

Company	BIPO Service Singapore Pte Ltd
Digital Solution Name & Version Number¹	BIPO Human Resource Management System and Payroll Outsourcing Services - LITE 50
Appointment Period	05 September 2024 to 04 September 2025
Extended Appointment Period²	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 4) e-Claim + Mobile App 5) e-Attendance + Mobile App		Per Month	12.00		
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 5. Provide employees with online payslips 6. Provide following standard payroll reports: a. Payroll Summary Report b. CPF Summary/Detailed Report c. Bank Listing d. Payroll Variance e. Payroll Reconciliation		Per Month	12.00		
2) Hardware Not Applicable		NA	0.00		
3) Professional Services - For 50 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 - 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		Per Setup	1.00		
4) Training - Administrator Training (Up to 4.0 Hours) - Online Software Knowledge Base Will be Provided		Per Setup	1.00		
5) Others Not Applicable					
Total				\$ 18,600.00	\$ 18,600.00

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

² 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