether it is from separate legal entities in case where the bidder directly or indirectly controls or is controlled by another vendor. A bidder who submits or participates in more than one bid will cause all the bid proposals for that particular procurement to be disqualified.
- Fine for late delivery will be charged per day and if the work/ item(s) are not completed within the agreed period, Bank has the right to cancel the contract.
- Penalty charge shall be imposed in respect of each item/service of non-compliance with the bid conditions.
- (If applicable) it shall remain your responsibility to ensure that your quotation/proposal reach the email on or before the deadline. Quotations/Proposals that are received after the deadline indicated above, for whatever reasons, shall not be considered for evaluation.
- Please note that we may purchase all the items, selected items, or none of the items, based on comparative offers from different vendors.
- Any actual or prospective bidder or contractor who is aggrieved in connection with the solicitation or award of a bid, contract or proposal, may appeal to the MD & CEO of BML. The appeal must be in writing and must list the pertinent facts giving rise to the appeal.



Form 1 - Schedule of Requirement

(Not Applicable)



Form 1 A

List of Goods and Related Services

Lot No. : [if applicable]				
Lot Name : [if applicable]				
Item No.	Name of Goods or Related Services	Description	Unit of Measurement	Quantity

Lot No. : [if applicable]				
Lot Name : [if applicable]				
Item No.	Name of Goods or Related Services	Description	Unit of Measurement	Quantity

Lot No. : [if applicable]				
Lot Name : [if applicable]				
Item No.	Name of Goods or Related Services	Description	Unit of Measurement	Quantity



Form 1 B

Delivery and Completion Schedule

The date or period for delivery to be specified below;

Item No.	Description of Goods or Related Services	Date or Period for Delivery	Location	Required Arrival Date of Goods or Completion Date for Related Services
1.	Vendor Portal Implementation			



Form 1 C Requirement

Please refer to the attached RFP



Form 2 – Bidding Forms

Table of Forms

A- Bidders Information Form.

B- Bid Submission Form.

C- Price Schedule for Goods and Services.



Form 2A

Bidder Information Sheet

Date: _____

Invitation for Bid No.: *BML/PD/OPN-BID/2023/072*

Legal Name of Bidder	
Bidder's Authorised Representative Information	Name: Address: Telephone/Fax Numbers: Email Address:
List of bid documents to be submitted: as per vendor registration application form. <u>In case of new vendors</u> , it is requested to apply for registration as vendor with all related documents. Any changes/update to the information provided in the registration form, shall be submitted to Bank of Maldives along with revised documents.	



Form 2B

Bid Submission Form

Date: _____
Invitation for Bid No.: *BML/PD/OPN-BID/2023/072*

To: BANK OF MALDIVES PLC.

I/We, the undersigned, declare that:

- (a) I/We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in the Schedule of Supply, the following Goods and Related Services: _____
_____;
- (b) The total price of my/our Bid, is: _____
_____;
- (c) My/Our Bid shall be valid for a period of 30 days from the date of bid opening in accordance with the Bidding Document, and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period;
- (d) I/We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Document;
- (e) I/We understand that this Bid, together with your written acceptance thereof included in your notification of award shall constitute a binding contract between us,
- (f) I/We declare that all the information provided in connection with this bid is true and all documents are true copies of genuine and valid originals.
- (g) I/We confirm that I/we (including owners/ beneficial owners and/or shareholders / partners of the bidder) have not in any way been associated, in the preparation of this Bid, with an employee of Bank of Maldives PLC.
- (h) I/We confirm that I/we (including owners/ beneficial owners and/or shareholders / partners of the bidder) are not employee(s) or immediate family member(s) of employee(s) or Board of Director(s) of Bank of Maldives PLC (Immediate family members are defined as children, spouses and parents).
- (i) I/We confirm that I/we have carefully read, understood and agree to all the terms and conditions of the Bidding Documents.
- (j) I/We understand that you are not bound to accept the lowest or any Bid you may receive.

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the Bid for and on behalf of _____

Office / Company Seal (if applicable) _____

Date _____

If a bid is awarded on the basis of false information provided, the Bank has the right to disqualify the bidder. In review of this, Bank will be considering the past performance of the bidder in future bids of this nature.



