

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



مَدْرَسَةُ الْوَعْدِ

مَدْرَسَةُ الْوَعْدِ : مَدْرَسَةٌ تَعْمَلُ عَلَى تَرْبِيَةِ الْوَعْدِ وَتَحْقِيقِهِ فِي الْمَدْرَسَةِ وَالْمَجْتَمَعِ
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57-T/IU/2024/01

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03 ጥቅምት 2024	1.2
<p>የግንባታ ስራዎችን ለመገንባት የሚያስፈልጉትን ሰነድ</p>	1.3
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<p>የግንባታ ስራዎችን ለመገንባት የሚያስፈልጉትን ሰነድ</p> <p>https://forms.office.com/r/Bx2mdhMvuj</p> <p>የግንባታ ስራዎችን ለመገንባት የሚያስፈልጉትን ሰነድ (ጥቅምት 16/2024) ናት</p>	2.3
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<p>የግንባታ ስራዎችን ለመገንባት የሚያስፈልጉትን ሰነድ</p> <p>የግንባታ ስራዎችን ለመገንባት የሚያስፈልጉትን ሰነድ (ጥቅምት 21/2024) ናት</p>	2.4

مرفق 2 - نموذج ضمان البنك / ضمان الأداء

Form of Tender Security (Bank Guarantee)

The Issuing Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.

..... {Bank's Name, and Address of Issuing Branch or Office}

Beneficiary: {Name and Address of Employer}

Date:

TENDER GUARANTEE No.: _____

We have been informed that _____ {name of the Tenderer} (hereinafter called "the Tenderer") has submitted to you its Tender dated _____ (hereinafter called "the Tender") for the execution of _____ {name of contract} under Invitation for Tenders No. _____ ("the IFB").

Furthermore, we understand that, according to your conditions, Tenders must be supported by a Tender guarantee.

At the request of the Tenderer, we _____ {name of Bank} hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of _____ [amount in figures] (_____) [amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Tenderer is in breach of its obligation(s) under the Tender conditions, because the Tenderer:

- (a) has withdrawn its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender; or
- (b) having been notified of the acceptance of its Tender by the Employer during the period of Tender validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the performance security, in accordance with the ITB.

This guarantee will expire: (a) if the Tenderer is the successful Tenderer, upon our receipt of copies of the contract signed by the Tenderer and the performance security issued to you upon the instruction of the Tenderer; and (b) if the Tenderer is not the successful Tenderer, upon the earlier of (i) our receipt of a copy your notification to the Tenderer of the name of the successful Tenderer; or (ii) {insert date} twenty-eight days after the expiration of the Tenderer's Tender.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458

[Signature(s)]

مَدِينَةُ رِيَّادِةٍ - 3 - مَدِينَةُ رِيَّادِةٍ

Performance Security

[The issuing bank, as requested by the successful Contractor, shall fill in this form in accordance with the instructions indicated]

Date: [insert date (as day, month, and year)]

Title of the procurement: [Insert general title of the procurement]

Procurement Reference No: [insert reference]

Bank's Branch or Office: [insert complete name of Guarantor]

Beneficiary: [insert complete name of Employer/Procuring Entity]

Performance Guarantee No:

We have been informed that [name of the Contractor], (hereinafter called "the Contractor") has entered into Contract No. [procurement reference number of the Contract]. dated [insert day and month], [insert year], with you, for the execution of [name of contract and brief description of Works] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we [name of the Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [name of the currency and amount in figures] ¹.... (. . . . [amount in words]) such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the day of , ², and any demand for payment under it must be received by us at this office on or before that date. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed[six months][one year], in response to the Employer's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

.....
[Seal of Bank and Signature(s)]

Note –

All italicized text is for guidance on how to prepare this demand guarantee and shall be deleted from the final document.

¹ The Guarantor shall insert an amount representing the percentage of the Contract Price specified in the Contract and denominated either in the currency (ies) of the Contract or a freely convertible currency acceptable to the Employer.

² Insert the date twenty-eight days after the expected completion date. The Employer should note that in the event of an extension of the time for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.

مركز دبي للإعمار والتنمية - 4 -

Advance Payment Security

[The bank, as requested by the successful Contractor, shall fill in this form in accordance with the instructions indicated.]

Date: [insert date (as day, month, and year)]

Title of the Procurement: [Insert general title of the procurement]

Procurement Reference No: [insert reference]

[Issuing bank's letterhead]

Beneficiary: [insert legal name and address of Procuring Entity]

ADVANCE PAYMENT GUARANTEE No.: [insert Advance Payment Guarantee no.]

Advance Payment Guarantee No:

We have been informed that [name of the Contractor] (hereinafter called "the Contractor") has entered into Contract No..... [procurement reference number of the Contract], dated [insert day and month], [insert year] with you, for the execution of [name of contract and brief description of Works] (hereinafter called "the Contract").

Furthermore, we understand that, according to the Conditions of the Contract, an advance payment in the sum [name of the currency and amount in figures] ¹ (..... [amount in words]) is to be made against an advance payment guarantee.

At the request of the Contractor, we [name of the Bank]. hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [name of the currency and amount in figures]* (..... [amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor used the advance payment for purposes other than the costs of mobilization in respect of the Works.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor on its account number[Contractor's account number]. at [name and address of the Contractor's Bank].

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that eighty (80) percent of the Contract Price has been certified for payment, or on the day of ², whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Employer's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

..... [Seal of Bank and Signature(s)].

Note

All italicized text is for guidance in preparing this demand guarantee and shall be deleted from the final document.

1 The Guarantor shall insert an amount representing the amount of the advance payment denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Employer.

2 Insert the expected expiration date of the Time for Completion. The Employer should note that in the event of an extension of the time for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee

عَنْ قُرْبَانَ 5 - زَيْنَبُ بِنْتُ جُهَيْنَةَ (سنة 6 - 2) هـ

Annex:5

Company Name:

Experience Form: Announcement- 57-T/IU/2024/01				
Scope:	Supply of Human Resource Management Software			
#	Date of completion	Client Name	Reference Letter Date	For Official Use Only
1				
2				
3				
4				
5				
6				
7				
....				

Note: Copy of reference letters should be attached

تعمیرات - 6 T.O.R (تعمیرات کے لئے)

TERMS OF REFERENCE

BACKGROUND

The People's Majlis Secretariat is the administrative and technical arm of the parliament of Maldives. The parliament consists of 87 members elected for a five-year term and 170 secretariat employees serving the main parliament building, its annexes and the official residence of the Speaker of the House. The Secretariat is comprised of 3 main departments and 16 sections, each with a specific function and responsibility.

To meet the increasing demands of managing human resources efficiently and to overcome limitations of the current system, the Secretariat is seeking a vendor to acquire a Human Resources Management System (HRMS) aiming to improve and enhance the overall human resources capabilities within the Secretariat.

OBJECTIVES

The Secretariat intends to acquire a cloud-based software as part of its strategy to upgrade its Human Resource Management System. By utilizing a cloud solution, the Secretariat wishes its services to be more readily available for the employees. Therefore, to meet the demands of the workplace and modernize human resources, a remotely accessible mobile app for employee self-service is a must have. The vendor must do a gap analysis of the current system to identify manual processes which can be automated and streamlined, supply an easily adoptable system for the users, to replace the current system.

Core Functions of HRMS

- Onboarding & Offboarding
- Employee Information Management
- Employee Performance Management
- Employee Self-service Portal
- Time & Attendance Management
- Leave & Absence Management
- Team-wise Leave Planning
- Payroll
- Reports
- Notifications
- Mobile App for Requests/Approvals
- Staff Trainings & Development
- Committee Attendance Module
- HR Analytics & KPIs

DEMONSTRATION & EVALUATION

Proposing vendors must provide a live software demonstration of their HR software to a panel of evaluators at the People's Majlis Secretariat. This must include their cloud-based solution on computer and mobile devices.

