

**CONTRACT FOR CONSULTANCY SERVICES**

Between

**DEPARTMENT OF BUDGET AND MANAGEMENT**  
Client

and

**MR. CONRAD M. MAÑALAC**  
Consultant

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the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software, exclusively for record purposes.

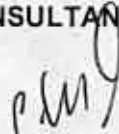
8. **Consultant not to be Engaged in Certain Activities**  
The Consultant agrees that, during the term of this Contract, the Consultant shall desist from providing goods, works or services similar to the Services herein to an entity other than the Client.
9. **Insurance**  
The Consultant shall be responsible for taking out any appropriate insurance coverage.
10. **Assignment**  
The Consultant shall not assign this Contract or sub-contract any portion thereof without the Client's prior written consent.
11. **Law Governing Contract and Language**  
The Contract shall be governed by the laws of the Philippines and the language of the Contract shall be English.
12. **Dispute Resolution**  
Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Client's country.
13. **Termination**  
The Client or the Consultant may extra-judicially terminate this Contract for any reason by notifying the other party in writing one (1) month prior to intended termination of the Contract.

**FOR THE CLIENT:**



**HON. FLORENCIO B. ABAD**  
Secretary of Budget and Management  
Gen. Solano St., San Miguel, Manila

**CONSULTANT:**



**MR. CONRAD M. MAÑALAC**  
Consultant  
Asia Tower, Paseo de Roxas, Makati City

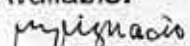
**WITNESSES:**



**RICHARD E. MOYA**  
Undersecretary, DBM



**ATTY. SOFIA C. YANTO**  
Director IV, DBM-AS

Funds Available:  
  
**ESPERANZA Q. IGNACIO**  
Chief Accountant

DBM# 2012-10-1432  
10/1/12

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES )  
City of Manila

*OCT 09 2012* S.S.

BEFORE ME, this *09* day of October, 2012, personally appeared

*Handwritten initials*

Name	CTC No. and Valid ID	Date and Place of Issue
FLORENCIO B. ABAD	CTC No. 09309238 DBM ID No. 3706	1/26/2012; Basco, Batanes 2010; Manila Valid thru 2012
CONRAD M. MAÑALAC	CTC No. <u>32678273</u> Passport No. <u>xx4907337</u>	<u>7/1/2012; City Hall, Manila</u> <u>6/11/2009; Valid until</u> <u>5/11/2014</u>

known to me to be the same persons who executed the foregoing instrument consisting of five (5) pages including this page of Acknowledgment and Annex "A," and acknowledged to me that same is their free and voluntary act and deed, as well as the free and voluntary act and deed of the principals they represent.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and affixed my notarial seal at the place and on the date first above-written.

*Handwritten Signature*  
**NOTARY PUBLIC - CITY OF MANILA**  
**ADMIN. NO. 2011-009-UNTIL DEC. 31, 2012**  
**ROLL NO. 54899**  
**NO. 945 BENAVIDEZ ST. BINONDU MANILA**  
**IBP NO. 864212/12-28-2011 MANILA**  
**JR NO. M.L.A. 0314224/12-19-2011 MANILA**  
**MCLE COMPLIANCE NO. 111-7014201**

Doc. No. 225  
Page No. 15  
Book No. 110  
Series of 2012.

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## TERMS OF REFERENCE

### GHRIS/NPS Project Manager

#### **BACKGROUND:**

The Department of Budget and Management (DBM) has been tasked under Executive Order No. 55, dated September 6, 2011, to coordinate the implementation of the bureaucracy-wide Public Financial Management (PFM) reforms such as the implementation of the National Payroll System (NPS) and other related reforms as spelled out in the PFM Reforms Roadmap.

The GHRIS is an internet based Human Resources Management Software that will facilitate and automate all the human resource management functions of the National Government.

The National Payroll System (NPS) is a priority module of GHRIS that is envisioned to assist the government in facilitating the complete payroll processing requirements of all government agencies with the following features:

- Standardized Payroll Processing
- Transparent & Accurate
- Effective
- Collaborative
- Centralized
- Browser Based

The designing, developing, implementing, and managing of the GHRIS\NPS project require a large group of personnel with different expertise for the successful start and completion of the endeavor.

In addition to these personnel requirements, the DBM has need of a NPS\GHRIS Project Manager to assist in the administration, planning, development, and implementation of the project from start to finish.

