

PART 4

ELIGIBILITY AND EVALUATION CRITERIA

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1 ELIGIBILITY CRITERIA

The Tenderer must meet the following eligibility criteria in order to participate in the tender:

- 1.1 Tenderers shall comply fully with the Instructions to Tenderers, Conditions of Contract and meet all the mandatory requirements specified in the Requirement Specifications. Mandatory requirements are requirements specified with the verb “shall”, “will”, “mandatory” and “must”;
- 1.2 Tenderers shall attend the compulsory tender briefing conducted by the school;
- 1.3 Tenderers and their first-level sub-contractors (if any) shall not be debarred from participating in public sector tenders on or after the closing date of the tender; and
- 1.4 The Tenderer shall be registered with the Expenditure and Procurement Policies Unit (EPPU) of the Ministry of Finance under the EPU/CMP/10 – Computer Related Hardware, Software and Services Supply Head with a financial grade of S6 or above (i.e. tendering capacity of at least S\$3,000,000).

2 EVALUATION CRITERIA

Tenderers will be evaluated based on the following criteria listed in descending order of importance:

2.1 Quality Criteria

2.1.1 Design, Robustness and Transition

- (a) Capability and compatibility of the proposed solution in meeting the functional requirements of the School and its relevant IT Policy;
- (b) Flexibility, adaptability and practicality of the proposed solution, which allows for future changes and contributes to cost-effective maintenance and operation.
- (c) Robustness of plan and strategy to maintain the School’s business operations to its stakeholders for the migration of critical systems; and
- (d) Robustness of plan and strategy to set up, configure and implement the new equipment supplied in the tender proposal, including completeness of quality assurance plan and risk identification, prioritization, and mitigation plan.

2.1.2 Track Record

- (a) Relevant experience and expertise of the project manager/system architect/team lead (key personnel) proposed by the tenderer to provide the required services; and

- (b) Relevant track record and project references of the tenderer for the past five (5) years, displaying capabilities and experience in completing projects of a similar nature, scale and complexity.

2.2 Price Criterion

Cost effectiveness of the tender proposal submitted that meets all Tender Requirement Specifications and provides the most cost-effective and value-for-money.

Price Score Computation

The lowest tender price will be given the maximum Price score. The Price scores of the other tenderers will be inversely proportional to the lowest tender price. The formula below shall be used to compute the P score.

$$\text{Price Score (P- score)} = \frac{\text{Lowest tender price}}{\text{Tenderer's price}} \times \text{Price weightage}$$

Quality Score Computation

The Tenderer with the highest total raw quality points will be given maximum Quality score. The Quality scores of the other tenderers will be calculated proportionally to the highest total Quality points. The formula below shall be used to compute the Quality score.

$$\text{Quality score (Q- score)} = \frac{\text{Tenderer's total Quality Points}}{\text{Highest total Quality Points}} \times \text{Quality Weightage}$$