

**PHILIPPINE BIDDING DOCUMENTS**

# Procurement of GOODS

Government of the Republic of the Philippines

**DESIGN, DEVELOPMENT,  
TESTING, DELIVERY,  
INSTALLATION, MAINTENANCE,  
DATA MIGRATION,  
DOCUMENTATION, TRAINING OF  
HUMAN RECORD INFORMATION  
SYSTEM (PR-23-05-280)**

**Sixth Edition  
July 2020**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.





Republic of the Philippines  
WESTERN MINDANAO STATE UNIVERSITY  
Zamboanga City  
Telefax.: 062-992-3084  
[www.wmsu.edu.ph](http://www.wmsu.edu.ph)

**INVITATION TO BID FOR  
DESIGN, DEVELOPMENT, TESTING, DELIVERY, INSTALLATION,  
MAINTENANCE, DATA MIGRATION, DOCUMENTATION, TRAINING  
OF HUMAN RECORD INFORMATION SYSTEM (PR-23-05-280)**

1. The *Western Mindanao State University*, through the *General Appropriation Act (GAA) 2023* intends to apply the sum of *Five Million Five Hundred Thousand Pesos (Php.5,500,000.00)* being the ABC to payments under the contract for *DESIGN, DEVELOPMENT, TESTING, DELIVERY, INSTALLATION, MAINTENANCE, DATA MIGRATION, DOCUMENTATION, TRAINING OF HUMAN RECORD INFORMATION SYSTEM (PR-23-05-280)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Western Mindanao State University* now invites bids for the above Procurement Project. Delivery of the Goods is required *within six (6) months*. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from *WMSU-BAC Office for Goods* and inspect the Bidding Documents at the address given below during **Monday to Friday, 8:00 AM to 5:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *August 18 – September 6, 2023* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Ten Thousand Pesos (Php.10,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.

6. The *Western Mindanao State University* will hold a Pre-Bid Conference<sup>1</sup> on on **August 25 2023, 9:30AM at the BAC Office, Western Mindanao State University, 2nd Floor Administrative Building, Normal Road, Baliwasan, Zamboanga City** and/or through video conferencing or webcasting *via Zoom*, which shall be open to prospective bidders. All interested bidder/s who intent to join the Pre-Bid Conference online, you may contact the BAC Secretariat not later than August 25, 2023.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **September 6, 2023 at 9:30 AM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **September 6, 2023 at 9:30 AM** at the **BAC Office for Goods, Western Mindanao State University, 2<sup>nd</sup> Floor Administrative Building, Normal Road, Baliwasan, Zamboanga City** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *Western Mindanao State University* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:  

Maria Josefina M. Bacalla  
Head Secretariat  
Western Mindanao State University  
Normal Road, Baliwasan  
Zamboanga City  
Tel. No.: (062)992-3084  
Email: [bac@wmsu.edu.ph](mailto:bac@wmsu.edu.ph)
12. You may visit the following websites:

For downloading of Bidding Documents: [www.wmsu.edu.ph](http://www.wmsu.edu.ph)

*August 18, 2023*

**JOSELITO D. MADROÑAL, DPA**  
BAC Chairperson

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, *Western Mindanao State University* wishes to receive Bids for the *DESIGN, DEVELOPMENT, TESTING, DELIVERY, INSTALLATION, MAINTENANCE, DATA MIGRATION, DOCUMENTATION, TRAINING OF HUMAN RECORD INFORMATION SYSTEM (PR-23-05-280)*

The Procurement Project (referred to herein as “Project”) is composed of One (1) item, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for *GAA 2023* in the amount of *Five Million Five Hundred Thousand Pesos (Php. 5,500,000.00)*

2.2. The source of funding is:

- a. NGA, the General Appropriations Act or Special Appropriations.

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
  - b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
  - c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: [*Select either failure or monopoly of bidding based on market research conducted*]
    - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies*] of the ABC for this Project; and
    - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that: Subcontracting is not allowed.

7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on August 25, 2023, 9:30 AM at the BAC Office, WMSU, Normal Road, Baliwasan, Zamboanga City and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## 10. Documents comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *three (3) years as provided in paragraph 2 of the IB*] prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.

Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in the **BDS**.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination

in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

ii. The price of other (incidental) services, if any, as listed in the **BDS**.

12.2. For Framework Agreement, the following should also apply in addition to Clause 12.1:

- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

### **13. Bid and Payment Currencies**

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in: Philippine Pesos.

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid **within 120 calendar days**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

14.3. In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the

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<sup>2</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.



performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

## **15. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## **16. Deadline for Submission of Bids**

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

16.2. For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

## **17. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.
- 18.2. For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "passed," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

*[Include the following options if Framework Agreement will be used:]*

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
  - b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
  - 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
  - 19.4. The Project shall be awarded as follows:  
  
One Project having one item that shall be awarded as one contract.
  - 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## 20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid,

*{[Include if Framework Agreement will be used:]* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, *}*the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**. *{[Include if Framework Agreement will be used:]* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.*}*

## **21. Signing of the Contract**

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.
- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
  - a. Framework Agreement Form;
  - b. Bidding Documents;
  - c. Call-offs;
  - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
  - e. Performance Security or Performance Securing Declaration, as the case may be;
  - f. Notice to Execute Framework Agreement; and
  - g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. <b>DESIGN, DEVELOPMENT, TESTING, DELIVERY, INSTALLATION, MAINTENANCE, DATA MIGRATION, DOCUMENTATION, TRAINING OF HUMAN RECORD INFORMATION SYSTEM</b></p> <p>b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</p>
7.1	<i>Not Applicable.</i>
12	The price of the Goods shall be quoted DDP <i>WMSU</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check.</p> <p>b. The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p>
19.3	<p>List each item indicating its quantity and ABC.</p> <p>1.)    1    Lot    <b>DESIGN, DEVELOPMENT, TESTING, DELIVERY, INSTALLATION, MAINTENANCE, DATA MIGRATION, DOCUMENTATION, TRAINING OF HUMAN RECORD INFORMATION SYSTEM</b>    ABC - ₱ 5,500,000.00</p>
20.2	<i>All licenses and permits relevant to the Project and the corresponding law requiring it.</i>
21.2	<i>All additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.</i>

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## 1. **Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. **Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

*[Include the following clauses if Framework Agreement will be used:]*

2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

## 3. **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184. *[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.]*

#### **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project *{[Include if Framework Agreement will be used:] or Framework Agreement}* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

#### **5. Warranty**

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

#### **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.



## ***Section V. Special Conditions of Contract***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>For Goods supplied from abroad, “The delivery terms applicable to the Contract are DDP delivered WMSU Supply Office. In accordance with INCOTERMS.”</p> <p>For Goods supplied from within the Philippines, “The delivery terms applicable to this Contract are delivered WMSU Supply Office. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Mr. ALFREDO D. MONTERO, University Supply Officer.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ol>

- e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

**Spare Parts –**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
2. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of of three times the warranty period.

Spare parts or components shall be supplied as promptly as possible, but in any case, within appropriate time period of placing the order.

	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
	<p><b>Regular and Recurring Services –</b></p> <p>“The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.”</p>
2.2	Not Applicable
4	The inspections and tests that will be conducted all applicable inspections and tests

## *Section VI. Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1.	<p>1.) DESIGN, DEVELOPMENT, TESTING, DELIVERY, INSTALLATION, MAINTAINANCE, DATA MIGRATION, DOCUMENTATION, TRAINING OF HUMAN RECORD INFORMATION SYSTEM</p> <p>Specifications:</p> <ol style="list-style-type: none"> <li>1. Online - Recruitment System</li> <li>2. Online - Employee Portal System</li> <li>3. Offline - Personnel Information Management System</li> <li>4. Offline - Payroll Department/ Account Clustering System</li> <li>5. Offline - Cheque Maker System</li> <li>6. Time Attendance and Leave Management System with Mobile Phone Apps Capability</li> <li>7. Portal System/ Employee Self-Service Module</li> <li>8. Middleware - data base sync</li> </ol> <p>* All Systems MUST meet the technical specification AND budgetary requirements</p> <p>* the service provider should provide training to end users.</p> <p>* All source codes AND proper system documentation should be turned over to MISTO</p> <p>* the Biometric Box should be included in the package</p> <p>* All other specifications are attached in the TOR</p> <p>* the system development should be flexible to allow for changes during the development period</p> <p>* WARRANTY: the service provider should offer technical support AND necessary patches for a minimum of ONE year.</p> <p>* Within the first six months of the WARRANTY period, if additional functionality or enhancements are required, the supplier should be obliged to accommodate the request</p> <p>* Screenshots of the existing system</p> <p>* Architectural framework of the system</p> <p>* VPS-2 years free subscription</p> <p>* should be offline</p> <p>* additional module related to HRIS advantageous to the proposals</p> <p>Note:</p>	1 Lot		

- \* Please attach the Terms of Reference (TOR).
- \* It is necessary to establish a committee to oversee the progress of the development.

