

<b>Company</b>	BIPO Service Singapore Pte Ltd
<b>Digital Solution Name &amp; Version Number<sup>1</sup></b>	BIPO Human Resource Management System and Payroll Outsourcing Services - LITE 25
<b>Appointment Period</b>	05 September 2024 to 04 September 2025
<b>Extended Appointment Period<sup>2</sup></b>	05 September 2025 to 04 September 2026

**Standard Packaged Solution (ie. Minimum items to be purchased)**

Cost Item	Unit Cost (\$)	Unit	Quantity	Subtotal (\$)	Qualifying Cost* (\$)
1) Software					
1) e-Personnel + Mobile App					
2) e-Leave + Mobile App					
3) e-Payroll + Mobile App		Per Month	12.00		
4) e-Claim + Mobile App					
5) e-Attendance + Mobile App					
Payroll Outsourcing					
1. Complete monthly payroll calculation of employees					
2. Produce online bank file to upload for employee payments OR Disbursement of Salary Through BIPO					
3. Produce online CPF file for social security payments					
4. CPF Submission		Per Month	12.00		
5. Provide employees with online pay slips					
6. Provide following standard payroll reports:					
a. Payroll Summary Report					
b. CPF Summary/Detailed Report					
c. Bank Listing					
d. Payroll Variance					
e. Payroll Reconciliation					
2) Hardware					
Not Applicable					
3) Professional Services					
- For 25 Users					
- Need Analysis: Business Process Review of SME's HR Processes					
- Setup of Personnel, Leave, Payroll, Claims and Attendance System according to company and statutory policies		Per Setup	1.00		
- Data Conversion of Employee Personal Details					
- Data Conversion of Active Year Leave Balance					
- Data Conversion of Active Year Payroll Records					
- Data Conversion of Active Year Claims Balance					
4) Training					
- Administrator Training (Up to 4.0 Hours)					
- Online Software Knowledge Base Will be Provided		Per Setup	1.00		
5) Others					
Not Applicable					
<b>Total</b>				<b>\$ 12,000.00</b>	<b>\$ 12,000.00</b>

<sup>1</sup> A higher upgrade of the software version is acceptable, for example solution version 3.x allow anything from 3.0 to 3.99999

<sup>2</sup> As specified in the Letter of Appointment, IMDA may exercise the option to extend the Appointment Duration for an additional one-year ("Extended Appointment Period")

\* Qualifying cost refers to the supportable cost to be co-funded under the grant