Form 2C

Price Schedule of Service

Name of Bidder _____

Procurement Reference and Name _____

TIN no: _____

#	Description	Total price (MVR/USD) (including 8% GST if applicable)	Duration
1.	Vendor Portal Implementation		

Note

- Please submit a quotation/proposal/BOQ with the detail specification given in the information sheet.
- In addition, please include following details in the quotation/proposal:
 - Detail specification of the quoted product
 - Breakdown of the price (if applicable)
 - Price inclusive of all taxes applicable
 - MIRA Tax clearance report shall be submitted with the bid documents.
 - Vendors should quote price in MVR (for locals) in USD (for international vendors)
 - Delivery duration in calendar days (if not fixed in the request)
 - Payment Terms
 - Quotation validity period
- Proposal with multiple options (other than specified above) WILL NOT be accepted.
- Days will be counted starting from the date issuing the Purchase order/Site handover.
- Fine for late delivery/completion will be charged per day and if the work/ item(s) are not completed within the agreed period, Bank has the right to cancel the contract.
- All duties, taxes, and other levies payable, shall be included in the rates and prices and the total Bid Price submitted by the bidder.
- If the service is subject to tax under Section 55 of the Income Tax Act, price inclusive of Withholding tax (WHT).
- No Advance Payment

REQUEST FOR PROPOSAL (RFP)

Implementation of Vendor Portal

Introduction

Bank of Maldives PLC (BML) was inaugurated on November 11, 1982 and is the leading financial institution in the Maldives. BML is a full-service bank engaging across a complete spectrum of personal, SME and corporate financial services. With a nationwide network of 37 branches across all 20 atolls, 43 Self Service Banking Centers, 103 ATMs, 6300 Point of Sale Merchants, 277 agents and a full suite of Digital Banking Services, Bank of Maldives is committed to supporting individuals, businesses and communities across Maldives.

We are currently in seeking a qualified party to implement a dedicated Vendor Portal, which can integrate with our existing ERP system. This initiative aims to establish a dedicated web portal within our organization's website, specifically designed for our valued suppliers. The primary objective is to enhance collaboration and streamline procurement processes, elevating efficiency, and transparency. The Vendor Portal will serve as a central hub, providing suppliers with the capability to submit bids, track order statuses, and engage in direct communication with our procurement team

Objective

The primary objective of this Request for Proposal (RFP) is to identify and select a qualified vendor who can provide the most suitable Vendor Portal solution to meet our organization's specific requirements. This RFP aims to solicit competitive proposals and evaluate potential vendors based on their capabilities, experience, and proposed solutions to ensure the successful implementation of the Vendor Portal project.

Scope of Work

The scope of this project includes the following key components:

- The selected vendor will design, develop, and implement a standalone Vendor Portal that can be integrated with our existing ERP system.
- The Vendor Portal will be hosted on our organization's website, serving as a dedicated platform for our suppliers to interact, collaborate, and engage in procurement activities.
- The selected vendor will create an intuitive and user-friendly interface to ensure ease of use for both internal users and suppliers.
- Robust data security measures will be implemented to safeguard sensitive information and maintain data confidentiality and integrity.
- The Vendor Portal should be designed to accommodate future growth and evolving procurement needs.
- Detailed requirements provided in the Annex

The selected vendor will be responsible for the end-to-end implementation of the Vendor Portal, including design, development, testing, training, and ongoing support, and maintenance.

Eligibility Criteria:

- Vendor should have a minimum of 5 years of experience in delivering technology solutions, including portal development and implementation.
- Vendor must demonstrate a successful track record in delivering similar Vendor Portal solutions to other organizations. Should have deployed a similar portal to a minimum of 3 parties or organizations.
- Vendor should possess the technical capabilities required to design, develop, and integrate the Vendor Portal solution.
- Demonstrate expertise in portal development, integration, and ERP systems is preferred.
- Vendor must provide references from previous clients or organizations where similar portal solutions have been implemented.
- Vendor should demonstrate a strong commitment to data security and provide details of the measures they will implement to protect sensitive information within the Vendor Portal.
- Vendor must demonstrate the ability to design and deliver a Vendor Portal solution that can scale with our organization's future needs.

The proposals will be evaluated based on the company's capability to undertake the project. BML may, at its discretion, request interviews, presentations, and meetings with the vendors to further clarify and discuss the proposals received.

