REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "*Lease of Time and Attendance Monitoring System (TAMS) and Server*" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : *Lease of Time and Attendance Monitoring System (TAMS) and Server*

Approved Budget : Nine Hundred Ninety Six Thousand Pesos (Php996,000.00)
for the Contract

Specifications : See the attached Annex "B" for specifications

Location : G/F DBM Building III, Gen. Solano St., San Miguel, Manila

Contract Duration : Six (6) months

Interested suppliers are required to submit their valid and current Mayor's Permit, Income/Business Tax Return, PhilGEPS Registration Number, Statement of Compliance, Schedule of Requirements, Omnibus Sworn Statement, and price quotation form (Annex "A") during submission of quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **November 28, 2017** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiry, you may contact us at tel. nos. 735-4902 or 657-3300 local 3115.

Very truly yours,

RYAN S. LITA
Director IV, Administrative Service

PRICE QUOTATION FORM

Date: _____

The Administrative Service
Department of Budget and Management
Ground Floor, DBM Bldg. III, Gen. Solano St.,
San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
Lease of Time and Attendance Monitoring System and Server	Lease of Time and Attendance Monitoring System for six (6) months (Please see attached Technical Specifications)	**1 lot**		
		Total (inclusive of VAT)		

(Amount in Words) _____

_____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

_____
Name/Signature of Representative

_____
Name of Company

_____
Contact No.

TECHNICAL SPECIFICATIONS

ITEM	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE

1.	**Time and Attendance Monitoring System**
	
	• No compatibility issues;
	• Fast matching and verification of fingerprints (2-3) seconds;
	• Can generate various statistical data relative to time and attendance;
	• Supports flexi-time schedule;
	• Able to produce reports according to prompted timeframe;
	• Real-time data capture and transfer;
	• Unlimited users and work stations;
	• All employees can view their own account and print their preferred personal data parameters as determined by the End-User Unit;
	• Connectivity-ready to Regional Offices at no extra cost; and
	• Can be customized to fit requirements and can interface/coherent with existing systems and applications:
	  o E-Government Manpower Information System, DBM Manpower Management Information System, existing DBM payroll system, etc.;
	  o Civil Service Commission (CSC), Commission on Audit (COA) and DBM-complaint on computations; and
	  Can produce CSC/COA/DBM-complaint reports/forms.	

2.	**Biometrics Device** • Six (6) units of Biometric devices • Can capture multiple types of access punch using: • Fingerprint Biometrics • Proximity Card • Can enroll multiple fingerprint records per user profile • Can be configured through multi-factor authentication • Can be managed centrally through a biometrics server	

		• Must have backup battery power • Must have offline functionality should connection to server be cut • Supports manual USB export • Can store at least 3000 biometric records	
3.		**Cloud Services/Hosting** • Provision for six (6) months cloud hosting • Provision for the data back-up, storage, data retrieval with ease of administration and maintenance • Technical support on accessing the cloud services	
4.		**Others** • Provision of back-up service unit for free within the warranty period, in case there is a need to pull out existing unit for repair; • Availability of a service unit within twenty-four (24) hours upon report of equipment pull out by the service engineer; • Provision of free online/telephone support for the duration of the contract and period covered by the warranty; • Provision for 6 months warranty on parts, service and system, with provision of quarterly check-up and on-call on site support service; • Provision of four (4) training sessions, with schedules and number of participants the determined by the End-User Unit; • Provision and hand over the procuring entity of the following: • System documentation, including user and functional manual; and Installation kit and other component software.	
5.		**Customization Requirements** • Please see attached Annex "C" for the Customization Requirements	

I hereby certify to comply with all the above Technical Specifications.

_____   _____   _____
Name of Company/Bidder   Signature over Printed Name of   Date
                                Representative

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
BONCODIN HALL, GENERAL SOLANO STREET, SAN MIGUEL, MANILA

CUSTOMIZATION REQUIREMENTS

Project Title: **Time and Attendance Monitoring System and Server**

1.0 BASIC REQUIREMENTS

1.1 Definition of reference files

    1.1.1   Basic employee data, to be inputted or uploaded using txt file:

- ID number

- Last name, first name, middle name

- Position title/salary grade

- Employment status (permanent, temporary, contractual, coterminous, job order (JO), contract of service (COS); presidential appointee)

- Shift for Regular Employees

  - Time in – 7:00 to 8:00 a.m. on the first working day of the week and 7:00 to 9:00 a.m. for the rest of the working days of the week.

  - Time out – 4:00 to 5:00 p.m. on the first workday of the week and 4:00 to 6:00 p.m. for the rest of the working days of the week.

