



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
NATIONAL TELECOMMUNICATIONS COMMISSION
BIR ROAD, EAST TRIANGLE, DILIMAN, QUEZON CITY

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of Human Resource Information System (HRIS)

Project Identification Number: NTC-PB-2021-08-01

Government of the Republic of the Philippines

**Sixth Edition
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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



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
NATIONAL TELECOMMUNICATIONS COMMISSION
BIR ROAD, EAST TRIANGLE, DILIMAN, QUEZON CITY

Project Identification Number: NTC-PB-2021-08-01

INVITATION TO BID FOR Procurement of Human Resource Information System (HRIS)

1. The National Telecommunications Commission (NTC), through the Capital Outlay of General Fund for the year 2021 intends to apply the sum of Eight Million Nine Hundred Thousand Pesos (P 8,900,000.00) being the ABC to payments under the contract for Human Resource Information System (HRIS). Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The National Telecommunications Commission (NTC), through the Bids and Awards Committee (BAC) I, now invites bids for the above Procurement Project. Delivery of the Goods is required within One Hundred Eighty (180) calendar days from receipt of the Notice to Proceed. Bidders should have completed, within Five (5) 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 National Telecommunications Commission (NTC), and inspect the Bidding Documents at the address given below during *office hours or from 8:00 am to 5:00 pm*.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting on August 13, 2021 (except on Saturday, Sunday & Holidays) 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 10,000.00*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of National

Telecommunications Commission (NTC), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of the bids.

6. The National Telecommunications Commission (NTC), will hold a Pre-Bid Conference¹ on August 23, 2021 at 10:00 A.M. Due to the Covid-19 pandemic and as a precautionary measure to reduce the transmission of Covid-19, the National Telecommunications Commission shall conduct a Pre-Bid Hybrid Conference via Zoom Application and Face-to-Face to be held at the 4/F NTC Multipurpose Hall, NTC Bldg., BIR Road, East Triangle, Diliman, Quezon City which shall be open to all prospective bidders.

All prospect bidders are advised to contact the BAC Secretariat through email at bac1@ntc.gov.ph or landline no. (2) 8924-3744 / 8924-4006, in advance or prior to the scheduled procurement activity, to confirm attendance and to get the log-in details for the zoom application meeting.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before 10:00 A.M of September 6, 2021 at NTC Building, BIR Road, East Triangle, Diliman, Quezon City.

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, 2021 at 10:00 A.M at the given address below and via Zoom Application. For the Zoom Application Meeting password, kindly email the BAC Secretariat at bac1@ntc.gov.ph or contact us at (2) 8924-37-44 / 8924-4006. Bidders who are physically present during the opening may view and participate in the activity through videoconferencing in a designated area inside the NTC premises.

Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The National Telecommunications Commission (NTC) 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:

*Engr. Anna Liza Buenviaje
Chair, BAC Secretariat
NTC Bids and Awards Committee
2/F National Telecommunications Commission Building
BIR Road, East Triangle Diliman, Quezon City
Telephone Nos.:8924 3744 FAX. No. 89243744
Email: (BAC1@ntc.gov.ph)*

12. You may visit the following websites:
For downloading of Bidding Documents:
- PhilGEPS: <https://notices.philgeps.gov.ph/>
 - NTC website: www.ntc.gov.ph

Date of Issuance of Bidding Documents: August 13, 2021

(Sgd.) SAMUEL S. SABILE

Chairperson

NTC, Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, National Telecommunications Commission (NTC), wishes to receive Bids for the Procurement of Human Resource Information System (HRIS), with identification number **NTC-PB-2021-08-01**.

The Procurement Project (referred to herein as “Project”) is composed of the details described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **Republic Act No.11518 otherwise known as the FY 2021 General Appropriations Act** in the amount of **Eight Million Nine Hundred Thousand Pesos (P 8,900,000.00)**.

2.2. The source of funding is:

- a. NGA, the General Appropriations Act or Special Appropriations for FY 2021.

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 limited to those allowed under the rules may participate in this Project.
- 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.
- 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.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time 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 **Five (5) years** 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.

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 e.
 - 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 **Section VII (Technical Specifications)**.

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 Declaration² 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 until **January 4, 2022**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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**.

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.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring 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.
- 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 One (1) Project having several items 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

- 20.2. 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, 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**.

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**.

Section III. Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Procurement of ICT Projects, particularly HRIS/HRMS in the Government b. Completed within Five (5) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted inclusive of the delivery at the NTC-HRD.
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> <ul style="list-style-type: none"> a. The amount of not less than <i>One Hundred Seventy Eight Thousand Pesos P 178,000.00 or 2% of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>Four Hundred Forty Five Thousand Pesos P 445,000.00 or 5% of ABC</i> if bid security is in Surety Bond.
15.0	Each bidder shall submit one (1) original and one (1) copy of the first and second components of its bid. Documents to be submitted shall be properly tabbed and labeled.
19.3	<i>The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</i>
20.2	<i>No further instructions.</i>
21.2	<i>No further instructions.</i>

Section IV. General 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**.

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 prior to 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.

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 specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section IV (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

- 6.1. 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.
- 6.2. 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

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents – 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: “The delivery terms applicable to this Contract are delivered <i>at NTC Building, BIR Road, East Triangle, Diliman, Quezon City</i>. 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</p> <p style="text-align: center;">Engr. Jovita V. Chongco Office in Charge, Administrative Branch NTC-Central Office</p> <p>Incidental Services – 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"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; 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 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. <p>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.</p>

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:

- a. 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
- b. 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 cost 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 Three (3) years.

Spare parts or components shall be supplied as promptly as possible, but in any case, within one (1) month of placing the order.

Packaging –

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.

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.

The outer packaging must be clearly marked on at least four (4) sides as follows:

- Name of the Procuring Entity
- Name of the Supplier
- Contract Description

	<p>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>Transportation –</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>Intellectual Property Rights –</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>
2.2	<i>No further Instruction.</i>

3

In accordance with Section 39 of the 2016 Revised IRR of RA 9184, and to guarantee the faithful performance by the winning bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.

