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| Project Title: | **Request for Quotation (RFQ) to procure services for the upgrade and migration of MOHH’s SharePoint Intranet system from SharePoint 2010 to SharePoint 2019** |
| RFQ Reference No: | **MHHCCDRFQ21373** |
| RFQ Roll-Out Date: | **1 March 2021** |
| RFQ Closing Date: | **18 March 2021, 17:00 hrs (SG Time)** |

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| **Background of Project** |
| MOH Holdings Pte Ltd (MOHH)’s current SharePoint system developed on SharePoint 2010 standard edition consists of custom components (WebParts) and a 2-Tier architecture. |
| **Objective of Project** |
| MOHH seeks to upgrade the Content Management System from SharePoint 2010 to SharePoint 2019, in the most cost-effective way with the least impact to operations, shortest system downtime and low risk to MOHH’s end-users.  The scope comprises:   1. Set up a new Infrastructure for SharePoint 2019 with a 3 - Tier architecture on the company premises. The Awarded Vendor will be provided access to necessary hardware and software.   (b) Upgrade SharePoint 2010 Intranet to SharePoint 2019, which will include the following major tasks:   1. Upgrade custom components (WebParts) from SharePoint 2010 to SharePoint 2019; 2. Code Migration to SharePoint 2019 Compatible; 3. Creating new master pages, page layouts with the same design of SharePoint 2010; 4. Setting up sites and site collection manually without Database upgrade and setting up WebParts and pages manually; and 5. Set up a flipbook function or equivalent for the MOHH newsletter that is compatible with SharePoint 2019. |
| **Participating Procedures** |
| The Request for Quotation (RFQ) process shall be as follows:   1. Interested Vendor shall first read the Confidentiality Undertakings Letter (“Letter”) and Annexure 1 attached in Annex A to this Notice. If the vendor is agreeable to be bound by the terms of this Letter and Annexure 1, interested vendor may proceed to request for the RFQ documents by sending an email to   [procurement@mohh.com.sg](mailto:procurement@mohh.com.sg) to request for the electronic RFQ documents. In the email, please state the following:   * company name; * company registration number; * business address and * the name, designation, contact number and email address of your company representative who will be the primary contact for all communications with MOHH pertaining to the RFQ (“Representative”), with the Subject line as “**Response to MHHCCDRFQ21373 – Request for Quotation (RFQ) to procure services for the upgrade and migration of MOHH’s SharePoint Intranet system from SharePoint 2010 to SharePoint 2019”**  1. Instructions relating to your submission of Quotation with proposal will be stipulated in the RFQ documentation. Only Quotations with proposals submitted in compliance with such instructions will be considered. 2. A vendor briefing will be held on **8 March 2021**. Invitation will be sent to your Representative via email. 3. The RFQ closing date is on **18 March 2021, 17:00 hrs (SG Time)**. |

**Annex A**