Evaluation Criteria and weightage:

Evaluation criteria	Detail	Weightage
Technical	1. Functional Fit <ul style="list-style-type: none"> Scoring will be based on how well your vendor portal solution aligns with our organization's specific functional requirements. Consideration will be given to features such as vendor registration, bid submission, communication capabilities, and integration options. We prioritize solutions that demonstrate an effective alignment with our business needs. 	20%
	2. Usability and User Experience <ul style="list-style-type: none"> Scoring will reflect the user-friendliness and intuitiveness of your vendor portal. We will assess how easy it is for both internal users and vendors to navigate and use your system. A high score will be given to solutions that offer a positive user experience, facilitating adoption and productivity. 	10%
	3. Integration Capabilities <ul style="list-style-type: none"> Evaluation will be based on your vendor portal's ability to seamlessly integrate with our existing systems, such as ERP, CRM, or other software solutions. Integration capabilities are vital for streamlining processes and data flow within our organization, and a higher score will be awarded accordingly. 	5%
	4. Company Profile and Experience This criterion evaluates the vendor's company profile, background, and experience in delivering similar portal solutions to other organizations, including the requirement to have deployed a similar portal to at least 3 parties. The total score for this criterion will be based on the overall assessment of the vendor's company profile and experience.	15%
Financial	5. Cost and Value <ul style="list-style-type: none"> A significant portion of the score will be determined by the transparency of the total cost of ownership, including initial costs, ongoing fees, and maintenance expenses. We will assess the overall value proposition and return on investment (ROI) that your solution offers. Understanding the financial aspects is critical for our budget planning and long-term sustainability, and this will heavily influence the score 	40%
Project Duration	6. Delivery Timeline <ul style="list-style-type: none"> Scoring for delivery time will be based on the promptness of your delivery. Full marks will be given for delivery within 3 months from contract signing. For deliveries beyond 3 months, the score will be prorated based on the proposed delivery timeline 	10%
Total		100%

To be considered for selection, vendors must achieve a minimum score of 60% from the combined Technical evaluation criteria (Functional Fit, Usability and User Experience, Integration Capabilities)

BML reserves the right to use its discretion to eliminate proposals deemed unacceptable.

Document Requirements:

Proposal: Submission of a technical proposal detailing the approach to the project, technical architecture, customization options, and data security measures. Additionally, include a financial proposal outlining all associated costs, fees, and a project timeline.

Company Profile; Vendor's background, history, organizational structure, key leadership, and certifications.

Client References: List of previous project references, including client names, contact information, and brief project descriptions.

Demonstration: Vendors will be invited for a short presentation of the proposed Vendor Portal solution, showcasing functionality, user interface, and user experience.

Proposal Instructions

Please ensure that your proposal is submitted in accordance with the following instructions:

- Proposals should be comprehensive, addressing all aspects of the project requirements outlined in the RFP.
- Clearly label and separate the technical and financial components of your proposal.
- Include any relevant attachments, diagrams, or visuals to support your proposal.
- Highlight your organization's unique strengths and qualifications.
-

All submissions should be sent to the designated contact person and follow the specified submission deadline. Bank of Maldives will not be liable for any costs associated with preparation of proposals.

Clarifications

Any queries regarding the project can be submitted via mail to openbidding@bml.com.mv on or before 02nd October 2023 before 14:00 and answers to the clarifications will be given on 04th October 2023.

Submission of proposal

Proposals must be submitted physically on 16th October 2023, 14:00. Any proposal received after this date and time may be returned or not considered.

Contact Information

Name	Job Title	Email
Mohamed Haneef	Head of Procurement	haneef@bml.com.mv

Annex:

