



Republic of the Philippines
Office of the President
National Security Council

SUPPLEMENTAL BID BULLETIN NO. 2019-05
09 July 2019

DESIGN AND DEVELOPMENT OF HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS)
ITB Reference No.: 6275105

This Supplemental Bid Bulletin No. 2019-05 is issued to amend and clarify the items in the Bidding Documents and the Terms of Reference (TOR). This shall form an integral part of the Bid Documents.

1. All Technical Questions relative to the Project have been answered during the Pre-Bid Conference on July 4, 2019. For other technical queries, refer to the Terms of Reference document.
2. All bidders must comply strictly with the technical specifications as stated in Section V of the Bidding Documents and the attached Terms of Reference;
3. The HRMS aims to migrate and integrate its current web-based Biometric System: **ZK Multi-bio 700 Biometrics Device with Face Recognition**. The Biometric System has the following features/specifications:
 - Identification modes include Facial Recognition, Finger print, RFID and/or Password
 - 3.0" TFT touch screen provides rich user experience and intuitive user interface
 - TCP/IP, RS232/485 communication and USB Host
 - Infra-red optical system enables user identification in poorly lit environments
 - Wiegand input for working with wiegand reader, wiegand output for connecting to access control panel.
 - Optional with ID card module or Milfare card module
 - Professional access control compatible with the 3rd party door sensor alarm, exit button wired bell and electric lock.
 - 50 time zones, 99 groups and 10 unlock combinations, anti-pass back and dismantle function.

REFERENCE	AMENDMENT/ CHANGE / MODIFICATION/CLARIFICATION
Terms of Reference (TOR) A.2 Project Overview Functionalities of the HRMS Number 1. Employee Self Service Portal Allows paperless application and approval of: <ol style="list-style-type: none"> a. Personal Data Sheet Updates b. HRDS Forms c. Leave of Absence d. Pass Slip / Official Business e. Request for certification of eligibility to apply for loans f. HRDS Feedback or Survey Form g. Others 	Terms of Reference (TOR) A.2 Project Overview Functionalities of the HRMS Number 1. Employee Self Service Portal Delete item g. Others
Terms of Reference (TOR) A.2 Project Overview Functionalities of the HRMS Number 3. Time and Attendance Generates the following reports and facility to print or save: <ol style="list-style-type: none"> a. Authorized travel or travel order ... v. Etc. 	Terms of Reference (TOR) A.2 Project Overview Functionalities of the HRMS Number 3. Time and Attendance Delete item v. Etc.
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<p>Number 5. Payroll System Generates the following reports and facility to print or save:</p> <p style="padding-left: 20px;">a. Minimum allowable take home pay per employee and the difference to actual take home pay</p> <p style="text-align: center;">...</p> <p style="padding-left: 20px;">ll. Etc.</p>	<p>Number 5. Payroll System</p> <p>Delete the “Etc” in item ll.</p>
<p>Terms of Reference (TOR) A.2 Project Overview Functionalities of the HRMS Number 5. Payroll System 5.2 Special Payroll. This facility computes payroll on scheduled dates. The employees’ compensation packages are considered to determine who will be included in the computation. Compensation packages set-up through the Compensations Packages module are automatically computed by the system (e.g. Performance Based Bonus, 13th Month Pay, RATA, etc.). There is also a dynamic user-friendly facility for other compensations granted across-the-board. Compensations and deductions are user-encoded or uploaded from an MS Excel file in pre-defined templates. The system should be able to preserve the record of deductions by type of deductions per employee.</p>	<p>Terms of Reference (TOR) A.2 Project Overview Functionalities of the HRMS Number 5. Payroll System 5.2 Special Payroll. This facility computes payroll on scheduled dates. The employees’ compensation packages are considered to determine who will be included in the computation. Compensation packages set-up through the Compensations Packages module are automatically computed by the system (e.g. Performance Based Bonus, 13th Month Pay, RATA, etc.). There is also a dynamic user-friendly facility for other compensations granted across-the-board. Compensations and deductions are user-encoded or uploaded from an MS Excel file in pre-defined templates. The system should be able to preserve the record of deductions by type of deductions per employee. The Compensation Packages module is a facility wherein the authorized user defines or setup the parameters needed to compute the amount to be paid to an employee.</p>
<p>Terms of Reference (TOR) A.2 Project Overview Functionalities of the HRMS Number 8. Systems Maintenance The system is compliant with the requirements of Data Privacy Act and ISO 20071.</p>	<p>Terms of Reference (TOR) A.2 Project Overview Functionalities of the HRMS Number 8. Systems Maintenance The system is compliant with the requirements of Data Privacy Act and ISO 27001 and should be able to incorporate the following features or functionalities:</p> <ol style="list-style-type: none"> 1. Facilitate the conduct of Privacy Impact Assessment (PIA) and ISO 27001 risk assessment. 2. The system should not automatically create temporary files at the “downloads folder” or any other folder without direct or categorical action from the users. 3. All sensitive personal information should be encrypted at the database level 4. Use of strong password (should have system administrator definable password policy setup) <p>Detailed and searchable audit logs (can be filtered and sorted by field)</p>
<p>REFERENCE: PRE-BID CONFERENCE/DISCUSSION</p>	<ul style="list-style-type: none"> ➤ The checklist of the Technical Specifications in the Bidding Documents shall be submitted by the prospective bidders as part of their proposals. ➤ All pages in eligibility and technical documents to be submitted shall be signed and stamped certified true copy. ➤ The withholding tax for goods is five percent (5%) ➤ All indistinct words such as “others” and “etc” in the TOR shall be disregarded.
<p>TERMS OF REFERENCE (TOR): Common Module and Dashboard 7.3</p>	<p>TERMS OF REFERENCE (TOR): Common Module and Dashboard 7.3</p> <ul style="list-style-type: none"> ➤ File Sharing or KM Module is required