**TERMS OF REFERENCE**

Design, System Development, Delivery, Installation of HRIS, PAYROLL, BIOMETRIC, RECRUITMENT System for Western Mindanao State University Smart Campus Project for Six (6) Months

**1. GENERAL REQUIREMENTS**

1.1. Smart Campus was approved in 2021 to upgrade all ICT components in all SUCS in the country to enable faster communication, better coordination, easier access to online services, and simplified processes. This is done through the innovation and procurement of the latest ICT equipment and systems development for all services and frontline units of all SUCS, including the design and installation of a fiber optic backbone, to be able to reap the benefits of an effective ICT infrastructure, such as more efficient internet services.

1.1. The project aims to provide an integrated human resource system, payroll system, biometric system, and recruitment system, as well as an interoperability system that could enhance the fundamental transaction for HRMO, Finance, Cashier, and Accounting office, in order to provide a more secure public service and more quickly disseminate information.

1.2 The Project includes design, delivery, installation, linking, and System Development of Gatekeepers for Western Mindanao State University SMART Campus Project.

**2. APPROVED BUDGET FOR THE CONTRACT (ABC).**

2.1 The Approved Budget for the Contract (ABC) for this tender is FIVE MILLION FIVE HUNDRED THOUSAND PESOS (PhP5,500,000.00) which included the turn-over of source code.

2.2 The Fund Source is the Funded STF 2023.

**2.3 SYSTEMS TECHNICAL SPECIFICATIONS**

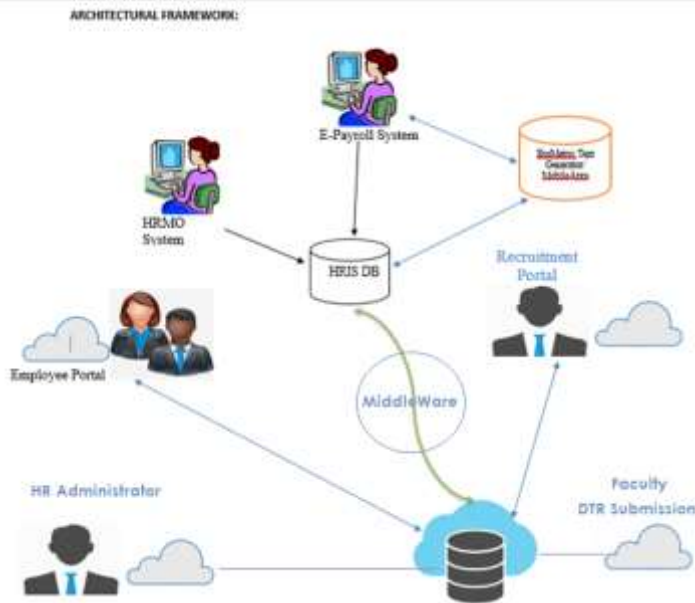
2.3.1 Online Recruitment System

	<p>2.3.2 Online Employee Portal</p> <p>2.3.3 offline-Personnel Information Management System with NBC Integration</p> <p>2.3.4 Offline-Payroll Department/Account Clustering System</p> <p>2.3.5 Local-Cheque Maker</p> <p>2.3.6 Online/Offline Time Attendance and Leave Management System, Mobile Phone Apps Capability with Geofencing capability</p> <p>2.3.7 Online HR Administrator Portal System</p> <p>2.3.8 Data Analytics/Dashboard with Generated Reports</p> <p>2.3.9 Middleware Applications</p> <p>2.3.10 General Specification: Refers Annex A &amp; B</p> <p>3 ADMINISTRATIVE TERMS</p> <p>3.1 Proposal is inclusive of Taxes, installation, OTC and other fees.</p> <p>3.2 Contract: Six (6) months. Contract period starts upon the service acceptance of the end user.</p> <p>3.3 Contract: Six (6) months. Contract for minor Modification.</p> <p>3.4 Contract: Twelve (12) months. Contract for technical support.</p> <p>3.5 Provide network diagram of implementation.</p> <p>3.6 Ocular inspection is recommended. Please coordinate with Ferdinand S. Guardo at 09155794693, email: ferdie@wmsu.edu.ph for the permits, delivery and other related activities.</p> <p>3.7 Provide Source code for Entire system.</p> <p>3.8 Provide proof of developed similar system (proof maybe screenshots, contracts or other relevant documents).</p>			
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	<p>4 TECHNICAL TERMS</p> <p>4.1 Installation of Active Equipment should have the following minimum requirements:</p> <ul style="list-style-type: none"> <li>• See ANNEX A &amp; B</li> </ul> <p>4.2 Installation of All systems both offline and online</p> <p>5 DELIVERY</p> <p>5.1 Western Mindanao State University, MISTO – Zamboanga City</p> <p>5.2 INSTALLATION OF SYSTEMS REFERS TO ANNEX A &amp; B:</p> <p>6 SUPPORT &amp; TRAINING</p> <p>6.1 On-Site Support/Training at MISTO Office. Knowledge transfer to MISTO Focal Person and Team who are involved in the operation and maintenance of the Systems.</p> <p>7 DURATION OF THE CONTRACT</p> <p>7.1 Upon issuance of the Notice to Proceed (NTP), the duration of the delivery is Six Months for the design, development, delivery, and installation and conducted training.</p> <p>7.2 Upon issuance of the Notice to Proceed (NTP), the duration of the delivery is six months days for the System Development, installation and conducted training.</p> <p>8 SERVICE LEVEL AGREEMENT</p> <p>8.1 Information System Technical Support and Manage 1 Year:</p> <p>9 WARRANTY</p>			
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	<p>9.1 The craftsmanship is a high quality according industry standard, easy to install, operate and maintain.</p> <p>9.2 Service the Contractor must be accessible and available 24/7 inclusive of weekends and holidays to provide troubleshoot and other services needed for defect issue.</p> <p>10 TESTING AND ACCEPTANCE</p> <p>10.1 Test results such as proof that the craftsmanship is according to standard</p> <p>10.2 All system must free of bugs</p> <p>11 PAYMENT TERMS</p> <p>For the design, delivery, installation and System development :</p> <p>11.1 All deliverables shall be inspected and recommended for approval by the WMSU-MISTO Inspection Team.</p> <p>11.2 Mode of Payment 15% Mobilization Funds</p> <p>11.3 35-% Output First Delivery</p> <p>11.4 25% Output 2nd Delivery</p> <p>11.5 25% 3rd Delivery..</p> <p>ANNEX A:</p>			
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## ANNEX B:

### 1. General Requirements for the System:

1.1. Web-based and Windows-Based applications/modules shall be able to run through mostly used desktop or laptop web and mobile browsers such as Google Chrome, Internet Explorer, Mozilla Firefox, Safari, Microsoft Edge, etc.

1.2. The application shall be developed using Windows and Web Based Application.

1.3. The system should be using a multi-tiered layer approach with Model-View-Controller Framework pattern.

1.4. The system should be able to connect to all major types of latest versions of relational databases systems such as MySQL preferably.

1.5. The system should be fully secured to run online and offline.

1.6. The system must have a Secure Socket Layer (SSL) for Web applications

1.7. The system must incorporate barcode for the use of authorized signatories for actions on HR-related documents, such as but not limited to Daily Time Records, Leave Application, Official Business Pass, Authorization to Render Overtime and Offsetting application, etc.