Vendor Portal Requirement

Landing Page	<p>Vendor Registration:</p> <ul style="list-style-type: none"> The landing page of the vendor portal should include a prominent link to the vendor registration page. Vendors who are not yet registered with the bank should be able to easily access the vendor registration page and start the registration process. <p>FAQ and Guides Page:</p> <p>The landing page of the vendor portal should include a link to an FAQ /Guides page that provides answers to common questions that vendors may have about the procurement process, vendor registration, user guides for the vendor portal, etc.</p> <p>Open Tenders:</p> <ul style="list-style-type: none"> The landing page of the vendor portal should display a list of open tenders that are available for all vendors to view. Vendors should be able to browse through the list of open tenders and view the details of each tender, including the tender description, scope of work, specifications, and documents. Vendors should be able to download tender documents and submit queries related to the tender. <p>News and Announcements:</p> <ul style="list-style-type: none"> The landing page of the vendor portal should include a section for news and announcements related to procurement activities. The bank can use this section to communicate updates on the procurement process, changes to compliance requirements, upcoming tenders, etc.
Vendor On-boarding	<p>Registration Page:</p> <ul style="list-style-type: none"> Vendors should be able to access the vendor registration page from the landing page of the vendor portal. The registration page should include fields for basic information such as the vendor's name, address, contact information, and tax ID number. The registration page should also include fields for the vendor's products or services, certifications, and references. The registration page should include a section for the vendor to upload any relevant documents, such as business registrations and other relevant documents. List of mandatory documents should be customizable based on type of applicant selected. <p>Approval Process:</p> <ul style="list-style-type: none"> Once a vendor submits a registration request, the bank's procurement team should review the vendor's application and documents. The bank may require additional documentation or information before approving the vendor's registration. Bank staff should be able to request for this via the system. Once the vendor is approved, they should receive a notification that they can log in to the vendor portal. <p>Training and Support:</p> <p>The vendor portal should include user guides and resources that can help vendors navigate the registration process and understand the bank's requirements.</p> <p>Creation and Maintenance of vendors by Procurement Team:</p> <ul style="list-style-type: none"> There are cases here Bank may require vendor to be created by receiving a request on other channels such as email. Once prospective vendors are approved by the Procurement team, it should be synced to the main vendor master in BML's ERP.

Features available for vendors	<p>Login and Dashboard: The system must implement multi-factor authentication (MFA) as a requirement for user authentication. MFA setup should support at least two independent factors, such as something.</p> <ul style="list-style-type: none"> • The user knows (password) • The user possesses (security token, smart card) • The user is (biometric data) <p>Upon login, vendors should be directed to their personalized dashboard, which should display a summary of their current activities on the portal, including notifications of new tenders, RFQs or contract updates</p> <p>Browse through published RFQs or Tenders:</p> <ul style="list-style-type: none"> • Vendors should be able to browse through published RFQs or Tenders by category, location, status, or date. • Vendors should be able to view the details of each RFQ or Tender, including the tender description, scope of work, specifications, and documents. • Vendors should be able to download tender documents and submit queries related to the tender. <p>Submit queries to RFQs:</p> <ul style="list-style-type: none"> • Vendors should be able to submit queries to the RFQs they are interested in bidding for. • Vendors should be able to view responses to queries submitted including responses to queries by other vendors. <p>Profile Management:</p> <ul style="list-style-type: none"> • After logging in to the vendor portal, vendors should be able to manage their profiles and update their information, including contact information, company details, and product/service offerings. • Vendors should be able to upload or update their certificates, licenses, and other documents. • Vendors should be able to view their compliance status and any compliance-related actions required by the bank. <p>Messaging System:</p> <ul style="list-style-type: none"> • The vendor portal should include a messaging system that enables vendors to communicate with the bank's procurement team. • Vendors should be able to submit questions or requests related to their registration, compliance requirements, or specific procurement opportunities. • Vendors should be able to view their message history and receive notifications of new messages. <p>Request for changes in vendor registration:</p> <ul style="list-style-type: none"> • Vendors should be able to request changes to their registration details. • Vendors should be able to submit any relevant documents to support their request. <p>Notifications:</p> <ul style="list-style-type: none"> • Vendors should be able to opt-out from receiving email notifications.
Open Tender	<p>Tender Publication:</p> <ul style="list-style-type: none"> • The procurement team should be able to create a new tender from the procurement dashboard in the vendor portal. • Tenders created in Vendor portal should be able to link with ERP using the Purchase Requisition Number. • The tender creation process should include fields for the tender title, description, and category. • The procurement team should be able to upload any relevant documents, such as tender specifications or bid forms. • The tender should be automatically published to the vendor portal and made visible to all. <p>Query Management:</p> <ul style="list-style-type: none"> • Vendors should be able to submit queries related to the tender via the messaging system in the vendor portal. • The procurement team should receive notifications of new queries and be able to respond to them via the messaging system. • The procurement team should be able to publish responses to questions in a dedicated section of the tender page.

