



REPUBLIC OF THE PHILIPPINES  
NATIONAL TELECOMMUNICATIONS COMMISSION  
NTC Building, BIR Road, East Triangle, Diliman, Quezon City 1104  
Email: [ntc@ntc.gov.ph](mailto:ntc@ntc.gov.ph); website: <http://www.ntc.gov.ph>

## SUPPLEMENTAL / BID BULLETIN NO. 1 27 August 2021

### PUBLIC BIDDING NO. 2021-08-01

### HUMAN RESOURCE INFORMATION SYSTEM (HRIS)

Issued pursuant to Sec. 22.5 of the IRR of R.A. 9184 to clarify and/or amend certain provisions in the Bidding Documents issued on August 13, 2021 and the issues raised and clarifications made by prospective bidders during the Pre-Bid Conference held on August 23, 2021.

	CLARIFICATIONS/MODIFICATION
Section V. Special Conditions of Contract	<p><b>2. Advance Payment and Terms of Payment</b></p> <p>The method and conditions of payment to be made to the Supplier through the Government disbursement procedure within sixty (60) days from submission of documents under this Contract shall be as follows:</p> <p><i>Payments:</i></p> <p><b><u>Milestone 1</u></b> <i>Upon submission of Inception Report</i> Payment equivalent to 10% of the contract price shall be made upon submission of an Inception Report fifteen (15) calendar days upon receipt of Notice to Proceed</p> <p><b><u>Milestone 2</u></b> <i>Upon submission of the following project documentation:</i></p> <ul style="list-style-type: none"><li>▪ Business Requirements document</li><li>▪ Requirements Definition</li><li>▪ Fit-Gap Analysis</li><li>▪ Migration and Integration Strategy Document</li><li>▪ Change Management Plan</li></ul>

Payment equivalent to 10% of the contract price shall be made upon submission of the abovementioned documents within Sixty (60) calendar days upon receipt of Notice to Proceed.

**Milestone 3**

1. Delivery and initial configuration of hardware components:
  - Physical Servers (2 Units)
  - Biometric Devices (3 Units)

*Payment equivalent to 15% of the contract price shall be made upon submission of delivery receipt within Sixty (60) calendar days upon receipt of Notice to Proceed.*

**Milestone 4**

1. Change Management
  - *Change management process*
  - *Readiness assessments*
  - *Communication planning*
  - *Coaching and manager training for change management*
  - *Data collection, feedback analysis and corrective action*
2. Delivery of Human Resource Information System
  - *Approved Test Plan*
  - *Test Report*
  - *Train the Trainor training*
  - *Roll-out*

*Payment equivalent to 15% of the contract price shall be made upon submission and conduct of the abovementioned documents/activities within One Hundred Twenty (120) calendar days upon receipt of Notice to Proceed:*

**Milestone 5**

**Training (Train the Trainor)**

- *End to End Test Training*
- *Process Test Training*
- *UAT Training*
- *Technical Training*
- *End User Training Assistance for HRIS*
  - a. Staffing Management Module
  - b. System and Security Administration Module
  - c. Payroll, Deductions and Remittances Module
  - d. Leave Management Module

- e. Time and Attendance Management Module
- f. Personnel Training and Development Module
- g. Performance Management Module
- h. Career and Succession Management Module
- i. Employees Records Management Module
- j. Employee Self Service Module
- k. Employee’s Property Accountability Module

*Payment equivalent to 20% of the contract price shall be made upon the conduct of the abovementioned activities within One Hundred Fifty (150) calendar days upon receipt of Notice to Proceed:*

**Milestone 6**

- 1. Go Live & Turn Over
  - *Production Operations Guide*

*Payment equivalent to 10% of the contract price shall be made upon submission of delivery receipt within One Hundred Eighty (180) calendar days upon receipt of Notice to Proceed.*

**Milestone 7**

**Retention (12 months Support upon Go Live)**

*Payment equivalent to 20% of the contract price shall be made upon submission of Final Project Acceptance within 12 Months from System Go Live:*

*Subject to the “Warranty” provision in the form of either retention money in an amount equivalent to three percent (3%) of every progress payment, or a special bank guarantee in the amount equal to three percent (3%) of the Contract Price required in Section 62 of RA 9184 and its IRR.*

*The retention money or special bank guarantee shall be released only after the lapse of the Warranty under SCC Clause 6.*