The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. <i>For biddings conducted by the LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. <i>For biddings conducted by the LGUs, the Bank Draft/ Guarantee or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

4

The inspections and tests that will be conducted are: *Inspection (supplies/equipment) shall be undertaken by the end-user and/or the designated Technical Working Group (TWG).*

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	Procurement of <i>Human Resource Information System (HRIS)</i>	<i>One (1) Lot</i>	1	Delivered within One Hundred Eighty (180) calendar days upon receipt of notice to proceed.
Milestone 1				
Submission of <i>Inception Report</i> fifteen (15) calendar days upon receipt of Notice to Proceed.				
Milestone 2				
Submission of the following project documentation within Sixty (60) calendar days upon receipt of Notice to Proceed:				
<ul style="list-style-type: none"> • Business Requirements document • Requirements Definition • Fit-Gap Analysis • Migration and Integration Strategy Document • Change Management Plan 				
Milestone 3				
Delivery and initial configuration of hardware component shall be made within Sixty (60) calendar days upon receipt of Notice to proceed, which are as follows:				
<ul style="list-style-type: none"> • Physical Servers (2 Units) • Biometric Devices (3 Units) 				
Milestone 4				
Change Management shall be made within One Hundred Twenty (120) calendar days upon receipt of Notice to Proceed, to wit:				
<ul style="list-style-type: none"> • <i>Change management process</i> • <i>Readiness assessments</i> • <i>Communication planning</i> • <i>Coaching and manager training for change management</i> • <i>Data collection, feedback analysis and corrective action</i> 				

The **delivery of Human Resource Information System** shall be made within One Hundred Twenty (120) calendar days upon receipt of Notice to Proceed, to wit:

- *Approved Test Plan*
- *Test Report*
- *Train the Trainor training*
- *Roll-out*

Milestone 5

Training (Train the Trainor) shall be made within One Hundred Fifty (150) calendar days upon receipt of Notice to Proceed, to wit:

- *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

Milestone 6

Go Live & Turn Over shall be made within One Hundred Eighty (180) days upon receipt of Notice to Proceed and the submission of the Production Operation Guide

Milestone 7

Submission of Final Project Acceptance within 12 months from System Go Live (12 months Support upon Go Live)

Confidentiality of Data

- WINNING BIDDER shall document detailed procedures/techniques in identifying system security risks and breach/es and how such shall be handled monthly.
- All project staff of WINNING BIDDER shall be required to sign a non-disclosure agreement.
- The system, its components, parts and all product samples and specifications, data, ideas, technology, and technical and non-technical materials, all or any of which may

be derived from any of the foregoing (all of which, individually and collectively, referred to as “Proprietary Information”) are confidential and proprietary to the National Telecommunications Commission.

- The WINNING BIDDER agrees to hold the Proprietary Information in strict confidence. WINNING BIDDER furthermore agrees not to reproduce, transcribe or disclose the Proprietary Information to third parties without prior written approval of the National Telecommunications Commission.
- To ensure the confidentiality of all information that will come to the knowledge of the WINNING BIDDER and its employees detailed with the National Telecommunications Commission, the WINNING BIDDER and its employees assigned therein shall be considered agents of the National Telecommunications Commission (NTC). The contract that will be executed heretofore shall be categorically provide that the WINNING BIDDER and its employees, as agents of the NTC, shall uphold strict confidentiality any information regarding the business of users.
- The WINNING BIDDER and its employees detailed with the NTC shall be liable to the penalties in case of any unlawful divulgence of any information regarding the business of users.

In case that the National Telecommunications Commission opt to renew/extend the maintenance and support services of the WINNING BIDDER, the NTC shall submit a written notice to the WINNING BIDDER thirty (30) days prior to expiration date of the existing contract. Within seven (7) calendar days upon receipt of notice, the WINNING BIDDER shall respond with the corresponding cost of services required.

Statement of Compliance

I/We have read and understood the requirements/scope of service/terms of reference and conditions stipulated herein and shall therefore comply with the conditions set forth in the Contract with respect to this **Section VI. Schedule of Requirements**, if our bid is considered for award.

Name and Signature of Bidder’s Authorized Representative

Section VII. Technical Specifications

Technical Specifications

General Requirements/ Specifications

LOT	SPECIFICATION	Statement of Compliance (State Comply or Not Comply)
	1. The service provider must be a valid registered organization in existence for a minimum of ten (10) years	
	2. The service provider must have at least ten (10) years' experience in delivering Resource Planning Solutions	
	3. The service provider must have at least five (5) years' experience in delivering ICT Projects, particularly HRIS/HRMS in the Government	
	4. The service provider must have at least two (2) regular and full-time employees who are Certified Professionals of the proposed RDBMS solution	
	5. The implementation partner/consultants/personnel of the service provider must have at least three (3) years' experience of dealing in HRIS in the National Government	
	6. The implementation partner consultants/personnel of the service provider must have highest competency certification of the proposed solution	
	7. The implementation partner consultants/personnel of the service provider must have received recognition from proposed solution manufacturer in the last 5 years for their performance, customer commitment and their dedication to product.	
	8. The service provider must include a one (1) year warranty to the HRIS software after full deployment and three (3) years to all hardware components starting from the delivery date.	
	9. The service provider must have a certification that they are certified reseller or partner of the proposed solution from the manufacturer or from authorized distributor	

ITEM	SPECIFICATIONS	Statement of Compliance (State Comply or Not Comply)
Human Resource Information System	<p>HRIS Solution to be implemented will be for all the employees of the National Telecommunications Commission, must be stand-alone and cloud ready (deployable to any private cloud and the Philippine Government Cloud/ GovCloud Infrastructure of the DICT – shall meet and passed the minimum security assurance protocols/ requirements of the DICT) and should not entail NTC additional license fees to deploy using the cloud model. This ensures sustainability on the solution investments of NTC; This allows NTC the option to deploy the server software either in cloud or in a private on premises or partner-hosted cloud. License model should also allow for NTC to deploy both types of instances simultaneously.</p> <p>Other software requirements shall also be included as follows:</p> <ol style="list-style-type: none"> 1. Latest and Full/Enterprise License version for the Server Operating System 2. Latest and Standard/ Full License version for the Database Management System 	
	<p>System Capabilities</p> <p>The solutions provider must provide a complete HRIS software that can deliver the system capabilities defined in this section. Solutions provider must deliver, install, configure, test, deploy, and maintain for at least one (1) year after full deployment, the HRIS software to ensure that specific capabilities are delivered to defined user types of this system. All defined modules must be readily available at no additional cost beyond the server and user licenses defined in the Software License section, except for additional users and services investments that may be to further expand user implementation and/or of modules and capabilities.</p> <ol style="list-style-type: none"> 1. System must be designed so that modules / components can be easily and independently deployed. 2. System should meet all the requirements indicated in this document during the deployment. Additionally, it must be maintainable and should easily adapt the requirements of the NTC. 	