	<p>Tender Notification:</p> <ul style="list-style-type: none"> • System should send a notification via email to all registered vendors, vendors should have option to opt-out from receiving notifications to email. <p>Bid Submission:</p> <ul style="list-style-type: none"> • All registered vendors should be able to submit their bids through the vendor portal. • The bid submission process should include fields for the bid amount, delivery timeframe, and any other relevant information required by the tender. • Vendors should be able to upload any supporting documents, such as product specifications or references. • System should restrict view of the received bids to Procurement Team till the deadline of each tender. • System should sync bid responses to ERP after bid deadline has elapsed.
Selective bidding	<p>RFQ Publication:</p> <ul style="list-style-type: none"> • The procurement team should be able to create a new RFQ from the procurement dashboard in the vendor portal. • The RFQ creation process should include fields for the RFQ title, description, and category. • The procurement team should be able to select the specific vendors or categories of vendors who will receive the RFQ. • The procurement team should be able to upload any relevant documents, such as RFQ specifications or bid forms. • The RFQ should be automatically published to the vendor portal and made visible to the selected vendors. • RFQ's should be synced to ERP once published. Additionally, RFQ's published in ERP should also be synced to Vendor Portal. <p>Query Management:</p> <ul style="list-style-type: none"> • Vendors should be able to submit queries related to the RFQ via the messaging system in the vendor portal. • The procurement team should receive notifications of new queries and be able to respond to them via the messaging system. • The procurement team should be able to publish responses to questions in a dedicated section of the tender page. <p>Tender Notification:</p> <ul style="list-style-type: none"> • System should send a notification via email to all registered vendors, vendors should have option to opt-out from receiving notifications to email. <p>Bid Submission:</p> <ul style="list-style-type: none"> • All registered vendors should be able to submit their bids through the vendor portal. • The bid submission process should include fields for the bid amount, delivery timeframe, and any other relevant information required by the tender. • Vendors should be able to upload any supporting documents, such as product specifications or references. • System should restrict view of the received bids to Procurement Team till the deadline of each tender. • System should sync bid responses to ERP after bid deadline has elapsed.
Selective bidding	<p>RFQ Publication:</p> <ul style="list-style-type: none"> • The procurement team should be able to create a new RFQ from the procurement dashboard in the vendor portal. • The RFQ creation process should include fields for the RFQ title, description, and category. • The procurement team should be able to select the specific vendors or categories of vendors who will receive the RFQ. • The procurement team should be able to upload any relevant documents, such as RFQ specifications or bid forms.

	<ul style="list-style-type: none"> • The RFQ should be automatically published to the vendor portal and made visible to the selected vendors. • RFQ's should be synced to ERP once published. Additionally, RFQ's published in ERP should also be synced to Vendor Portal. <p>Query Management:</p> <ul style="list-style-type: none"> • Vendors should be able to submit queries related to the RFQ via the messaging system in the vendor portal. • The procurement team should receive notifications of new queries and be able to respond to them via the messaging system. • The procurement team should be able to publish responses to questions in a dedicated section of the RFQ page. <p>Bid Submission:</p> <ul style="list-style-type: none"> • Selected vendors should be able to submit their bids through the vendor portal. • The bid/quote submission process should include fields for the bid amount, delivery timeframe, and any other relevant information required by the tender. • Vendors should be able to upload any supporting documents, such as product specifications or references. • The system should restrict view of the received bids to the Procurement Team till the deadline of each tender. • System should sync bid responses to ERP after bid deadline has elapsed or once all parties respond.
Direct Quote Request	<p>RFQ Publication:</p> <ul style="list-style-type: none"> • The procurement team should be able to create a new RFQ from the procurement dashboard in the vendor portal. • The RFQ creation process should include fields for the RFQ title, description, and category. • The procurement team should be able to select the specific vendor who will receive the RFQ. • The procurement team should be able to upload any relevant documents, such as RFQ specifications or bid forms. • The RFQ should be automatically published to the vendor portal and made visible to the selected vendor. <p>Query Management:</p> <ul style="list-style-type: none"> • Vendor should be able to submit queries related to the RFQ via the messaging system in the vendor portal. • The procurement team should receive notifications of new queries and be able to respond to them via the messaging system. • The procurement team should be able to publish responses to questions in a dedicated section of the RFQ page. <p>Bid Submission:</p> <ul style="list-style-type: none"> • Selected vendor should be able to submit their bid/quote through the vendor portal. • The bid/quote submission process should include fields for the bid amount, delivery timeframe, and any other relevant information required by the tender. • Vendors should be able to upload any supporting documents, such as product specifications or references. • System should sync bid responses to ERP after bid deadline has elapsed or once response is received.
Reports and Analytics	<p>Vendor Registration Reports:</p> <ul style="list-style-type: none"> • Total number of registered vendors • Vendor registration requests pending approval • Vendor registration requests approved/rejected • Vendor registration requests by category or type • Vendor registration requests by region or location

