

EXPRESSION OF INTEREST (EOI)



EOI NO. 05/2022

**EOI for a Recruitment Management System
(RMS)**



1. Purpose and Description of the Recruitment Management System (RMS)

The Energy Fiji Limited (EFL) invites proposals from reputable, qualified bidders for the upgrade or replacement of its current Recruitment Management System (RMS).

Currently the EFL is using Online Vacancy Management System as its Vacancy Management System.

The EFL is looking at a RMS that is efficient, reliable and user friendly. The system should meet EFL's current requirements and be flexible for future enhancements, requirements and challenges. The system should have all the features and functions for online e-Services and automation of current manual process flows.

2. Eligibility Criteria/Pre-qualification of the Bidder

The bidder should have proven experience and expertise in implementing and supporting recruitment management systems. The bidder must also demonstrate to have extensive experience with all aspects of their RMS, including ongoing maintenance and support services.

3. Scope

At a very high level, the RMS must have all the standard features of a Recruitment Management system, such as, but not limited to, the following:

1. Allow Strategic Business Area (SBA) to upload Employee Requisition Forms (ERF) online via RMS with required attached documents (ERF to be available on Portal). Requisition Forms to be accompanied by Job Description (JD) & Organisational Structure attached by SBA (Mandatory)
2. Storage functionality (JD & HR Forms)
3. Approval Level for ERF (HOD, SBA GM, GMHR and CEO)
4. Create Internal & External vacancy and publish (editable) by SBA
5. Allow to post vacancy on timer via email (Subscribers) and website
6. Allow to customize Minimum Qualification Requirement (MQR) against each vacancy
7. Allow applicants to search by Keyword
8. Allow to generate selected reports (Profiling)
9. Create applicants profile for future application
10. Indicate if the applicant has applied for the first time or has applied previously
11. Enable to forward generated report to TL, HOD & SBA GM
12. Enable assigned HOD to view applicants profile
13. Allow SBA to revert shortlisting with Interview information (Date, Time, Venue, Interview Panel & Method of Interview) to R&S team
14. Auto reminder for shortlisting every 2 days via email
15. Auto generate and send Interview notification to shortlisted candidates via email (editable)
16. Auto generate regret notification for candidates not selected
17. Auto generate Interview Schedule & Scoresheet (Select names from shortlisting) and send to Interview Panel (Select from #11)
18. Auto reminder for Interview to panel members (2) days prior and (1) day prior to the candidate
19. Enable SBA to submit scored scoresheet
20. Auto generate interview report from applicants profile (editable template)
21. Reference Check forms to be sent to the referee mentioned in applicants profile



RECRUITMENT MANAGEMENT SYSTEM (RMS)

22. Vacancy file status to be linked with vacancy tracker and generate report/analysis
23. Generate Offer letter (internal & external) & Employment contracts
24. Offer letter & Contract to be send via email with a duration of 7 Working days
25. Acceptance or Decline tabs with Notes Tab (Reason of declining)
26. Human Resources Forms, PPE Forms, Safety Manual (Signed Online) & Employee Handbook (Signed Online) to be sent upon acceptance of offer
27. Auto generate Commencement Letter (editable)
28. Interface functionality with Pay Global
29. Enable expression of interest (EOI) application to be open for candidates (No restricted timeline)
30. Allow subscribers to subscribe to get notification for the vacancies available on EFL website

Bidders should also state if their solution has optional modules, if any, especially those that may be related to energy utilities.

The proposed system should also be able to integrate seamlessly to other EFL MSSQL core systems such as HR/Payroll, and other EFL systems, where necessary.

4. Notes to Bidders

This section outlines basic requirements that must be met. Failure to accept any of these conditions or part thereof will result in your proposal being excluded from the evaluation process.

Short-listed Service Providers may be invited to present and discuss details of their proposals or even provide a trial as proof-of-concept.

The EFL will not be liable to reimburse any costs incurred by the bidders during this Tender process.

Evaluation of EOI's will be carried out by a Tender Evaluation Committee (TEC). The TEC will, if necessary, contact bidders to seek clarification on any aspect/s of the EOI.

