

TOPIC 7:
Request for Proposal (RFP)
Human Resource Management Software System for Gemadept Corporation

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1. Introduction

1.1 Background

Gemadept Corporation is a leading logistics and shipping company headquartered in Ho Chi Minh City, Vietnam. With a strong commitment to excellence, we are seeking a comprehensive Human Resource Management Software System to enhance our HR operations.

1.2 Purpose of RFP

The purpose of this Request for Proposal (RFP) is to invite qualified vendors to submit their proposals for the design, development, implementation, and maintenance of a state-of-the-art Human Resource Management Software System for Gemadept Corporation.

1.3 Scope of Work

The selected vendor shall provide a complete HR Management Software System that meets our specific requirements and integrates seamlessly with our existing systems. This system will be expected to streamline HR processes, increase efficiency, and improve employee management.

1.4 Proposal Submission Deadline

All proposals must be submitted no later than 30/09/2023 at 21h00 VN. Late submissions will not be accepted.

2. Project Overview

2.1 Company Profile

Gemadept Corporation is a diversified logistics and shipping company with operations spanning across Vietnam and beyond. Our commitment to innovation and excellence has positioned us as a market leader.

2.2 Objectives

Streamline HR processes, including recruitment, onboarding, payroll, and performance management.

Enhance employee self-service capabilities.

Improve data accuracy and reporting.

Ensure compliance with labor laws and regulations.

Increase overall efficiency in HR operations.

2.3 Desired Features

The Human Resource Management Software System should include, but not be limited to, the following features:

- Employee Information Management
- Recruitment and Applicant Tracking
- Onboarding and Offboarding

- Payroll Management
- Time and Attendance Tracking
- Performance Management
- Learning and Development
- Reporting and Analytics
- Integration with existing systems (ERP, accounting, etc.)

3. Requirements

3.1 Functional Requirements

User-friendly interface for easy navigation.

Customizable user roles and permissions.

Automated workflows for HR processes.

Integration with biometric attendance systems.

Mobile accessibility for remote workforce management.

Multilingual support (English and Vietnamese).

3.2 Technical Requirements

Scalable and cloud-ready architecture.

High data security and encryption.

Regular software updates and maintenance.

Compatibility with major web browsers.

Data migration and backup capabilities.

3.3 Security Requirements

Role-based access control.

Data encryption in transit and at rest.

Regular security audits and vulnerability assessments.

Compliance with GDPR and other relevant data protection regulations.

3.4 Integration Requirements

Seamless integration with existing software systems.

API support for third-party applications.

Data synchronization with ERP and accounting software.

3.5 User Training and Support

Comprehensive user training for administrators and employees.

24/7 technical support.

Documentation and knowledge base.

4. Proposal Guidelines

4.1 Proposal Submission

All proposals must be submitted electronically in PDF format to thomas@iist.vn . The subject line should read "HR Software Proposal - [Vendor Name]."

4.2 Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Compliance with requirements
- Technical expertise and experience
- Cost-effectiveness
- User-friendliness
- Customer references

4.3 Award Criteria

The award will be made to the vendor that offers the best value in terms of meeting our requirements and budget constraints.

4.4 Questions and Clarifications

Any questions or requests for clarifications should be sent in writing to thomas@iist.vn no later than 30/09/2023.

4.5 Withdrawal of Proposals

Vendors may withdraw their proposals at any time before the proposal submission deadline by notifying Gemadept Corporation in writing.

5. Terms and Conditions

5.1 Confidentiality

All information provided in response to this RFP is considered confidential and should not be disclosed to third parties without explicit written consent from Gemadept Corporation.

5.2 Intellectual Property

All intellectual property developed as part of this project will be the property of Gemadept Corporation.

5.3 Contractual Agreements

The selected vendor will be required to enter into a formal contract with Gemadept Corporation outlining the terms and conditions of the project.

5.4 Pricing and Payment Terms

Pricing details and payment terms should be included in the proposal.

5.5 Termination

Gemadept Corporation reserves the right to terminate the contract if the selected vendor fails to meet the specified requirements or deliverables.

6. Appendices

6.1 Gemadept Corporation Contact Information

For inquiries and submissions, please contact: thomas@iist.vn

6.2 Budget Information

Budget details and any financial considerations should be outlined in the proposal.

Note: This RFP is for informational purposes only and does not constitute a contract or agreement. Gemadept Corporation reserves the right to reject any or all proposals received and to negotiate separately with vendors. Submission of a proposal implies acceptance of the terms and conditions outlined in this RFP.