

## Marking Scheme Based on the SAP Upgrade Bid Document

Considering the **Scope of Work (SOW)** and **Eligibility Criteria** in the SAP upgrade bid document, it's important to assess both technical qualifications and the bidder's ability to meet the bid's detailed requirements. The scheme should address the following areas:

### Key Evaluation Areas

1. **Compliance with Eligibility Criteria**
2. **Technical Approach**
3. **Experience and Expertise**
4. **Project Management and Implementation**
5. **Financial Proposal and Costing**
6. **Post-Implementation Support and Warranty**
7. **Documentation and Submission Completeness**

### Marking Scheme Overview

Below is a suggested marking scheme for the evaluation of bids in alignment with the provided bid document.

---

#### 1. Eligibility Criteria (Pass/Fail)

**Bidder's eligibility will be checked based on the documents submitted to ensure compliance with the mandatory requirements.**

Criteria	Supporting Documents	Pass/Fail
Registered corporate status in Sri Lanka, with over 5 years' experience	Certificate of Corporation/Partnership deed	Pass/Fail
SAP Partner with over 5 years of experience in SAP S/4HANA	SAP Partner Documentation	Pass/Fail
Hydrocarbon domain experience (2 similar projects, one with RISE S/4HANA)	Project completion certificates, purchase orders	Pass/Fail
QuantityWare Implementation in SAP S/4HANA	Project completion certificates, CV of certified consultant	Pass/Fail
CMMI Level 3 and ISO 9001:2015 certification	Certification copy	Pass/Fail

Criteria	Supporting Documents	Pass/Fail
SAP Authorized Partner Documentation	SAP Authorization letter	Pass/Fail
No conflict of interest and no debarment	Self-declaration	Pass/Fail
Minimum required workforce (100 full-time resources)	Payroll records, financial statements	Pass/Fail
Financial stability and turnover requirements	Audited Financial Statements	Pass/Fail
Submission for optional items	Payroll, WRICEF, Refinery Production	Pass/Fail

**Note:** If any of the eligibility criteria are not met, the bidder will be disqualified from further evaluation.

## 2. Technical Evaluation (100 Marks Total)

The technical proposal will be assessed based on the bidder's proposed solution, project approach, expertise, and alignment with the SOW.

Evaluation Criteria	Sub-Criteria	Max Score	Weighting	Total Score
<b>Technical Approach &amp; Solution Design</b>	Comprehensive understanding of SAP RISE with S/4HANA upgrade & greenfield implementation	20	30%	30
	Clear alignment with Hydrocarbon domain and oil & gas industry requirements	10		
	Innovation and added value in solution proposal	5		
	Risk management strategy and mitigation plan	5		
<b>Hydrocarbon Domain Expertise</b>	Relevant experience with SAP S/4HANA in Hydrocarbon projects (minimum 2 projects)	10	15%	15
	Experience with refinery or midstream projects	5		
<b>QuantityWare Implementation</b>	Experience in implementing QuantityWare for SAP S/4HANA	10	10%	10

<b>Evaluation Criteria</b>	<b>Sub-Criteria</b>	<b>Max Score</b>	<b>Weighting</b>	<b>Total Score</b>
	Availability of certified consultants in QuantityWare BCP solution	5		
<b>Project Management &amp; Delivery</b>	Clear project timeline (with 11 months for implementation, 1-month hypercare)	10	15%	15
	Quality and comprehensiveness of project plan (phases, milestones, deliverables)	5		
	Resource allocation and experience of project team members	5		
<b>Workforce Expertise</b>	Number of certified SAP consultants (25 certified resources)	5	10%	10
	Relevant expertise and certifications of proposed key personnel	5		
<b>Financial Proposal</b>	Cost competitiveness and transparency in breakdown (licenses, services, etc.)	10	10%	10
	Value for money and consideration of long-term costs	5		
<b>Post-Implementation Support</b>	Quality and comprehensiveness of 24/7 support services and escalation procedure	5	5%	5
	Detailed post-go-live support and hypercare phase (1 month)	5		
<b>Documentation &amp; Compliance</b>	Completeness of required documentation, including certifications, project plans	5	5%	5
	Submission of mandatory optional items in Annexure-A	5		
<b>Total</b>			<b>100%</b>	<b>100</b>

### 3. Detailed Breakdown and Criteria Explanation

#### 1. Technical Approach & Solution Design (30%)

- **20 points:** How well does the bidder describe the solution for SAP RISE with S/4HANA upgrade, and how effectively does it meet the requirements of the Hydrocarbon domain, including refinery and midstream operations?
- **5 points:** Innovation in their solution (e.g., use of advanced features, technology, or methodologies).
- **5 points:** Risk management approach addressing potential challenges during the implementation phase.

#### 2. Hydrocarbon Domain Expertise (15%)

- **10 points:** Does the bidder have experience in similar projects in the Oil & Gas sector, particularly with SAP S/4HANA?
- **5 points:** Experience with refinery or midstream operations, as required by the SOW.

#### 3. QuantityWare Implementation (10%)

- **10 points:** The bidder's experience and capability in implementing QuantityWare for SAP S/4HANA in similar projects, and the number of certified consultants.

#### 4. Project Management & Delivery (15%)

- **10 points:** Does the bidder provide a clear and realistic timeline with a project delivery schedule, accounting for the implementation (11 months) and hyper-care (1 month)?
- **5 points:** The quality and detail of their project plan, including resource allocation and milestones.

#### 5. Workforce Expertise (10%)

- **5 points:** The number of SAP-certified consultants and their role in similar projects.
- **5 points:** The qualifications and experience of key project personnel.

#### 6. Financial Proposal (10%)

- **10 points:** How competitive and clear is the financial proposal, including a breakdown of costs for licensing, services, and support?
- **5 points:** Does the proposal offer good value for money, considering both short-term costs and long-term sustainability?

#### 7. Post-Implementation Support (5%)

- **5 points:** Clarity and completeness of the proposed support services post-implementation, including the 24/7 helpdesk and escalation procedure.

#### 8. Documentation & Compliance (5%)

- **5 points:** Completeness of all required documentation and submission of the mandatory optional items in Annexure-A.
- 

#### **4. Final Evaluation and Scoring**

After the technical evaluation, the scores for each bidder will be compiled. Bidders who meet the eligibility criteria and have a passing technical score will move on to the financial evaluation. If there are tie-breakers, the bidder with the highest technical score can be prioritized.

#### **Conclusion**

This marking scheme ensures a comprehensive and systematic approach to evaluate each bidder's ability to meet the bid's specific requirements while also considering their overall experience, solution design, and financial offerings.