	<ol style="list-style-type: none"> 3. Platform should have built-in tools to enable seamless integration with: <ol style="list-style-type: none"> 3.1 Existing productivity tools of NTC including Microsoft Office; and 3.2 Possible future system enhancement/ improvement 4. Platform/ Solution must be able to be viewed on a desktop/smartphone browser (web-based) where users and administrators can interact and manage the system. 5. Platform/ Solution shall be able to have an automatic Back-Up System. 	
	<p>Features</p> <ol style="list-style-type: none"> 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. 2. The system should facilitate users to add, view, update, and delete information as well as to generate reports across all modules. 3. Facility for future expandability of data. 4. The system should have a facility to customize or define automatic disconnection of users from the server if the screen remains idle for 5 minutes, in order to restrict unauthorized users from accessing the records. 5. The system should have an auto-save feature that will temporarily hold/save the data/entries made by the users in case of unexpected event occurs such as power outage 6. The system should have a capability to automatically backup all stored information and data and to enable data recovery should the system crash or fail. 7. Search criteria should be invoked to automate report and letter generation. 8. Reports can be presented on a graphical format and should be printable, whenever applicable 9. Browser-based user access. No client software installation. 10. Multi-level security and encryption of all data stored. 11. The system should have a main dashboard that will provide the following interface, whenever applicable: <ol style="list-style-type: none"> 11.1 Users <ol style="list-style-type: none"> 11.1.1 Announcements/ Issuances/ other relevant notices, etc. 11.2 HR Officers/administrators <ol style="list-style-type: none"> 11.2.1 Easy access to other modules 	

	<p>11.2.2 Facility to post any Announcements, Issuances/ relevant notices and other information/ data that is existing within the system (i.e. No. of employees as of the time, No. of male and female employees, No. of executives etc.)</p> <p>12. Performs generation of various user-defined report</p>	
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	<p>Staffing Management Module</p> <p>Functionalities:</p> <ol style="list-style-type: none"> 1. Organizational Management <ol style="list-style-type: none"> 1.1 Upload, view, update and print the NTC organizational chart respectively; 1.2 Must be able to create, read, update, delete, maintain and generate list of plantilla/non-plantilla positions and their corresponding job summary, description and duties and responsibilities per office/branch/ division; 1.3 Must be able to create, read, update, delete, maintain and generate list of filled and unfilled vacant positions per branch/ division/ unit based on the following: <ol style="list-style-type: none"> 1.3.1 current plantilla of positions 1.3.2 retiring employees 1.3.3 length of service 1.3.4 other causes of separation 1.4 Facilitates provision of information on: <ol style="list-style-type: none"> 1.4.1 Hierarchical/ reporting relationships of units (up to team level); 1.4.2 Changes in organization as a result of reorganization e.g. names of units, hierarchy (historical information/ background) 2. Recruitment Tracking for NTC Employees <ol style="list-style-type: none"> 2.1 Provides online announcement of vacancies (vacant position per branch/division, qualification of standards, deadline of submission of application) 2.2 Must enable to profile position and requirement including duties and responsibilities, as required 2.3 Provides online application for announced vacant position (Application Letter and Personal Data Sheet (PDS) and other attachments, if any). 	

	<ul style="list-style-type: none"> 2.4 Facility to automatically retrieve and display applicant's information upon entry of employee's ID 2.5 Input interview scheduling, applicant correspondence and selection file maintenance and retention. 2.6 Automatic e-mail notification to all candidate Next-in-Rank employees with a facility for employees to respond if interested to apply or not 2.7 Must be able to notify the applicant for schedule of examination and interview 2.8 Generates and sends regret letter to unqualified and not selected applicants via email notification 2.9 Must be able to manually input details of external applicants 2.10 Maintains database and must be able to generate the list of all qualified applicants, both internal and external. 2.11 Must be able to search and generate various reports for vacancies applicant, per position/ per item no. and per branch/division where vacancy exists. 2.12 Synchronize applicant's information to the Employee Records Management Module once an applicant is hired. 2.13 Facility to create, update, process, delete and print issuances of all types of action notices and appointments such as the following: <ul style="list-style-type: none"> 2.13.1 New Hire 2.13.2 Promotion 2.13.3 Transfer 2.13.4 Re-employment 2.13.5 Re-appointment 2.13.6 Renewal 2.13.7 Demotion 2.13.8 Reinstatement 2.13.9 Step Increment 2.13.10 Reassignment 2.13.11 Job Rotation 2.13.12 Change of Status 2.13.13 Secondment 2.13.14 Change in Item No. 2.13.15 Salary Adjustment 2.13.16 Details 2.13.17 Termination 2.13.18 Resignation 2.13.19 Retirement 2.13.20 Death 2.13.21 etc. 	
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	<ol style="list-style-type: none"> 3. Must be able to generate other required reports, as follows: <ol style="list-style-type: none"> 3.1 Service Record 3.2 Notice of Appointment 3.3 Notice of Vacancy 3.4 Personal Data Sheet (PDS) 3.5 Position Description Form 3.6 Certificate of Employment 3.7 Certificate of Employment and Compensation (COEC) 3.8 Employee Masterlist (must be able to filter for a specific period, by branch, by division) 3.9 Salary Adjustment Memo (NOSI/ NOSA) 3.10 User-defined reports (personnel statistics, distribution of employees by age, gender, by position, by branch, by division) 3.11 Notice of Meeting 3.12 Report on Appointment Issues (RAI) 3.13 Other User-Definable reports 3.14 CS Form No. 4 – Certification of Assumption to Duty, 3.15 CS Form No. 32 – Oath of Office 3.16 CS Form No. 33-B, 3.17 Transmittal of Documents for 201 File 3.18 BP 205: List of Retirees for Payment of Retirement Gratuity and Terminal Leave Benefits 4. Position Tracking <ol style="list-style-type: none"> 4.1 Provides historical information of positions (audit trailing of plantilla history) held by every employee, from initial hiring until his/her retirement. 4.2 Maintains and automates historical lists of all changes to the manpower plantilla (i.e. changes of name/ title, rationalization program, manpower complement) 5. Employee Temporary Reassignment Tracking <ol style="list-style-type: none"> 5.1 Facility to track the timeline of temporary re-assignments. Data should include the name, position from where/what assignment to where/what new assignment and the reason/basis for such reassignment. Timeline is also a must information – a month before expiry, the system should give “signal” to the authorized user to be able to make appropriate action 	
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Payroll, Deductions and Remittances Module

Functionalities:

1. Payroll Management
 - 1.1 Must be able to compute the following:
Regular Hours, Absences, Tardiness,
Undertime, Overtime and Night differentials
(for Job Order employees) based on
uploaded DTR
 - 1.2 Must be able to compute and process and
generate the following:
 - 1.2.1 Gross earnings, total deductions and
net payroll
 - 1.2.2 Salary adjustments (NOSI, NOSA,
Overpayment, Underpayment,
Promotion and other government
salary increases)
 - 1.2.3 Leave monetization
 - 1.3 System should be able to separately process
allowances, gift bonuses, benefits, etc.
 - 1.4 Facility for manual input and computation of
salary earnings and deductions
 - 1.5 Allows to create and define qualification
criteria to process, including multiple
calculations, and generate payrolls per
branch, division as patterned to PSIPOP and
other summary payroll reports, which are as
follows:
 - 1.5.1 General Payroll;
 - 1.5.2 Mid-Year Payroll;
 - 1.5.3 Year-End Bonus;
 - 1.5.4 Performance Enhancement Incentive
(PEI) Payroll;
 - 1.5.5 Cash Gift Payroll, Clothing
Allowance Payroll;
 - 1.5.6 Representation and Transportation
Allowance (RATA) Payroll,
 - 1.5.7 Cultural and Sports Allowance
Payroll, Collective Negotiation
Agreement Bonus (CNA) Payroll,
 - 1.5.8 Loyalty Payroll,
 - 1.5.9 Monthly Withholding Tax, Payroll
Entry, On-Hold
 - 1.5.10 Salary Adjustment Computation
Payroll
 - 1.5.11 Overtime Pay Computation
 - 1.5.12 Monetization Payroll
2. Must be able to tag per account code to classify
as taxable or non-taxable income
3. Must be able to define minimum take home pay
amount
4. Facility to process employee's terminal pay