Section V. Special Conditions of Contract

5. Warranty

**5.3 One (1) year after acceptance by the Procuring Entity of the delivered Goods.**

**5.4 The period for correction of defects within the warranty period is Thirty (30) calendar days.**

<p>Section V. Special Conditions of Contract</p> <p>6. Liability of Supplier</p>	<p><b>6.1 When the supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods schedules for delivery for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned.</b></p> <p><b>6.2 The procuring entity need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to the supplier, or collected from any securities or warranties posted by the supplier, whichever is convenient to the procuring entity concerned. In no case shall the total sum of liquidated damages exceed ten percent (10%) of the total contract price, in which event the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.</b></p>
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<p>Section VII. Technical Specifications</p> <p>Item # 3 “The service provider must have at least five (5) years’ experience in delivering ICT projects, particularly HRIS/HRMS in the Government</p> <p>Number of employees at the Central Office</p> <p>Target user whether employees for the Central Office (CO) or to include the regional employees of the Commission.</p>	<p><b>The service provider must have provided HRIS/HRMS to any government agency since the Civil Service Commission and other government regulatory agencies have rules and regulations that we need to comply such as forms, step increment, PAG-IBIG, PhilHealth deductions which might not be present in the HRIS in the private company/ies.</b></p> <table border="1" data-bbox="587 1505 1453 1718"> <tr> <td><b>Permanent/Plantilla Positions including Co-Terminus Incumbent</b></td> <td><b>160</b></td> </tr> <tr> <td><b>Job Orders</b></td> <td><b>63</b></td> </tr> <tr> <td><b>Contract of Service</b></td> <td><b>3</b></td> </tr> </table> <p><b>The target users are initially for the CO only for phase 1 with around 200+ employees but the system shall be designed for storing 600 data of employees since it will be utilized also by the Regional Offices of NTC in Phase 2.</b></p>	<b>Permanent/Plantilla Positions including Co-Terminus Incumbent</b>	<b>160</b>	<b>Job Orders</b>	<b>63</b>	<b>Contract of Service</b>	<b>3</b>
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	<p>The data shall incorporate data (201 files) for all plantilla positions until retirement (retired employees prior to the installation of the HRIS shall not be included), job orders and contract employees of NTC.</p>
<p>System Capabilities Composition of the project</p> <ul style="list-style-type: none"> <li>- Software Platform Microsoft Office only or equivalent platform would be acceptable</li> <li>- SQL server license</li> </ul>	<p>The HRIS project will use Microsoft Office platform. It is a one lot project to include hardwares, warranty, three (3) years maintenance, SQL &amp; other software licenses.</p>
<p>Server Preference &amp; troubleshooting/aftersale support</p>	<p>The system shall be on a site server and site fixing in case of trouble shooting or malfunction of the system.</p>
<p>Biometric Device</p>	<p>The No. of registrations for Users, Face/Iris, Fingerprints, Pins and Log Capacity of the Biometric Devices shall be amended as follows:</p> <ol style="list-style-type: none"> <li>a. 5,000 users</li> <li>b. 5,000 face/iris (1:1)</li> <li>c. 5,000 fingerprints (1:3)</li> <li>d. 5,000 pins</li> <li>e. 50,000 Log Capacity</li> </ol> <p>The Biometric Device shall recognize either face or iris, or both.</p>
<p>Presentation of Report</p>	<p>Graphical or Demographic Reports may do, whenever applicable.</p>
<p>Under General requirements/specifications: Reserller or partner of the proposed solution from the manufacturer or from authorized distributor</p>	<p>The minimum required certification for the certified reseller or partner of the proposed solution from the manufacturer would for the software.</p>
<p>Online Certification for the two (2) regular and full-time employees who are Certified Professionals of the proposed RDBMS solution</p>	<p>On line Certification will be accepted provided the details/contact of the certifying body is provided by the prospective bidder for verification/authentication.</p>

