

QUOTATION

Ref No: PQ-2017-7733

Date: 7th June 2017

Client Details:

Company: Singapore Red Cross Society
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Service:

Design & Development of Training Evaluation System for Singapore Red Cross Society

Service Details:

S/N	Item Description	Unit Price	Qty	Total
1	<p>Design & development of Training Evaluation System for Singapore Red Cross Society</p> <p>1.1 Project Objective</p> <p>1) To design & develop a customised training evaluation system for Singapore Red Cross to manage training evaluation processes.</p> <p>2) Major features include course management, course application approval, course completion status management, training evaluation questionnaire, auto notifications and reports.</p> <p>1.2 Functional Features</p> <p>1) Course Management</p> <p>1. Add/edit/delete programmes;</p> <p>2. Course details include programme type, programme code, programme name, programme description, duration, maximum attendee, minimum attendee.</p> <p>3) Course Timetable</p> <p>1. Add/edit/delete timetable for programmes;</p> <p>2. To set the start and end date of course;</p> <p>3. Details include programme code, start date, end date, batch ID, location.</p> <p>4) Course Application Approval</p> <p>1. Make use of the current Approval Management System (AMS) workflow;</p> <p>2. Add in Respective Office (R.O) as per approver with email;</p> <p>3. Designation to change to drop down list</p>	\$12,240.00	1	\$12,240.00

	<p>instead of free text for easier operation;</p> <ol style="list-style-type: none"> 4. All programmes to be in drop-down selection, instead of free text for easy operation. 5. Applicant able to select course by programme type, programme name, date of batch. <p>5) Course Completion Status Management</p> <ol style="list-style-type: none"> 1. HR able to manage the status of the completion of each course by the attendees. 2. Completion report by attendee, course <p>6) Notification of Evaluation</p> <ol style="list-style-type: none"> 1. Auto retrieval of staff contacts; 2. Auto prompt training evaluation on the next working day of completion; 3. Auto reminder emails to be sent one week later if evaluation not completed, cc R.O. 4. If evaluation is done, evaluation summary to be sent to R.O. for reference 5. If evaluation not done, staff will be unable to apply for courses until he/she completes the current training evaluation form 6. Reminder to indicate that staff will NOT be able to apply for further courses if current evaluation is not completed. <p>7) Training Evaluation Questionnaires</p> <ol style="list-style-type: none"> 1. Questionnaires Builder: use the builder to create flexible questionnaires; 2. Question types include free text, yes/no, single choice, multiple choices, 2-dimension table questions; 3. Able to create unlimited questions; 4. Able to link a questionnaire to specified course, so that the questionnaire only available to that specified course; 5. Auto update the status after completion. 6. Open-ended questions to ban the following answers: NA, N.A, N.A., -N.A-, N/A, NIL, Nil, nil, -nil-, No Comment, No Comments, No Comments., no comment, no comments, -, na, n.a., n/a, Not Applicable, Not Applicable., not applicable, Not applicable. <p>8) Training Evaluation Reports</p> <ol style="list-style-type: none"> 1. To be downloaded as CSV/Excel; 2. To include all fields from application and evaluation on one spreadsheet; 3. To include filters of course, department, date range, and keyword. <p>9) User Management</p> <ol style="list-style-type: none"> 1. Use the same Single-Sign-On (SSO) as in AMS; 2. Proper access rights to HR staffs. 			
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	1.3 Interface Design & Integration <ol style="list-style-type: none"> 1) Follow the existing AMS system responsive design style and icons/buttons elements 2) Interface integration with frontend and backend features 			
2	Testing <ol style="list-style-type: none"> 1) Full application internal test 2) User acceptance test (UAT) 			
3	Deliverables <ol style="list-style-type: none"> 1) Full application source code to be delivered after full payment received. 			
4	Installation <ol style="list-style-type: none"> 1) One-time installation to Client's hosting server 			
5	Lead Time <ol style="list-style-type: none"> 1) Estimated: 7 Business Weeks 			
6	Payment Terms: <ol style="list-style-type: none"> 1) 50% upon confirmation of this order; 2) Balance upon UAT sign-off. 			
Grand Total:				\$12,240.00

General terms and conditions:

- This quotation is valid for 15 days from the date above.
- All pricing shown are in Singapore Dollar.
- Payment shall be paid by cheque or fund transfer according to invoice.
- Palazon Software Development Terms & Conditions apply.

The undersigned agrees to the terms of this agreement on behalf of his or her organization or business.

Authorized signature:
on behalf of
SINGAPORE RED CROSS SOCIETY

Date:

Name:

Designation:

Authorized signature:
on behalf of
PALAZON TECHNOLOGY PTE LTD

Date:

Name:

Designation: