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

**SUPPLEMENTAL/BID BULLETIN (SBB) NO. 3**

This SBB No. 3 dated September 19, 2023 for **Project ID No. DBM-2023-39, "Subscription to Integrated Human Resource Information System (IHRIS) using a Cloud-based Software as a Service (SaaS) for the Department of Budget and Management,"** is issued pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents.

| PARTICULARS (SBB No. 2) | AMENDMENTS/CLARIFICATIONS |
|---|---|
| **Section I. Invitation to Bid** | **Section I. Invitation to Bid** |
| xxx | xxx |
| 2. The DBM now invites bids for the above-entitled Procurement Project. Delivery of the Goods is required as specified in Section VI (Schedule of Requirements) of the Bidding Documents. Bidders should have completed **within the period of September 21, 2018 to September 20, 2023** a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders). | 2. The DBM now invites bids for the above-entitled Procurement Project. Delivery of the Goods is required as specified in Section VI (Schedule of Requirements) of the Bidding Documents. Bidders should have completed **within the period of September ~~21~~ 26, 2018 to September ~~20~~ 25, 2023** a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders). |
| xxx | xxx |
| 5. A complete set of Bidding Documents may be acquired by interested Bidders on August 29, 2023 from the given address and website below and upon payment of a fee in the amount of Twenty-five Thousand Pesos (P25,000.00).<br><br>Payment may be made in either mode, as follows:<br><br>a) Online payment through the Landbank Link.Biz Portal. However, this mode of payment may only be done until September 17, 2023 (four [4] calendar days before the Submission of Bids), | 5. A complete set of Bidding Documents may be acquired by interested Bidders on August 29, 2023 from the given address and website below and upon payment of a fee in the amount of Twenty-five Thousand Pesos (P25,000.00).<br><br>Payment may be made in either mode, as follows:<br><br>a) Online payment through the Landbank Link.Biz Portal. However, this mode of payment may only be done until September ~~17~~ **22**, 2023 (four [4] calendar days before the Submission of Bids), 11:00 |

| | |
|---|---|
| 11:00 p.m., for crediting and recording purposes. Procedural guidelines for online payment may be accessed via https://dbm.gov.ph/images/Advisory_f or_Bidders_Suppliers-LinkBiz.pdf. Bidders shall present its confirmation receipt to the BAC Secretariat in person, by facsimile, or through electronic means, which shall be used as proof of payment for the bidding documents fee.<br><br>xxx<br><br>7.   Bids must be duly received by the BAC Secretariat or the DBM-Central Records Division through manual submission at the office address indicated below on or before September 21, 2023, 1:30 p.m. Late bids shall not be accepted.<br><br>xxx<br><br>9.   Bid opening shall be on September 21, 2023, 1:30 p.m., at the given address below and via video conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the BAC Conference Room, DBM Building III, General Solano St., San Miguel, Manila shall likewise join the meeting via videoconferencing.<br><br>xxx | p.m., for crediting and recording purposes. Procedural guidelines for online payment may be accessed via https://dbm.gov.ph/images/Advisory_for_ Bidders_Suppliers-LinkBiz.pdf. Bidders shall present its confirmation receipt to the BAC Secretariat in person, by facsimile, or through electronic means, which shall be used as proof of payment for the bidding documents fee.<br><br>xxx<br><br>7.   Bids must be duly received by the BAC Secretariat or the DBM-Central Records Division through manual submission at the office address indicated below on or before September ~~21~~ **26,** 2023, ~~1:30 p.m.~~ **10:30 a.m.** Late bids shall not be accepted.<br><br>xxx<br><br>9.   Bid opening shall be on September ~~21~~ **26**, 2023, ~~1:30 p.m.~~ **10:30 a.m.**, at the given address below and via video conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the BAC Conference Room, DBM Building III, General Solano St., San Miguel, Manila shall likewise join the meeting via videoconferencing.<br><br>xxx |
| **Section II. Instructions to Bidders**<br><br>xxx<br><br>**10. Documents comprising the Bid: Eligibility and Technical Components**<br><br>xxx<br><br>10.2. The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within the period of September 21, 2018 to September 20, 2023. | **Section II. Instructions to Bidders**<br><br>xxx<br><br>**10. Documents comprising the Bid: Eligibility and Technical Components**<br><br>xxx<br><br>10.2. The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within the period of September ~~20~~ **26,** 2018 to September ~~19~~ **25**, 2023. |

| | |
|---|---|
| xxx | xxx |
| **14. Bid Security** | **14. Bid Security** |
| xxx | xxx |
| 14.2 The Bid and bid security shall be valid until January 19, 2024. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive. | 14.2 The Bid and bid security shall be valid until January ~~19~~ **24**, 2024. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive. |
| xxx | xxx |

**Section III. Bid Data Sheet**

| ITB Clause | |
|---|---|
| **xxx** | |
| 5.3 | For this purpose, contracts similar to the Project shall:<br><br>xxx<br><br>b. have been completed within the period of September 21, 2018 to September 20, 2023. |

xxx

**Section III. Bid Data Sheet**

| ITB Clause | |
|---|---|
| **xxx** | |
| 5.3 | For this purpose, contracts similar to the Project shall:<br><br>xxx<br><br>b. have been completed within the period of September ~~21~~ **26**, 2018 to September ~~20~~ **25**, 2023. |

xxx

**Section VI. Schedule of Requirements**

| Item | Description | Quantity | Delivery Schedule |
|---|---|---|---|
| 1 | Delivery and deployment of the Integrated Human Resource Information System (IHRIS) to the DBM, as detailed in items 4.0 to 6.0 of Annex "A" | 1 lot | Within seventy-five (75) calendar days from receipt of the Notice to Proceed |

**Section VI. Schedule of Requirements (REVISED)**

| Item | Description | Quantity | Delivery Schedule |
|---|---|---|---|
| 1 | Delivery and deployment of the Integrated Human Resource Information System (IHRIS) to the DBM, as detailed in items 4.0 to 6.0 of Annex "A" (Detailed Technical Specifications) of | 1 lot | Within ~~seventy-five (75)~~ **FIFTY (50)** calendar days from receipt of the |

| | |
|---|---|
| (Detailed Technical Specifications) of Section VII. Technical Specifications | Section VII. Technical Specifications |  | Notice to Proceed |

<table>
<tr><td colspan="2" align="center">xxx</td><td colspan="2" align="center">xxx</td></tr>
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| | |
|---|---|
| **Section VII. Technical Specifications**<br><br>**Annex "A" (Detailed Technical Specifications)**<br><br><center>xxx</center> | **Section VII. Technical Specifications**<br><br>**Annex "A" (Detailed Technical Specifications)**<br><center>**(REVISED)**</center><br><br><center>xxx</center> |
| **5.0 PROPOSED SOLUTION SPECIFICATIONS**<br><br>5.5 The solution should be able to seamlessly integrate with existing application/s or system/s of DBM and Department of Information and Communications Technology and other agencies which may need to share information/data from it. The integration of the solution with existing application/s or system/s is only applicable for future systems and won't be a part of the deliverables to be delivered within seventy-five (75) calendar days from the receipt of the NTP. In addition, the solution should have an open API.<br><br><center>xxx</center> | **5.0 PROPOSED SOLUTION SPECIFICATIONS**<br><br>5.5 The solution should be able to seamlessly integrate with existing application/s or system/s of DBM and Department of Information and Communications Technology and other agencies which may need to share information/data from it. The integration of the solution with existing application/s or system/s is only applicable for future systems and won't be a part of the deliverables to be delivered within ~~seventy-five (75)~~ **FIFTY (50)** calendar days from the receipt of the NTP. In addition, the solution should have an open API.<br><br><center>xxx</center> |
| **7.0 NON-FUNCTIONAL AND OTHER REQUIREMENTS**<br><br><center>xxx</center><br><br>7.8 The service provider shall turn over the source codes for the system configurations:<br><br>    7.8.1 Within the 75 calendar days for the source code configurations; and<br><br>    7.8.2 Interoperability and other configurations source codes made within the project period. | **7.0 NON-FUNCTIONAL AND OTHER REQUIREMENTS**<br><br><center>xxx</center><br><br>7.8 ~~The service provider shall turn over the source codes for the system configurations:~~ **THE SERVICE PROVIDER SHALL SHARE AND/OR PROVIDE FULL ACCESS AND CONTROL TO THE INTEROPERABILITY CONFIGURATION CODES AND CUSTOMIZED APPLICATION OBJECT SOURCE CODES (IF APPLICABLE). THE SERVICE PROVIDER SHALL BE** |

| | REQUIRED TO SUBMIT THE SYSTEM APPLICATION SOURCE CODES BUT SHALL ONLY BE LIMITED FOR PURPOSES OF INTEROPERABILITY CONFIGURATION AND CUSTOMIZED APPLICATION OBJECT SOURCE CODES TO ENSURE COMPATIBILITY AND PROTECTION OF THE SOFTWARE. |
|---|---|

xxx

**7.8.1 Within the 75 calendar days for the source code configurations; and**

**7.8.2 Interoperability and other configurations source codes made within the project period.**

xxx

## 8.0 SERVICE LEVEL AGREEMENT

**Left column:**

| Component | Description | Liquidated Damages |
|---|---|---|
| Subscription and Implementation of the IHRIS SaaS | The contractor shall fully and completely deliver and deploy the IHRIS to the DBM within seventy-five (75) calendar days from the NTP. | 1/10th of 1% of the contract price of the undelivered portion or item of the contract, shall be imposed per day of delay |

**Right column:**

| Component | Description | Liquidated Damages |
|---|---|---|
| Subscription and Implementation of the IHRIS SaaS | The contractor shall fully and completely deliver and deploy the IHRIS to the DBM within seventy-five (75) FIFTY (50) calendar days from the NTP. | 1/10th of 1% of the contract price of the undelivered portion or item of the contract, shall be imposed per day of delay |

xxx

## 10.0 TERMS OF PAYMENT

xxx

10.4 Copy of source code configurations.

10.4 Copy of source code configurations.

5

| Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started | Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started **(REVISED)** |
|---|---|
| xxx | xxx |
| Instructions: | Instructions: |
| i. State **ALL** ongoing contracts including those awarded but not yet started (government **[including the DBM]** and private contracts which may be similar or not similar to the project being bidded) up to September 20, 2023. | i. State **ALL** ongoing contracts including those awarded but not yet started (government **[including the DBM]** and private contracts which may be similar or not similar to the project being bidded) up to September ~~20~~ **25,** 2023. |
| xxx | xxx |
| **Statement of Single Largest Completed Contract which is Similar in Nature** | **Statement of Single Largest Completed Contract which is Similar in Nature** **(REVISED)** |
| xxx | xxx |
| Instructions: | Instructions: |
| b. The SLCC should have been completed (i.e., accepted) within the period of September 21, 2018 to September 20, 2023. | b. The SLCC should have been completed (i.e., accepted) within the period of September ~~21~~ **26**, 2018 to September ~~20~~ **25**, 2023. |
| xxx | xxx |
|  | **Note:** <br><br> **Attached are the following documents which should be used as part of the Bidding Documents to be submitted by the bidders:** <br><br> 1. **Section VI. Schedule of Requirements (Revised);** <br> 2. **Annex "A" (Detailed Technical Specifications) (Revised);** <br> 3. **Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Revised); and** <br> 4. **Statement of Single Largest Completed Contract which is Similar in Nature (Revised).** |

| Query: | Clarification: |
|---|---|
| 1. We want to clarify what is your requirement for the Source Code? Is this referring to the whole source code of the Integrated HRIS that you will subscribed to the service provider for 1 year? Or do you need only the portion of the source code that was customized by the service provider from their existing or ready-made HRIS to fit in your requirements? | 1. Please refer to Item 7.8 of the Detailed Technical Specifications (Revised). |

**Other matters:**

➢ The "No Contact Rule" shall be strictly observed. Bidders are not allowed to communicate with any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective September 26, 2023 right after the opening of bids.

