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| Request for Proposal |
| JABATAN PEMBANGUNAN & PENGURUSAN HARTA |
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|  |
| **11/21/2012** |

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ADVANCE IT SDN BHD

**Statement of Confidentiality**

This Agreement and the statement is a legally binding contract between Advance IT Sdn Bhd. Limited United Regulation Office for Project Services (UNOPS). This contract marks a statement of confidentiality agreements between Advance Care and UNOPS to prevent the unauthorized disclosure of confidential information. The parties agree to enter into an affair with a certain disclosures of proprietary and

**Company Contact Details**

All question and submissions regarding this request for proposal can be submitted to Pirasannah Ravintaran ,General Manager based on the details provided below.

|  |  |  |
| --- | --- | --- |
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ADVANCE IT Sdn Bhd

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Selangor Darul Ehsan

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1. **Executive Summary**
   1. Proposal Background

Transportation system proposal is a manual system that converted to the system software. This online system is developed to add, delete and edit the customer data. This system was established to facilitate students and staff to book through rental system. For customers who want to use this system must fill in key in their Identical (ID) number and the password. Then they need to fill in the information needed to rent any transport in this rental system. All information will be stored in the document to avoid the clash to rent the vehicle.

**The purpose** = to make this transportation rental system become more systematically. So, there is no more problems about late to know no transport provided and the clash when rent the vehicle.

Target system is students and staff. This is because many students and staff involved in off-campus activities. Therefore, with this system it can help them save their time and their jobs get easier.

1. **Company Profile**
   1. Company Reputation

The Advance IT Sdn Bhd was established in June 2000 and since then, has played a major role in delivering solutions to all types of Malaysian businesses. Advance IT Sdn Bhd operates in some 100 countries and employs more than 20,000 people. Moreover, has learnt many experienced in dealing big project management system.

Advance IT Sdn Bhd collaborate every day with their over 10,000 colleagues with growing networks of clients, advocates, experts and peers and with our neighbours, local organizations and millions of people they have never met and never will meet. This is simply how business is done in a globally integrating economy.

* 1. Company Key Strengths
* Excellent teamwork and group collaboration skills - willingness to speak up and voice ideas and opinions when asked, share new ideas or processes with management and other related team members.
* High organized and structured mindset - Excellent schedule keeping skills and very highly organized individual.
* Strong Professional Work Ethic - Dedicated employee will take on problems independently and strive to do the job right the first time producing quality work.
* Problem Solving/Conflict Resolution - Excellent mediator skills and problem resolution skills. Can quickly analyze a situation and offer a potential solution. Work quickly to resolve problems between employees, customers or other adverse situations.
  1. Company Information

****

**General Manager**

Pirasannah

****

**Financial Manager**

Afifah

****

**Production Manager**

Nurhannah Maisarah

****

**Marketing Manager**

Amirah Husna

* 1. Company Services Offerings

We provide a range of services from business process outsourcing of core and non-core activities to complete end-to-end IT outsourcing and system integration.

We also make it possible for you to achieve the following:

* Access world-class human resources and talent management services integrated with your practice management system
* Get an insight into component-level profitability
* Benefit from a platform that ensures compliance and minimizes risk
* Consolidate a disparate IT landscape
* Tap into a broader pool of skilled and experience resources.

1. **Customer Requirements**
   1. Overall Project Objectives

Objective of the project that will be implemented in the customer side is want to give facility customer using a new system that will develop and can make easy and to fulfil the requirement from customer and easy for stuff to update or delete the data.

* 1. Scope of Project
* **Balance driver workload**: Main function of this module is to be able to assign drivers to each customer rental and maintain balance among all drivers. System should be able to advise on the task assignment process

* **Monitor Transport Maintenance**: In order to guarantee the safety of all our customer, the condition of each vehicle must be in good shape throughout their service. Developer should propose an effective method of monitoring.
* **User Management**: Basic function of the system will be able to maintain user id in the system. Common transactions are creating, editing, viewing and deleting user id.
* **Reporting for Management Team**: List of report must be provided for the use of our management team. Developer must propose meaning report title that are critical in the transportation business
* **Transport Rental**: Customer or university’s staff will be able to execute vehicle rental through online.
  1. Time Line

This system will be start with phase 1 with planning on Monday 10th December 2012, phase 2 will be start after the planning in system analysis. After that we will proceed to phase 3 and 4 with make proposal and system implementation and will continue to phase 5 and 6 in maintenance and finalize the project .This project will take two months and will be finish on Wednesday on 20th march 2013.

* 1. Deliverables

All proposals and system will be hand delivered and implemented no later than 5:00 PM, Thursday, 20 March 2013. Location:

No. 8, First Avenue,   
Persiaran Bandar Utama   
47800 Petaling Jaya   
Selangor Darul Ehsan

* 1. Scope of Work
* **Determine system requirement**

To determine the system requirement we decide by questionnaire to ask the customer what they need to solve the problem that faces and we also provide the interview list get detail and much information about requirement.