<p>Under System Capabilities, “3. Platform should have built-in tools to enable seamless integration with: 3.1 Existing productivity tools of NTC including Microsoft Office; shall be amended to:</p>	<p><b>The System must be able to at least export/import data from Microsoft Office, backup, restore backup, generate and retrieve rudimentary management reports and facilitate data encoding”</b></p>
<p>Under Features, “1. The system should be able to easily integrate with existing applications and productivity tools including Microsoft office which need to share information from it” shall be amended to:</p>	<p><b>The system shall be able to recognize data from productivity tools like Microsoft Office for easy data migration and retrieval”</b></p>
<p>Under Features, “The system should have an autosave feature that will temporarily hold/save the data/entries made by the users in case of unexpected event occurs such us power outage” shall be amended to:</p>	<p><b>The system should have an autosave feature that will temporarily hold/save the data/entries made by the HR Officers in case of unexpected event occurs such us power outage”</b></p>
<p>Employees Property and Accountability Module</p>	<p><b>The entire module will be omitted on the HRIS System</b></p>
<p>Payroll, Deductions and Remittances Module function “Must support different payment schemes, eg ATM, Cash”</p>	<p><b>The functionality will be omitted on the HRIS System</b></p>
<p>Employee Self Service Module, User Registration and Authentication, Item No. 1.1 shall be amended to: -</p>	<p><b>The HR Officers may create user accounts and/or users can register thru the system, subjected to the approval of the HR Officers.</b></p>
<p>Personnel Training &amp; Development Module, Item</p>	<p><b>This functionality will be omitted on the HRIS System.</b></p>

<p>1.12.2, Electronic Signing of employees certificate</p> <p>Services Component, Under Project Management, Item 1.2 and 1.3 shall be amended to:</p> <p>Change Management Technical Training, Item 1. Development Training, 2. Integration Development and 3. Report Writing shall be amended to:</p> <p>Manpower Resources Item No. 2 Database Administrator, letter a &amp; b, shall be amended to:</p> <p>Manpower Resources Item No. 3 System Administrator, letter</p>	<p><b>Development of Project Charter and Project Charter Presentation may be replaced by providing a Project Management Plan</b></p> <p><b>Technical Training</b></p> <p><b>1. System functionalities</b></p> <p><b>Must be well-versed and knowledgeable for the proposed software and have at least with 3 years' experience as a Database Administrator for HRIS system development</b></p> <p><b>Must be well-versed and knowledgeable for the proposed software and have at least with 3 years' experience as a System Administrator for HRIS system development using Linux or Windows Server and providing other virtual solutions</b></p>
<p><b>Addendum</b></p> <p>System and Security Administration Module</p>	<p><b>Functionalities</b></p> <ol style="list-style-type: none"> <li><b>1. Must have an Audit Trailing facility that can track all users activities visit &amp; logs across all modules, can be filtered and be generated as a report</b></li> <li><b>2. New users may register to the system subject to the approval of the HR Officers and/or the HR Officers has the option to also create user accounts</b></li> <li><b>3. Must identify and define multiple user roles across all modules, can be filtered and be generated as report</b></li> <li><b>4. Must allow multiple user login sessions for users and administrators across different computer equipment/ devices</b></li> <li><b>5. Must limit one (1) account per employee</b></li> <li><b>6. Must be able to view and track each users login sessions and status (whether online or offline)</b></li> <li><b>7. Allows to define allowable number of invalid/ unsuccessful log in attempts, after which, the user account shall be locked and must be reset by Administrator before re-logging in to the system.</b></li> <li><b>8. Allows any user roles to enable/disable Two-Factor Authentication (2FA) login, via email only.</b></li> </ol>

	<p><b>9. Must have the capability to view unauthorized user access (users who inputted wrong passwords, etc. together with their location, if applicable. Must be generated as report.</b></p> <p><b>10. Must ensure that the system will be secured and protected from unauthorized access, copying, exfiltration, etc.</b></p> <p><b>11. Must define the allowable days a user be required to change password</b></p>
Checklist of Technical and Financial Documents	<p>a) Class "A" Documents Legal Documents</p> <p>The bidders shall submit valid PhilGEPS Certificate of Registration (Platinum Membership) or the following documents may be submitted in lieu of PhilGEPS Registration:</p> <ul style="list-style-type: none"> <li>• Business Registration (SEC or DTI)</li> <li>• 2021 Mayor's or Business Permit</li> <li>• Tax Clearance per E.O. No. 398 s. 2005 and approved by the BIR</li> </ul>
SLCC	<p>Per GPPB NPM No. 143-2017, A similar contract must be supported by a satisfactory Contractors Performance Evaluation System (CPES) rating and/or an owner's certificate of acceptance in order that the bidder may be considered fully compliant with the eligibility criteria of the 2016 Revised IRR of RA 9184</p>

The herein clarifications form an integral part of the bidding documents. Correspondingly, all other provisions in the bidding documents affected by these clarifications are similarly amended or modified.

**ENGR. SAMUEL S. SABILE**

Chairperson – Bids and Awards Committee (BAC1)  
National Telecommunications Commission