	<ol style="list-style-type: none"> 5. Must be able to show and hide specific columns as needed 6. Must be able to export payroll (MS Excel format) as needed 7. Must be able to maintain database for employee compensation and benefits 8. Must support different payment schemes, e.g. ATM, Cash 9. Facility to archive previous closed payroll. Closed payroll shall be restricted for modification and cannot be reverted. 10. Deductions & Remittances <ol style="list-style-type: none"> 10.1 Must enable to add, define (loan types) and track employee loans (monthly amortization and number of payments), balances and deductions. Must be printable 10.2 Must enable to define/ update and maintain the 1st payment date and end date for loan deductions. 10.3 Must enable to process Monthly tax based on projected and already earned compensation 10.4 Must be able to customize the frequency of loan payments 10.5 Must be able to automatically compute and generate reports relative to loan payments made 10.6 Must be able to customize amortization amount and suspend payments of loans 10.7 Must be able to manually update outstanding balance. 10.8 Facility to customize Pag-ibig contribution (fixed or table based) 10.9 Must be able to automatically computes based on the user maintainable tables for government contributions (i.e. PAG-IBIG, Philhealth, GSIS, BIR, etc.) 10.10 Must be able to process beginning and year-end tax adjustment for all employees 11. Reports must be saved and downloadable in excel/pdf format 12. Can accommodate statistical queries (Wizard Type) via Reports Customization 13. Facility for report customization and generation of the following reports: <ol style="list-style-type: none"> 13.1 Payslip 13.2 General Payroll Report 13.3 Payroll Certification 13.4 Monthly Variance Report 13.5 Variance Report of Employees 	
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	<p>13.6 Remittance, Loan and Premium List, Summary of Payments List for:</p> <p>13.6.1 GSIS</p> <p>13.6.2 HDMF</p> <p>13.6.3 PHIV</p> <p>13.7 Alphalist (Terminated)</p> <p>13.8 Alphalist with/without Previous Employer</p> <p>13.9 BIR Form 2316</p> <p>13.10 Certificate of Remittance/ Loan Remittance</p> <p>13.11 CNA Incentive Report</p> <p>13.12 Index Payments to Employees</p> <p>13.13 Loyalty Award</p> <p>13.14 Year End Bonus and Cash Gift Report</p> <p>13.15 List of Active Employees</p> <p>13.16 Etc.</p>	
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	<p>Leave Management Module</p> <p>Functionalities:</p> <ol style="list-style-type: none"> 1. Must be able to define and manage leave types (Vacation Leave, Sick Leave, etc.) and customize each leave type, such as frequency, date of expiration (Mandatory Vacation Leave, Special Privilege Leave, Maternity Leave Paternity Leave, Solo-Parent Leave, CTO, etc.), per employee. 2. Leave types should have account codes to facilitate matching of leave entries for accounting and reporting purposes 3. The System must also allow late filling of Application for Leave 4. Automatically generate Sick Leave and Vacation Leave every last working day of every month 5. Ability to adjust leave balances for leave entitlement 6. Must be able to monitor leave usage and automatically compute for employee leave credits in accordance to CSC ruling. 7. Must be able to convert leave balances (Terminal Leave, Monetization) to cash 8. Must be able to maintain filed leave applications per month and per corresponding leave type. 9. Must be able to print Leave Application Form in CSC format 10. Must be able to charge employee's absences, tardiness and undertime 11. Must be able convert overtime to Compensatory Time-Off (CTO) 	
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	<ol style="list-style-type: none"> 12. Must be able to generate templated letters (Memorandum for Habitual Tardiness, Undertime) 13. The system should have a separate balance for CTO credits 14. Automatically reflects and deduct Application for Leave charged to CTO from valid CTO balance. 15. Must be able to view and generate a Comprehensive Leave Application Calendar (all employees filed/scheduled leave, what type of leave was applied and position that can be filtered per branch/division/unit. 16. Must maintain a detailed leave ledger/card per employee in CSC form. 17. Must be able to customize shifting schedule/ flexi time. 18. Must be able to identify Holidays and Other Local Holidays. 19. Must be able to generate various reports filtered per employee, leave type, dates, per branch, division etc. and other reports as defined by the user 	
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	<p>Time and Attendance Management Module</p> <p>Functionalities:</p> <ol style="list-style-type: none"> 1. Must enable HR Officers to set and define working hours (including flexi-time and other alternative working schedules (i.e. Skeletal work force, Work-From-Home) set by the CSC and other mandatory agencies) for each employees. 2. Must have a facility that will show and generate a list for printing, of employees who are: <ol style="list-style-type: none"> 2.1 Late, 2.2 Undertime, 2.3 On leave (must show what type of leave was applied) 2.4 Absent 2.5 On official/personal business. 2.6 No Initial Time In, Lunch Break Time In/ Out and Final Out 3. Must enable entries from a biometric device or any applicable device, text file, spreadsheet or manual input (for Official and Personal Business, and/or as approved by the Head of the Agency, etc.). 4. Must have a facility to define, maintain, update and generate national and local holidays 	
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5. Must enable viewing, updating and printing of time-logs imported from a device.
6. Must automate computation and of the following:
 - 6.1 Regular Hours
 - 6.2 Absences
 - 6.3 Tardiness
 - 6.4 Undertime
 - 6.5 Overtime
 - 6.6 deductions due to absences, tardiness and undertime
 - 6.7 etc.
7. Must automate computation and conversion of overtime for officials and employees with approved Overtime Schedule:
 - 7.1 Compensatory Overtime Credits (COC) for Job Orders
 - 7.2 Compensatory Time-Off for permanent/regular employees.
8. Must automate the accumulated leave balance from previous year then reflect to leave details of the succeeding year
9. Must reflect the monetized leave automatically once processed
10. Must be able to maintain and generate summary of total earned Vacation Leave and Sick Leave per employee per year.
11. Facility to define or tag employees who were allowed for Overtime
12. Must generate various time and attendance-related reports, as follows:
 - 12.1 Daily Time Record (save as PDF and be printed)
 - 12.2 Certificate of Compensatory Time Off
 - 12.3 Approved/ Disapproved Leave Application
 - 12.4 Late filed Application for Leave
 - 12.5 Valid and Forfeited CTO
 - 12.6 List of employees with prolonged leaves
 - 12.7 Monetization Claims
 - 12.8 Daily Time Correction Form
 - 12.9 Perfect Attendance (No late, No Undertime, No Absences, with OB)
 - 12.10 Tardiness and Undertime Report
 - 12.11 Templated Memorandum for Tardiness and Undertime
13. Facility for manual input of Employees whom are in Official Business (OB), attending Local/Foreign Seminars (online, on-site), conferences, etc., Travel Order, etc.
14. Filtering options for Employees with Overtime, Travel Order, and Official Business (OB). Etc.