- Shift for personnel under Job Order and Contract of Service

  - Default in time in of 8:00 a.m. and default time out of 5:00 p.m., but could be modified by end-user to be on a flexi-time schedule as that of regular employees.

- Bureau/Service/Office

- Sex

- Date of birth

- First Day in DBM and on what status (original or transferee)

1.2 Guidelines on enrollment and actual use of machine

1.2.1 All DBM employees, except presidential appointees and officers in charge of such positions who choose to enjoy the privilege of not maintaining a Daily Time Record, shall be enrolled in the machine, shall be enrolled in the time monitoring machine.

1.2.2 Initial enrollment of current employees shall be performed by the designated End-User personnel, through the assistance of the service provider;

- The enrollment shall be done concurrently in every building on a specific appointed date;

- Employees shall be enrolled in any biometrics machine;

- Employees can log in and out on any biometrics machine;

- Subsequent enrollments shall be done by the designated End-User personnel, without the assistance of the service provider.

1.2.3 Thumb, point and middle finger of both hands (a total of six (6) fingers) of each employee shall be enrolled in the system.

1.2.4 Flexibility of changing the employment status (refer to the 4th bullet of item 1.1.1) of enrolled employees, e.q. from a job order to regular.

1.3 Reports to be produced

Kindly refer to the attached actual forms, which reflect the minimum required data fields/formats. All forms should be able to saved in excel or txt format.

Report No.	Report Type	Other Particulars
Form 1	Daily Time Record	• Status of the employee on regular workdays, whether he is absent, on leave, or on official business; • Holidays should be classified as regular or special; and • If the work is suspended, reason for the suspension can be stated in the for, i.e. typhoon, transport strike, etc.).
Form 2	Employee Leave Card	• Annual individual leave record per employee; • "ABS UND W/P" column refers to

		absence/undertime with pay; • "ABS UND. WOP" column referd to absence/undertime without pay; • Can be converted to excel or text file; • Number are displayed up to three (3) decimal places; and • Under the "Particulars" column, entries must be with the following format: hh:mins per given date.
Form 3	Monthly Summary Report on Attendance	• Report type per Bureau/Service/Office
Form 4	Monthly Summary Report on Leave Balances	• Report type per Bureau/Service/Office; • Ability to generate detailed historical data per employee; and • The report type per individual must have a provision for the authorized signatory.
Form 5	Statement of Overtime Services Rendered	• Report type per Bureau/Service/Office
Form 6	Summary Report of Overtime Services/Compensatory Time-Off	• Report type per Bureau/Service/Office; and • Report type per individual: ability to generate detailed historical data per employee.
Form 7	Authority to Render Overtime Services	
Form 8	Authority to Render Services	
Form 9	Daily Pass Slip	
Form 10	Application for Leave	

1.4 Other Statistical Reports

Other reports that must be able to be translated in excel format:

    1.4.1   Reports based on specific demographics/established references/parameters such as:

- List of employees per bureau with Absence without Pay (AWOP)/Absence without Pay (AWOL) for specific period;

- List of employees who rendered overtime (OT) services in a given month/months;

- List of holidays and days of work suspensions;

- List of employees who are on official business for a specific period; and

- List of employees who monetized their leave credits in a given year.

    1.4.2   Employee's Leave Balance Detailed Report

    1.4.3   Employee's Overtime/Compensatory Time-Off Detailed Report

1.5 Other requirements:

    1.5.1   Assignment of Time and Attendance Monitoring Manager (TAMM) and a counterpart to monitor and coordinate with the End-User Unit and the Information and Communications Technology Systems Service (ICTSS) personnel on any issues encountered.

    1.5.2   System must be multi-user with unique password as follows:

- Ten (10) System Administrators from the End-User Unit;

- DBM employees as basic users (ensuring that basic users shall not have access to restricted data and reports).

    1.5.3   Parallel run with the existing application and conventional process for three (3) months to test the accuracy of the data management and leave administration of the system.

    1.5.4   Images can be viewed to validate employee's unrecognized log by keying in the employee's ID number or last name registered in the system.

    1.5.5   Captured images/pictures can be deleted individually or as a group after a thorough validation of unrecognized entries and production of a completed DTR, subject to the access rights specified in 2.2.2.

    1.5.6   Data can be backed-up and restored.

    1.5.7   A verifiable audit trail. Corrections to timekeeping records (manual interventions) documented. The report shall include details such as the modification date, entries, name of user, reasons for change.

