Republic of the Philippines
Office of the President

BCDA
Bases Conversion and
Development Authority

BAGONG PILIPINAS

Procurement of Human Resource Information System (HRIS) for 2024

BID BULLETIN NO. 4

This Bid Bulletin clarifies the queries raised during the Pre-bid Conference on 11 June 2024 at 10:00 AM and from various queries received through email from the prospective bidders, as well as other matters relative to the above Project.

A. Queries/Questions from the Prospective Bidders

	QUERY	CLARIFICATION
1.	On the eligibility requirements, specifically on the Single Largest Completed Contract (SLCC), whether one (1) government agency and one (1) private project can be considered.	**Technical Specifications Requirement:** **Provider Eligibility Requirement** The SUPPLIER must have satisfactorily completed a similar contract with at least two (2) government agencies in the last five (5) years. ***Single Largest Completed Contract (SLCC) Requirement:*** The Bidder must have completed **a single contract** that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. **A Similar Contract shall refer to a contract related to the Procurement of Human Resource Information System** (HRIS). The Single Largest Contract must be completed within five [5] years prior to the deadline for the submission and receipt of bids.
2.	For the integration to ERP and Biometrics, clarification on the existing ERP and Model/Brand of Biometrics currently being used by BCDA.	The current ERP is ACUMATICA and the biometrics brand is the following models: - Virdi AC 6000 - Virdi AC 2100 There is a possibility that we will procure new biometric devices during the course of implementation, which may be of a different brand.
3.	Clarification on the clause of SAAS in the TOR which requires 99.5% uptime and a penalty for every downtime. However, the	Since this is SAAS, it is assumed that cloud hosting is already provided for. Most SAAS provide an SLA of 99.5% uptime and this is what BCDA also

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	hosting is not included in the specifications.	Based on Item II.2 of the TOR, The SUPPLIER shall provide the **cloud hosting**, data storage and database services for the system. These services should provide scalability, durability, data management capabilities and auto bandwidth adjustment.
4.	With regards to technical specifications on the bank payroll, what is the bank that is being used by BCDA.	Landbank of the Philippines (LBP).
5.	Clarification on the compatibility regarding the existing program, what is the particular module that will be integrated.	Integration with ERP of the Payroll Management Module (Section 4.3 of the TOR) Integration with biometric data of the Employee Information Management Self-Service and Administrator Module (Section 2.2.4.1 and Section 3.2.4.1 Daily Time Logs) Integration with Procurement and Asset Monitoring System (PAMS) of the Employee Information Management Self-Service and Administrator Module (Section 2.2.1.1 and Section 3.2.1.1 Basic Information – Personal Data Sheet (PDS)) There may be additional integrations based on actual data gathering.
6.	Clarification on the Biometric design, how many current devices does BCDA have and are they the same models.	There are two (2) existing models and eleven (11) existing biometrics devices.
7.	Part of the tech transfer is a software service covering system administration followed by Bullet No. 3, including basic coding and basic maintenance. If implemented, will BCDA have access to the database.	Not necessarily, it depends on your system. There are functionalities of the database that will be used for quick report generation. If the said functionalities are in your SAAS, the tech transfer may be required. Otherwise, the tech transfer will be limited to actual administration and use of the system.
8.	In the biometrics design, whether the API should be readily available and if the information is downloadable.	The biometric device has a text based output, it should be easy to parse, so integration will not become a problem. It can be downloaded but automation can be done wherein the files can be saved to a certain folder and the integration could happen through a batch script.
9.	There are at least 2 government agencies with implementation of this	An inspection may be done of both the system documentation and the system itself to verify that it

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9.	There are at least 2 government agencies with implementation of this system, whether the prospective bidder will have a demonstration of the system during post-qualification.	An inspection may be done of both the system documentation and the system itself to verify that it is compliant with the requirements, however, all requirements shall be further verified during actual users acceptance testing. Presenting evidence of the government contract with a certificate of acceptance will serve as additional proof that the system was implemented.
10.	Eligibility requirements state that *"at least 5 years cloud-based HRIS and implementation"* whether relaxing the requirement into a web-based **Development** and **implementation** experience or within 5 years of experience can be considered.	We will consider at least four (4) years of web-based HRIS development and implementation experience, however, we will still require at least one (1) year cloud implementation experience in combination with the web-based experience to ensure that the winning provider is capable of implementing our requirements. We will also relax the length of experience for cloud-based implementations to three (3) years. The eligibility requirements shall now state the following: The SUPPLIER must have either of the following: a. at least three (3) years of cloud-based HRIS development and implementation experience; or b. at least four (4) years of web-based HRIS development and implementation experience and at least one (1) year of cloud-based development and implementation experience. *Hereto attached as "Annex A" is the revised Section VII. Terms of Reference (TOR)/Technical Specifications.*
11.	Regarding section 7 no. 2 technical specifications, general requirement no. 5, clarification on the target asset of the conduct of VAPT	It is likely that the system together with the integrations with endpoints and the API will be used internally within BCDA.
12.	Clarification on the number of units for the endpoint, is it just one unit or will it include the rest of the users that BCDA has.	There is a need to do sampling since different Operating Systems (OS) are in place. Considering that integration is required, VAPT testing is also required in integration points.

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13.	Clarification on item number 6 that the supplier must submit the incident response plan that will require monitoring of the HRIS System.	Monitoring of the system will be done by the supplier, a plan that outlines how to respond to breaches must be put into place to support such monitoring should a breach event occur.
14.	Clarification whether there is a framework needed.	There is no preferred framework. As long as it can provide the functionalities and meet all the technical requirements in the TOR, the proposed framework may be considered.
15.	Since this is a SAAS, whether the 12 months upon receipt of NTP would mean that the subscription will already start.	It depends if there are customizations to be done. The 12-month subscription should start upon actual rollout.
16.	On Page 25, whether the statement of compliance must be supported by attachments.	There is a need to support the compliance statement, it should be cross-referenced. Attachments may be needed, if required.
17.	On Page 26, clarification on the number of system users, would it be a minimum of 300 system users and what is the maximum number of users?	We have no set requirements for the maximum number of users, but the system provider may set the limitation in terms of the number of user licenses that BCDA can use. A minimum of 300 users to an unlimited number of users may be provided.
18.	On Page 45, whether it is possible to remove the resolution time and just retain the response time.	The BCDA will require the "Resolution Time" in order for us to ensure that the system issue/s will be resolved within the prescribed period.
19.	Clarification on the statement "vendors should not be liable to downtime outside of their scope. Eg. power outage and delays caused by end-user/client."	During downtimes, the end user will ask for an incident report. If the cause of the said downtime is outside of the vendor's control, there is no penalty.
20.	On Page 39 forms, workflow module, and design forms, clarification on the purpose of the module, and what forms are being envisioned.	There may be simple forms that come out and rather than outsourcing the creation of the form, the end user may create it on their own. Optionally, the Supplier may provide the additional forms themselves during the warranty period. In the same manner, simple revisions of workflow can be done by the end users, e.g. When someone is assigned as an Officer-In-Charge (OIC).
21.	On Page 45 on the availability of the supplier for one (1) year for consultation.	The one (1) year being referred to here is the warranty period.

