



Maldives Marketing and Public Relations Corporations  
Republic of Maldives

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**INFORMATION SHEET**  
**To Develop a Customized HR Software for**  
**MMPRC**

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22<sup>nd</sup> December 2020

<b>Section 1 - Instruction to Tenderers</b>		
<b>1.</b>	<b>General</b>	
1.1	Announcement Number:	(IUL)MMPRC-PRO/1/2020/33
1.2	Announcement Date:	22 <sup>nd</sup> December 2020
1.3	Project:	To Develop a Customized HR Software for MMPRC
1.4	Purpose:	The purpose of this Information sheet is to invite vendors to submit their proposals to develop a customized HR Software for MMPRC.
<b>2.</b>	<b>Procedure of Tendering</b>	
2.1	<p><b>Eligible Tenderers:</b></p> <p>A Tenderer may be a natural person, private entity, or government-owned entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture.</p>	
2.2	<p><b>Amendments to Tender Documents:</b></p> <p>(a) At any time prior to the deadline for submission of Tenders, the MMPRC may amend the Tendering Document by issuing addenda.</p> <p>(b) Any addendum issued shall be part of the Tendering Document and shall be communicated in writing to all who have obtained the Tendering Document from MMPRC</p> <p>(c) To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Employer may, at its discretion, extend the deadline for the submission of Tenders</p>	
2.3	<p>Registration of Tenderers: To register please email to <a href="mailto:procurement@visitmaldives.com">procurement@visitmaldives.com</a> by <b>Tuesday, 29<sup>th</sup> December 2020 before 1400 hrs. (local time)</b></p>	
2.4	Pre-bid meeting: Not applicable	
2.5	<p>Clarifications of Bidding document, project, scope of works: on or before <b>Thursday, 31<sup>st</sup> December 2020, 1400 hrs. (local time)</b></p>	

2.6	<p><b>Submission of Tenders:</b></p> <p>Venue: Maldives Marketing and Public Relations Corporation, 2nd Floor, H. Zonaria, Male'</p> <p><b>Date: Tuesday, 05<sup>th</sup> January 2021</b></p> <p><b>Time: 1300 hrs.</b></p> <p>Proposals that are received by MMPRC after the deadline indicated above, for whatever reason, shall not be considered for evaluation.</p>
3.	<p><b>Preparation of Tenders</b></p>
3.1	<p><b>Cost of Tendering:</b></p> <p>The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and MMPRC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.</p>
3.2	<p><b>Language of Tender:</b></p> <p>The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and MMPRC, shall be written in <b>English or Dhivehi</b> Language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in <b>English or Dhivehi</b>, in which case, for purposes of interpretation of the Tender, such translation shall govern.</p>
3.3	<p><b>Documents Comprising the Tender:</b></p> <ul style="list-style-type: none"> <li>(a) A cover letter (should mention the contract price and the delivery date)</li> <li>(b) Contract Price</li> <li>(c) Delivery Period</li> <li>(d) Profile of the Tenderer</li> <li>(e) Reference letters from previous customers/clients.</li> <li>(f) Copy of Registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society</li> <li>(g) Copy of GST Registration Certificate and Tax Clearance Certificate issued by MIRA</li> <li>(h) Other documents, if required by this document</li> </ul>

3.4	<p><b>Period of Validity of Tender:</b></p> <p>(a) Tenders shall remain valid for 90 calendar days after the Tender submission deadline date prescribed by MMPRC. A Tender valid for a shorter period shall be rejected by MMPRC as nonresponsive.</p> <p>(b) In exceptional circumstances, prior to the expiration of the Tender validity period, MMPRC may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing.</p>
3.5	<p><b>Tender Security (If required): Not Applicable</b></p>
3.6	<p><b>Format of Signing of Tender:</b></p> <p>The Tenderer shall prepare one original of the documents comprising the Tender as described in Clause 3.3, and clearly mark it “Original”. Alternative Tenders, if permitted in accordance with clause 3.8, shall be clearly marked “Alternative”.</p>
3.7	<p><b>GST/VAT:</b></p> <p>The prices shall be quoted in Maldivian Rufiyaa (MVR) and should be inclusive of GST</p>
3.8	<p><b>Alternative Tenders:</b></p> <p>It is permitted to submit Alternative Tenders.</p>
3.9	<p><b>Incomplete Tender:</b></p> <p>Any tender that does not include all information and documents stated in clause 3.3 shall be considered as Incomplete Tender.</p>
3.10	<p><b>Conflict of Interest:</b></p> <p>A Tenderer shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest with one or more parties in this tendering process, if:</p> <ul style="list-style-type: none"> <li>(a) they have a controlling partner in common; or</li> <li>(b) they receive or have received any direct or indirect subsidy from any of them; or</li> <li>(c) they have the same legal representative for purposes of this Tender; or</li> </ul>