	<p>1.8. The approval process will be identifiable by the authorized users thru the library table of authorized signatories.</p> <p>1.9. Compatibility with existing systems and hardware/ equipment such as but not limited to biometrics, printer, photocopier, Windows 7, Windows 8.1, etc.</p> <p>1.10. The system shall provide the user the facility to create a report template and generate using the system, report content, style and output format to be user defined.</p> <p>1.11. The system shall easily implement changes or new policies without the need for system enhancement and modification. The system should be adaptable to business policy changes. (i.e., change in formulas and reports – SSS, GSIS, PhilHealth, HDMF, BIR, CSC, DBM, DILG)</p> <p>1.12. The user or access levels of the users should be configurable down to the activities/actions that may be performed on a specific for a given user.</p> <p>1.13. The system shall provide a facility for the WMSU officials and employees to extract his personal data or information (e.g. Personal Data Sheet) from the database.</p> <p>1.14. The WMSU-HRM Systems Administrator and users shall have full access to all functions and features as authorized by the HRM Department Head.</p> <p>1.15. The WMSU-HRM Systems Administrator shall have access to configure all the functionalities of the HRIS. (Change in formulas and reports)</p> <p>1.16. The system's license use is perpetual.</p> <p><b>SYSTEM FUNCTIONAL SPECIFICATIONS:</b></p> <p>System Functionality should be all table-driven technique.</p> <p>1. Recruitment Module This module allows authorized HR personnel to source, track and select the best talent that is aligned with WMSU - on a single, centralized platform.</p> <p>1.1 Post jobs seamlessly</p> <p>1.2 Allows authorized HR personnel to sort out applicants according to the following parameters such as but not limited to the following:</p>			
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	<ul style="list-style-type: none"> <li>• Position;</li> <li>• Office;</li> <li>• Eligibility;</li> <li>• Training;</li> <li>• Competencies; and</li> <li>• Educational Background;</li> </ul> <p>1.3 Schedules interview and automatically notifies the members of the Human Resource Merit Promotion Selection Board (HRMPSB) and qualified applicants</p> <p>1.4 Posting of newly hired employees</p> <p>1.5 Generate reports/ forms such as but is not limited to the following: • List of Qualified Applicants for interview;</p> <ul style="list-style-type: none"> <li>• MSP Form No. 1 (2021) “Evaluation Sheet”</li> <li>• MSP Form No. 2 (2021) “Comparative Assessment Report”</li> <li>• Post hired employees</li> </ul> <p>1.7 Analyzes and generate report such as but is not limited to the following:</p> <p>2. Hiring and Separation Module This module allows authorized HR personnel to check the onboarding status of new hires and clearances of separated employees.</p> <ul style="list-style-type: none"> <li>• 4 Updated and Notarized Personal Data Sheet (CSC Form 212, revised 2017) with original pictures</li> <li>• Certificate of Eligibility (Authenticated), if applicable</li> <li>• NBI Clearance (Original)</li> <li>• Medical Certificate (with attached Examination Results)</li> <li>• Birth Certificate (PSA-issued)</li> <li>• Transcript of Records and Diploma (Certified True Copy), if applicable</li> <li>• Marriage Certificate, if applicable</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Clearance from previous employer, if applicable</li> <li>• Certificate of remaining leave credits, if applicable</li> </ul> <p>2.2 Allows new hired/transfer employees to submit their documentary requirements online and automatically links it to their 201 file such as but is not limited to:</p> <ul style="list-style-type: none"> <li>• Updated PDS;</li> <li>• NBI Clearance;</li> <li>• Medical Certificate;</li> <li>• BIR, SSS/GSIS, Pag-Ibig No.;</li> <li>• Certificates;</li> <li>• Transcript of Record;</li> <li>• Service Record;</li> </ul> <p>2.3 Schedules and notifies employees of their Oath-Taking, and Orientation</p> <p>2.4 Allows to be separated employees to apply for Clearance</p> <p>2.5 Analyzes and generate report such as but is not limited to the following:</p> <ul style="list-style-type: none"> <li>• List of Newly Hired/Promoted Employees in a month, quarter, semi-annual and annual basis</li> </ul> <p>3. Personnel Information Management Module</p> <p>This module allows authorized HR personnel to manage 201 files of all employees, generate reports and statistics.</p> <p>3.1. Achieve flexibility through a table-driven technique to store and maintain the following system parameters such as but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Office Table;</li> <li>• Division Table;</li> <li>• Section/ Unit Table;</li> <li>• Salary Grade Table;</li> <li>• Salary Step Table;</li> </ul>			
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<ul style="list-style-type: none"> <li>• Position Table;</li> <li>• Eligibility Table;</li> <li>• Employment Status Table;</li> <li>• Job Level Table;</li> <li>• Plantilla and Non-Plantilla Table, and</li> <li>• Budget Codes.</li> </ul> <p>3.2. Can customize Personal Data Sheet pursuant to the Civil Service Commission (CSC) prescribed form which composed of the following details table and can be updated online, anytime, anywhere.</p> <ul style="list-style-type: none"> <li>• Personal Details;</li> <li>• Employment and Work Experience Details;</li> <li>• Family Background Details;</li> <li>• Educational Background Details;</li> <li>• Eligibility Details;</li> <li>• Voluntary Work Details;</li> <li>• Training and Seminars Attended Details;</li> <li>• Awards and Other Information Details, and</li> <li>• References.</li> </ul> <p>3.3. Maintain history of employee’s job-related information; maintenance and reflect changes easily:</p> <ul style="list-style-type: none"> <li>• Employment ID Number (categories for regular and job-order personnel);</li> <li>• Date of Assumption;</li> <li>• Position Title;</li> <li>• Item Number;</li> <li>• Salary Grade;</li> <li>• Salary Step;</li> <li>• Office/Division/Section;</li> </ul>			
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<ul style="list-style-type: none"> <li>• Employment Status Salary Monthly/ Quarterly/ Annually;</li> <li>• Salary Adjustments/Step Increment;</li> <li>• RATA/ PERA/ Other Allowances;</li> <li>• Separation Date, and</li> <li>• Nature of Separation from the Service.</li> </ul> <p>3.4. Develop a database patterned to the Personnel Services Itemization and Plantilla of Personnel (PSIPOP) of the Department of Budget and Management (DBM).</p> <p>3.5. The system allows sending notification to Payroll Officer to effect step increment differential, payment of loyalty, etc.</p> <p>3.6. Maintain administrative case/ disciplinary action history of an employee</p> <ul style="list-style-type: none"> <li>• Nature of Case;</li> <li>• Type of Penalty/Sanction;</li> <li>• Date, and</li> <li>• Other Remarks.</li> </ul> <p>3.7. Produce computer-generated reports/documents based on prescribed forms, and other customizable reports and templates, such as but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Service Record;</li> <li>• Position Description Form;</li> <li>• Distribution of Employees per Sector/ Office/ Division;</li> <li>• Updated Personnel Statistics and listing of personnel based on demographic profile such as but not limited to filled and unfilled positions, age, sex, educational background, civil status, etc.;</li> <li>• Certificate of Employment (with or without salary details);</li> <li>• Other Employee-Related Certifications;</li> <li>• Agency Plantilla of Personnel (PSIPOP);</li> </ul>			
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<ul style="list-style-type: none"> <li>• Employee Masterlist;</li> <li>• Notice of Salary Adjustment;</li> <li>• Notice of Step Increment;</li> <li>• Employees entitled to Loyalty as defined by user, and</li> <li>• Employees entitled to Step Increment as defined by user.</li> </ul> <p>3.8. Generate ready to fill-up or fillable, auto-saved and printable forms such as but not limited to the list below, which are prescribed by Human Resource Management Office (HRMO) and other government agencies (i.e. CSC, DBM, GSIS, Philhealth, PagIBIG, SSS, BIR). The forms may be modified/ added in the system based on any updates from HRMO and other relevant agencies.</p> <ul style="list-style-type: none"> <li>• Personal Data Sheet;</li> <li>• Application for Leave of Absence;</li> <li>• Application for Monetization of vacation Leave Credits;</li> <li>• Statement of Assets, Liabilities and Networth (SALN);</li> <li>• Application for Compensatory Time-Off;</li> <li>• Individual Performance Commitment and Review (IPCR);</li> <li>• Division Performance Commitment and Review (DPCR);</li> <li>• Office Performance Commitment and Review (OPCR);</li> <li>• Job Requisition Form (For Outsourcing/Hiring of Job-Order);</li> <li>• Job Requisition Form (For Plantilla Positions);</li> <li>• Work Experience Sheet (WES);</li> <li>• Permission Slip/ Gate Pass;</li> <li>• Official Business Pass/ Travel Order;(Upload of Documents/Memo)</li> <li>• Membership Forms (GSIS, Pag-IBIG, PhilHealth, BIR, SSS,WMSU-COOP,OTHERS);</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Loans and Claims Forms (GSIS, Pag-IBIG, PhilHealth, BIR, SSS, WMSU-COOP, OTHERS), and</li> <li>• Other applicable government forms.</li> </ul> <p>3.9. The system shall have the capability to view and print HR profiles, Charts, Graphs, and other statistical reports by authorized personnel.</p> <p>3.10. Allow maintenance/back-up of records, such as but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Appointment;</li> <li>• Detail Assignment;</li> <li>• Designation;</li> <li>• Separation;</li> <li>• Qualification Standards;</li> <li>• Salary Adjustment/Increment;</li> <li>• Plantilla of Personnel, and</li> <li>• Recruitment and Personnel Movement user define Statistics.</li> </ul> <p>3.11. System allows processing, uploading and captures issuance of appointments and other human resource actions, such as but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Original Appointment;</li> <li>• Promotion;</li> <li>• Transfer;</li> <li>• Reemployment;</li> <li>• Reappointment;</li> <li>• Renewal;</li> <li>• Reassignment;</li> <li>• Detail;</li> <li>• Job Rotation;</li> <li>• Change of Status;</li> </ul>			
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<ul style="list-style-type: none"> <li>• Change of Item Number;</li> <li>• Reclassification;</li> <li>• Secondment;</li> <li>• Demotion;</li> <li>• Reinstatement;</li> <li>• Salary Adjustment;</li> <li>• Step Increment;</li> <li>• Resignation;</li> <li>• Retirement;</li> <li>• Termination, and</li> <li>• Death</li> </ul> <p>Drop from the rolls</p> <p>Study leave</p> <p>4. Payroll Management Module</p> <p>This module will allow automated computation and pay-out of compensations and benefits WMSU employees with such but not limited to the following features:</p> <p>4.1. Provide library such as but not limited to the following tables that can be updated/amended/modified, as applicable:</p> <ul style="list-style-type: none"> <li>• Position Title Code;</li> <li>• Salary Grade and Salary Step Table;</li> <li>• Allowances Table (e.g. RATA, Clothing Allowance, PERA, etc.);</li> <li>• Benefits Table (e.g. Midyear, Year-End, Cash Gift, etc.);</li> <li>• GSIS Premium Contribution Table;</li> <li>• Philhealth Premium Contribution Table;</li> <li>• Pag-IBIG Premium Contribution Table;</li> <li>• SSS Premium Contribution Table;</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Annual Tax Deduction Table;</li> <li>• Loan Types Table (GSIS, Pag Ibig, DBP, UCPB, etc.);</li> <li>• Tax Exemption Table, and</li> <li>• Budget Codes.</li> </ul> <p>4.2. Allow multiple calculation method for basic pay and other deductions, i.e. monthly, daily.</p> <p>4.3 Generate ready to fill-up or fillable, auto-saved and printable financial-related forms such as but not limited to the list below, which are in accordance with budgeting, accounting and auditing rules and regulations:</p> <ul style="list-style-type: none"> <li>• Obligation Request Status (ORS), and</li> <li>• Disbursement Voucher (DV)</li> </ul> <p>4.4. Allow customizable payroll processing on salaries, allowances and benefits, such as but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Regular Payroll Per Funds, end-user;</li> <li>• 13th Month Pay and Cash Gift;</li> <li>• Midyear Bonus;</li> <li>• Performance Bonus;</li> <li>• Salary Differentials;</li> <li>• Loyalty Pay;</li> <li>• Salary Adjustments/Increase;</li> <li>• Initial Salary for newly hired personnel;</li> <li>• Last Salary of personnel;</li> <li>• Out-of-regular payroll;</li> <li>• Overtime Pay;</li> <li>• CNA Benefit;</li> <li>• Terminal Pay;</li> <li>• Cash Gift;</li> </ul>			
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<ul style="list-style-type: none"> <li>• SRI;</li> <li>• Overload;</li> <li>• Leave Monetization, and</li> <li>• Productivity Enhancement Incentive (PEI).</li> </ul> <p>4.5. Generate payroll register based on prescribed format by the LandBank/Development Bank of the Philippines (DBP)</p> <p>4.6. Provide Built-in Loan File Module:</p> <ul style="list-style-type: none"> <li>• Can accommodate unlimited types of loan;</li> <li>• Definable frequency of deduction;</li> <li>• Definable Amortization;</li> <li>• Definable Start and End of deduction;</li> <li>• Unlimited recurring entries with definable amount and frequency;</li> <li>• Payroll History;</li> <li>• Previous Employer File (Loan);</li> <li>• Automatically update existing loan balances of employees and able to generate historical summary of previous loan deductions, and</li> <li>• Automatic termination of deduction for fully paid loans accounts.</li> </ul> <p>4.7. Automatically compute and deduct leave of absence with pay as well as tardiness and undertime. 4.8. Can support creation of deduction elements using multiple methods, e.g. formula, fixed amount, percentage, hours, etc.</p> <p>4.9. Generate standard and customizable reports on a monthly/ semestral/ annual basis, such as but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Authority to Debit- Regular Payroll;</li> <li>• Authority to Debit -Other Payroll;</li> <li>• General Payroll Report;</li> </ul>			
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<ul style="list-style-type: none"> <li>• General Payroll Summary;</li> <li>• Other Payrolls;</li> <li>• Payroll Register;</li> <li>• Payroll Certification;</li> <li>• Pay slip;</li> <li>• GSIS Remittance List;</li> <li>• HDMF Premium Remittance List;</li> <li>• Philhealth Remittance List;</li> <li>• Withholding Tax Remittance List;</li> <li>• Alpha List;</li> <li>• BIR 2316, and</li> <li>• Summary of Loan Deductions.</li> </ul> <p>5. Time, Attendance and Leave Management Module This module allows user/s to monitor attendance or daily reporting of employees and manage leave benefits as well overtime credits. It allows the user/s to manage schedules and overtime, generate daily time records in a fully computerized time recording enabling the authorized HRMO user/s to fully control and automate attendance processing. The following features are as follows:</p> <p>5.1. Seamless and full integration of attendance record from a facial, fingerprint biometric-based, and/or mobile time recorded machine to the HRIS system.</p> <p>5.2. Allow online attendance registration and monitoring for other alternative working arrangements, as may be adopted by the Management.</p> <p>5.3. Library codes, such as but not limited to the following, that can be updated/ amended based on CSC policies:</p> <ul style="list-style-type: none"> <li>• Type of Leaves (e.g. Vacation Leave, Sick Leave, Paternity Leave, Maternity Leave, Solo Parent Leave, Force Leave, Special Leave Privileges etc.);</li> <li>• Other terminologies like Travel Order, OB Pass, Overtime Credit, etc., and</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Nature of payment of salaries (initial, differential, adjustment/increase, out-of-regular payroll, last salary, etc.)</li> <li>5.4. Ability to capture approved overtime authorization and generation of overtime services according to defined classification, e.g. per office, per unit.</li> <li>5.5. Seamless integration of attendance data to payroll management module, allowing processing of timely computation of due salaries without additional manual manipulation or steps to compute payroll.</li> <li>5.6. System allows sending notification to Payroll Officer to effect salary deduction, return to the general/regular payroll, etc.</li> <li>5.7. Facility to maintain/update schedule for holidays, grace period, flexi-time, working shifts, as applicable.</li> <li>5.8. User defined Over Time settings; maximum number of hours/ minutes to be considered as OT.</li> <li>5.9. Manual editing of Daily Time Records (DTRs) as necessary, option to lock and unlock processed DTR by the HR Administrator and provision of audit trail.</li> <li>5.10. Automatic processing of leave, as to where the leave incurred will be deducted.</li> <li>5.11. Automatic monitoring of days/ leave without pay as well as tardiness and undertime of personnel based on DTR, employee schedule and leave balance records, for purposes of salary deduction and disciplinary action.</li> <li>5.12. Tracking the leave credits usage.</li> <li>5.13. Automatic computation of employee leave credits base on defined policies and maintain up-to-date leave credit balances of the employee.</li> <li>5.14. Issuance of warning or notification in instances where an employee's leave balance is at critical low, for purposes of determining out of payroll employees due to lack of sufficient leave credits at a given point in time.</li> <li>5.15. Facility for leave adjustments and manual editing, as necessary.</li> <li>5.16. Facility for leave applications offline and online platform.</li> <li>5.17. Facility OB Pass, and On-field Pass offline and online platform.</li> </ul>			
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<p>5.18. Facility for monetization request offline and online.</p> <p>5.19. Ability to generate prescribed formats and customized reports and records, such as but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Daily Time Record (DTR);</li> <li>• Leave Application;</li> <li>• List of Employees with tardiness, absences, leaves, schedule, overtime, or as defined by the user;</li> <li>• List of Employees with Authorized Travel;</li> <li>• Summary of Leave Credits of Employees;</li> <li>• Certification of Employee’s Leave Credits;</li> <li>• List of Employees’ Disapproved Leave Applications;</li> <li>• Record of Forced Leave Availment of Employees;</li> <li>• Record of Late Filed Leaves of Employees;</li> <li>• List of Employees with Leave of Absence without Pay (LAWOP);</li> <li>• Record of Availment of Monetization of Leave Credits;</li> <li>• Report on Official Business and On-Field Passes;</li> <li>• List of Employees with Perfect Attendance and Punctuality (No absences, tardiness, and undertime);</li> <li>• Sick Leave Profile of Employees;</li> <li>• Employee Leave Ledger Card;</li> <li>• Summary of Leave Applications,</li> <li>• Attendance Report,</li> <li>• Other user defined reports and statistics</li> </ul> <p>6. Portal System/ Employee Self Service This module shall allow more flexibility for HRMO’s managing employee related transactions aside from the existing manual day-to-day employee/s’ various requests from the HRMO. The System allows sending notification to the official email addresses of the WMSU personnel. It shall be accessed through user defined access control and login</p>			
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	<p>requirements via web and mobile application. This module provides features, such as but not limited to:</p> <p>6.1. HR Applications (e.g application for leave/offsetting, filing of OB pass, etc.)</p> <p>6.2. Contact Integration and External Links 6.3. Indexing and Search Engines</p> <p>6.3. Announcement, Tasks and Custom List</p> <p>6.4. Employee Personal and Work Profiles 6.10. Employee Training Records</p> <p>Viewing and Printing of the following:</p> <ul style="list-style-type: none"> <li>• Daily Time Record;</li> <li>• Leave Credits Records;</li> <li>• Leave Application Records;</li> <li>• Overtime Records;</li> <li>• IDP Portal for individual Faculty;</li> <li>• Employee Clearance form;</li> <li>• Loan Transaction Records and Details,</li> <li>• Employment Record, and</li> <li>• And such other employee personnel related records and information</li> </ul> <p>6.5 Online application of Leave, Monetization, Compensatory-Time-Off, Official Business Pass, Daily Time Record Corrections.</p> <p>6.6 Online Approval, Multi-Level approvals. Allow immediate superior to approve or disapprove transaction applications online.</p> <p>6.7 Internet or Intranet web-based employee inquiry of HR Certifications, Pay Slips, Loan Balances, Leave Balances, Compensation, Bonuses, etc.</p> <p>7. Access Control and Login Requirements</p> <p>7.1 Creation of unlimited user with different functionalities.</p>			
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	<p>7.2 Provide change password facility similar to windows forgot password concept.</p> <p>8. Support and Maintenance (1 Year Free)</p> <p>8.1 The System provides Back-up and Restore Facilities which can accommodate the following mode of back up, i.e. daily, monthly.</p> <p>8.2 Provide Audit Trail facility.</p> <p>8.3 Real time connectivity and systems security.</p> <p>8.4 Source Code Included</p> <p>8.5 Six(6) Months Free Modification upon Delivery and free of Charged</p> <p>8.6 NDA Cannot be used in other Agency</p> <p>8.7 End-User Training included</p> <p>8.8 Data Migration</p> <p>8.9 Mode of Payment 15% Mobilization Funds, 35-% Output First Delivery,25% Output 2nd Delivery,25 % 3rd Delivery.</p>			
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## *Section VII. Technical Specifications*

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.

# Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
1.	<p>1.) DESIGN, DEVELOPMENT, TESTING, DELIVERY, INSTALLATION, MAINTAINANCE, DATA MIGRATION, DOCUMENTATION, TRAINING OF HUMAN RECORD INFORMATION SYSTEM</p> <p>Specifications:</p> <ol style="list-style-type: none"> <li>1. Online - Recruitment System</li> <li>2. Online - Employee Portal System</li> <li>3. Offline - Personnel Information Management System</li> <li>4. Offline - Payroll Department/ Account Clustering System</li> <li>5. Offline - Cheque Maker System</li> <li>6. Time Attendance and Leave Management System with Mobile Phone Apps Capability</li> <li>7. Portal System/ Employee Self-Service Module</li> <li>8. Middleware - data base sync</li> </ol>	

- \* All Systems MUST meet the technical specification AND budgetary requirements
- \* the service provider should provide training to end users.
- \* All source codes AND proper system documentation should be turned over to MISTO
- \* the Biometric Box should be included in the package
- \* All other specifications are attached in the TOR
- \* the system development should be flexible to allow for changes during the development period
- \* WARRANTY: the service provider should offer technical support AND necessary patches for a minimum of ONE year.
- \* Within the first six months of the WARRANTY period, if additional functionality or enhancements are required, the supplier should be obliged to accommodate the request
- \* Screenshots of the existing system
- \* Architectural framework of the system
- \* VPS-2 years free subscription
- \* should be offline
- \* additional module related to HRIS advantageous to the proposals

Note:

- \* Please attach the Terms of Reference (TOR).
- \* It is necessary to establish a committee to oversee the progress of the development.

#### TERMS OF REFERENCE

Design, System Development, Delivery, Installation of HRIS, PAYROLL, BIOMETRIC, RECRUITMENT System for Western Mindanao State University Smart Campus Project for Six (6) Months

#### 1. GENERAL REQUIREMENTS

1.1. Smart Campus was approved in 2021 to upgrade all ICT components in all SUCS in the country to enable faster communication, better coordination, easier access to online services, and simplified processes. This is done through the innovation and procurement of the latest ICT equipment and systems development for all services and frontline units of all SUCS, including the design and installation of a fiber optic backbone, to be able to reap the benefits of an

	<p>effective ICT infrastructure, such as more efficient internet services.</p> <p>1.1. The project aims to provide an integrated human resource system, payroll system, biometric system, and recruitment system, as well as an interoperability system that could enhance the fundamental transaction for HRMO, Finance, Cashier, and Accounting office, in order to provide a more secure public service and more quickly disseminate information.</p> <p>1.2 The Project includes design, delivery, installation, linking, and System Development of Gatekeepers for Western Mindanao State University SMART Campus Project.</p> <p>2. APPROVED BUDGET FOR THE CONTRACT (ABC).</p> <p>2.1 The Approved Budget for the Contract (ABC) for this tender is FIVE MILLION FIVE HUNDRED THOUSAND PESOS (PhP5,500,000.00) which included the turn-over of source code.</p> <p>2.2 The Fund Source is the Funded STF 2023.</p> <p>2.3 SYSTEMS TECHNICAL SPECIFICATIONS</p> <p>2.3.1 Online Recruitment System</p> <p>2.3.2 Online Employee Portal</p> <p>2.3.3 offline-Personnel Information Management System with NBC Integration</p> <p>2.3.4 Offline-Payroll Department/Account Clustering System</p> <p>2.3.5 Local-Cheque Maker</p> <p>2.3.6 Online/Offline Time Attendance and Leave Management System, Mobile Phone Apps Capability with Geofencing capability</p> <p>2.3.7 Online HR Administrator Portal System</p> <p>2.3.8 Data Analytics/Dashboard with Generated Reports</p> <p>2.3.9 Middleware Applications</p>	
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	<p>2.3.10 General Specification: Refers Annex A &amp; B</p> <p>3 ADMINISTRATIVE TERMS</p> <p>3.1 Proposal is inclusive of Taxes, installation, OTC and other fees.</p> <p>3.2 Contract: Six (6) months. Contract period starts upon the service acceptance of the end user.</p> <p>3.3 Contract: Six (6) months. Contract for minor Modification.</p> <p>3.4 Contract: Twelve (12) months. Contract for technical support.</p> <p>3.5 Provide network diagram of implementation.</p> <p>3.6 Ocular inspection is recommended. Please coordinate with Ferdinand S. Guardo at 09155794693, email: ferdie@wmsu.edu.ph for the permits, delivery and other related activities.</p> <p>3.7 Provide Source code for Entire system.</p> <p>3.8 Provide proof of developed similar system (proof maybe screenshots, contracts or other relevant documents).</p> <p>4 TECHNICAL TERMS</p> <p>4.1 Installation of Active Equipment should have the following minimum requirements:</p> <ul style="list-style-type: none"> <li>• See ANNEX A &amp; B</li> </ul> <p>4.2 Installation of All systems both offline and online</p> <p>5 DELIVERY</p> <p>5.1 Western Mindanao State University, MISTO – Zamboanga City</p> <p>5.2 INSTALLATION OF SYSTEMS REFERS TO ANNEX A &amp; B:</p>	
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	<p>6        <b>SUPPORT &amp; TRAINING</b></p> <p>6.1      On-Site Support/Training at MISTO Office. Knowledge transfer to MISTO Focal Person and Team who are involved in the operation and maintenance of the Systems.</p> <p>7        <b>DURATION OF THE CONTRACT</b></p> <p>7.1      Upon issuance of the Notice to Proceed (NTP), the duration of the delivery is Six Months for the design, development, delivery, and installation and conducted training.</p> <p>7.2      Upon issuance of the Notice to Proceed (NTP), the duration of the delivery is six months days for the System Development, installation and conducted training.</p> <p>8        <b>SERVICE LEVEL AGREEMENT</b></p> <p>8.1      Information System Technical Support and Manage 1 Year:</p> <p>9        <b>WARRANTY</b></p> <p>9.1      The craftsmanship is a high quality according industry standard, easy to install, operate and maintain.</p> <p>9.2      Service the Contractor must be accessible and available 24/7 inclusive of weekends and holidays to provide troubleshoot and other services needed for defect issue.</p> <p>10       <b>TESTING AND ACCEPTANCE</b></p> <p>10.1     Test results such as proof that the craftsmanship is according to standard</p> <p>10.2     All system must free of bugs</p>	
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## 11 PAYMENT TERMS

For the design, delivery, installation and System development :

11.1 All deliverables shall be inspected and recommended for approval by the WMSU-MISTO Inspection Team.

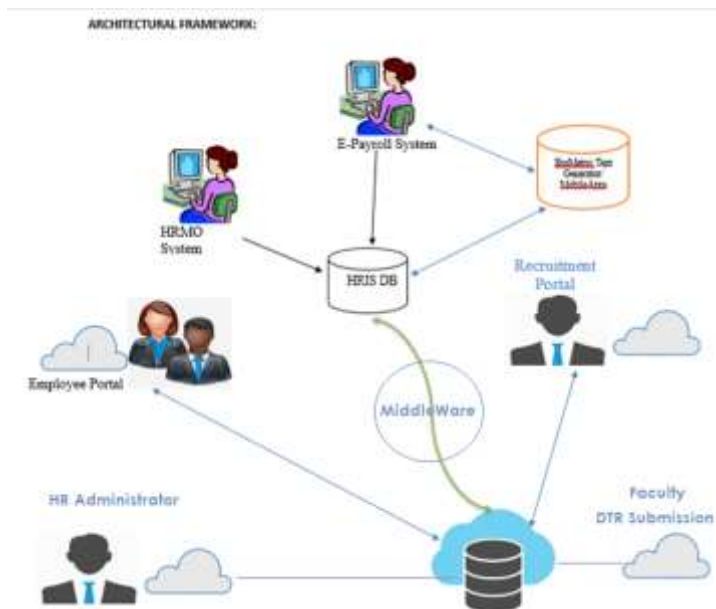
11.2 Mode of Payment 15% Mobilization Funds

11.3 35-% Output First Delivery

11.4 25% Output 2nd Delivery

11.5 25% 3rd Delivery..

ANNEX A:



ANNEX B:

### 1. General Requirements for the System:

1.1. Web-based and Windows-Based applications/modules shall be able to run through mostly used desktop or laptop web and mobile browsers such as Google Chrome, Internet Explorer, Mozilla Firefox, Safari, Microsoft Edge, etc.

	<p>1.2. The application shall be developed using Windows and Web Based Application.</p> <p>1.3. The system should be using a multi-tiered layer approach with Model-View-Controller Framework pattern.</p> <p>1.4. The system should be able to connect to all major types of latest versions of relational databases systems such as MySQL preferably.</p> <p>1.5. The system should be fully secured to run online and offline.</p> <p>1.6. The system must have a Secure Socket Layer (SSL) for Web applications</p> <p>1.7. The system must incorporate barcode for the use of authorized signatories for actions on HR-related documents, such as but not limited to Daily Time Records, Leave Application, Official Business Pass, Authorization to Render Overtime and Offsetting application, etc.</p> <p>1.8. The approval process will be identifiable by the authorized users thru the library table of authorized signatories.</p> <p>1.9. Compatibility with existing systems and hardware/ equipment such as but not limited to biometrics, printer, photocopier, Windows 7, Windows 8.1, etc.</p> <p>1.10. The system shall provide the user the facility to create a report template and generate using the system, report content, style and output format to be user defined.</p> <p>1.11. The system shall easily implement changes or new policies without the need for system enhancement and modification. The system should be adaptable to business policy changes. (i.e., change in formulas and reports –SSS, GSIS, PhilHealth, HDMF, BIR, CSC, DBM, DILG)</p> <p>1.12. The user or access levels of the users should be configurable down to the activities/actions that may be performed on a specific for a given user.</p> <p>1.13. The system shall provide a facility for the WMSU officials and employees to extract his personal</p>	
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data or information (e.g. Personal Data Sheet) from the database.

1.14. The WMSU-HRM Systems Administrator and users shall have full access to all functions and features as authorized by the HRM Department Head.

1.15. The WMSU-HRM Systems Administrator shall have access to configure all the functionalities of the HRIS. (Change in formulas and reports) 1.16. The system's license use is perpetual.

#### SYSTEM FUNCTIONAL SPECIFICATIONS:

System Functionality should be all table-driven technique.

1. Recruitment Module This module allows authorized HR personnel to source, track and select the best talent that is aligned with WMSU - on a single, centralized platform.

1.1 Post jobs seamlessly

1.2 Allows authorized HR personnel to sort out applicants according to the following parameters such as but not limited to the following:

- Position;
- Office;
- Eligibility;
- Training;
- Competencies; and
- Educational Background;

1.3 Schedules interview and automatically notifies the members of the Human Resource Merit Promotion Selection Board (HRMPSB) and qualified applicants

