

PART 3

EVALUATION CRITERIA

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1. COMPLETENESS OF SUBMISSION

- 1.1 The Tender Proposal shall follow the layout stated in **Part 1, Section A, INSTRUCTIONS TO TENDERERS**, Clause 3.1.
- 1.2 The prescribed forms, ANNEX 1A-1 to 1A-11, are to be completed and any alterations made must be countersigned by the appointed officer of the Tenderer.

2. COMPLIANCE WITH THE INVITATION TO TENDER

- 2.1 The Tenderer shall comply fully with all Terms and Conditions of **Part 1, Section B, CONDITIONS OF CONTRACT**. Any non-compliance must be indicated clearly in **ANNEX 1A-4 STATEMENT OF COMPLIANCE**.
- 2.2 The Tenderer must explain clearly in its tender submission how the proposal can meet the objectives and business outcomes as set out in the Requirement Specifications, as well as what the key considerations and risks are. The Tenderer must demonstrate a complete and integrated proposal in its tender submission. The proposal must provide sufficient details for tender evaluation purposes.
- 2.3 The Tenderer, if a data processor / data intermediary, must demonstrate good controls and abilities to ensure data protection and data privacy. The Tenderer must explain clearly how its proposal can meet the compliance requirements under the Personal Data Protection Act 2012 and its attendant regulations and guidelines.

3. PRICE SCHEDULE

- 3.1 The prices shall be stated clearly indicating the cost of the items according to the format specified in the Price Schedule, **Part 1, Section A, Annex 1A-3**. All requirements shall be quoted for unless stated otherwise. A softcopy of the Price Schedule shall be submitted.

4. CRITICAL EVALUATION CRITERIA

- 4.1 Tenderers shall satisfy all the following requirements. Failure to meet any of the requirements below may result in the Tender Proposal being disqualified from further evaluation:
 - a) The Tenderer shall have relevant experience in providing manpower services, such as recruitment, staffing, event manpower support, customer service manpower support, or similar services.
 - b) The Tenderer shall provide at least TWO (2) client references for similar manpower deployment projects completed within the last THREE (3) years.

- c) The Tenderer shall comply with all applicable regulatory, employment, and personal data protection requirements, including the Personal Data Protection Act 2012 (PDPA).
- d) The Tender Proposal shall be complete and contain all documents required under Clause 3.1 of the Instructions to Tenderers.
- e) Attendance at the tender briefing.

4.2 Only Tenderers who satisfy all Critical Evaluation Criteria shall proceed to detailed evaluation under Section 5.

4.3 e2i reserves the right to request documentary evidence from Tenderers to substantiate compliance with any of the Critical Evaluation Criteria.

5. EVALUATION CRITERIA

5.1 Tenderers who have satisfied the critical criteria in Paragraph 4 above will proceed to a detailed assessment. For this assessment, the relevant Tender evaluation criteria are assigned weightings and translated into quantitative scores which are then totalled up to give a Combined Score.

5.2 e2i reserves the right to award to more than one Tenderer based on operational requirements.

S/N	Evaluation Criteria
1.0	Price
2.0	Quality
2.1	Service Delivery and Approach - Understanding of deployment model - Ability to support concurrent events
2.2	Manpower Capability & Experience - Quality of Job Advisors - Relevant experience and skillsets
2.3	Operational Responsiveness - Ability to handle short-notice requests - Replacement capability
2.4	Track Record / Past Performance - Past projects of similar nature - Client references