Evaluation will be assessed based on their features and functionality, ease of adoption, user interface experience, global customization, and user personalization (dashboard & widgets), security, accessibility, bulk export, and localization.

The criterion implies it is mandatory for the proposed solution to have been successfully deployed and currently utilized in production environments of Maldivian Government institutes using MoFT's SAP Payroll.

PRICE WEIGHTAGE

Price	
Initial Setup	10%
Software License/Subscription	40%
Features & Functions	50%
Total	100%

FACILITATIONS

The Secretariat's HR & ICT team will be assisting the vendor with migration of data and testing of the new system.

If there are any hardware requirements the vendor must disclose this information in their bid proposal.

BIOMETRIC DEVICES

The Secretariat uses 3 brands of biometric devices installed at the premises to monitor and log the daily check-ins and outings of employees. These devices are:

ZK – iClock990, F22, MA300, SF400

VIRDI – AC7000, AC2200

Matrix COSEC

DURATION

The deadline for this project completion is 90 days from the date of signing the agreement between the Secretariat and the vendor.

DELIVERABLES

- **Gap Analysis**
Perform a gap analysis to identify the limitations and report on steps to be taken to bridge these gaps.
- **Migration**
Data from the existing system such as attendance logs, leaves, salaries, pension, financial schemes, and balances, must be imported to the new system and conducting a preliminary testing to identify the adjustments needed.
- **Onboarding and Training**
The vendor must provide onboarding and training to personnel appointed by the secretariat for this project. This includes the entire HR Team, Heads of Departments & ICT.
 - **Event based Attendance Management**
An event-based attendance module to calculate MPs committee attendance allowance.
- **Integration and Interoperability**
Integrating the new HRMS with attendance machines, SAP Payroll and Azure Active Directory...etc. Testing the operability between the new HRMS and attendance machines by syncing users (push & pull).
- **Testing & Pilot Run – Payroll**
Test the new system with the migrated data after completing systems integration. Run the pilot-payroll through the new system and address the issues identified.
- **Payroll – Run by HR Team**
Once the vendor certifies the new system is ready for production, HR shall run the next payroll cycle through this system without the assistance of vendor and should not encounter any issues whatsoever.
- **Acceptance of delivery and Handover**
HR section must be able to run payroll without any assistance by the vendor for this project to be considered as complete and successful. Project completion and acceptance of handover must be signed off by HR & ICT Team.

AFTER SALES, MAINTENANCE AND SUPPORT

The solution must come bundled with three (3) calendar years of maintenance and support service counted from the date of acceptance of delivery.

Support and Maintenance will involve ongoing technical support, software upgrades, bug fixes, and any necessary improvements to ensure the HR Management system's continuous operation. An extended AMC can be agreed-upon at a monthly or annual rate (not-applicable for a subscription licensing model). Subscription licensing models must provide maintenance support for bugs, rolling updates, and upgrades for the consumption period of the subscription license.

Procurement of HR Management System

FEATURES CHECKLIST

APPLICANT TRACKING SYSTEM

- Onboarding
- Probation & Confirmation
- Exit & Offboarding
- Recruitment (optional)
 - Online Job Portal
 - Multi-Level Interviews

EMPLOYEE INFORMATION MANAGEMENT

- Employee Profile
- Responsibilities & Contract
- Promote, Demote & Disciplinary Actions
- Documents Manager (NID, JD, certs...etc.)
- Asset Tracking (optional)

EMPLOYEE PERFORMANCE APPRAISAL

- Employee Performance Management
- Customizable appraisal settings for monthly and yearly review
- Ability to log performance notes confidentially for review during next appraisal
- Notify supervisor when appraisal is due

SET POLICIES

- Attendance
- Overtime
- Outings & Penalties
- Leaves & Holidays
- Approvals & Exceptions
- Training & Staff Development

BENEFITS & ALLOWANCES

- Fixed
- Attendance Based
- Event Based (See Annex 1 for Committee Allowance)

