

**PART 6**

**INFORMATION AND DOCUMENTS  
TO BE SUBMITTED**

# **1 SUBMISSION OF INFORMATION, DOCUMENTS AND/OR SAMPLES**

## **1.1 List of information/documents to be submitted electronically via the link shared during the Tender Briefing as part of the Tender proposal:**

- (i) Part 4 - Form of Tender – shall be duly completed in accordance with the prescribed format provided in Part 4 of the ITT documents. There shall be no alteration to the text contained within the Form of Tender;
- (ii) Part 5 - Cost Schedule – shall be duly completed in accordance with the prescribed format as set out in the Part 5 of the ITT documents. There shall be no alteration to the text/format contained within the Cost Schedule;
- (iii) Management Summary - The management summary section of the Tender Offer shall contain an overview of the Tenderer, the services and support offered, documentation, prices and any major assumptions made by the Tenderer. Tables, charts, schematic diagrams and other graphic representations should be used to summarise the information whenever possible.
- (iv) Information of Integrated SaaS Solution and Services - This section shall contain:
  - a. Comprehensive description and high-level design of the integrated SaaS Solution and Services proposed by the Tenderer. The Tenderer shall provide details for all the areas specified in Annex A to Part 2 - Requirements Specification; and
  - b. All information/details specified under Clause 5.1.3, 5.3.1, 10.1.1, 10.6.16, 10.7.2, 12.1.10, 12.11.1, 13.1.12, and 15.1.2 in Part 2 - Requirements Specification.

The Tenderer may attach other value-added service proposals in this section.

- (v) Statement of Compliance: The Tenderer shall complete and submit Annex A to Part 2 – Requirements Specification as follows:

For General, Finance, Human Resource, and Procurement worksheets: The Tenderer shall indicate for each requirement their degree of compliance (i.e. Compliance with No Configuration or Customisation, Compliance with Configuration, Compliance with Customisation or Non-Compliance), provide relevant justification/information, assumptions made in determining compliance, if any.

For Technical Specifications worksheet: The Tenderer shall only highlight requirements that deviate from the specified requirements, provide relevant justification/information, assumptions made in determining each deviation/non-compliance details, if any.

- (vi) Company's relevant credentials, track records, experience and testimonials from current and completed projects in the past five (5) years. Information

should include project name and client, project value, project duration with start and end dates, brief description of project scope and scale, system features and technologies used, number of users supported, and etc;

- (v) Company's clients' contact details for the list of relevant track records, including each contact person's name, designation, contact information, and project relationship, along with any available project completion certificates or testimonials;
- (vi) Proposed Project Team structure and personnel's credentials and relevant experiences from current and completed projects in the past five (5) years; The Tenderer shall submit the Curriculum Vitae (CVs) of the personnel to be assigned to perform the contract for evaluation purposes. The CVs shall include a detailed write-up on the experience of the Tenderer's personnel. The Tenderer shall state clearly how the experience of the proposed Tenderer's personnel is relevant to his/her role in the project, including:
  - A brief description of past and present work portfolio;
  - Education / Professional qualifications / certifications;
  - Professional / technical experience relevant to tender; and
  - Reference sites.

The Tenderer shall organise the personnel by the following types of expertise / skill:

- Project Management
  - Application Integration
  - Testing and Quality Assurance
  - Development, Implementation and Integration
  - System Maintenance / Technical Support
  - IT Security
- (vii) Audited financial statements filed in the past five (5) years, or unaudited financial reports and/or certified management reports / accounts and/or quantitative business projections / analytics and/or its corresponding qualitative narratives / justifications, if the Tenderer do not hold valid registration from the relevant GRA specified in Part 3 - Eligibility and Evaluation Criteria;
  - (viii) Declaration of Progressive Wage Mark Eligibility Form – shall be duly completed in accordance with the prescribed format as set out in Schedule 1 of Part 1, Section A - Instructions for Tenders. There shall be no alteration to the text/format contained within the Declaration Form.
  - (ix) Undertaking to Safeguard Official Information – shall be duly completed in accordance with the prescribed format as set out in Schedule 5 of Part 1, Section B – Conditions of Contract. There shall be no alteration to the text/format contained within the Declaration Form.
  - (x) Commitment of Third-Party Licensor – shall be duly completed in accordance with the prescribed format as set out in Schedule 8 of Part 1, Section B –

Conditions of Contract. There shall be no alteration to the text/format contained within the Declaration Form.

(xi) Any other additional information that is relevant to the proposal.

1.2 The School reserves the right to reject or accept the Tenderer's Tender if the Tenderer did not submit the documents as mentioned in Clause 1.1 above.