

PART 4

EVALUATION CRITERIA

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1. CRITICAL EVALUATION CRITERIA

1.1. COMPLETENESS OF SUBMISSION

- 1.1.1. The Tender Proposal must strictly follow the layout stated in Part 3, Guidelines for Tender. Non-compliance to this format shall invalidate the Tender Proposal.
- 1.1.2. The prescribed forms, "Form of Tender" shall be completed without any alterations.

1.2. COMPLIANCE WITH TENDER DOCUMENT

- 1.2.1. The Tenderer shall comply fully with all Terms and Conditions of Part 1.
- 1.2.2. The items proposed shall meet all the mandatory requirements and include all mandatory options specified in the Requirement Specifications of Part 2. Mandatory requirements are requirements specified with the verb “shall”, “will”, “mandatory” and “must”.
- 1.2.3. Tenderers shall ensure that the completed annexes to Part 3 are submitted together with the tender proposal, according to the format as specified in Part 3 of the tender document.
- 1.2.4. Any clarification that attempts to vary Part 1 or Part 2 shall render the proposal liable to rejection.

1.3. PRICES AND CHARGES

- 1.3.1. The prices shall be stated clearly indicating the cost of the items according to the format specified in Annex I of Part 3. All requirements shall be quoted for unless stated otherwise. A softcopy of the Cost Schedule shall be submitted through GeBIZ.

1.4. EXPENDITURE AND PROCUREMENT POLICIES UNIT (EPPU) CERTIFICATION REQUIREMENT

- 1.4.1. Registration with the Expenditure and Procurement Policies Unit (EPPU) is necessary. If the Tenderer is not registered yet, the Tenderer must enclose a copy of the receipt for registration fee paid together with their Tender Proposal.
- 1.4.2. The Tenderer shall meet the requirements for certification as stated in Part 1, Section A – Instructions to Tenderers.

1.5. DEBARMENT

- 1.5.1. Tenderers and their first level sub-contractor(s), if any, that are debarred on or after the closing date of the Tender shall not be allowed to participate in this Tender.
- 1.5.2. Tenderers and their first level sub-contractor(s), if any, that are debarred shall not be allowed to participate in the tender and shall not be considered for award of tender. If

a tender is submitted without explicitly mentioning that the Tenderer and their first level sub-contractor(s), if any, is currently debarred, the Government shall treat the submission of the tender as an express continuing declaration by the Tenderer that the Tenderer and their first level sub-contractor(s), if any, is in fact eligible to participate in this Tender and, if such a declaration is discovered to be false, Government shall be entitled to rescind any contracts entered into pursuant to such a tender, without Government being liable therefore in damages or compensation.

2. DETAILED EVALUATION CRITERIA

2.1. EVALUATION CRITERIA AND ASSIGNMENT OF WEIGHTS

2.1.1. All shortlisted proposals that met the critical evaluation criteria in clause 1 above, shall be evaluated on the following criteria:

Category	Evaluation Criteria	Weight (%)
Quality of Proposal	Proposed approach, methodology and tools to ensure quality and smooth implementation of technology refresh to upgrade from Microsoft SharePoint 2007 to SharePoint 2013 and to meet the specified schedule.	30
	Proposed approach, methodology and tools to enable intuitive and effective website re-design within the specified schedule.	
	Proposed approach, methodology and processes to ensure smooth transition of maintenance and support services from incumbent.	
	Proposed approach, methodology and processes to ensure good operation management and control for ensure smooth day-to-day operation including SharePoint administration, webmaster support services, problem management and change management operation meeting performance requirements and SLAs.	
Tenderer's company profile, Experience and Track Records & Technical Competencies and Experience of the project team	Tenderer's Company Profile, Experience and Track Records <ul style="list-style-type: none"> ▪ Number of years of experience in development and maintenance and support services for SharePoint and .NET application systems. ▪ Two (2) User Reference Projects. 	30
	Technical competencies, experience and track records of the Tenderer's Project team <ul style="list-style-type: none"> ▪ Experience and number of staff assigned to handle the project. The project team must have the experiences and skill sets specified in Part 2 Section A. ▪ Optimal manpower team required. ▪ Project Manager must have at least 5 years project management experience. ▪ Project Manager and Team Leader shall have done at 	

	<p>least one (1) complete cycle of SharePoint Technology Refresh from 2007 to 2013 of similar project sizing.</p> <ul style="list-style-type: none"> ▪ Project Manager and Team Leader shall have done at least one (1) SharePoint 2013 website consultancy and design. 	
	<p>Technical competencies, experience and track records of the Tenderer's proposed designated on-site support personnel</p> <ul style="list-style-type: none"> ▪ At least one (1) year experience in providing support SharePoint 2007. ▪ At least one (1) year experience in providing support SharePoint 2013. ▪ At least 1 year in SharePoint administration and webmaster support experience for engineer supporting SharePoint administration and providing Webmaster support. 	
Price	Cost effectiveness of the tenderer's proposal	40
Total		100