RFI for Sharepoint development for process automation

Dear Concerned,

By way of a brief introduction, We, HSBC Global Procurement Department is writing to you to request information regarding the share point development detailed below.

With this RFI we request information regarding your company and your products/services. The same information will be gathered from different companies and will be used to gather information about supplier capability only at this stage. This RFI is not an offer or confirmation to receive or avail any services and any decision to review your response to this RFI is at the discretion of HSBC.

If you wish to seek clarification on any aspects of the specification, please feel free to contact us by replying to this email.

This is the timeframe for the RFI: The RFI issued on 14th July 2021
22nd July 2021– Last date for submission

Section 1 – Specification

Background and objectives	We want to develop 3 sharepoint to impacting 3 processes - 1) 3rd party management, 2) BB CBS Guideline and 3) DOA (Staff allowance). Also we need to update our Sharepoint to incorporate third party risk management and also manage staff daily allowance.
Services and Deliverables	Detail service deliverables can be found in below attached SOWs: Summary SOW of Sharepoint-1 The requirement is to centralize and simplify the 3rd party staff repository and to ensure systemic checks so that there is no opportunity to miss any of the following requirements: Step-1: 3rd Party Staff Database creation Step-2: Physical access to HSBC premises Step-3: Access to HSBC systems Step- 4: Periodic Access Recertification (Half Yearly)

Scope of Work for
3rd Party Staff Share

Summary SOW of Sharepoint-2

Following mechanism will be followed to develop the SharePoint to be inputted by the respective department users.

I. There will be predefined fields as pet the requirement of BBK Circulars. The predefined fields will contain item classification, name of module, item description as per circular.

II. There will be other fields in the SharePoint where user will update the implementation status along with other required information

III. SharePoint will have the capacity to upload the evidences by the respective department for the complied items

IV. SharePoint will have the flexibility to generate reports in different parameters based on the requirements.

V. An audit trail has to be maintained for inputting/editing/validating/approving data in the SharePoint.

Scope of Work to
update Core Bankin

Summary SOW of Sharepoint-3:

The requirement is to simplify the disbursement and settlement process of Daily Overseas Allowance Policy (DOA) for overseas travel by the staff by replacing manual approvals to systemic approvals and to ensure systemic checks so that there is no opportunity to exceed the Regulatory mandated per diem rate/day for overseas travel. DOA rate will be applied for all countries where the staff is travelling based on position / career band.

	Scope of Work_SharePoint.dc
Qualification	N/A

Section 2 – Supplier response table

Question	***Answer***
Company name	
Company address	
Company web page	
Main products/services	
Main market/customers	
Structure of mother corporation, joint ventures, subsidiaries, partnerships or other relevant relations	
Number of years on the market	
Company location(s)	
Financial information	
Last year turnover	
Last year gross margin	
Last year profit	
Stock markets where your company is listed	
Contact person and responsible for answering this RFI	
Contact Details	
Email	
Ability to deliver products or services	

outlined within the specifications of this RFI	
Conditions that's listed in the RFI and can't be met	
Description of products or services that are already delivered to customers today, and are comparable to specification within this RFI	
Locations available for delivery, if not worldwide	

Section 2 – Supplier Comments (optional)

Supplier to insert any other relevant comments or information (if applicable)

If providing attachments as part of your response, please limit this to under 5MB.

Section 3 – Data Privacy Notice

The HSBC data privacy notice below explains how we ('we' or 'us' is the HSBC Group of companies) will use the information you provide, or which we collect, in connection with any sourcing activity and any subsequent agreement(s) with us. Failure by you to supply such information may result in us being unable to enter into an agreement with you.

By submitting a response to this Request for Quotation/information you acknowledge and confirm that you have read, reviewed and understood the Data Privacy Notice, agreed with the applicable terms and conditions in the Notice.

DATA PRIVACY NOTICE

Collection, processing and sharing of your information

This privacy notice explains how we ('we' or 'us' is the HSBC Group of companies) will use the information you provide, or which we collect, in connection with any sourcing activity and any subsequent agreement(s) with us. Failure by you to supply such information may result in us being unable to enter into a commercial relationship and/or agreement(s) with you.

By participating in any sourcing activities or entering in to any agreements with us, you agree that we may use your information in accordance with this notice. The data user in relation to your information is the HSBC Group Member who may, subject to your selection, enter into a services agreement with you.

The information that we collect from you may include information relating to an employee, director or any other person who exercises control over an entity ("Controlling Person") who enters into a services agreement with us. For a trust, a Controlling Person may include a settlor, a trustee, a protector, beneficiaries and classes of beneficiaries. We may also collect information relating to individuals connected with a director, an entity or a Controlling Person, such as any guarantor, a director or officer of a company, partners or members of a partnership, or beneficial owner, trustee, settlor or protector of a trust, account holder of a designated account, payee of a designated payment, your representative, agent or nominee, or any other persons or entities with whom you have a relationship that is relevant to your relationship with the HSBC Group ("Connected Person"). Prior to providing information to us relating to a Controlling Person, a Connected Person or any other person, you shall ensure that they have consented to us processing their information as set out in this notice.

We may collect, use and share the information you provide to us, subject to local data privacy laws, for reasons connected to our business and relationship with you, including to:

(a) approve, manage, administer or effect the services agreement between us
(b) meet the compliance obligations of the HSBC Group
(c) conduct financial crime (which includes money laundering, terrorist financing, bribery, corruption, tax evasion, fraud, evasion of economic or trade sanctions, and any act or attempt to circumvent or violate any law relating to these matters) risk management activity (which will include making further enquiries as to the status of a person or entity, whether they are subject to a sanctions regime, or confirming their identity and status)
(d) if applicable, collect any amounts due and outstanding from you
(e) conduct credit checks and obtaining or providing credit references (where you are a potential tenant of the HSBC Group)
(f) enforce or defend our rights
(g) verify your identity.

In carrying out these purposes we may transfer and disclose your (or any Controlling Party ('s) or Connected Person ('s)) information to:
(a) any member of the HSBC Group
(b) any sub-contractors, agents, advisers or service providers of the HSBC Group (including their employees, directors and officers)
(c) any regulatory authorities of the HSBC Group
(d) credit reference agencies and other companies for use in credit decisions, fraud prevention and to pursue debtors
(e) any third party in connection with a transfer, disposal, merger or acquisition of business by us or any member of the HSBC Group,
wherever located, including in jurisdictions which do not have data protection laws providing the same
level of protection as the jurisdiction in which you are based. Your information will be protected by appropriate security and technical measures to keep your information secure.
Such information may be transferred to a place outside the country of your residence.

To the extent any consent is required under applicable laws in relation to the above disclosure by HSBC, your response to this RFI shall be deemed constitute requisite consent.

Accessing your information
In certain jurisdictions, data privacy laws may allow you to make a written request for a copy of the personal data we hold about you and to ask us to rectify, erase or block any inaccurate data. You should make a request to your usual HSBC contact who will be able to direct your query. Depending on your jurisdiction there may be a small fee charged for providing this information to you.

Once this request is completed, please return the email. Upon receipt, your reply will be [RFI: 'reviewed' / PQQ: 'considered'] alongside any other responses HSBC may have obtained in respect of this requirement.

[FOR PQQ ONLY: Should your organisation be selected for further participation in the RFQ/P exercise I shall contact you again formally.

Many thanks in advance for your response.

Kind Regards

HSBC Procurement Bangladesh
E-mail: procurement.bd@hsbc.com.bd
Website: www.hsbc.com.bd