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22.	On the Technical Specification page 26 No. 8. - Clarification whether it is possible to provide the prospective bidders with a test account to transfer a computed payroll amount for testing and verification purposes	We do not require the system to interact directly with the bank, so no user account would be needed. We only require the generation of a bank-ready upload file.
23.	On the Technical Specification page 26 No. 10 - Clarification whether BCDA can provide an API for the decision-analysis and ad hoc reports for management use	The data from the HRIS will be the basis of the decision-analysis and ad hoc reports for management use and no API is needed.
24.	On the Technical Specification page 26 No. 11 - Whether the existing systems are expected to be integrated with the new system?	The systems to be integrated are the following: - ERP - Procurement and Assets Monitoring System - Biometric system
25.	On the Technical Specification page 26 No. 12n- Elaboration on what is meant by "real-time integration."	Real-time integration that BCDA is referring to is the auto reflection of employees' time IN and OUT in the Daily time Record upon logging in the biometric devices.
26.	On the Technical Specification page 28 No. 1.4. What specific configuration on the item 1.4? the database table not possible as well as the libraries	The configuration that BCDA is referring to is the configuration for the data to be reflected in the drop down fields, data parameters and/or reference tables that the system administrator may create/update. E.g. - Holidays table - Leave Types - Work Schedules
27.	On the Technical Specification page 29 No. 1.7. Clarification on the specific systems which are expected to be integrated with the new system?	The systems to be integrated are the following: - ERP - Procurement and Assets Monitoring System - Biometric System
28.	On the Technical Specification page 39 No. 12. Elaboration on the detailed information about the specific processes of this Item?	The processes are: - Workflow for online approval of requests (Leave, DTR Adjustment and Overtime). - The approval can be assigned to employees who are designated as Officers-In-Charge. - The approvers are capable of using digital signatures. - Validation of request to prevent multiple filing or approval of the same employee/officer. - An access to monitor or track the requests.

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29. On the TOR Requirement, Page 24. Clarification that the 12-month period shall include the implementation activities (ex. Data gathering, UAT, data migration) prior to Go Live. Please clarify if the 12 month period includes the PRE GO LIVE activities.	The pre Go Live activities are included in the twelve (12)-month delivery schedule.
30. On the TOR Requirement, Page 25. Clarification that EACH number or bullet point in the TOR must be supported with statements of specification, and other types of evidence	Yes. There is a need to support the compliance statement, it should be cross-referenced. Attachments may be needed, if required.
31. On the TOR Requirement, Page 26. What is the maximum number of employees/users?	We have no set requirements for the maximum number of users, but the system provider may set the limitation in terms of the number of user licenses that BCDA can use. A minimum of 300 users to an unlimited number of users may be provided.
32. On the TOR Requirement, Page 26. What are the systems requiring integration?	The systems to be integrated are the following: - ERP - Procurement and Assets Monitoring System - Biometric System
33. On the TOR Requirement, Page 45. Regarding, SLA/Resolution time a. Recommendation if the response time be retained but remove the resolution time as this may vary according to the cause of the downtime. b. Vendors should not be liable for downtime outside their scoop (ex. Power outage, acts of God) c. Delays caused by the end user or client should not be attributed to Vendor.	The BCDA will require the "Resolution Time" in order for us to make sure that the system issue/s will be resolved within the prescribed period. During downtimes, the end user will ask for an incident report. If the cause of the said downtime is outside of the vendor's control, there is no penalty.
34. Page 39 - What is the purpose of this module? What forms are being envisioned? If the current HR solution already has the forms required, is this still a deliverable? This requirement, while not a core HRIS requirement, is major and complex.	There may be simple forms that come out and rather than outsourcing the creation of the form, the end user may create it on their own. Even if all required forms are already provided for by the system, it will still remain as a deliverable. Optionally, the Supplier may provide the additional forms themselves during the warranty period.

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35.	Page 66 - Net Financial Contracting Capacity (NFCC) Form INSTRUCTION A. Summary of the Applicant Supplier's/ Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment. In the last sentence: If the list of construction equipment is not applicable to the bidder, will the audited financial statement suffice?	Formula for the computation of Net Financial Contracting Capacity (NFCC). *NFCC = K (current asset – current liabilities) X 15 minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started* Reference: Audited Financial Statement for 2022 or latest.
36.	Could we propose our work plan? Or Does BCDA have any target timetable?	System providers may submit a work plan provided that the work plan is within the BCDA's project timeline.
37.	No. of branches - How many branches outside the main office are covered? Will BCDA provide logistics (ex. Transpo, accommodations, etc, if needed)	There are Five (5) locations outside the main office that are covered: - One West Aeropark, Clark Global City, Clark, Pampanga - BCDA Clark PMO, Clark, Pampanga - Athletes Village, New Clark City, Capas, Tarlac - Pamayanan ng Diego Silang, C5, Taguig City - Bataan Technology Park, Morong, Bataan BCDA can provide logistics if needed.
38.	Page 17 - General Conditions of Contract, no. 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. In addition to tests in the SCC, Section VII (Technical Specifications) shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any	An inspection may be done of both the system documentation and the system itself to verify that it is compliant with the requirements, however, all requirements shall be further verified during actual users acceptance testing. Presenting evidence of the government contract with a certificate of acceptance will serve as additional proof that the system was implemented.

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	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. Based on the bid documents, Inspection and Test activity to confirm conformity to the project may be conducted by BCDA. The conduct of an inspection and/or test of the solution, in addition to the compliance statement is an activity to help ensure the veracity of the Bidder's claims and assess feasibility of successfully delivering the solution within the target time frame. Will BCDA undertake the verification via demonstration or inspection?	
39.	Page 43 - Data migration. It is understood the client will be the one preparing the data to be loaded to templates provided by the vendor. Kindly confirm.	Yes, BCDA will prepare and provide the data based on the templates of the system provider.
40.	Page 45 - Availability of the SUPPLIER for consultation, system improvement and support for a period of one (1) year after project turnover. Additional enhancements are not covered.Kindly confirm and clarify.	The one (1) year being referred to here is the warranty period. New system processes, forms and reports that are required by the regulatory agencies (CSC, GCG, DBM, GSIS, etc.) are covered if the directives were issued during the project implementation and warranty period.

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41.	Page 39 - Forms and Workflow Module – allows assigned users to design forms and dynamic workflow for use in automating HR processes that require approval. What is the purpose of this module? what forms are being envisioned? If the current HR solution already has the forms required, Is this still deliverable? This requirement, while not a core HRIS requirement, is major and complex.	Please refer to our answer to item no. 35
42.	Could you please provide the brand and model of the existing biometrics devices? Are API endpoints readily available on these devices? If not, will uploading exported files from the devices be acceptable for the integration of biometrics devices?	BCDA is currently using the following biometric devices: - Virdi AC 6000 - Virdi AC 2100 Uploading of exported files is acceptable.
43.	What integrations are required with the existing systems? Could you specify what these systems are?	The systems to be integrated are the following: - ERP - Procurement and Assets Monitoring System - Biometric System
44.	Regarding technology transfer, since this is a Software-as-a-Service model, we kindly request the removal of the requirements for database administration, basic database maintenance, and basic coding, as these are part of the back-end software.	There are functionalities of the database that will be used for quick report generation. If the said functionalities are in your SAAS, the tech transfer may be required. Otherwise, the tech transfer will be limited to actual administration and use of the system.
45.	Will a demonstration of a Government HRIS be required to ensure that the provider is an experienced Government HRIS developer, which is significantly different from a private HRIS?	An inspection may be done of both the system documentation and the system itself to verify that it is compliant with the requirements, however, all requirements shall be further verified during actual users acceptance testing. Presenting evidence of the government contract with a certificate of acceptance will serve as additional proof that the system was implemented.
46.	"The SUPPLIER must have at least five (5) years of cloud-based HRIS development and implementation experience" significantly limits	The said eligibility requirement was included to ensure that the supplier has the necessary HRIS development and implementation experience in a cloud environment.

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participation to providers of cloud-based solutions only. We believe this stipulation is overly restrictive and contravenes the objectives of R.A. 9184, which aims to encourage broad participation in public procurements.	Please refer to our reply to Item No. 10, as we have revised the said requirements to be more flexible while still ensuring that our needs will be met.
47. We wish to highlight that the term "cloud-based" refers to the hosting environment of the HRIS, which could similarly be hosted on traditional physical servers. The essence of the project lies in the functionality of the Human Resource Information System itself, irrespective of its hosting environment.	We wish to welcome your insights, however we took into consideration the cost of physical servers including space and power requirements as well as required personnel to maintain the hardware and we came to the conclusion that a cloud-based implementation will be most beneficial to BCDA.
48. We respectfully request that you consider relaxing the aforementioned requirement to include "Web-based Government HRIS development and implementation experience." Such an amendment would not only broaden the pool of eligible participants but would also align the eligibility criteria with the SLCC requirement that "Similar Contracts shall refer to contracts related to the procurement of Human Resource Information Systems (HRIS)." This adjustment would ensure greater fairness and inclusivity in the bidding process.	Please refer to our answer to Item No. 10.
49. What integrations are required with the existing systems? Could you specify what these systems are?	The systems to be integrated are the following: - ERP - Procurement and Assets Monitoring System - Biometric System
50. Regarding technology transfer, since this is a Software-as-a-Service model, we kindly request the removal of the requirements for database administration, basic database maintenance, and basic coding, as these are part of the back-end software.	Please refer to our answer to item no. 45.

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B. General Reminders

Hereto attached as *"Annex A"* -   Revised Section VII. Terms of Reference (TOR)/Technical Specifications.

Please take note of the following schedule:

ACTIVITIES	DATE/SCHEDULE
Deadline for Request for Clarification, if any	14 June 2024, Friday
Issuance of Bid Bulletin, if any	21 June 2024
Deadline for Submission of bid documents	12:00 PM, 28 June 2024, Friday
Opening of Bids	1:00 PM, 28 June 2024, Friday

The above changes further amend the bidding documents accordingly. **The Submission and Opening of Bids will be conducted face-to-face** at the **BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center, 31st St. corner 2nd Ave, Bonifacio Global City, Taguig City.** However, the bidders may opt to attend online via Zoom. The meeting link will be provided upon a request by the prospective bidders to the BAC-G Secretariat through the email address: bacgsecretariat@bcda.gov.ph.

For those attending in person, please consider the following guidelines:

- Attendees to the Pre-bid Conference and Opening of Bids are expected to follow the BCDA Health protocols; and
- Observers/representatives who show signs of COVID-19 related symptoms are not allowed to enter the BCDA premises.

This Bid Bulletin is being issued pursuant to Sections 22.5.2 and 22.5.3 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Issued on 21 June 2024 .

BIDS AND AWARDS COMMITTEE FOR GOODS

By:

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TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS		
Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.		

SPECIFICATION/DESCRIPTION	Statement of Compliance	
	Compliant	Non-Compliant
I. The Approved Budget for the Contract (ABC) is Seven Million Six Hundred Thousand Pesos (Php 7,600,000.00), inclusive of all applicable taxes and fees.		
II. General Requirements		
1. The SUPPLIER shall provide an online Human Resource Information System (HRIS) that conforms to current Philippines regulatory and statutory laws specific for government agencies and customized according to BCDA requirements.		
2. The SUPPLIER shall provide the cloud hosting, data storage and database services for the system. These services should provide scalability, durability, data management capabilities and auto bandwidth adjustment.		
3. The SUPPLIER shall provide, implement, install and manage all the security aspects of the system (SSL, Encryption, Access Controls, Threat Detection, etc.).		

4.	The SUPPLIER shall manage regular backups and ensure provision of Full Backup of the system and restore from the latest backup if necessary.		
5.	The SUPPLIER shall conduct semi-annual vulnerability assessments and penetration testing (VAPT) to identify and remediate potential security weaknesses and submit a VAPT and remediation report to BCDA.		
6.	The SUPPLIER shall submit an Incident Response Plan and Breach Notification Procedures with defined roles and responsibilities to address cybersecurity breaches promptly.		
7.	The SUPPLIER shall cater for a minimum of three hundred (300) employees/end-users that can login and transact with the system.		
8.	The SUPPLIER shall provide a human resource module that will easily generate bank-ready payroll, benefits and compensation schedule/payments of the employees.		
9.	The SUPPLIER shall provide a comprehensive and easily accessible employee information page.		
10.	The SUPPLIER shall provide ready-made decision-analysis and ad hoc reports for management use.		
11.	The SUPPLIER shall ensure seamless integration with other BCDA's systems.		
12.	The SUPPLIER shall provide real-time integration of the system with the biometric devices from different BCDA office locations.		
13.	The SUPPLIER shall ensure that the system should seamlessly integrate with open-source technologies, ensuring compatibility and flexibility of its technological ecosystem. It shall support the utilization of open-source databases, frameworks, and tools, fostering an environment of interoperability.		
14.	The SUPPLIER shall provide a management level dashboard to provide quick reports and statistics.		
15.	The SUPPLIER shall be responsible for the update in the system in terms of changes in the configurations,		

computations, templates, forms and reports that are prescribed and required by the regulatory agencies.

16. The SUPPLIER shall ensure that the system is capable of handling different employee work schedules/arrangements.

To achieve all of the above consideration, the SUPPLIER shall perform the following duties and responsibilities and deliver the following:

A. **Requirements Definition.** The SUPPLIER shall conduct data gathering activities to finalize requirements of each module below, and document these accordingly. The documentation will be the basis for the scope of the implementation of the HRIS.

B. **Provision of cloud-based Human Resource Information System (HRIS) through Software-as-a-Service (SaaS)**

The SUPPLIER shall provide the BCDA Human Resource Information System (HRIS), composed of the following:

1. <u>Systems Administration Module</u> – allows systems administrators to login into the system and manage user accounts, user access controls and security, as well as systems parameters and configurations:

    1.1 Systems Administrator shall have full access to all functions and features.

    1.2 User Login – an interface for users to get into the system.

    1.3 User Management – an interface for administrators to add users and set access controls and other user security controls and functionalities of the system

        1.3.1 Create roles or access rights
        1.3.2 Create system users with different roles or access rights
        1.3.3 Capable of disabling access to the account to prevent unauthorized use
        1.3.4 Change password facility
        1.3.5 Strong password authentication.

		1.3.6	Facility to disable access to the account to prevent unauthorized use		

1.3.6 Facility to disable access to the account to prevent unauthorized use

1.3.7 Access must be denied after three (3) unsuccessful login attempts, After which, the user account will be locked and needs to be reset by the HR Administrator to allow re-login to the system.

1.3.8 Configure Multi-Factor Authentication (MFA) or One-Time Password (OTP) via SMS or email verification

1.3.9 Capability to establish individual or group access rights for security purposes with a set of privileges or rights to certain modules in order to restrict access to modules, reports, and other types of data.

1.4 Systems Management – an interface for administrators to manage or customize the parameters and/or configurations, database, tables and libraries in the system without the need for system modification

1.4.1 Create parameters and/or configurations (updateable fields) for use in the system (eg. in dropdowns, radio button selections, etc.)

1.4.1.1 Leave, DTR Adjustment and OT Types
1.4.1.2 Work Schedules
1.4.1.3 Holidays
1.4.1.4 Others, as may be narrated during data gathering

1.4.2 Edit or delete existing parameters and/or configurations
1.4.3 View audit trail

1.5 Approval Workflow - allow varying levels of reviewers and approvers, depending on the rank or position of the employee or type of request.

1.5.1 Highly customizable electronic approval process of authorized reviewers and approvers.
1.5.2 Allow varying levels of reviewers and approvers, depending on the rank or

position of the employee or type of request.

1.5.3 Delegation of authority (approval of transactions on behalf of the actual approving authority) should be allowed

1.5.4 Capable of handling the approval process for employees designated as Officers-In-Charge (OICs)

1.6 Audit Trail

1.6.1 Records details of various actions that were made by users in the system and database, showing documentary evidence used to verify the accuracy of data and track transactions.

1.6.2 Details should include user, date, time, action taken, affected modules, historical values, IP address.

1.7 Compatibility with existing systems and hardware/equipment such as but not limited to biometrics, printers, etc.. Linkage is through API.

2. Personnel Information Management Administrator Module – allows assigned users to view and manage HR related processes and information below:

2.1 Dashboard - users can view information and statistics in both text and graphical format, e.g. number of personnel present/absent, leave credits, absences, tardiness, etc.

2.2 Personnel's 201 File – an interface for users with proper rights to enter in at the very least the personnel information detailed below:

2.2.1 General Information

2.2.1.1 Basic Information – Personal Data Sheet (PDS)

2.2.1.2 Names of Qualified Dependent (as per BIR Form 2316)

2.2.2 Employment Records

2.2.2.1 Employment type – regular, contract of service, consultant, etc.

	2.2.2.2	Designation, assignment, appointments and movements – group, department, etc.		
	2.2.2.3	Employment history – private, government, contract of service, etc.		
	2.2.2.4	Membership data – GSIS, Philhealth, etc.		
	2.2.2.5	Merits and violations		
	2.2.2.6	Administrative cases		
	2.2.2.7	Others, as may be narrated during data gathering		

2.2.3 Compensation and Benefits records

2.2.3.1	Salary, allowances and other benefits
2.2.3.2	Salary increase history
2.2.3.3	Contributions/Deductions
2.2.3.4	Pay Scale table
2.2.3.5	Payslips
2.2.3.6	Others, that may be identified during requirements definition

2.2.4 Leaves and Attendance Records

2.2.4.1	Daily Time Logs
2.2.4.2	Time Record and Schedule Adjustments
2.2.4.3	Leave types – vacation leave, sick leave, etc
2.2.4.4	Beginning leave balances or accumulated leave earnings
2.2.4.5	Others, that may be identified during requirements definition

2.2.5 Requests – admin users can monitor and manage the following requests:

2.2.5.1	Leaves
2.2.5.2	Daily Time Record Adjustments
2.2.5.3	Overtime
2.2.5.4	Certifications (employment and contributions)
2.2.5.5	Membership Forms (GSIS, Philhealth, etc.)
2.2.5.6	Monetization of leave credits, etc.
2.2.5.7	Others, that may be identified

2.2.6 Personnel Movement - Supports the processing, uploading and captures issuance of appointments and other human resource actions, such as but not limited to the following:
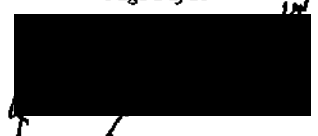
2.2.6.1	Promotion
2.2.6.2	Transfer
2.2.6.3	Reemployment
2.2.6.4	Reinstatement
2.2.6.5	Demotion - Voluntary/As a result of a disciplinary action
2.2.6.6	Reclassification
2.2.6.7	Reassignment
2.2.6.8	Detail
2.2.6.9	Designation
2.2.6.10	Probationary period
2.2.6.11	Change in item number
2.2.6.12	Step increment
2.2.6.13	Salary adjustment
2.2.6.14	Reinstatement to the same position/item
2.2.6.15	Positions marked as co-terminus with the incumbent
2.2.6.16	Others, that may be identified during requirements definition

2.3 Loan information – an interface for users with the proper rights to manage loans and loan types available for the personnel, as well as maintain personnel's loan records

2.3.1 Loans - GSIS Loan, Pag-Ibig, company (ex. provident fund), etc.
2.3.2 Loan types – salary, calamity, housing, etc.
2.3.3 Employee loan records
2.3.4 Others, that may be identified during requirements definition

2.4 Additional Contributions / Deductions with Employee / Employer Share – an interface for users with the proper rights to manage additional contributions / deductions (ex. provident fund

etc.); this should be able to keep deduction / contribution records including total deductions/contributions with individual ledgers

2.5   Employee related reports – access to reports provided for in the Reports Module (e.g. PDS, service records, etc.)

2.6   Capable of generating collected feedback and reviews from employees

2.7   Reminders and other notification Alerts – a function to notify users of upcoming important events or actions performed within the system, e.g. below allowed net pay, approval of requests, update of personal information, etc.

3.   <u>Employee Information Management Self-Service Module</u> – allows employees to view and manage their own HR related processes and information.

    3.1   Dashboard - users can view information and statistics in both text and graphical format, e.g. number of personnel present/absent, leave credits, absences, tardiness, etc.

    3.2   Personnel's 201 File – an interface for employees to enter in at the very least the personnel information detailed below:

        3.2.1 General Information

            3.2.1.1   Basic Information – Personal Data Sheet (PDS)
            3.2.1.2   Names of Qualified Dependent (as per BIR Form 2316)

        3.2.2 Employment Records

            3.2.2.1   Employment history – private, government, contract of service, etc.
            3.2.2.2   Membership data – GSIS, Philhealth, etc.
            3.2.2.3   Others, that may be identified during requirements definition

        3.2.3 Compensation and Benefits records

3.2.3.1   Salary, allowances and other benefits

3.2.3.2   Salary increase history

3.2.3.3   Contributions/Deductions

3.2.3.4   Payslips

3.2.3.5   Others, that may be identified during requirements definition

3.2.4 Leaves and Attendance Records

3.2.4.1   Daily Time logs

3.2.4.2   Time Record and Schedule Adjustments

3.2.4.3   Leave types – vacation leave, sick leave, etc

3.2.4.4   Beginning leave balances or accumulated leave earnings

3.2.4.5   Others, that may be identified during requirements definition

3.2.5 Requests – users can file for request via online form and provide request validation based on certain conditions for the following:

3.2.5.1   Leaves

3.2.5.2   Daily Time Record Adjustments

3.2.5.3   Overtime

3.2.5.4   Certifications (employment and contributions)

3.2.5.5   Membership Forms (GSIS, Philhealth, etc.)

3.2.5.6   Monetization of leave credits, etc.

3.2.5.7   Others, that may be identified during requirements definition

3.3   Loan information – an interface for employees to view loans and loan types available, as well as employees loan records.

3.4   Employee related reports – access to reports provided for in the Reports Module (e.g. PDS, service records, etc.).

3.5 Reminders and other notification Alerts – a function to notify users of upcoming important events or actions performed within the system, e.g. below allowed net pay, approval of requests, update of personal information, etc..	
3.6 Capable of collecting feedback and reviews from employees.	
4. <u>Payroll Management Module</u> – allows assigned users to process the payroll for all types of employees. Handles tax computations, take home pay administration, one-time runs, bank files, accounting entries, disbursements, first and last pays, remittance files and proof of remittance, bank account information and others, as may be narrated during data gathering with compliance to the following:	
4.1 Monthly Payroll Computation (Comprehensive Tax Reform Program of 1997)	
4.2 Updateable Government Tables as basis for computation:	
4.2.1 GSIS Table	
4.2.1.1 Personal Share (9% of Monthly Compensation – 2% Life, 7% Retirement) & Government Share (12% of Monthly Compensation - 2% Life, 10% Retirement)	
4.2.2 Philhealth Table	
4.2.2.1 Philhealth Circular No. 2024-004	
4.2.3 Pag-Ibig Table	
4.2.3.1 Republic Act No. 9679	
4.2.3.2 Pag-Ibig Fund Circular No. 460, series of 2024	
4.2.4 Withholding Tax and Exemptions Table	
4.2.4.1 Revenue Regulations No. 11-2018	
4.2.5 Wage Rate Table	

	4.2.5.1 Latest Wage Order from the National Wages and Productivity Commission		
	4.3 Computation thru data entry, import, migration or direct integration from existing systems of the following but not limited to:		

	4.3.1 Attendance adjustments
	    4.3.2 Leaves
	    4.3.3 Absences
	    4.3.4 Tardiness or undertime
	    4.3.5 Rest or holiday work
	    4.3.6 Overtime
	    4.3.7 "Tawid-Araw" Overtime including "Tawid-Buwan"		

	4.4 Computations of deductions and allowances:		
	4.4.1 Withholding Tax		
	4.4.2 Contributions		

	4.4.2.1 GSIS
	        4.4.2.2 Philhealth
	        4.4.2.3 Pag-Ibig
	        4.4.2.4 Company (ex. provident fund, etc.)		

	4.4.3 Loans		

	4.4.3.1 GSIS
	        4.4.3.2 Pag-Ibig
	        4.4.3.3 Company (ex. provident fund, etc.)		

	4.4.4 Allowances and Bonuses		

	4.4.4.1 Taxable
	        4.4.4.2 Non-taxable
	        4.4.4.3 Regular bonuses
	        4.4.4.4 Pro-rated bonuses		

	4.5 Computation of Retroactive Pay, Last Pay and/or Separation Pay		
	4.6 Notification to alert when certain set parameters are not met, e.g. take home pay below a certain amount determined by current BCDA policy and/or government policy, etc. so that these can be excluded from payroll processing.		

5. Time & Attendance Management Module – allows assigned users to process time and attendance data to generate the employee's daily time record:

    5.1   From a biometric system (fingerprint scan, ID, face recognition etc.).

    5.2   From Time In and Time OUT of employees who are on Work From Home (WFH) schedule.

    5.3   From Flexi-time for employees with flexible time schedules.

    This will also allow the assigned users to administer DTR adjustments, leave applications, overtime requests and compensatory overtime credit, including compensatory time-off.

6. Online Job Application Portal – allows job applicants to register and apply for a job openings through the online portal:

    6.1   Allow external or existing employees to apply for open positions

    6.2   Provide a login or registration process for applicants applying online

    6.3   Display published job openings and relevant details such as the job description, qualifications, technical competencies, salary, etc.

    6.4   Allow applicants to create their profiles, apply and search open positions, update necessary information

    6.5   Allow applicants to encode required information according to the CSC form and upload necessary supporting documents

    6.6   Allow applicants to track the status of their application

    6.7   Allow applicants to cancel their applications

    6.8   Allow existing employees to be notified of a job opening within the employee self-service portal

7. Recruitment, Selection and Placement Module – allows the human resource personnel to create and publish job openings for recruitment of new hires. It also covers the applicant selection and appointment within the organization:

    7.1   Centralize source of applicant's information

	7.2	Allow posting of job vacancy		
	7.3	Allow the assigned users to set a deadline for submission of an application for job opening and keep track of all submitted applications for the specific post		
	7.4	Support online processing of applications through an online workflow process, where each step of the review is being tracked from one stage to the next, from pre-screening to verification		
	7.5	Capture different recruitment status such as for hiring, for interview, for examination, etc.		
	7.6	Monitor applications or appointments which may be withdrawn by the applicant		
	7.7	Allow the assigned users to generate various reports such as but not limited to: (please refer to **Annex A** and **Annex B** for the detailed list of reports)		
		7.7.1 Applicants for Plantilla Positions		
		7.7.2 Appointment Form		
		7.7.3 CS Form 8 DIBAR		
		7.7.4 Form 4 Assumption of Duty		
		7.7.5 Database of Awards and Demographics List of Qualified Applicants		
		7.7.6 List of Vacant Positions		
		7.7.7 Recruitment Aging and Processing Report		
		7.7.8 Appointments Transmittal Action Form Issued		
		7.7.9 Report on Appointments Issued		
		7.7.10 Status of Recruitment and Selection Process		
		7.7.11 Mode of Talent Sourcing Report		
		7.7.12 Others, that may be identified during requirements definition		
	7.8	Allow scheduling of interviews and examinations by the assigned users		
	7.9	Allow the assigned users to assess an applicant and capture rating per criteria through interviews, examinations, etc.		
	7.10	Allow sending of email notifications		

	7.11	Process the appointment of a selected candidate online by capturing the required position details, appointment status, and documentary requirements for payroll, etc.		
	7.12	Capture appointment status information such as, but not limited to:		
		7.12.1 Effectivity of Appointment 7.12.2 Date of Oath of Office 7.12.3 Assumption date		
	7.13	Seamlessly integration of hired applicant records to the Employee Records		
	7.14	Assign newly hired employees with a work schedule, leave credits, compensation and deductions, etc.		
8.	**Learning and Development (L&D) Module** – allows to process data of employees to come up with the recommended intervention/s per position or per employee and with proposed schedule:			
	8.1	Integrate data with other modules such as Performance Management, Human Resource, Rewards and Recognition, etc.		
	8.2	Allow online creation and update of details on Individual Development Plans, specifying priorities based on development targets for specific core competencies:		
		8.2.1 Setup current and target competencies 8.2.2 Definition of learning objectives 8.2.3 Definition of performance goals		
	8.3	Allow recording of training opportunities offered by the organization and define according to the following but not limited to:		
		8.3.1 Date offered 8.3.2 Purpose 8.3.3 Competency target 8.3.4 Fund source		

	8.4	Allow recording of various training events conducted and capture information such as but not limited to:	
		8.4.1 Schedule 8.4.2 Competency target 8.4.3 Budget 8.4.4 List of participants 8.4.5 Evaluation result per participant	
	8.5	Manage various scholarships offered, capturing basic information and corresponding service obligation, if any.	
	8.6	Manage various foreign travel opportunities, capturing basic information and corresponding service obligation, if any.	
9.	Rewards and Recognition Module – allows assigned users to assist in the search and assessment of deserving employees.		
	9.1	Allows the submission of nominees for an award, capturing nominee details such as but not limited to length of service, previous awards, accomplishment/s, and supporting documents.	
	9.2	Allows the recording of awards details such as but not limited to type of award, date of awarding, and award given (monetary/non-monetary).	
10.	Performance Management Module – allows assigned users to capture and monitor the accomplishment of the employees.		
	10.1	Captures prescribed Strategic Performance Management System data but not limited to:	
		10.1.1 Target 10.1.2 Accomplishments 10.1.3 Weight 10.1.4 Rating	
	10.2	Viewing of Competency Self-Assessment data of employees.	
	10.3	Adding of reports under related to Monitoring and Coaching according to	

rating period, capturing details such as but not limited to:

    10.3.1 Significant incidents
    10.3.2 Feedback
    10.3.3 Action Plans

10.4   Review and approval of Individual Development Plans.

10.5   Generation of reports, such as but not limited to the following:

    10.5.1 Individual Performance Evaluation Report
    10.5.2 Performance Rating

11.   <u>Health and Wellness Module</u> – allows assigned users to manage the health and wellness data of employees.

11.1   Allows recording of various health and wellness activities

11.2   Captures list of participants in various activities

11.3   Captures medical services rendered and supplies provided to an employee

11.4   Captures the sick leave history of an employee

11.5   Captures health statistics and demographics (age, sex, blood type, top illnesses, etc.)

12.   <u>Forms and Workflow Module</u> – allows assigned users to design forms and dynamic workflow for use in automating HR processes that requires approval.

12.1   Must be able to handle workflows with multiple approvers.

12.2   Provide for approver escalation/revision when approver is unavailable (next higher rank and/or next in rank scheme).

12.3   Capable of approval using digital signature.

12.4   Prevent double routing to the same recipient/approver.

12.5   Viewing/monitoring/tracking need not be included in the workflow but can be assigned a view only role.

13. Reports Module – generate the following reports (allow the specified users to print, display on-screen or extract to various file formats and to incorporate digital signature), among others (please refer to **Annex A** and **Annex B** for the detailed list of reports):

13.1 Civil Service Commission (CSC), Governance Commission for GOCC (GCG) and other regulatory agencies prescribed forms which can be updated anytime:

13.1.1 Personal Data Sheet

13.1.1.1 Personal Details;
13.1.1.2 Employment and Work Experience Details;
13.1.1.3 Family Background Details;
13.1.1.4 Educational Background Details;
13.1.1.5 Eligibility Details;
13.1.1.6 Voluntary Work Details;
13.1.1.7 Training and Seminars Attended Details;
13.1.1.8 Awards and Other Information Details, and
13.1.1.9 References.

13.1.2 Daily Time Record (DTR) Summary
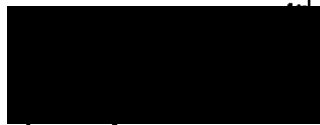13.1.3 Application for Leave Form
13.1.4 Leave Card

13.2 Payslip

13.2.1 Individual
13.2.2 Whole organization
13.2.3 Per Group
13.2.4 Per Department
13.2.5 Per Division
13.2.6 Bonus

13.3 Summary Reports

13.3.1 Payroll Register
13.3.2 Payroll Journal
13.3.3 Gross Pay
13.3.4 Net Pay
13.3.5 Bonus
13.3.5.1 Taxable
13.3.5.2 Non-Taxable

           13.3.5.3   Tax Withheld

       13.3.6   Allowances
       13.3.7   Contributions/Deductions (all contributions/deductions including company with employee-employer share (ex. provident fund) among others)
       13.3.8   Loans (all loans including company specific loans (ex. provident fund) among others)
       13.3.9   Others, that may be identified during requirements definition

13.4   Personnel Reports

       13.4.1   Master List
       13.4.2   Per Position
       13.4.3   Per Group/Department/Division
       13.4.4   Per Employment Type
       13.4.5   Per Contract Status
       13.4.6   Per Employment Status
       13.4.7   Per Salary detail
       13.4.8   Per Date
       13.4.9   Per Tenure
       13.4.10 Per Identification Numbers – Company, GSIS, TIN etc.
       13.4.11 Others, that may be identified during requirements definition

13.5   Bank Reports

       13.5.1   Per Account details
       13.5.2   Bank File
       13.5.3   Proof List
       13.5.4   Others, that may be identified during requirements definition

13.6   Government Mandated Reports

       13.6.1   BIR Summary Reports
           13.6.1.1   Alphalist
           13.6.1.2   Monthly Withholding Tax
           13.6.1.3   Employer's Certificate of Compensation Payment/ Tax Withheld Form -2316

       13.6.2   GSIS Summary Reports

	13.6.2.1 Contributions
	13.6.2.2 Loans
	13.6.2.3 Payroll Journal
	
	13.6.3 Pag-Ibig Summary Reports
	    13.6.3.1 Contributions
	    13.6.3.2 Loans
	    13.6.3.3 Membership Registration/ Remittance Form –M1-1
	    13.6.3.4 Monthly Remittance Schedule Form – P2-4
	    13.6.3.5 Certificate of Contributions
	    13.6.3.6 Certificate of Loans
	    13.6.3.7 Date Specific
	
	13.6.4 Philhealth Summary Reports
	    13.6.4.1 Contributions
	    13.6.4.2 Employer's Remittance Report – RF-1
	    13.6.4.3 Certificate of Contributions
	    13.6.4.4 Date Specific			

	13.7	Retroactive Pay, Last Pay and/or Separation Pay Report		
	13.8	Payroll Expense and Cost Center Report		
	13.9	Certificate of Contributions/Deductions (all contributions/ deductions including company with employee-employer share (ex. provident fund) among others).		
14.	Data Exchange (Export and Import) Module - For bulk transactions and inter-system compatibility, importation of Excel templates shall be provided for the following, among others:			
	14.1	Attendance		
	14.2	Leaves		
	14.3	Allowances		
	14.4	Contributions/Deductions		
	14.5	201 File		
	14.6	Other master data		
	14.7	Others, that may be identified during requirements definition		
		An export facility shall also be provided to further enhance inter-system compatibility, this shall include data summaries, summary and ad hoc		

reports.The format will be based on the needs of the existing system that would be accepting the exported file.

15. <u>Data Visualization Module</u> – The system should provide a real-time dashboard and generate data analytics reports, visualization of aggregated data using key data on demographics, performance, payroll information, etc. (please refer to **Annex B** for the detailed list of management reports and dashboard charts).

C. **Integration and Customization – provide technical services for the following:**

1. To develop HRIS modules, functions, features, forms and reports that are required in compliance with the BCDA policies and regulatory agencies that are not covered by the HRIS Subscription Software-as-a-Service (SaaS) by default.

2. To ensure the seamless integration of the HRIS with existing systems, at the very least with the ERP and Biometric systems.

D. **Technology Transfer - the provision of necessary technical trainings that cover systems, database administration, manual processes, procedures, and policies:**

1. Training of Administrators.

2. Training for various types of end-users.

3. To transfer knowledge on system management by conducting training workshops on systems administration, basic coding, basic database maintenance and uploading of data.

4. To turn over the complete system documentation like training manuals, quick guides, FAQs, etc.

5. Training schedule must be agreed by both parties.

6. Training will be conducted onsite.

E. **Total migration from existing systems (for data that HRIS will be the primary repository of):**

1. The total migration and integration that will be preparatory to the systems final deployment into the production stage shall be conducted.

2. The actual data migration from the existing system's database into the new database shall be done.

3. The integration of the system in the existing security and access control shall be observed.

4. Test run on previous payroll period to check accuracy.

5. Provision for backup, restoration and recovery procedures.

F. **Service Availability/Uptime Performance**

The SUPPLIER shall ensure minimum service availability/uptime performance of 99.50% during the duration of the contract.

The SUPPLIER shall submit a monthly Service Availability/Uptime Monitoring Report as part of the billing statement to ensure the compliance with the 99.50% service availability/uptime performance.

Failure to comply with the 99.50% service availability/uptime performance will result in penalty charges as indicated on the table below which shall be deducted to the SUPPLIER's payment receivables on the last billing cycle:

Availability	Allowable downtime per contract year	Penalty charges per hour or a fraction thereof beyond the allowable downtime for the contract year
99.50%	23 Hours, 28 minutes and 8 seconds	Php 1,200.00

Allowable downtime per contract year will also be covered when the website is under a scheduled maintenance activity.

G. System Security

The SUPPLIER shall provide, update, implement and facilitate all the security components of the system to ensure that the system is secured and protected from all the cybersecurity threats that may lead to possible data breach and inaccessibility of the system.

In the event that a cybersecurity breach has been confirmed, the SUPPLIER shall submit a Security Breach Incident Report within forty-eight (48) hours from the time the incident happened.
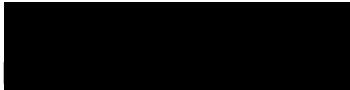
The client will impose a penalty charge amounting to Php 50,000.00 for every breach incident occurred and will be deducted to the SUPPLIER's payment receivables on the next billing cycle after the incident.

H. After-project Service and Support.

1. No additional cost for system update and/or system revisions for changes mandated by the law, prescribed by regulatory agencies, national government, including changes mandated by the Governance Commission for GOCCs (GCG) until one (1) year after the lapse of the one (1) year after-project service and support.

2. Provide 8x5 Help Desk services and support for four (4) months after project turnover.

3. Availability of the SUPPLIER for consultation, system improvement and support for a period of one (1) year after project turnover.

4. Definition of severity, target response and resolution times are shown below.

Severity	Condition	Response Time	Resolution Time	Frequency of Updates

1	System is down or does not function at all; system unavailable, inaccessible and/or has data integrity issues with no workaround available, resulting in total disruption of work or critical business impact.	3 hours	6 hours	Twice every business day		
2	A component of the system is not performing, creating a significant operational impact; major functionality is impacted or significant performance degradation is experienced; issue is persistent and affects many users and/or major functionality; no reasonable workaround available.	6 hours	12 hours	Every business days		
3	A component of the system is not performing as documented; there are unexpected results; problems can be circumvented; there is moderate or minor operational impact; system performance issue or bug affecting some but not all users; short-term workaround is available.	24 hours	24 hours	Every 2 business days		

| 4 | Questions pertain to usage questions or clarification of documentation; inquiry regarding a routine technical issue; information requested on application capabilities, navigation, installation, configuration, upgrades, or performance; bugs affecting a small number of users; acceptable workaround available. | 48 hours | 48 hours | Every 4 business day | | |

For every delay in resolution equivalent to a full unit of the stated resolution time or a fraction thereof, a penalty of one tenth (1/10) of one percent (1%) should be imposed from the remaining ten percent (10%) of the total project cost stated in Item I.
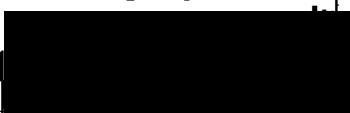
E.g. – A delay of anywhere from 1 to 6 hours in the resolution of a severity 1 issue will be penalized one tenth (1/10) of one percent (1%) from the remaining ten percent (10%) of the total project cost. The penalty will continue to be applied every 6 hours of delay thereafter.