	<p>(d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Tender of another Tenderer, or influence the decisions of the Employer regarding this tendering process; or</p> <p>(e) a Tenderer participates in more than one Tender in this tendering process. Participation by a Tenderer in more than one Tender will result in the disqualification of all Tenders in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one Tender: or</p> <p>(f) a Tenderer or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Tender; or</p> <p>(g) a Tenderer, or any of its affiliates has been hired (or is proposed to be hired) by MMPRC.</p>
3.11	<p><b>Authorization:</b></p> <p>The original and the Alternative Tender shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature.</p>
4.	<p><b>Submission and Opening of Tenders</b></p>
4.1	<p><b>Sealing of Tenders:</b></p>
4.2	<p><b>Deadline for Submission of Tenders:</b></p> <p>(a) Tenders must be received by MMPRC at the mentioned address and no later than the date and time clause 2.6 of this document.</p> <p>(b) MMPRC may, at its discretion, extend the deadline for the submission of Tenders by amending the Tendering Document, in which case all rights and obligations of the MMPRC and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.</p>
4.3	<p><b>Late Tender:</b></p> <p>MMPRC shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with clause 4.2. Any Tender received</p>

	by MMPRC after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.
4.4	<p><b>Submission Documents:</b></p> <p>(a) A cover letter (should mention the contract price and the delivery date)</p> <p>(b) Contract Price</p> <p>(c) Delivery Period</p> <p>(d) Profile of the Tenderer</p> <p>(e) Reference letters from previous customers/clients.</p> <p>(f) Copy of Registration Certificate of Sole proprietorship / Partnership / Company / Corporative Society</p> <p>(g) Copy of GST Registration Certificate and Tax Clearance Certificate issued by MIRA</p> <p>(h) Other documents, if required by this document</p>
<b>5.</b>	<b>Evaluation</b>
5.1	The tender evaluations will be carried out as per the evaluation criteria stated under Section 2 of this document. No other evaluation criteria or methodologies shall be permitted.
<b>6.</b>	<b>Tender Security and Performance Guaranty (Not applicable)</b>
<b>7.</b>	<b>Advance Payment and Advance Payment Guarantee (Not applicable)</b>
<b>8</b>	<b>Penalty &amp; Contract Termination</b>
8.1	<p><b>Penalty:</b></p> <p>a) MMPRC shall have the right to withhold any payment of the Contract Price, if the selected party fails to deliver products in accordance with the terms of the Agreement.</p>
8.2	<p><b>Contract Termination:</b></p> <p>(a) Each Party shall have the right, at its option, to terminate if the other Party breaches any of the material terms, obligations, covenants, representations or warranties under this Agreement and the breaching Party fails to cure such breach within thirty (30) days from receipt of written notice from the non-breaching Party identifying the breach; provided, however, that if the breach is capable of cure but not</p>

	<p>reasonably capable of cure within such thirty-day period, the breaching Party may avoid termination of the Agreement by promptly commencing efforts to cure the breach and diligently prosecuting the cure to completion as soon as practicable</p> <p>(b) Notwithstanding to clause above, MMPRC may terminate this Agreement without any cause, upon giving thirty (30) days' notice in writing to the Select Party. The agreement shall be terminated on the 30<sup>th</sup> day of receiving the said notice.</p> <p>(c) MMPRC's election to terminate the Agreement shall not prejudice any other rights of MMPRC, under the Agreement or otherwise.</p>
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<b>Section 2 - Evaluation Criteria</b>		
<b>Area</b>	<b>Details</b>	<b>Marks</b>
Contract Price	The Proposal proposing the lowest "Contract Price shall receive the maximum score	40
Profile	<p>The Company profile (including the background and references of the team dedicated to this project). Minimum 3 reference letters of similar projects undertaken, and the reference letter should include the name of the project along with the contact details for reference.</p> <p>Registration certificate, tax registration certificate and tax clearance from MIRA should be submitted.</p> <p>Marks for this category will be awarded based on the relatedness of the business to the scope of the work and the technical expertise and experience of the team.</p>	15
Delivery Period	<p>A timeline should be provided in the proposal and the maximum marks will be allocated based on the development and deployment of the project that is most beneficial to MMPRC.</p> <p>Maximum marks will be awarded to the party who proposes the shortest most logical and reasonable delivery period as one batch.</p> <p>This should be clearly mentioned in the proposal. A timeline should be included in the proposal.</p>	15