	<ul style="list-style-type: none"> 15. Processing of DTR for separated employees will not be allowed by the system to avoid re-computation of payroll 16. Facility for the HR Officers to be notified and to send notification to employees on violation of policy on tardiness and undertime (10 or more tardiness and/or undertime for the month) 17. Facility to monitor forced leave of employees (availed and not availed, including tagging of exception) 18. Generation of the following reports: <ul style="list-style-type: none"> 18.1 Daily Time Record (can be saved as PDF and be printed) 18.2 Valid and/or Forfeited CTO Report 18.3 Certificate of Valid and/or forfeited Compensatory Time Off (CTO) per employee 18.4 Approved/ Disapproved Leave Application 18.5 Late filed Application for Leave 18.6 List of employees with prolonged leaves 18.7 Monetization Claims 18.8 Custom Timekeeping Report 18.9 Daily Time Correction Form 18.10 Leave without pay 18.11 List of AWOL Employees 18.12 OB Report 18.13 Perfect Attendance (No absences, No lates, No Undertime, without OB) 18.14 Sick Leave Profile 18.15 Tardiness and Undertime Report 18.16 Vacation Leave Profile 18.17 Templated Memorandum for Tardiness and Undertime 	
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	<p>Personnel Training and Development Module</p> <p>Functionalities:</p> <ul style="list-style-type: none"> 1. Training and Development Management (Local & Foreign) <ul style="list-style-type: none"> 1.1 Must allow to define position profiles and define training requirements per position and minimum competency requirements; 1.2 Facility to create, update, view, delete and generate as report, trainings per branch/ division/ unit and position as defined in the Training Plan 1.3 Must be able to match employee against job/position and identify training needs required per employee to fulfill the requirements of the job 	
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	<ul style="list-style-type: none"> 1.4 Must be able to match training programs to corresponding competencies 1.5 Must have a facility to view the list of positions suggested/ needed to attend trainings 1.6 Allows adding of participants and pre-requisite trainings 1.7 Maintains information on the Annual Training Plans and Programs, including approved budget. 1.8 Maintains information on all training programs conducted and attended by the employee per year, per branch/ division/ unit (Program Title, Type of Program, Training/ Course Objective, Target Ps, Program Date & Venue, List of Participants, Actual Budget Utilized per program). 1.9 Maintains information on the training programs per employee. 1.10 On-line notification of accepted participant/ applicants and their immediate supervisor per training. 1.11 Facility to view and update training status by the employee if attended or not attended. 1.12 Facility to create, customize, delete Training Certificates <ul style="list-style-type: none"> 1.12.1 background, content, print training certificates 1.12.2 Electronic signing of employees certificate 1.13 Must be able to classify trainings and seminars as internal or in-house, external, conferences, etc. 1.14 Maintains information on all Scholarship Service Contracts as a result of attendance to (local and foreign) training and development programs. 1.15 Maintains approved training events to manage dates, schedules of training and employee development programs (conducted and planned trainings for the year) 1.16 Maintains Post Training Evaluation per training, per attendee and Post Training Report submitted. 1.17 Display if attendee has already <ul style="list-style-type: none"> 1.17.1 Submitted Local and Foreign Training Report 1.17.2 Conducted Echo Seminar 1.18 Must be able to generate the other required reports: 	
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	<ul style="list-style-type: none"> 1.18.1 Participants for the training, seminar, conference, etc. 1.18.2 Participants who attended/ not attended the training, seminar, conference, etc. 1.18.3 Training Summary Report 1.18.4 PDC Resolution 1.18.5 Translation of Competencies to Training Program 1.19 Facility to tag members of Personnel Development Committee (PDC) 2. Scholarships/Study Grants/Conferences, Conventions and other International Commitments (Local & Foreign) <ul style="list-style-type: none"> 2.1 Maintains information on all scholarships, study grants, conferences and conventions attended/availed of by officials and employees (per year and per program basis). 2.2 Maintains information Commitment Contracts as a result of attendance to (local and foreign) Scholarship Service Contract/Study Grant. 	
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	<p>Performance Management Module</p> <p>Functionalities:</p> <ul style="list-style-type: none"> 1. <i>Strategic Performance Management System (SPMS)</i> <ul style="list-style-type: none"> 1.1 <i>Maintains updated SPMS templates and various rating forms</i> 1.2 <i>Must be able to generate performance ratings of employees, (rank & file and managerial) per branch and division</i> 1.3 <i>Must be able to tag supervisor and subordinate profiles, etc.</i> 1.4 <i>Must enable employees (rank & file and their immediate supervisors) to customize and define regular functions and special and intervening assignments, its equivalent weight percentage and performance measures (Quality, Efficiency and Timeliness)</i> 1.5 <i>Performance Monitoring and Coaching</i> <ul style="list-style-type: none"> 1.5.1 <i>Facility to accomplish Employee's Performance Coaching Journal for identification of employees' strength and weaknesses and other plans/program of action for corrections.</i> 1.5.2 <i>Must enable immediate supervisors to enter/edit ratings and approve</i> 	
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	<p><i>submitted SPMS of their employee/ subordinates</i></p> <p>1.5.3 <i>Workflow that directs the Employee's Performance Coaching Journal and Individual Plan to concerned ratee for his/her perusal and discussion with the rater</i></p> <p>1.5.4 <i>Notification for rater and next higher approver for the submitted IPCR and reviewed Performance Coaching and Individual Development Plan</i></p> <p>1.6 <i>Performance Review and Evaluation</i></p> <p>1.6.1 <i>Must record the Ratee's Actual Accomplishments and rating by the rater</i></p> <p>1.6.2 <i>Facility to generate and print accomplished IPCR after the approval of the next higher approver</i></p> <p>1.7 <i>Facility to generate the following reports</i></p> <p>1.7.1 <i>IPCR per employee</i></p> <p>1.7.2 <i>Performance Monitoring Report for Timeliness</i></p> <p>1.7.3 <i>Semestral Performance Report for Effectiveness/ Quality, Efficiency and Timeliness</i></p> <p>2. <i>Online Career Executive Service Performance Evaluation System (CESPES)</i></p> <p>2.1 <i>Must be able to maintain and generate report of performance contract rating of each CES officers and incumbents to CES position.</i></p> <p>3. <i>Others</i></p> <p>3.1 <i>Must enable employees and officers to enter their individual development plan and track their performance appraisals</i></p>	
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	<p>Career and Succession Management Module</p> <p>Functionalities:</p> <ol style="list-style-type: none"> 1. Maintains updated database on employee information, qualification requirements, and competencies 2. Maintains database on succession programs 3. Must be able to generate list of potential candidates per position as well as career information reports 4. Must be able to automatically compute length of service (rank & file and 	
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	supervisory/managerial) based on a user-determined cut off/evaluation date	
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	<p>Employees Records Management Module</p> <p>Functionalities:</p> <ol style="list-style-type: none"> 1. Employee Records Maintenance <ol style="list-style-type: none"> 1.1 Must be able to auto-generate employee numbers 1.2 Facility to add, update, delete and all information/ data indicated under CSC Form No. 212, Personal Data Sheet (PDS) for each employees and be printed as the same form 1.3 Must be able to maintain, update and generate employee' records which are as follows: <ol style="list-style-type: none"> 1.3.1 Employee Status (Regular, Coterminous-with-the-Officer (CTO), Coterminous-with-the-Incumbent (CTI), Contractual, etc.) 1.3.2 Career Movement 1.3.3 Recognition, special awards, appreciation etc. 1.3.4 complaints and administrative case history, sanctions and status 1.4 Performs employee tracking from job application, hiring, promotion, and suspension to separation 1.5 Includes electronic photos of employees. 1.6 Includes library of electronic official signature and initials of officials and employees. 1.7 Provides option to print all types of certificates, employee records and other documents (template-based). 1.8 Provides facility for online self-service. 1.9 Provides facility for online verification of all employee benefits, accountabilities and loans. 1.10 Maintains employee disciplinary records such as administrative cases, status and sanctions. 1.11 Facility to add, view and update and delete PDF copies of important records (i.e. Birth Certificate, Diploma, Transcript of Records, etc.) 2. Records of Retired/ Separated Employees <ol style="list-style-type: none"> 2.1 Maintains records of the following: <ol style="list-style-type: none"> 2.1.1 re-hired employees; 2.1.2 resigned employees; 2.1.3 retired employees; 	
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	<ul style="list-style-type: none"> 2.1.4 dismissed/terminated employees 2.1.5 employees who were dropped from the rolls; 2.1.6 employees whose term had expired; and employees with other modes of separation 2.2 Provides different kinds of reports on separation. 3. Must be able to generate other required reports, as follows: <ul style="list-style-type: none"> 3.1 Service Record 3.2 Notice of Vacancy 3.3 Personal Data Sheet (PDS) 3.4 Position Description Form 3.5 Certificate of Employment 3.6 Certificate of Employment and Compensation (COEC) 3.7 Employee Master list (must be able to filter for a specific period, by branch, by division) 3.8 Salary Adjustment Memo (NOSI/ NOSA) 3.9 User-defined reports (personnel statistics, distribution of employees by age, gender, by position, by branch, by division) 3.10 Notice of Meeting 3.11 Report on Appointment Issues (RAI) 3.12 Other User-Definable reports 3.13 BP 205: List of Retirees for Payment of Retirement Gratuity and Terminal Leave Benefits 4. Must have the facility to define Document Approvers, which are as follows: <ul style="list-style-type: none"> 4.1 Leave Approver 1 4.2 Leave Approver 2 4.3 Time-Out Slip Approver 1 4.4 Overtime Request Approver 1 4.5 Overtime Request Approver 2 4.6 Leave Monetization Approver 1 4.7 Leave Monetization Approver 2 4.8 IPCR Approver 1 4.9 IPCR Approver 2 (if applicable) 5. Generates user-definable reports 	
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ITEM	SPECIFICATIONS	Statement of Compliance (State Comply or Not Comply)
	<p>Employee Self Service Module</p> <p>Functionalities:</p> <ol style="list-style-type: none"> 1. User Registration and Authentication <ol style="list-style-type: none"> 1.1 Must enable users to register using their .gov emails (may also use other emails, if applicable). Registration shall be verified first by the user thru their email and will be approved by the HR Officer. 1.2 Must require email in user registration, which will later be used in forgot password and user verification options 1.3 Facility to change password 2. Employee Self Service Management <ol style="list-style-type: none"> 2.1 Provides facilities for searching, filter and uploading/downloading of images and relevant documents 2.2 Access to employee's own information. 2.3 User authentication required 2.4 Provides facility to print employee's own information (PDS/personal documents). 2.5 Sets restriction for viewing/printing confidential information. 2.6 Online viewing/printing of employee payslip, loan account and amortization, Payslip, Leave Summary (balance) DTR, etc. 2.7 Online viewing/printing of employee's leaves credit balance/unused Forced Vacation Leave/Unused Special Leave Privileges and Attendance Rating, Valid and Forfeited CTO. 2.8 Online inquiry and monitoring of service commitment/ obligation of employees who availed of the study leave. 2.9 On-line announcement of training and development programs, scholarship/s, study grant/s on a monthly basis, or as the need arises. 2.10 On-line application for attendance to training and development programs, scholarships and study grants. 2.11 On-line viewing of all training programs (local and foreign) attended by each employee, to include Grade/Ratings obtained from the training, and/or result/s of comprehensive exam, to include 	