Penalty shall only apply to the scope of the project deliverables.

III.   **Provider Eligibility Requirements**

    1.   The following shall be allowed to participate in the bidding:

        1.1   Filipino citizen/sole proprietorships;

        1.2   Partnerships duly organized under the laws of the Republic of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;

	1.3	Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;		
	1.4	Cooperatives duly organized under the laws of the Philippines; or		
	1.5	Persons/entities forming themselves into a joint venture, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.		

2. **The SUPPLIER must have either of the following:**

    2.1   at least three (3) years of cloud-based HRIS development and implementation experience; or

    2.2   at least four (4) years of web-based HRIS development and implementation experience and at least one (1) year of cloud-based development and implementation experience.

3. The SUPPLIER must have satisfactorily completed a similar contract with at least two (2) government agencies in the last five (5) years.

4. The SUPPLIER must have been in an IT Business for at least five (5) years.

IV. Confidentiality of Data

To ensure the confidentiality of all information that will come to the knowledge of the SUPPLIER, a Non-Disclosure Agreement (NDA) shall be executed between BCDA and the SUPPLIER.

V. Compliance and Compatibility

The SUPPLIER shall make the system compliant with Philippine regulatory and statutory laws (latest versions) specific for government agencies relevant to the Civil Service and Payroll processing. It should also be compliant to the Data Privacy Act and the Electronic Commerce Act. It must be compatible with the latest version across different web browsers and devices with mobile-responsive design and also compatible using Digital Signature technology.		

List of Required Human Resource Reports

Application for Leave Form
Appointment Certificate (KSS Porma Blg. 33)
ATM Alpha List
Bank Payroll Register
BIR 1601-C (Monthly Report of Tax Withheld)
BIR 2316 (Certificate of Compensation Payment/ Tax Withheld)
BIR Alphalist
BIR Alphalist Terminated before year end
BIR Alphalist with Previous Employer
BIR Tax Payments
Certificate of Employment
Certificate of Employment with Compensation
Certificate of Employment with Duties and Responsibilities
Certificate of Employment With or Without Compensation
Certificate of Last Salary Received
Certificate of Leave Credits (Monthly)
Certificate of Leave Without Pay
Compensatory Overtime Credit Monitoring
Consolidated Remittance List per Unit
Consolidated Remittance Summary per Unit
Daily Time Record (DTR) Summary
Disbursement Voucher
DTR Adjustments Summary Report
Employment History
Entitlement of Longevity Pay
Entitlement of Loyalty Pay
Entitlement of Post Graduate Course
Entitlement of Salary Adjustment
Forced Leave Report

General Payroll Alpha List per Unit
General Payroll Cover Sheet
General Payroll Summary Grand Total
General Payroll Summary per Unit
General Payslip for Contracts of Service
General Payslip for Regulars and Non-careers
GSIS
GSIS Certificate of Contribution
GSIS Certificate of Contribution
GSIS Contributions Remittance File for Uploading
GSIS Member Registration Form
HDMF
HDMF Housing Loan Remittance
HDMF Modified Pag-Ibig II Remittance
HDMF Multi-Purpose Loan Remittance
Landbank Upload file
Leave Balance Summary Report
Leave Card
Leave Card Monthly Report on Attendance
Leave Monitoring Report
Leave Summary Report
List and Number of Employees by Age
List and Number of Employees by Birth Dates
List and Number of Employees by Class
List and Number of Employees by Employment Status
List and Number of Employees by Gender
List and Number of Employees by Length of Service
List and Number of Employees by Position Title
List and Number of Employees by Profession
List and Number of Employees by Salary Grade
List and Number of Employees by Unit
List of Employees with incomplete DTR entries
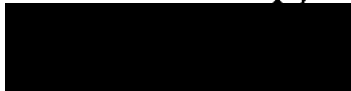
Loan Summary Report
Monthly Report on Accession
Monthly Report on Separation
My Approvals
My DTR Summary
My Leave Balance
My Leave Summary
My OT Summary
My Overtime Accomplishment
My Payslip
Notice of Longevity Pay
Notice of Longevity Pay Increase
Notice of Longevity Pay Increase
Notice of Longevity Pay Increase
Notice of Salary Adjustment
Notice of Salary Increment
Notice of Step Increment
Overtime Accomplishment Report
Overtime Summary Report
Overtime Pay Monitoring Report
Pag-ibig Certificate of Contribution
Pag-ibig Contributions Remittance File for Uploading
Pag-ibig Member Registration Form
Paycheck Journal
Payroll Register
Payslip
Perfect Attendance
Performance Ratings of Employees by Class
Performance Ratings of Employees by Employment Status
Performance Ratings of Employees by Position Title
Performance Ratings of Employees by Salary Grade
Performance Ratings of Employees by Unit

Personal Data Sheet
Work Experience Sheet
Personal Services Itemization - Plantilla of Personnel (PSIPOP)
Personnel Movement
Philhealth
Philhealth Certificate of Contribution
Philhealth Contributions Remittance File for Uploading
Philhealth Member Registration Form
Prime-HRM Assessment Report
Remittance List per Unit
Remittance Summary Grand Total
Remittance Summary per Unit
Remittance Summary Report
Report on the Availment of VL, SL, SPL and others
Reports on Appointments Issued
Service Record
Special Payroll Alpha List per Unit
Special Payroll Cover Sheet
Special Payroll Summary Grand Total
Special Payroll Summary per Unit
Special Payslip for Regulars and Non-careers
Tardiness and Undertime
Tardiness and Undertime Monitoring Report
Trainings Attended by Employees by Class
Trainings Attended by Employees by Employment Status
Trainings Attended by Employees by Position Title
Trainings Attended by Employees by Profession
Trainings Attended by Employees by Salary Grade
Trainings Attended by Employees by Unit
Year-end Adjustment Report per Unit
Others, that may be identified during requirements definition

List of Required Management Reports and Dashboard Charts

Headcount by Function
Overall Performance Rating
Applicant Status
Total Salary YTD (vs previous month)
Average Salary
Average Age
Absenteeism Rate
Contracts Expiring
Employee costs/year (vs operating cost)
Compensation Distribution by Department
Absence by Reasons
Employee Distribution (by age, gender, etc.)
Payroll Expense per month
Monthly Payroll Variance
Breakdown of payroll (salary, OT, bonus etc.)
Others, that may be identified during requirements definition