2.0 BASIC REQUIREMENTS

    2.1 Monthly payroll are prepared in advance, i.e. August payroll is processed and generated before the end of July.

    2.2 Working schedule based on a flextime

        2.2.1   First working day of the week: 7:00 am to 5:00 pm

2.2.2 Other workdays of the week: 7:00 am to 6:00 pm

2.2.3 No time in entries earlier than 6:00 am shall be allowed

2.3 Working hours

2.3.1 An employee who reported for a minimum of two (2) hours per day shall be considered present.

2.4 Lunch Break

2.4.1 12 noon to 1:00 pm shall have one (1) transaction log only. Employees who fail to log shall be considered absent, unless a duly accomplished daily pass slip is submitted to the End-User Unit.

2.5 Tardiness

2.5.1 First working day of the week: Beyond 8:00 am for the "time-in" transactions in the morning, and beyond 1:00 pm for the lunch break

2.5.2 Other workdays of the week: Beyond 9:00 am for the "time-in" transactions in the morning, and beyond 1:00 pm for the lunch break

2.6 Undertime

2.6.1 Employees who have logged out (time out) before 12 noon and/or before 4:00 pm , or failed to complete the required eight (8) hours.

2.7 Official business

2.7.1 Manual entry by the End-Uder Unit on the TAM System (TAMS) as per approved Daily Pass Slip and/or Office Order

2.8 Overtime with pay/CTO

2.8.1 Duly accomplished form of Authority to Render Overtime shall be submitted for data inputting.

2.8.2 Employees who shall render overtime are entitled to one(1) hour rest period/break after every three (3) hours of overtime rendered.

2.8.3 No overtime In/Out transactions policy shall be applied for employees who shall render overtime on weekdays.

2.8.4 Overtime rendered in a day should not be less than two (2) hours;

2.8.5 Employees who are late, even for one minute, shall not be authorized to render overtime within the same day.

2.8.6 Computation of overtime and CTO shall be as follows:

- No. of hours worked x 1.25 overtime with pay on weekdays

- No. of hours worked x 1.00 CTO on weekdays

- No. of hours worked x 1.50 CTO and overtime with pay on rest days and holidays

    2.8.7   Rules to be observed on holidays, and restdays/weekends:

- Starts at 9:00 am only

- Fixed meal periods: Lunch: 12:00 noon to 1:00 pm

2.9 Compensatory OT Credits (COC)

    2.9.1   Maximum of one hundred twenty hours carry over balance per month;

    2.9.2   Only COCs earned from the current year can be carried over to the following year;

    2.9.3   First in, first out COC availment policy;

    2.9.4   Availment of CoC are based on blocks of four (4) or eight (8) hours.; and

    2.9.5   All applied CTO will be charged against total accumulated COC.

2.10 Computations in Compliance with CSC/COA/DBM policies on leave administration

    2.10.1 Entitlement to Leave Privileges

- Sick Leave (SL)

    - With monthly earnings of 1.25 days

- Vacation Leave (VL)

    - All tardiness, undertime, and insufficient SLs and COCs will be charged agasint the VL. However, insufficient VL may not be charged against SL. Hence, will result to AWOP.

    - With monthly earnings of 1.25 days or less, depending on the no. of AWOP incurred (please refer to leave credit)

- Forced Leave (FL)

    - At least five (5) days per week;

    - Charged to VL credits

- To be initialized yearly

- When an employee has more than ten (10) days balance of by year-end and has not enjoyed the required five (5) days FL, the unavailed FL balance will be deducted from the year-end VL balance.

- When FL application is disapproved by the approving official, such FL will not deducted from the employee's year-end VL balance.

- Special Privilege Leave

  - Three(3) days per year, on a continuous or staggered availment

  - To be initialized yearly

  - Non-cumulative/non-commutable

- Study Leave

  - Two (2) to six (6) months with pay

  - Initialized on a need basis

- Rehabilitation Leave

  - Maximum of one hundred eighty (180) days

  - Initialized on a need basis

- Special Emergency Leave

  - Five (5) days staggered or continuous basis

  - Initialized on a need basis

  - On account of natural calamities

  - Can be availed within thirty (30) days from the declaration of calamity

- Magna Carta for Women

  - Initialized on a need basis

  - Minimum of two (2) weeks up to maximum of two (2) months

- RA 9262 Anti-Violence Against Women and their Children

- Initialized on a need basis
- Ten (10) days staggered or continuous
- CTO
  - In lieu of OT pay
- Monetization of Leave Credits
  - Minimum of ten (10) days

2.10.2 Leave of Absence without Pay

2.10.3 Terminal Leave

2.10.4 Transferred Leave Credits (for transferees)

2.10.5 Leave credits of employees on actual services rendered

2.10.6 Length of service for the grant of step increment, loyalty award, retirement benefits, and other incentives

2.10.7 Total no. of VL AWOP that would affect the grant of step increment and loyalty award

2.10.8 Total no. of VL and SL AWOP that would affect the grant of retirement benefits