1.4 Posting of newly hired employees

1.5 Generate reports/ forms such as but is not limited to the following: • List of Qualified Applicants for interview;

	<ul style="list-style-type: none"> <li>• MSP Form No. 1 (2021) “Evaluation Sheet”</li> <li>• MSP Form No. 2 (2021) “Comparative Assessment Report”</li> <li>• Post hired employees</li> </ul> <p>1.7 Analyzes and generate report such as but is not limited to the following:</p> <p>2. Hiring and Separation Module This module allows authorized HR personnel to check the onboarding status of new hires and clearances of separated employees.</p> <ul style="list-style-type: none"> <li>• 4 Updated and Notarized Personal Data Sheet (CSC Form 212, revised 2017) with original pictures</li> <li>• Certificate of Eligibility (Authenticated), if applicable</li> <li>• NBI Clearance (Original)</li> <li>• Medical Certificate (with attached Examination Results)</li> <li>• Birth Certificate (PSA-issued)</li> <li>• Transcript of Records and Diploma (Certified True Copy), if applicable</li> <li>• Marriage Certificate, if applicable</li> <li>• Clearance from previous employer, if applicable</li> <li>• Certificate of remaining leave credits, if applicable</li> </ul> <p>2.2 Allows new hired/transfer employees to submit their documentary requirements online and automatically links it to their 201 file such as but is not limited to:</p> <ul style="list-style-type: none"> <li>• Updated PDS;</li> <li>• NBI Clearance;</li> <li>• Medical Certificate;</li> <li>• BIR, SSS/GSIS, Pag-Ibig No.;</li> <li>• Certificates;</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Transcript of Record;</li> <li>• Service Record;</li> </ul> <p>2.3 Schedules and notifies employees of their Oath-Taking, and Orientation</p> <p>2.4 Allows to be separated employees to apply for Clearance</p> <p>2.5 Analyzes and generate report such as but is not limited to the following:</p> <ul style="list-style-type: none"> <li>• List of Newly Hired/Promoted Employees in a month, quarter, semi-annual and annual basis</li> </ul> <p>3. Personnel Information Management Module</p> <p>This module allows authorized HR personnel to manage 201 files of all employees, generate reports and statistics.</p> <p>3.1. Achieve flexibility through a table-driven technique to store and maintain the following system parameters such as but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Office Table;</li> <li>• Division Table;</li> <li>• Section/ Unit Table;</li> <li>• Salary Grade Table;</li> <li>• Salary Step Table;</li> <li>• Position Table;</li> <li>• Eligibility Table;</li> <li>• Employment Status Table;</li> <li>• Job Level Table;</li> <li>• Plantilla and Non-Plantilla Table, and</li> <li>• Budget Codes.</li> </ul> <p>3.2. Can customize Personal Data Sheet pursuant to the Civil Service Commission (CSC) prescribed form which composed of the following details table and can be updated online, anytime, anywhere.</p>	
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	<ul style="list-style-type: none"> <li>• Personal Details;</li> <li>• Employment and Work Experience Details;</li> <li>• Family Background Details;</li> <li>• Educational Background Details;</li> <li>• Eligibility Details;</li> <li>• Voluntary Work Details;</li> <li>• Training and Seminars Attended Details;</li> <li>• Awards and Other Information Details, and</li> <li>• References.</li> </ul> <p>3.3. Maintain history of employee’s job-related information; maintenance and reflect changes easily:</p> <ul style="list-style-type: none"> <li>• Employment ID Number (categories for regular and job-order personnel);</li> <li>• Date of Assumption;</li> <li>• Position Title;</li> <li>• Item Number;</li> <li>• Salary Grade;</li> <li>• Salary Step;</li> <li>• Office/Division/Section;</li> <li>• Employment Status Salary Monthly/ Quarterly/ Annually;</li> <li>• Salary Adjustments/Step Increment;</li> <li>• RATA/ PERA/ Other Allowances;</li> <li>• Separation Date, and</li> <li>• Nature of Separation from the Service.</li> </ul> <p>3.4. Develop a database patterned to the Personnel Services Itemization and Plantilla of Personnel (PSIPOP) of the Department of Budget and Management (DBM).</p>	
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	<p>3.5. The system allows sending notification to Payroll Officer to effect step increment differential, payment of loyalty, etc.</p> <p>3.6. Maintain administrative case/ disciplinary action history of an employee</p> <ul style="list-style-type: none"> <li>• Nature of Case;</li> <li>• Type of Penalty/Sanction;</li> <li>• Date, and</li> <li>• Other Remarks.</li> </ul> <p>3.7. Produce computer-generated reports/documents based on prescribed forms, and other customizable reports and templates, such as but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Service Record;</li> <li>• Position Description Form;</li> <li>• Distribution of Employees per Sector/ Office/ Division;</li> <li>• Updated Personnel Statistics and listing of personnel based on demographic profile such as but not limited to filled and unfilled positions, age, sex, educational background, civil status, etc.;</li> <li>• Certificate of Employment (with or without salary details);</li> <li>• Other Employee-Related Certifications;</li> <li>• Agency Plantilla of Personnel (PSIPOP);</li> <li>• Employee Masterlist;</li> <li>• Notice of Salary Adjustment;</li> <li>• Notice of Step Increment;</li> <li>• Employees entitled to Loyalty as defined by user, and</li> <li>• Employees entitled to Step Increment as defined by user.</li> </ul>	
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	<p>3.8. Generate ready to fill-up or fillable, auto-saved and printable forms such as but not limited to the list below, which are prescribed by Human Resource Management Office (HRMO) and other government agencies (i.e. CSC, DBM, GSIS, Philhealth, PagIBIG, SSS, BIR). The forms may be modified/ added in the system based on any updates from HRMO and other relevant agencies.</p> <ul style="list-style-type: none"> <li>• Personal Data Sheet;</li> <li>• Application for Leave of Absence;</li> <li>• Application for Monetization of vacation Leave Credits;</li> <li>• Statement of Assets, Liabilities and Networth (SALN);</li> <li>• Application for Compensatory Time-Off;</li> <li>• Individual Performance Commitment and Review (IPCR);</li> <li>• Division Performance Commitment and Review (DPCR);</li> <li>• Office Performance Commitment and Review (OPCR);</li> <li>• Job Requisition Form (For Outsourcing/Hiring of Job-Order);</li> <li>• Job Requisition Form (For Plantilla Positions);</li> <li>• Work Experience Sheet (WES);</li> <li>• Permission Slip/ Gate Pass;</li> <li>• Official Business Pass/ Travel Order;(Upload of Documents/Memo)</li> <li>• Membership Forms (GSIS, Pag-IBIG, PhilHealth, BIR, SSS,WMSU-COOP,OTHERS);</li> <li>• Loans and Claims Forms (GSIS, Pag-IBIG, PhilHealth, BIR, SSS,WMSU-COOP,OTHERS), and</li> <li>• Other applicable government forms.</li> </ul>	
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	<p>3.9. The system shall have the capability to view and print HR profiles, Charts, Graphs, and other statistical reports by authorized personnel.</p> <p>3.10. Allow maintenance/back-up of records, such as but not limited to the following:</p> <ul style="list-style-type: none"><li>• Appointment;</li><li>• Detail Assignment;</li><li>• Designation;</li><li>• Separation;</li><li>• Qualification Standards;</li><li>• Salary Adjustment/Increment;</li><li>• Plantilla of Personnel, and</li><li>• Recruitment and Personnel Movement user define Statistics.</li></ul> <p>3.11. System allows processing, uploading and captures issuance of appointments and other human resource actions, such as but not limited to the following:</p> <ul style="list-style-type: none"><li>• Original Appointment;</li><li>• Promotion;</li><li>• Transfer;</li><li>• Reemployment;</li><li>• Reappointment;</li><li>• Renewal;</li><li>• Reassignment;</li><li>• Detail;</li><li>• Job Rotation;</li><li>• Change of Status;</li><li>• Change of Item Number;</li><li>• Reclassification;</li></ul>	
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	<ul style="list-style-type: none"> <li>• Secondment;</li> <li>• Demotion;</li> <li>• Reinstatement;</li> <li>• Salary Adjustment;</li> <li>• Step Increment;</li> <li>• Resignation;</li> <li>• Retirement;</li> <li>• Termination, and</li> <li>• Death</li> </ul> <p>Drop from the rolls</p> <p>Study leave</p> <p>4. Payroll Management Module</p> <p>This module will allow automated computation and pay-out of compensations and benefits WMSU employees with such but not limited to the following features:</p> <p>4.1. Provide library such as but not limited to the following tables that can be updated/amended/modified, as applicable:</p> <ul style="list-style-type: none"> <li>• Position Title Code;</li> <li>• Salary Grade and Salary Step Table;</li> <li>• Allowances Table (e.g. RATA, Clothing Allowance, PERA, etc.);</li> <li>• Benefits Table (e.g. Midyear, Year-End, Cash Gift, etc.);</li> <li>• GSIS Premium Contribution Table;</li> <li>• Philhealth Premium Contribution Table;</li> <li>• Pag-IBIG Premium Contribution Table;</li> <li>• SSS Premium Contribution Table;</li> <li>• Annual Tax Deduction Table;</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Loan Types Table (GSIS, Pag Ibig, DBP, UCPB, etc.);</li> <li>• Tax Exemption Table, and</li> <li>• Budget Codes.</li> </ul> <p>4.2. Allow multiple calculation method for basic pay and other deductions, i.e. monthly, daily.</p> <p>4.3 Generate ready to fill-up or fillable, auto-saved and printable financial-related forms such as but not limited to the list below, which are in accordance with budgeting, accounting and auditing rules and regulations:</p> <ul style="list-style-type: none"> <li>• Obligation Request Status (ORS), and</li> <li>• Disbursement Voucher (DV)</li> </ul> <p>4.4. Allow customizable payroll processing on salaries, allowances and benefits, such as but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Regular Payroll Per Funds, end-user;</li> <li>• 13th Month Pay and Cash Gift;</li> <li>• Midyear Bonus;</li> <li>• Performance Bonus;</li> <li>• Salary Differentials;</li> <li>• Loyalty Pay;</li> <li>• Salary Adjustments/Increase;</li> <li>• Initial Salary for newly hired personnel;</li> <li>• Last Salary of personnel;</li> <li>• Out-of-regular payroll;</li> <li>• Overtime Pay;</li> <li>• CNA Benefit;</li> <li>• Terminal Pay;</li> <li>• Cash Gift;</li> </ul>	