Pursuant to this, the office of the Chief Information Officer (CIO) of the Department of Budget and Management (DBM) will now implement steps to procure a project manager to perform these functions.

In light of the current limited manpower under the Office of the CIO, the office has decided to avail of the services of a competent Project Manager to initially plan, oversee, manage, and properly administer needed activities for the program/project from the start and manage agreed components and/or project details until completion and/or contract date completion.



## Project Objectives:

The following has been the identified objectives of the GHRIS\NPS project:

1. Properly design and develop the GHRIS\NPS software under the agreed requirements and qualifications. They are as follows:
  - a) Automate the National Payroll System (NPS) for the National Government in a unified and standardized manner.
  - b) Ensure that the process provides transparency and accuracy.
  - c) Ensure that the manner of delivery is effective and cost – efficient for the government.
  - d) Ensure that the National Payroll System is centralized in design but will allow access and collaboration with all the agencies in the national government (Centralized, Collaborative, Internet Browser Based).
2. Implement the developed GHRIS\NPS software to all the National Government Agencies.
  - a) Provide National Government Agencies proper training, support, and assistance in implementing the system within their agency.
  - b) Address agency specific concerns and address them in a standardized and unified manner which is consistent with the goals and objectives of the project.

## Scope of Work:

1. General Administration of the Software Development Team and the project as a whole as instructed by DBM.
  - a) Administrative and technical meetings and issues
  - b) Operational decision making on related issues
  - c) Scheduling, agreements, time-frames, monitoring, evaluating, reporting
  - d) Conceptual design and technical architectures
2. Assist in the standardization of the GHRIS\NPS Policy, Process, and business and software flow as instructed by DBM.
  - a) Discuss and finalize NPS policy and processes standardization with concerned stakeholders for NPS\GHRIS development and implementation.
  - b) Produce a finalized and clear standard for NPS and GHRIS.
  - c) Assist the technical group in converting standards into its automated equivalent.
3. Provide concerned groups with the necessary documentation and presentation regarding and related to the GHRIS\NPS for purposes of funding, reporting, and/or decision making as instructed by DBM.
  - a) Reports for presentations
  - b) Reports for funds procurement
  - c) Documentation for equipment procurement

- d) Terms of Reference for GHRIS related projects
  - e) Other related documentation
4. Represent the GHRIS\NPS project with Government Agencies and other concerned entities as instructed by DBM.
  5. Coordinate with other concerned groups as instructed by DBM.
  6. Other Assigned works as agreed upon by the DBM and the consultant.

#### **Limitations of Work:**

Due to the current limited manpower and resource limitations, the scope of work will be limited to prioritization as decided by DBM. The NPS/GHRIS Project Manager is expected to perform his duties and responsibilities in compliance with the laws of the country and to the best of his ability with DBM's interests in mind.

#### **Working Engagements:**

The NPS\GHRIS Project Manager will work closely with all concerned departments, agencies, DBM Service Providers, and clients to ensure the proper planning, management and implementation, and monitoring of the NPS\GHRIS Project.

#### **Project Management Methodology:**

Upon signing of the approved Contract / Notice to Proceed, the NPS/GHRIS project manager will begin to:

1. Gather relevant information, ideas, insights, and comments on related NPS/GHRIS projects through:
  - o General research methodologies
  - o Consultative sessions with all directly concerned groups, departments, providers, and individuals
  - o Other groups with similar but not necessarily similar projects\undertakings
2. Gather existing information relevant to the development of the NPS/GHRIS.
3. Discuss and gain **project start approval(s)** from the CIO of DBM to begin work on prioritized NPS/GHRIS.

*Project Start Approvals* are written agreements authorizing the NPS/GHRIS Project Manager to begin work on specifically assigned projects that DBM thru the office of the CIO has deemed needing immediate prioritization. The Project Start Approvals will contain specific information on the nature and scope of the project.

4. Present to the CIO of DBM work deliverables based on the specifications indicated on the **project start approval**. Upon delivery, the NPS/GHRIS

Project Manager will receive either a **Project Work Retention, Continuance** or a **Project Approval** from the CIO of DBM.

A written **Project Work Retention** indicates unsatisfactory work and requires additional edition and/or revision.

For purposes in delivery terms, the quality of work performed by the NPS/GHRIS Project Manager is deemed either unsatisfactory or incomplete and the work is considered undelivered.

