**SCOPE OF WORK**

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| **Number:** | HR-SW-2024-001 |
| **Revision:** | 00 |
| **Date:** | 09/10/2024 |

1. **Background/ Introduction**

NSRP has demand for outsourcing employee to fulfill the short-term manpower requirements. Thus, the outsourcing contracts with relevant Service Providers are required to supply qualified manpower to Hiring Department timely.

1. **Scope of Supplyssss**

(a) In consideration of the payment to be made by NSRP to the Service Provider as hereinafter mentioned, the Service Provider shall provide and complete the outsourcing services (the Services) for NSRP as requested under Service Orders.

(b) Upon selection of candidate, Service Provider shall provide Outsourcing services as specified in Schedule 1 if these services are requested by NSRP in the relevant Service Order. Any additional services which are not specified in this Contract can be provided subject to a separate mutual written agreement by both Parties.

1. **Requirements and Deliverables**

The expected frame contract duration is **3 years** with Service Provider.

The Service Provider shall provide the outsourcing services to NSRP as requested by NSRP by way of issuing Service Order(s) in accordance with the following requirements (the Services)

1. Recruitment of Outsourcing positions as described in Annex 1 or other positions outside Annex 1 as described in the relevant Service Order;
2. The Service Provider shall ensure that all candidates proposed by Service Provider for the positions requested by NSRP under relevant Service Order shall meet all qualifications and experience requirements as specified in such Service Order and any other requirements notified by NSRP to the Service Provider.
3. Upon selection of candidates for the positions requested by NSRP in a specific Service Order, the Service Provider shall report to NSRP for evaluation and consideration of such candidates. Ensure that the outsourcing services comply with labor code and other related regulations, especially the maximum duration of labor outsourcing is 12 months. Service Provider shall remind NSRP no later than three (03) months before the expiry date of this duration, and Service Provider shall not supply instantly employees who have just expired regulation from Labor law.

**Annex 1: List of positions for recruitment (Tentative)**

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| **No** | **Position** | **Quantity** |
| 1 | Inventory Controller | 2 |
| 2 | Warehouse Technician | 7 |
| 3 | Warehouse Worker | 14 |
| 4 | Reach Stacker Operator and Warehouse Worker | 2 |
| 5 | Mechanical Engineer | 2 |
| 6 | Welding Inspector | 1 |
| 7 | Civil Supervisor | 2 |
| 8 | RBI Planning Engineer | 1 |
| 9 | Document Controller/Admin | 2 |
| 10 | Category Officer | 5 |
| 11 | Contract Engineer | 2 |
| 12 | Accounting Officer | 1 |
| 13 | Accountant | 3 |
| 14 | Assistant to Accountant | 1 |