Financial Capability	Last three months' bank statement	5
Training (User & Technical)	Highest marks will be allocated to the party who propose the best method for training the existing staffs.	10
Functionality	Marks will be awarded to the party who proposes a user friendly and at the same time should cover the requirements mentioned in the Scope of Work.	15
	<b>TOTAL</b>	<b>100</b>

### Section 3 - Scope of Work

1.	<p>1.1 The Bidder/Respondent shall develop a customized HR software for MMPRC as per below specifications.</p> <p>1.2 The Bidder/Respondent shall provide minimum 1 (one) year maintenance service.</p> <p>1.3 The Bidder/Respondent shall provide User and Technical Training.</p>
	<p><b><u>HR Software requirements</u></b></p> <ol style="list-style-type: none"> <li>1. Personnel Administration</li> <li>2. Payroll Management</li> <li>3. Leave Management</li> <li>4. Time Management</li> <li>5. Performance Management</li> <li>6. Reports such as attendance, payroll, appraisal, leave, turnover etc</li> <li>7. Employee Records <ul style="list-style-type: none"> <li>• Should have the capacity to incorporate additional functions.</li> <li>• Should provide software support for minimum 1 year.</li> </ul> </li> </ol>

**Additional Details**

**1.Attendance**

- a. Attendance machine shall be in sync with HR software
- b. Check in and check out timing shall be generated automatically
- c. Punch in and punch out timing shall be generated automatically
- d. Break out and break in timing shall be generated automatically

**2.Overtime**

- a. OT shall be generated automatically from the attendance machine
- b. OT time shall be generated once the supervisor is approved
- c. Staff shall get a notification if the supervisor rejects OT
- d. OT time shall be generated after staff spends 7 hours in Office on a normal working day
- e. OT for holidays shall be generated if the staff does OT in and OT out from the attendance machine
- f. OTs shall be calculated separately for both working days and public holidays

**3.Salaam and Family Leave**

- a. Staff shall have access to enter salaam and family leave
- b. Respective supervisor shall get a notification of the staff who enters salaam and family leave
- c. Salaam and family leave shall be generated once the supervisor approves
- d. HR shall get a notification of salaam and family leave once supervisor approves
- e. Salaam and family leave shall be entered with reasons

**4.Salary**

- a. HR staff shall have access to enter salary details including OT and other allowances
- b. Payroll shall be generated automatically after entering all details
- c. Late fine and absents shall be sync with attendance machine and shall be calculated automatically after entering the information

**5.Annual Leave**

- a. Annual leave calendar shall be generated
- b. Each staff shall get access to enter leave details to the calendar
- c. Staff shall get access to enter annual leave details as per the calendar
- d. Respective supervisor shall get notification once staff enters leave details
- e. Leave details shall be generated once respective supervisors approve
- f. HR shall get notification of the leave details once supervisors approve
- g. Leave chit shall be generated automatically with required information

**6. Leave balances**

- a. There shall be separate sheets generated to obtain salaam, family leave and annual leave balance
- b. It shall be sync with respective part and shall be calculated automatically
- c. Staff shall be able to check the available balances
- d. Staff and HR shall get notification once staff leave balance is over
- e. HR shall get access to enter balance details

**7. Personal file maintaining**

- a. There shall be separate folders to keep personal documents of each staff
- b. HR and respective staff shall only have access to these folders
- c. Only HR shall get access to upload file to the respective folders

**8. Performance appraisal**

- a. Each staff shall have access to their performance appraisal form
- b. Form shall be filled through the software
- c. Supervisors and staff shall complete it within the given period of time
- d. HR shall have the access to these files
- e. It shall be able to generate final form with comments and marks