Bidders should identify any work they are currently carrying out or competing for, which could cause a conflict of interest, and indicate how such a conflict would be avoided.

5. Questions about RFP

All technical or procedural questions regarding the EOI or contractual documents shall be directed to the issuing officer. All questions that require clarification or interpretation of this EOI that cannot be answered by careful review of the document must be received in writing- to the Secretary Tender Committee noted below one week before the due date of the closing of submissions for proposals. The Secretary Tender Committee will respond in writing if the question cannot be answered by directing the bidder to the appropriate section of the EOI. Copies of any written response may be made available to all parties that receive the EOI.

6. Evaluation criteria of the qualified Bidders:

Proposals will be evaluated in accordance with the EFL's Procurement Policy.



7. Bidder Submittals

Please indicate on your submittal if you meet all the requirements and guidelines specified in this document. Your submittals should include the following as a minimum:

- Company Profile
- Comprehensive Proposal on the Product and Services
- Reference Sites
- Copies of any Contracts/Service Level Agreements
- Business Certifications and/or confirmation of Vendor/Reseller Partnerships
- Fiji Revenue & Customs Services Tax Compliance Certificate (applicable to Fiji based bidders)
- Fiji National Provident Fund Compliance Certificate (applicable to Fiji based bidders)
- Fiji National University Compliance Certificate (applicable to Fiji based bidders)

8. Submission of EOI's

Expressions must be lodged no later than 4:00pm, Wednesday 12th October, 2022.

9. Amendment of RFP

The EFL may, at its sole and absolute discretion, vary, add to, or amend the terms of this RFP, including the nature and/or scope of the products and/or services required under this RFP; and any other subject matter to which this RFP relates.

10. Cancellation/Termination of EOI

The EFL may, at its sole and absolute discretion, cancel, suspend, terminate or abandon part or the whole of this EOI, at any time prior to the execution of a formal written agreement without any liability.

11. Due date for Submission

Submissions received after 4:00pm on the closing date of 12th October, 2022 will not be considered.



12. EOI Submission - Instruction to bidders

EOI CHECKLIST

The Bidders must ensure that the details and documentation mention below must be submitted as part of their Submission

EOI Number _____

EOI Name _____

1. Full Company / Business Name: _____

(Attach copy of Registration Certificate)

2. Director/Owner(s): _____

3. Postal Address: _____

4. Phone Contact: _____

5. Fax Number: _____

6. Email address: _____

7. Office Location: _____

8. TIN Number: _____

(Attach copy of the VAT/TIN Registration Certificate - Local Bidders Only (Mandatory))

9. FNPF Employer Registration Number: _____ **(For Local Bidders only) (Mandatory)**

10. **Provide a copy of Valid FNPF Compliance Certificate (Mandatory- Local Bidders only)**

11. **Provide a copy of Valid FRCS (Tax) Compliance Certificate (Mandatory Local Bidders only)**

12. **Provide a copy of Valid FNU Compliance Certificate (Mandatory Local Bidders only)**

13. Contact Person: _____

I declare that all the above information is correct.

Name: _____

Position: _____

Sign: _____

Date: _____



EOI submission

Bidders are requested to upload electronic copies via Tender Link by registering their interest at: <https://www.tenderlink.com/efl>

This is due to COVID 19 restrictions on movements. Therefore, EFL will not accept any hard copy submission to be dropped in the tender box at EFL Head Office in Suva.

This EOI closes at 4.00pm (1600hrs) on Wednesday 12th October, 2022.

For further information or clarification please contact our Supply Chain Office on phone **(+679) 3224360** or **(+679) 9992400** or email us on tenders@efl.com.fj

The bidders must ensure that their bid is inclusive of all Taxes payable under Fiji Income Tax Act.

The lowest bid will not necessarily be accepted as the successful bid.

The submission particularly the “Price” must be typed and not hand written.

Any request for the extension of the closing date must be addressed to EFL in writing three (3) working days prior to the EOI closing date.

EOI Submission via email or fax will not be accepted.