CREATE REPORTS

- Attendance & Leaves
- Departments, Sections & Employees
- Over-Time
- Payroll
- Trainings and Development
- Export to Spreadsheet
- Audit Trail

PAYROLL

- Banks
- 1-Click Ramadan Bonus
- Pension
- Schemes
- Insurance
- Social Club

SELF SERVICE PORTAL

- View Attendance
- View Breaks & Outings
- Request OT & Outings for approval
- View Leave Balance & Request Leave
 - Notify overlapping leave requests by same section staffs to supervisor
 - Team-wise leave calendar for leave planning
 - Attachment support for special leave types
- Request letters
- Status (leaves, loans, expiries, balances, OTs...etc)
- Job Description, Contracts & LoA
- Salary Slip (Thaana and English)

DASHBOARD

- Profile Summary
- Daily Time Tracking
- Leave Status / Statistics
- Salary Slips (Thaana & English)
- Dark-Mode (optional – nice to have)
- Personalized dashboard & widgets (optional – nice to have)

NOTIFICATIONS

- Announcements & Reminders
- Requests & Approvals

MOBILE APP SUPPORT

- iOS & Android
- Inform Medical/Emergency Leaves
- Request & Approval
- Push Notifications

INTEGRATION

- SAML (AZURE AD)
- SAP (PAYROLL)
- ATTENDANCE MACHINES

PLATFORM (HOSTED OR ON-PREMISES)

- Cloud (vendor hosted)
- On-premises (cloud capable)

DELIVERABLES

- DEMO (POST-BID)
- GAP ANALYSIS
- DATA MIGRATION FROM EXISTING SYSTEM
- KEY STAFFS ONBOARDING & TRAINING
- TESTING
- PILOT RUN – PAYROLL
- ADDRESS ISSUES
- NEXT PAYROLL CYCLE RUN BY HR SECTION W/O ANY ISSUES
- ACCEPTANCE OF DELIVERY
 - SIGNOFF BY HR
 - SIGNOFF BY ICT

EVALUATION

Software demonstration must be provided to a panel of evaluators at Peoples' Majlis Secretariat.

Assessment will be based upon the following.

- Features/Functionality
- Ease of Use – UI/UX
- Integrations & Mobile App
- Backup & Migration (In/Out)
- Language & Accessibility

ANNEX 1 – COMMITTEE ALLOWANCE

Committee allowance is eligible for MPs who have attended a satisfactory percentage of committee meetings.

The number of committee meetings varies from committee to committee. There is no fixed number of meetings per month for any committees. Committee 'A' could have held a single meeting in the month of July while committee 'B' held 10 meetings.

Breakdown of the attendance percentage required by an MP, and the amount of allowance allocated is given in the table below.

Attendance	Allowance MVR
75 – 100%	20,000
50% – 74%	10,000
Less than 50%	NIL

	241 Committee	SOE Committee	SOE Sub Committee 1	Public Accounts Committee	PAC Sub Committee 6	PAC Sub Committee 7	PAC Sub Committee D	PAC Sub Committee E	PAC Sub Committee F	Human Rights Committee	Total # Meetings Held	Total # Meetings Attended	Percentage of Attendance	Eligibility of Allowance
MP Mohamed Ahmed	1	1	1	1	1	1	1	1	OC	1	10	10	100%	20,000
MP Ibrahim Ali	1	1	1	1	Ab	Ab	Ab	Ab	Ab	1	10	5	50%	10,000
MP Hussain Fuad	1	1	1	1	1	1	N/A	Ab	1	Ab	9	7	78%	20,000
MP Hawwa Aish	Ab	Ab	Ab	1	1	1	1	1	1	Ab	10	6	60%	10,000
MP Ahmed Ashraf	N/A	1	1	1	Ab	Ab	Ab	Ab	Ab	1	9	4	44%	-
MP Hassan Waheed	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1	1	100%	20,000

N/A = Not Allocated to Committee

OC = Other Committee / Clashed

Ab = Absent

75 to 100% = 20,000

50 to 74% = 10,000

< 50% = NIL

