

## **PART 3**

### **ELIGIBILITY AND EVALUATION CRITERIA**

**ELIGIBILITY CRITERIA**

1 Tenderers must meet the following Eligibility Criteria in order to participate in the Invitation to Tender:

1.1 Tenderers shall comply fully with the Instructions for Tenders, Conditions of Contract and meet all the mandatory requirements specified in the Requirements Specification.

1.2 Tenderers shall attend the compulsory Tender Briefing conducted by the School;

[All verbal instructions, explanations and directions given during the Tender Briefing shall be taken into account by the Tenderer and he shall allow for and include the same in the pricing of its Tender Offer. No claims whatsoever in respect of lack of clarity and information as to the scope and nature of the Services comprised in this Invitation to Tender shall be entertained 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 Tenderers shall be registered with the Expenditure and Procurement Policies Unit of the Ministry of Finance under the EPU/CMP/10 – Computer Related Hardware, Software and Services Supply Head with a financial grade of S8 or above (i.e. tendering capacity of at least S\$10 million),

or

Tenderers shall have annual turnover/sales/revenue of at least S\$10 million and Net Tangible Asset<sup>1</sup> of S\$500,000 and have completed at least one (1) project of similar nature, scale and complexity to the Tender in the last five (5) years.

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<sup>1</sup> Net Tangible Asset (NTA)

- For Companies, NTA shall be taken to mean the sum of paid up capital (including preference shares), revenue reserves, premium shares and accumulated profit/retained profit/retained earnings (including reserves if any).

- For Businesses, NTA shall be taken to mean the sum of cash in the working capital/partners account that are currently allocated for the Tenderer's business plus profit or less total liabilities (i.e. accumulated losses or withdrawals).

## EVALUATION CRITERIA

2 Proposals from tenderers shall be evaluated based on the following Evaluation Criteria, which are listed in descending order of importance:

### 2.1 Quality Criteria

#### 2.1.1 Design, Quality and Robustness of Proposed Integrated SaaS Solution

2.1.1.1 Functional and Technical Capabilities: Capability and compatibility of the proposed integrated SaaS solution to meet the functional requirements for Human Resource, Finance and Procurement, and the technical requirements which includes the data and security specifications, as detailed in the Requirements Specification;

2.1.1.2 Data/System Integration Capability: Capability of the proposed integrated SaaS solution to seamlessly integrate, synchronise, and manage data across multiple systems, ensuring consistency and accuracy;

2.1.1.3 Flexibility and Scalability: Capability of the proposed integrated SaaS solution to accommodate customisations, enhancements, and future changes, ensuring cost-effective maintenance and operations to meet evolving business needs; and

2.1.1.4 User Interface and Experience: Intuitiveness, responsiveness, and ease of use of the proposed integrated SaaS solution in facilitating efficient business operations.

#### 2.1.2 Relevant Experience, Expertise and Track Record

2.1.2.1 Relevant experience and expertise of proposed key personnels for the system development and application management; and

2.1.2.2 Relevant track record and project references of the Tenderer for projects of similar nature, scale and complexity, in the last five (5) years.

### 2.2 Price Criterion

Price competitiveness of the Tender Offer.

## PRICE AND QUALITY EVALUATION

### 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.

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