	<p>applicable Scholarship Service Contract).</p> <p>2.12 Facility for the employees to be notified/reminded with habitual tardiness and undertime (when tardiness and/or undertime reached 5 for the month)</p> <p>3. Must allow Online Filing and to view status of the following documents with a facility to attach other documents if applicable:</p> <p>3.1 Application for Leave with create, update, delete/ cancel and print features:</p> <p>3.1.1 Vacation,</p> <p>3.1.2 Sick,</p> <p>3.1.3 Monetization</p> <p>3.1.4 Leave to be charged to COC (employees should a valid COC balance)</p> <p>3.1.5 All other leaves as defined by the CSC and CESB</p> <p>3.2 Request for Travel Orders</p> <p>3.3 Copy of valid and/or forfeited COC balance</p> <p>3.4 Time-Out Slip</p> <p>3.5 DTR Correction</p> <p>3.6 Application for Promotion</p> <p>4. Performance Management Module</p> <p>4.1 <i>Must enable employees (rank & file and their immediate supervisors) to customize and define regular functions and special and intervening assignments, its equivalent weight percentage and performance measures (Quality, Efficiency and Timeliness)</i></p> <p>4.2 Facility to fill-up Coaching Journal and Individual Performance Plan by the superior rater or next superior rater (if applicable)</p> <p>4.3 Facility for employees to accomplish and submit IPCR to his rater</p> <p>4.4 Facility for the rater to review, edit, approve/disapprove, return to ratee or submit to the next higher approver the IPCR of his rates</p> <p>4.5 Facility for the employees to inquire about submitted IPCR</p> <p>4.6 Facility to identify employee's Individual Development Plan that includes goals and required interventions by the rater</p> <p>4.7 Facility to approve IPCR, Coaching Journal and Individual Performance Plan</p>	
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	<p>4.8 <i>Workflow that directs the Employee's Performance Coaching Journal and Individual Plan to concerned ratee for his/her perusal and discussion with the rater</i></p> <p>4.9 <i>Notification for rater and next higher approver for the submitted IPCR and reviewed Performance Coaching and Individual Development Plan</i></p> <p>5. Facility to sync/ plot, view and check the status of the requested Application for Leave to calendar</p> <p>6. Viewing of DTR</p> <p>7. Notification for employees who have not logged In/Out</p> <p>8. Facility to notify employee and approvers of requests either For Approval, Approved, Disapproved</p> <p>9. Online Announcement</p> <p>9.1 Provides information with regards to vacancies, absorption, promotion, memorandum order, office order, training/courses offered, and membership in various committees or organizations within NTC.</p>	
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	<p>Employee's Property Accountability Module</p> <p>Functionalities:</p> <p>1. <i>Facility to maintain and update accountabilities of employees to interface with existing Asset Management.</i></p> <p>a. Tracks, query and lists inventory of items, equipment, computers, furniture's fixtures, issued to each employee</p> <p>b. Main and generate asset code and tag per item in the library of items</p> <p>c. Tracks cash advances, expenses and liquidations</p> <p>d. Generate accountability reports per office, branch, division and per employee.</p>	
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Hardware Components		
Servers	The NTC will house an integrated pre-built clustered system comprising of computer hardware, software, storage and networking components in a single unit for ease of management. The server must have the following minimum specifications:	
	1. General Features: 1.1 Must have a user-defined scheduling for automated	