A written **Project Work Continuance** indicates satisfactory or above performance but incompleting work due to the size and/or complexity of the project assigned and/or due to other factors not bearing on the work or performance of the NPS/GHRIS Project Manager.

For purposes in delivery terms, the quality of work performed by the NPS/GHRIS Project Manager is deemed satisfactory or above and work assigned has been delivered. However, due to the scope, size, complexity, and/or other factors not bearing on the quality or performance of the work done by the NPS/GHRIS Project Manager the project remains incomplete and may need further project work continuance or the initiation of a new Project Contract.

A written **Project Approval** indicates a successfully completed project(s) which indicates satisfactory work performance and work success delivery.

For purposes in delivery terms, the project approval indicates the term of contract has been successfully completed and delivered.

5. Manage and administer all needed activities and functions to ensure the success of the GHRIS/NPS project.

#### **Reporting and Evaluation:**

DBM through its assigned representatives (e.g. the CIO of DBM) will evaluate the quality of work delivered by the NPS/GHRIS Project Manager Consultant on a fixed schedule to ensure the quality and relevance of work being conducted on behalf of the DBM and will issue written project retention, continuance, or approval depending on the quality of work presented.

#### **Scheduling:**

The work schedule and time frames of the NPS/GHRIS Project Manager shall be discussed and agreed upon by the DBM through the CIO and the Project Manager.

#### **Qualification Requirements:**

The NPS/GHRIS Project Manager should possess the following:

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- A Master's degree in ICT, Administration, or related field.
- A bachelor's degree in ICT, Administration, Management, or related field.
- Must have excellent written and oral communication skills
- Must have a strong ICT Background and/or technical skills (Preferably Licensed in some ICT Certifications) with at least 10 years experience in an ICT related field.
- Must have a strong background in management and administration at least 15 years experience.
- Must have leadership skills.
- Must have excellent public relations skills.
- Must have strong research skills.


**Facilities:**

Necessary facilities include a desk, a chair, and the availability of an internet connection as well as common office equipment and supplies.

**Miscellaneous Expenses:**

Subject to the approval and direction of the DBM in accordance to governing laws and regulations.

**Contract Duration and Budget:**

 The contract duration for the NPS/GHRIS Project Manager shall be for six (6) months, starting upon receipt of the Notice to Proceed. The total Budget allocated for the NPS/GHRIS project manager will be **PESOS: Five Hundred Fifty-Two Thousand (Php. 552,000) for the entire six (6) months or PESOS: Ninety-Two Thousand (Php. 92,000) monthly inclusive of applicable taxes.**

**Pretermination Clause:**

Either party may preterminate this Agreement upon thirty (30) days advanced notice in writing to the other party.





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
MALACAÑANG, MANILA

**NOTICE OF AWARD**

September 12, 2012

**Mr. CONRAD MANALAC**  
Asia Tower, Paseo de Roxas  
Makati City

ORIGINAL RECEIVED


By: *Maria P. Miron*  
Designation: *DO I*  
Office: *Office of the Undersecretary*  
*9/12/12*

**Dear Mr. Manalac:**

Based on the Department of Budget and Management Bids and Awards Committee Resolution No. 2012-31, we are pleased to inform that the consultancy contract for the National Payroll System/Government Resources Information System Project Manager is hereby awarded to you. The consultancy fee shall be determined by Undersecretary Richard E. Moya.

In this regard, you are hereby required to post a performance security in the amount and form stipulated in Section 39 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 prior to signing of the contract.

Very truly yours,

  
**FLORENCIO B. ABAD**  
Secretary



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
MALACAÑANG, MANILA

**NOTICE TO PROCEED**

October 1, 2012

**Mr. CONRAD MANALAC**

Asia Tower, Paseo de Roxas  
Makati City

**Dear Mr. Manalac:**

The attached Contract Agreement having been approved, notice is hereby given to you that work may commence as National Payroll System/Government Resources Information System Project Manager.

Thus, you shall be responsible for performing the services in coordination with the Office of Undersecretary Richard E. Moya of this Department under the terms and conditions of the Contract and in accordance with the Terms of Reference.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Department of Budget and Management.

Very truly yours,

~~\_\_\_\_\_~~  
**FLORENCIO B. ABAD**  
*Secretary*

I acknowledge receipt and acceptance of this Notice on: \_\_\_\_\_

*Manalac 10/1/12*

Name of Representative: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

*w/orig copy of contract*