	<p>Vendor Onboarding Reports:</p> <ul style="list-style-type: none"> • Total number of vendors on boarded • Vendors on boarded by category or type • Vendors on boarded by region or location • Vendors on boarded by onboarding stage <p>Tenders and RFQ Reports:</p> <ul style="list-style-type: none"> • Total number of tenders and RFQs published • Tenders and RFQs published by category or type • Tenders and RFQs published by region or location • Number of vendor responses to each tender/RFQ • Tenders and RFQs awarded and rejected • Tenders and RFQs pending evaluation <p>Contract Management Reports:</p> <ul style="list-style-type: none"> • Total number of contracts managed through the vendor portal • Contracts by category or type • Contracts by region or location • Contracts by vendor • Contract expiry dates • Contract renewal requests pending approval <p>Performance Evaluation Reports:</p> <ul style="list-style-type: none"> • Vendor performance evaluations completed • Vendor performance evaluations pending completion • Vendor performance evaluations by category or type • Vendor performance evaluations by region or location • Vendor performance evaluations by period <p>Analytics:</p> <ul style="list-style-type: none"> • Vendor portal usage analytics • Number of users accessing the vendor portal • User behavior analytics <ul style="list-style-type: none"> ○ Vendor profiling: baseline profiles for each vendor based on their typical activities. This includes login times, pages accessed, typical transaction volumes. ○ Transaction Patterns: To monitor transaction patterns, such as sudden initiation of high number of transactions that are significantly larger than their historical average ○ Data Exfiltration: detect if a vendor downloads an unusually large amount of data within a short time. ○ Peer Group Comparison: compare a vendor's behavior against similar vendor profiles. If one vendor's behavior is significantly different from their peers.
Application type	Web Application (3 tier), self-hosted OR Managed Service (SAAS)
Event Logging	<p>System must be capable of capturing and logging relevant events or activities occurring within its environment(s). These events must include.</p> <ul style="list-style-type: none"> ○ User actions ○ System events ○ Error conditions ○ Any other significant occurrences that need to be tracked and recorded. ○ The system should handle errors and exceptions that may occur during event logging integration. It should provide appropriate error handling mechanisms, such as retries, logging of errors, and alerts, to ensure the robustness and reliability of the integration process.
Event Format and Structure	<p>The system should define a standardized format and structure for logged events to ensure consistency and interoperability. This format should include relevant information such as timestamp, event type, source, user ID, and any additional contextual data necessary for understanding the event.</p>

Event Filtering and Selection	The system should allow configurable event filtering and selection mechanisms to determine which events are sent to the integrated systems. This ensures that only relevant and necessary events are shared, optimizing performance, and minimizing unnecessary data transfer.
Integration Interfaces	The system should provide integration interfaces or APIs to facilitate the communication and exchange of logged events with other systems. These interfaces should support commonly used protocols and formats, such as <ul style="list-style-type: none"> • RESTful or SOAP API's • Message queues. • Publish/subscribe model. • Event stream model.
Audit logging	The following actions should be captured for all users within the application: <ul style="list-style-type: none"> • View/read action logging. • Create action logging. • Edit/update action logging (should include new and old values). • Delete action logging. • User creation, update, and deletion. • User login and logout • Grant/revoke permissions or access roles • Application start and stop • System configuration changes
Event logging and Audit logging Performance	The system should be able to handle a large volume of logged events and support scalable integration with external systems. Performance considerations, such as event batching, parallel processing, and efficient data transfer, will be taken into consideration during product evaluation.
AD Integration	The system must integrate with Azure Active Directory (Azure AD) for (BML) user management. This integration should allow seamless synchronization of user accounts and attributes between the system and Azure AD. The following requirements should be met: <ol style="list-style-type: none"> 1. User Authentication: The system should leverage Azure AD for user authentication, allowing users to authenticate using their Azure AD credentials. This ensures a single sign-on experience. 2. User Deactivation: When a user account is deactivated or deleted in Azure AD, the system should promptly reflect this change and revoke the user's access and privileges within the system.