	<p>patching interface and patch bundle to update and patch software system components such as firmware and hardware drivers, operating system, storage manager, clustering software, and database.</p> <p>1.2 Hardware and software configuration built to protect against component failures such as disk failures, CPU failures, memory failure, network card failures, and system controller failures.</p> <p>1.3 Capable of monitoring CPU, FAN and peripheral's temperature</p>	
	<p>2. Minimum Technical Requirements:</p> <p>2.1 Must have two (2) physical server capable of supporting redundancy and must ensure high-availability. (RAID 5/6 configuration with redundancy) with the following technical specifications:</p> <p>2.1.1 Server must have at least two (2) server processor with a minimum of 8-cores per processor with up to 40 cores processor, with at least</p> <p>2.1.2 1U or 2U form factor rack mount</p> <p>2.1.3 Server must be configured with at least 128GB of DDR4 RAM (minimum of 12 DIMM sockets) with minimum rate of 2400MT/sec</p> <p>2.1.4 Up to 2400 W Platinum/240 HVDC for power supply with hot swap redundancy</p> <p>2.1.5 Supports SSD RAID 0, 1, 10, & 5 - 12 GB SAS/SATA (should</p>	

	<p>also support 6GBps SAS/SATA)</p> <p>2.1.6 Air cooling, optional processor liquid cooling</p> <p>2.1.7 Minimum of 4 hot-swap SAS/SATA drive bays</p> <p>2.1.8 Server must have a minimum of one (1) 100/1000/10000 Mbps Base-T Ethernet ports</p> <p>2.1.9 Must have at least four (4) SATA internal SSD with at least 200GB dedicated for the operating system</p> <p>2.1.10 Disk storage must provide at least 4 TB usable capacity using mirroring-SSDs (Solid State Drive) and must be hot pluggable</p> <p>2.2 Must have other hot-pluggable components such as:</p> <p>2.2.1 Power units,</p> <p>2.2.2 Minimum of six (6) standard fans/ High Performance fans</p> <p>2.2.3 Storage disks storage disks</p> <p>2.3 The system should have self-management features, which implies automatically, download of software and patches, if configured so by the user of the system</p> <p>2.4 Diagnostic Wizard that allows identification of problems and taking corrective actions. It should allow the easy creation of service requests for the technical support to be sent to the vendor of the system, for any hardware related issue.</p>	
Biometric Devices	Minimum Technical Requirements:	

	<ol style="list-style-type: none"> 1. Must be able to operate thru Face/Iris recognition, Fingerprint and Pin 2. Must be able to register the following at the same time: <ol style="list-style-type: none"> 2.1 10,000 Users 2.2 10,000 Faces/Iris (1:1) 2.3 10,000 Fingerprints (1:1) 2.4 10,000 Pin 2.5 1,000,000 Log Capacity 3. Must be able to communicate thru TCP/IP or wireless 	
Services Component		
Project Management	<ol style="list-style-type: none"> 1. Initiation and Planning <ol style="list-style-type: none"> 1.1 Project scoping 1.2 Development of project charter 1.3 Project charter presentation, signing and acceptance 1.4 Project kickoff 1.5 Inception Report 2. Execution 3. Monitoring and Controlling 4. Closure 	
Installation and configuration of Server	<ol style="list-style-type: none"> 1. Site Audit <ol style="list-style-type: none"> 1.1 Environment check 1.2 Electrical requirements 2. Installation configuration planning <ol style="list-style-type: none"> 2.1 System technical requirements 3. Product configuration installation <ol style="list-style-type: none"> 3.1 Physical review of systems 3.2 Installation of systems and related components 3.3 Cable labeling 3.4 Power supplies connection 3.5 Network switches connection 3.6 Configure system software <ol style="list-style-type: none"> 3.6.1 System hostnames 3.6.2 Network addresses 3.6.3 Service processor configuration 3.6.4 OS software / firmware patching 3.6.5 Activating auto service request 3.6.6 Testing and handover 	

<p>Implementation and configuration of HRIS</p>	<p>Implementation and configuration of HRIS</p> <p>The Bidder shall deliver, install, configure and make operational the Human Resource Information System specified in this Section and ensure successful implementation of the same in an agreed timeframe. The delivery partner shall also ensure that training is provided to system administrators and users of the HRIS system.</p> <p>Initiation</p> <ol style="list-style-type: none"> 1. Prioritization and scheduling of requirement workshop 2. Conduct Test Strategy Workshop for all client core project team members 3. Establish communication, tracking and governance procedures 4. Installation of environments <p>Analysis</p> <ol style="list-style-type: none"> 1. Project Planning Activities 2. Documentation of requirements in Business Requirements Document 3. Documentation of gaps in BRD and Fit Gap sheet 4. Provide functional support for requirement test writing <p>Design</p> <ol style="list-style-type: none"> 1. Solution Design Walkthrough 2. Create Functional Design Document for each approved gap 3. Create Technical Design Document for each approved functional design document 4. Initial Setup and configuration of Master/Staging environment 5. Create initial Solution Design Document 6. Data migration mapping 	
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	<p>7. Provide functional support for Process Test Script</p> <p>Development</p> <ol style="list-style-type: none"> 1. Conduct Unit Testing for customizations and interfaces 2. Develop custom code 3. Develop custom reports 4. Provide functional support for Process Test Script execution 5. Provide functional support for System Integration Testing (SIT)/End-to End test scripting. 6. Provide functional support for System Integration Testing (SIT)/End-to End test execution. 7. Triaging test results 8. Create Initial Cut-Over Plan <p>Deployment</p> <ol style="list-style-type: none"> 1. Provide functional support for User Acceptance Testing 2. Review Production Operations Guide 3. Conduct Go-No-Go Review Meeting to finalize decision to move into Production 4. Provide functional and technical support for Production Cut-Over / “Go Live” <p>Operation</p> <ol style="list-style-type: none"> 1. Project Closure Report 2. Transition to Support 3. Provide functional Post Go-Live Support for each release for an agreed period after go-live 	
<p>Change Management and Training</p>	<p>Change Management</p> <p>Change management process</p> <ol style="list-style-type: none"> 1. Readiness assessments 2. Communication planning 	