* **Study on requirement and preparing proposal**

Analysis the requirement to studied and structured the information that was collected from system requirement from customer and provide the document to prepare proposal to give detail about system that contains all functional.

* **Design the transport system**

The description of recommended solution is converted into logical and then physical system to make sure the system can be run in internet that uses programming method and software.

* **Programming of online transport system**

Develop the online transport system and code on the system and the system will be active and can be use in internet so that the system can save all the data from customer with easily and can give the great management in registration.

* **Testing on the transport system**

This system to make sure it will run perfectly and can avoid from error in system and the time to respond the systems in internet and improve it.

* **Present the product to customer**

Give a chance to customer to use the online transport system as a our final product and ask the opinion about this system and improve it to fulfil all needed from customer.

1. **Financial Summary**
   1. Assumption

***Schedule***

This schedule mainly defines the time major tasks that use to complete during process to done the project. Individual tasks may be added, deleted or moved based on the demand of the process. Estimates elapsed time may be different due to workload, client submissions and approvals, demand changes by client and third party service provider.

* Phase 1 (4 to 5 days) – Review of the proposal and Signing the contract.
* Phase 2 (14 to 17 days) – Define, planning and research about the project.
* Phase 3 (13 to 16 days) – Design of the interface and coding for the systems.
* Phase 4 (10 to 15 days) – Testing on the system, Client review the system prototype and give comment about his/ her opinion and suggestion.
* Phase 5 (3~5 days) – Repair depend on demands of client and finalize the complete of the system.

***Budget***

* An amount RM 67000 needed to complete this project. Those budgets are included electricity and power supply, travel expenses and consultant hiring fees.
* A consultant will be assigned will use up about RM8000 and RM2000 is for other fees.

***Resource***

* System will be developed at Software Development Department, Advance IT Sdn. Bhd. until the end of the project.

***Software to be used***

* Microsoft Access 2010 will be used to develop Transport database system.
* HTML-Kit will be used to coding for the program.
* Microsoft Visual Studio 2010 used to design system interface.
  1. Project Fee

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** | **Staff Involved** | **Total Man Day** | **Payment per staff per man day (RM)** | **Total (RM)** |
| Transport Management System | 10 | 67 | 100 | 67000 |
|  |  |  | Total | 67000 |

**Note:**

1. Accommodation is claimed on client (per staff per man day).
2. Travel Expense is also afforded by client (RM100 per staff per man day).

* Transport Management System begin to develop on 10th december 2012 and will be done on 20th March 2013, which take man days of 67 days.

\*25th december 2012, 1st and 24th January 2013, and 1st, 11th and 12th February 2013 has been excused due to public holiday

* A consultant will be assigned during the life of the project. The consultation is Madam Pirasannah Ravintaran. Consultant cost is RM3500 for 7 days assigned.
* Total man hours that use to complete the project is about 67 days which is not included Saturday, Sunday, and public holidays.
* Government taxes will be charge and need to cover by client and didn’t charge any service taxes except client request for some extra services.
  1. Payment Terms

Payment is separated into 4 phases:

1st phase : Deposit RM20000 should be done after contract sign.

2nd phase : RM10000 should be paid after system interface and

coding of system done.

3rd phase : RM10000 paid after testing the system and suggestion

Given for improvement.

4th phase : Last payment RM27000 after finalize the completeness

of the system.

* 1. Other Chargers

Extra charges of RM4000 will be charge if the project unable to be complete on the deadline stated due to client request for upgrade of the system. After the payment, there will have more extra charges until the project successfully implemented.

1. **System Development Customer Reference**

Table of organization & scope of work

|  |  |
| --- | --- |
| **CUSTOMER** | **SOFTWARE PROJECT** |
| Customer | Software Project |
| Clinic | Clinic Management System |
| Supermarket | Supermarket system |
| University | Online quiz system |
| Library | Library management system |
| Company | Payroll system |
| Book shop | E-book system |
| Bank | E-banking |

1. **Company Software Development Consultant Profile**



**NAME**  : PIRASANNAH A/P RAVINTARAN

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**PHONE NUM**  : 010-3730415

**EMAIL** **ADD** : Pirasannah@gmail.com

**EDUCATION** : MASTER OF SOFTWARE ENGINEERING

**BACKGROUND**  UNIVERSITI MALAYSIA PAHANG

**WORKING :** (2004) SYSTEM ANALYST INTEL MALAYSIA

**EXPERIENCE**

(2005) SENIOR SOFTWARE ENGINEER INTEL MALAYSIA

(2006-2007) HEAD OF SOFTWARE DEVELOPMENT DEPARTMENT

MICROSOFT UNITED STATE

(2008-2009) VICE PRESIDENT OF MARKETING AND DEVELOPMENT

DEPARTMENT ADVANCE CARE

(2010-2012) CHIEF EXECUTIVE OFFICER ADVANCE CARE

1. **Appendix**