**Procurement Strategy for Mobile Platforms & Biometric Devices**

*Mobile-Based Human Resource Information System (MoHRIS)*

**1. Objectives**

* Acquire reliable, secure, and scalable mobile platforms and biometric devices.
* Ensure compliance with budget, quality, and timeline constraints.
* Establish vendor partnerships that support post-deployment maintenance and upgrades.
* Mitigate procurement risks such as delays, non-compliance, and cost overruns.

**2. Scope of Procurement**

| **Item** | **Description** | **Quantity Estimate** |
| --- | --- | --- |
| Mobile Devices (Tablets/Phones) | Rugged, Android/iOS compatible devices for employees | 100 units |
| Biometric Devices (Fingerprint & Facial Recognition Scanners) | USB and mobile-integrated biometric scanners | 200 units |
| Device Accessories | Chargers, protective cases, mounts | As required |
| Software Licenses | Mobile platform SDKs, biometric SDK licenses | As per licensing terms |
| Support & Maintenance Services | Warranty, device support, software updates | 12–24 months contracts |

**3. Procurement Process**

| **Phase** | **Description** | **Key Activities** | **Owner** |
| --- | --- | --- | --- |
| **Needs Analysis** | Define technical and functional requirements | Review project specs, consult IT & HR teams | Procurement Lead |
| **Market Research** | Identify potential vendors and products | Vendor benchmarking, RFI issuance | Procurement Team |
| **Tender Preparation** | Draft RFP/RFQ documents including specs, SLAs, and KPIs | Develop evaluation criteria and compliance checklist | Procurement Lead |
| **Supplier Evaluation** | Evaluate bids based on price, quality, compliance, and support | Conduct demos, technical validation, reference checks | Technical Lead |
| **Negotiation & Award** | Finalize contract terms including price, delivery, penalties | Legal review, negotiate warranties and SLA | Procurement & Legal |
| **Order Placement** | Issue purchase orders and confirm delivery schedules | Track procurement milestones | Procurement Lead |
| **Receipt & Inspection** | Quality check on delivery, ensure compliance with specs | Device testing, functionality verification | QA & IT Support |
| **Deployment Support** | Coordinate installation, training, and warranty activation | Vendor onsite/offsite support | Deployment Manager |

**4. Vendor Selection Criteria**

| **Criterion** | **Weighting (%)** | **Description** |
| --- | --- | --- |
| Compliance with technical specs | 30% | Meets all hardware/software requirements |
| Price competitiveness | 25% | Cost-effectiveness, total cost of ownership |
| Vendor reputation & experience | 20% | Proven track record with similar deployments |
| Support & warranty terms | 15% | Response time, SLA coverage, replacement policy |
| Delivery timeline | 10% | Ability to meet project schedule |

**5. Risk Mitigation Strategies**

| **Risk** | **Mitigation** |
| --- | --- |
| Delivery delays | Include penalty clauses and buffer time |
| Non-compliance with specs | Rigorous technical evaluation and testing |
| Vendor insolvency or withdrawal | Prequalification and financial stability checks |
| Cost overruns | Fixed-price contracts and contingency budget |
| Inadequate post-sale support | SLA with clear response and resolution targets |

**6. Contract Management**

* **Contract Type:** Fixed-price with performance-based incentives
* **Key Clauses:** Delivery milestones, penalties for delays, warranty & maintenance obligations, data privacy compliance
* **Review Frequency:** Monthly status meetings during procurement & initial deployment phase
* **Escalation:** Defined escalation path for disputes or issues

**7. Timeline**

| **Procurement Activity** | **Target Date** |
| --- | --- |
| Requirements Finalization | Sept 10, 2025 |
| RFP Issuance | Sept 15, 2025 |
| Vendor Proposal Submission | Oct 5, 2025 |
| Evaluation & Negotiations | Oct 15 – Oct 25, 2025 |
| Purchase Order Issuance | Oct 30, 2025 |
| Delivery & Inspection | Nov 15 – Dec 1, 2025 |
| Deployment & Training Support | Dec 5 – Dec 20, 2025 |

**8. Stakeholder Engagement**

* Engage **IT Security** early to validate device security features.
* Collaborate with **HR** and **Field Operations** to confirm usability and ruggedness needs.
* Legal team to ensure contracts cover GDPR and local data protection compliance.
* Procurement team to liaise with vendors and monitor compliance continuously.