	<p>3. Coaching and manager training for change management</p> <p>4. Data collection, feedback analysis and corrective action</p> <p>Training</p> <p>1. “Train the Trainer” approach must be conducted with the following coverage</p> <p>Technical Training</p> <p>1. Development Training</p> <p>2. Integration Development</p> <p>3. Report Writing</p> <p>4. System Administration</p> <p>5. Security Administration</p> <p>Functional Training Sessions</p> <p>1. End to End Test Training</p> <p>2. Process Test Training</p> <p>3. UAT Training</p> <p>4. End User Training Assistance for HRIS</p> <p>5. Technical Training</p>	
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Manpower Resource

The service provider must have related technology certifications to implement end to end HRIS solutions:

<p>1. Project Manager</p>	<p>a. <i>Must be certified in any project management methodology best practices.</i></p> <p>b. <i>Must have strong knowledge of HRIS project management and strategy consulting activity.</i></p> <p>c. <i>Must have experience leading full cycle HRIS implementation</i></p> <p>d. <i>Must have at least 3 years working experience as Project Manager</i></p>	
<p>2. Database Administrator</p>	<p>a. <i>Must be certified for proposed RDBMS software</i></p> <p>b. <i>Must have at least 3 years working experience as Database Administrator</i></p> <p>c. <i>Must have experience in performance tuning, monitoring, and optimization.</i></p> <p>d. <i>Must be knowledgeable in network security</i></p>	

	e. Must be trained and knowledgeable in data protection/ security	
3. System Administrator	<ul style="list-style-type: none"> a. <i>Must have at least 3 years working experience as System Administrator.</i> b. <i>Must be certified in Linux or Windows Servers.</i> c. <i>Must be certified in virtual solutions</i> d. <i>Must be knowledgeable in the implementation/maintenance of server hardware/</i> 	

***Section VIII. Checklist of Technical and
Financial Documents***

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Prescribed
Form

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
- or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
- and**
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
- and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) 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** ANNEX A
- (f) 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** ANNEX B
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **or** ANNEX C
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and** Section VI of the Philippine Bidding Documents
- (i) Original duly signed Omnibus Sworn Statement (OSS); **and** ANNEX D
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

- (j) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) 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

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; ANNEX E
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.

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

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

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Prescribed Form

- (a) Original of duly signed and accomplished Financial Bid Form; **and** ANNEX F
- (b) Original of duly signed and accomplished Price Schedule(s). ANNEX G

Section IX. Bidding Forms

ANNEX A

Statement of Ongoing and Awarded But Not Yet Started Contracts

This is to certify that _____ has the following ongoing and awarded but not yet started contracts:

Name of Contract	Date of Contract	Duration of Contract	Owner's Name and Address	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery

Name and Signature of Authorized Representative

Date

***Instructions:**

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of the day before the deadline of submission and opening of bids.
- b) **If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.**
- c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.

ANNEX B

Statement of Single Largest Completed Contract Similar to the Contract to be Bid

This is to certify that _____ has the largest completed contract within **the last Five years**:

Name of Contract	Date of Contract	Duration of Contract	Owner's Name and Address	Kinds of Goods	Amount of Completed Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) or Sales Invoice (If completed)

Name and Signature of Authorized Representative

Date

***Instructions:**

- a) Cut-off date: The day before the deadline of submission and opening of bids.
In the column for "End-User's Acceptance", indicate the date of acceptance or Official Receipt(s) or Sales Invoice.

Note: Similar contract refers to ICT Projects, particularly HRIS/HRMS in the Government.

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION
Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]*
[year] at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Omnibus Sworn Statement
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized Representative to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

ANNEX E

FORMAT OF JOINT VENTURE AGREEMENT (JVA)

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into by and between:

(Name of Company), a corporation duly organized and registered under Philippine law, with principal office address at (address), and represented herein by (Position), (Name)

-and-

(Name of Company), a corporation duly organized and registered under Philippine law, with principal office address at (address), and represented herein by (Position), (Name)

That the above parties are duly authorized by their respective corporations to enter into and bind their respective corporations to a Joint Venture Agreement, pursuant to a valid Board Resolution issued by their respective Board of Directors/Trustees.

That all parties agree to join together their manpower, equipment, and what is needed to establish a project-specific Joint Venture for the purpose of bidding, and if successful, undertaking of the hereunder stated project of the NATIONAL TELECOMMUNICATIONS COMMISSION (NTC).

NAME OF PROJECT	ABC

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that (Name of Company) shall act as the lead organization and (Name of Company) as partner organization; and (Name of Company), as the lead organization, will oversee the administration and content of the eligibility and proposal submissions, coordinate with NTC on any matter that needs attending to, and implement the project in the event that the joint venture wins the bid.

That both parties agree that (Name), (Position), of (Name of Company), shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, to execute, and perform any and all acts necessary, and/or to represent the Joint Venture in the entire bidding and implementation process, as fully and effectively as the Joint Venture may do so as if personally present, without prejudice to the authority of the Joint Venture partners to exercise their power of substitution and revocation.

That this Joint Venture Agreement shall remain in effect only for the above stated Project until terminated by both parties or in the event of an unsuccessful bidding.

In witness thereof, we have hereunto affixed our signatures this ____ day of _____ 2020 at _____.

(Name of Company)
by:

(Name)
(Position)

(Name of Company)
by:

(Name)
(Position)

WITNESSES:

(Signature of Witness)
(Name of Witness)

Address:

(Signature of Witness)
(Name of Witness)

Address:

ACKNOWLEDGEMENT

BEFORE ME, a Notary Public for and in the (City/Province/Municipality) of _____ this ____ day of _____ 2020, personally appeared:

NAME	ID PRESENTED/EXPIRATION	PLACE OF ISSUE

known to me and to me known to be the same persons who executed the foregoing instrument which they acknowledged to me to be their free and voluntary act and deed, consisting of ____ page/s, including this page in which this Acknowledgement is written, duly signed by them and their instrumental witnesses on each and every page hereof.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Bid Form for the Procurement of Goods
[Shall be submitted with the Bid]

BID FORM

Date: _____
Project Identification No.: _____

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

ANNEX G

PRICE SCHEDULE

Name of Bidder _____ Project Identification Number _____

Particular	Unit Cost	Total Cost
1 LOT	<i>PHP</i> _____	<i>PHP</i> _____
Total Bid for 1 LOT		<i>PHP</i> _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