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	<ul style="list-style-type: none"> <li>• SRI;</li> <li>• Overload;</li> <li>• Leave Monetization, and</li> <li>• Productivity Enhancement Incentive (PEI).</li> </ul> <p>4.5. Generate payroll register based on prescribed format by the LandBank/Development Bank of the Philippines (DBP)</p> <p>4.6. Provide Built-in Loan File Module:</p> <ul style="list-style-type: none"> <li>• Can accommodate unlimited types of loan;</li> <li>• Definable frequency of deduction;</li> <li>• Definable Amortization;</li> <li>• Definable Start and End of deduction;</li> <li>• Unlimited recurring entries with definable amount and frequency;</li> <li>• Payroll History;</li> <li>• Previous Employer File (Loan);</li> <li>• Automatically update existing loan balances of employees and able to generate historical summary of previous loan deductions, and</li> <li>• Automatic termination of deduction for fully paid loans accounts.</li> </ul> <p>4.7. Automatically compute and deduct leave of absence with pay as well as tardiness and undertime.</p> <p>4.8. Can support creation of deduction elements using multiple methods, e.g. formula, fixed amount, percentage, hours, etc.</p> <p>4.9. Generate standard and customizable reports on a monthly/ semestral/ annual basis, such as but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Authority to Debit- Regular Payroll;</li> <li>• Authority to Debit -Other Payroll;</li> <li>• General Payroll Report;</li> </ul>	
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	<ul style="list-style-type: none"> <li>• General Payroll Summary;</li> <li>• Other Payrolls;</li> <li>• Payroll Register;</li> <li>• Payroll Certification;</li> <li>• Pay slip;</li> <li>• GSIS Remittance List;</li> <li>• HDMF Premium Remittance List;</li> <li>• Philhealth Remittance List;</li> <li>• Withholding Tax Remittance List;</li> <li>• Alpha List;</li> <li>• BIR 2316, and</li> <li>• Summary of Loan Deductions.</li> </ul> <p>5. Time, Attendance and Leave Management Module  This module allows user/s to monitor attendance or daily reporting of employees and manage leave benefits as well overtime credits. It allows the user/s to manage schedules and overtime, generate daily time records in a fully computerized time recording enabling the authorized HRMO user/s to fully control and automate attendance processing. The following features are as follows:</p> <p>5.1. Seamless and full integration of attendance record from a facial, fingerprint biometric-based, and/or mobile time recorded machine to the HRIS system.</p> <p>5.2. Allow online attendance registration and monitoring for other alternative working arrangements, as may be adopted by the Management.</p> <p>5.3. Library codes, such as but not limited to the following, that can be updated/ amended based on CSC policies:</p> <ul style="list-style-type: none"> <li>• Type of Leaves (e.g. Vacation Leave, Sick Leave, Paternity Leave, Maternity Leave, Solo Parent Leave, Force Leave, Special Leave Privileges etc.);</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Other terminologies like Travel Order, OB Pass, Overtime Credit, etc., and</li> <li>• Nature of payment of salaries (initial, differential, adjustment/increase, out-of-regular payroll, last salary, etc.)</li> </ul> <p>5.4. Ability to capture approved overtime authorization and generation of overtime services according to defined classification, e.g. per office, per unit.</p> <p>5.5. Seamless integration of attendance data to payroll management module, allowing processing of timely computation of due salaries without additional manual manipulation or steps to compute payroll.</p> <p>5.6. System allows sending notification to Payroll Officer to effect salary deduction, return to the general/regular payroll, etc.</p> <p>5.7. Facility to maintain/update schedule for holidays, grace period, flexi-time, working shifts, as applicable.</p> <p>5.8. User defined Over Time settings; maximum number of hours/ minutes to be considered as OT.</p> <p>5.9. Manual editing of Daily Time Records (DTRs) as necessary, option to lock and unlock processed DTR by the HR Administrator and provision of audit trail.</p> <p>5.10. Automatic processing of leave, as to where the leave incurred will be deducted.</p> <p>5.11. Automatic monitoring of days/ leave without pay as well as tardiness and undertime of personnel based on DTR, employee schedule and leave balance records, for purposes of salary deduction and disciplinary action.</p> <p>5.12. Tracking the leave credits usage.</p> <p>5.13. Automatic computation of employee leave credits base on defined policies and maintain up-to-date leave credit balances of the employee.</p> <p>5.14. Issuance of warning or notification in instances where an employee’s leave balance is at critical low, for purposes of determining out of payroll employees due to lack of sufficient leave credits at a given point in time.</p> <p>5.15. Facility for leave adjustments and manual editing, as necessary.</p>	
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	<p>5.16. Facility for leave applications offline and online platform.</p> <p>5.17. Facility OB Pass, and On-field Pass offline and online platform.</p> <p>5.18. Facility for monetization request offline and online.</p> <p>5.19. Ability to generate prescribed formats and customized reports and records, such as but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Daily Time Record (DTR);</li> <li>• Leave Application;</li> <li>• List of Employees with tardiness, absences, leaves, schedule, overtime, or as defined by the user;</li> <li>• List of Employees with Authorized Travel;</li> <li>• Summary of Leave Credits of Employees;</li> <li>• Certification of Employee’s Leave Credits;</li> <li>• List of Employees’ Disapproved Leave Applications;</li> <li>• Record of Forced Leave Availment of Employees;</li> <li>• Record of Late Filed Leaves of Employees;</li> <li>• List of Employees with Leave of Absence without Pay (LAWOP);</li> <li>• Record of Availment of Monetization of Leave Credits;</li> <li>• Report on Official Business and On-Field Passes;</li> <li>• List of Employees with Perfect Attendance and Punctuality (No absences, tardiness, and undertime);</li> <li>• Sick Leave Profile of Employees;</li> <li>• Employee Leave Ledger Card;</li> <li>• Summary of Leave Applications,</li> <li>• Attendance Report,</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Other user defined reports and statistics</li> </ul> <p>6. Portal System/ Employee Self Service This module shall allow more flexibility for HRMO’s managing employee related transactions aside from the existing manual day-to-day employee/s’ various requests from the HRMO. The System allows sending notification to the official email addresses of the WMSU personnel. It shall be accessed through user defined access control and login requirements via web and mobile application. This module provides features, such as but not limited to:</p> <p>6.1. HR Applications (e.g application for leave/offsetting, filing of OB pass, etc.)</p> <p>6.2. Contact Integration and External Links 6.3. Indexing and Search Engines</p> <p>6.3. Announcement, Tasks and Custom List</p> <p>6.4. Employee Personal and Work Profiles 6.10. Employee Training Records</p> <p>Viewing and Printing of the following:</p> <ul style="list-style-type: none"> <li>• Daily Time Record;</li> <li>• Leave Credits Records;</li> <li>• Leave Application Records;</li> <li>• Overtime Records;</li> <li>• IDP Portal for individual Faculty;</li> <li>• Employee Clearance form;</li> <li>• Loan Transaction Records and Details,</li> <li>• Employment Record, and</li> <li>• And such other employee personnel related records and information</li> </ul> <p>6.5 Online application of Leave, Monetization, Compensatory-Time-Off, Official Business Pass, Daily Time Record Corrections.</p>	
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	<p>6.6 Online Approval, Multi-Level approvals. Allow immediate superior to approve or disapprove transaction applications online.</p> <p>6.7 Internet or Intranet web-based employee inquiry of HR Certifications, Pay Slips, Loan Balances, Leave Balances, Compensation, Bonuses, etc.</p> <p>7. Access Control and Login Requirements</p> <p>7.1 Creation of unlimited user with different functionalities.</p> <p>7.2 Provide change password facility similar to windows forgot password concept.</p> <p>8. Support and Maintenance (1 Year Free)</p> <p>8.1 The System provides Back-up and Restore Facilities which can accommodate the following mode of back up, i.e. daily, monthly.</p> <p>8.2 Provide Audit Trail facility.</p> <p>8.3 Real time connectivity and systems security.</p> <p>8.4 Source Code Included</p> <p>8.5 Six(6) Months Free Modification upon Delivery and free of Charged</p> <p>8.6 NDA Cannot be used in other Agency</p> <p>8.7 End-User Training included</p> <p>8.8 Data Migration</p> <p>8.9 Mode of Payment 15% Mobilization Funds, 35-% Output First Delivery, 25% Output 2nd Delivery, 25 % 3rd Delivery.</p>	
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## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class “B” Documents*

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

## II. FINANCIAL COMPONENT ENVELOPE

- (i) Original of duly signed and accomplished Financial Bid Form; **and**
- (j) Original of duly signed and accomplished Price Schedule(s).

#### Other documentary requirements under RA No. 9184 (as applicable)

- (k) [For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in

- (1) government procurement activities for the same item or product.
- (1) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