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TERMS OF REFERENCE (TOR): C. General Scope of Work / Bid Requirement	TERMS OF REFERENCE (TOR): C. General Scope of Work / Bid Requirement <ul style="list-style-type: none"> ➤ Remove the words "Bid Requirement". The requirements under this scope of work shall not be required during the submission of the eligibility and technical requirement. These shall be submitted only by the bidders who were determined as eligible. 																								
Checklist of Eligibility and Technical Requirements: Statement of Single Largest Completed Contract (SLCC)	Checklist of Eligibility and Technical Requirements: Statement of Single Largest Completed Contract (SLCC) <ul style="list-style-type: none"> ➤ The bidders are allowed to submit the Single Largest Completed Contract (SLCC) similar to the development of the HRMS whether it was rendered as goods or consulting services. 																								
Instructions to Bidders: No. 11 Documents Comprising the Bid: Eligibility and Technical Components Technical Documents- In addition to the above eligibility documents (Class "A"), listed in the 11.1, the following documents must also be included in the envelope 1: A. List of Clients with address, contact persons and telephone numbers (minimum of at least 10 Clients)	Instructions to Bidders: No. 11 Documents Comprising the Bid: Eligibility and Technical Components Technical Documents- In addition to the above eligibility documents(Class "A"), listed in the 11.1, the following documents must also be included in the envelope 1: <ul style="list-style-type: none"> ➤ Provide a list of clients with address, contact persons and telephone numbers (minimum of at least 10 Clients) 																								
Terms of Reference (TOR) E. PAYMENT SCHEDULES/MILESTONES (old)	Terms of Reference (TOR) E. PAYMENT SCHEDULES/MILESTONES (new)																								
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For guidance and information of all concerned.

Filonila D. Balitaan

FILONILA D. BALITAAN
Assistant Director General, GASO
Chairman, Bids & Awards Committee