➢ For guidance and information of all concerned.

**RAMON VICENTE B. ASUNCION**
*Director IV*
*Vice Chairperson, DBM-BAC*

# *Section VI. Schedule of Requirements*
### (Revised)

The delivery schedule stipulates hereafter the date of delivery to the project site.

| Item | Description | Quantity | Delivery Schedule |
|---|---|---|---|
| 1 | **Delivery and deployment of the Integrated Human Resource Information System (IHRIS) to the DBM,** as detailed in items 4.0 to 6.0 of Annex "A" (Detailed Technical Specifications) of Section VII. Technical Specifications | 1 lot | Within fifty (50) calendar days from receipt of the Notice to Proceed |
| 2 | **Subscription to IHRIS using a Cloud-based Software as a Service (SaaS),** as detailed in Annex "A" (Detailed Technical Specifications) of Section VII. Technical Specifications | One thousand three hundred (1,300) employees | Twelve (12) months from receipt of the Proof of IHRIS Software Subscription |

\* The period for the performance of the obligations under the Contract shall not be beyond the validity of the appropriation for the Project.

**I hereby certify to comply and deliver all the above requirements.**

_____     _____     _____
**Name of Company/Bidder**     **Signature Over Printed Name of Representative**     **Date**

## DETAILED TECHNICAL SPECIFICATIONS
### (Revised)

**1.0  PROJECT TITLE**

Subscription to Integrated Human Resource Information System (IHRIS) using a Cloud-based Software as a Service (SaaS) for the Department of Budget and Management.

**2.0  OVERVIEW**

The IHRIS will enable the use of a cloud-based SaaS to support the DBM Human Resource (HR) management and development functions. This will involve the modules of employee management, leave management, payroll, timekeeping, learning and development, recruitment, selection, and placement, among others.

**3.0  OBJECTIVE**

The service provider should be able to provide SaaS for subscription to IHRIS that can be configured for DBM Human Resource (HR) needs. It aims to modernize and improve HR processes and employee experience, as well as to provide an avenue for DBM to continuously improve and to have an easily configurable system for future requirements through the IHRIS Solution.

**4.0  SCOPE OF WORK**

The scope of the project shall cover:

4.1  **Application Configuration of HR Solution**

4.1.1  **Implementation of HR Solution**
- 4.1.1.1  User License Subscription for one thousand three hundred (1,300) Employees
- 4.1.1.2  Deployment and Configuration of HR Solution as described in Proposed Solution specifications.
- 4.1.1.3  End-User training for DBM HR Administrators for at least twenty (20) attendees
- 4.1.1.4  End-User training with "train the trainer" approach for ten (10) attendees.
- 4.1.1.5  Documentation including Quick User Guide
- 4.1.1.6  Support Coverage and Warranty within the Subscription Period

4.2  **Qualification of Local Contractor**

4.2.1 The local contractor must be in the business for at least ten (10) years.

*Note: The Bureau of Internal Revenue (BIR) Certificate of Registration (COR) (BIR Form 2303) will be submitted during post-qualification.*

4.2.2 A demo of the modules of the SaaS should be conducted after five (5) working days from the opening of bids. This shall also include presentation of any of

the security measures to protect data and infrastructure (encryption, access controls, threat detection, identity and access management, regular back-ups, and disaster recovery mechanisms, and compliance with relevant industry standards and regulations). Non-compliance with any of the criteria stated in Annex "B" during the demo of the modules shall be a ground for post-disqualification. Non-compliance with any of the criteria stated in Annex "B" during the demo of the modules shall be a ground for post-disqualification.

4.3 **Data Migration**

4.3.1 The SAAS should have data migration tools or modules to facilitate migration, encoding, and uploading of mass data.
4.3.2 The local contractor shall provide templates and resource assistance on data migration

## 5.0 PROPOSED SOLUTION SPECIFICATIONS

5.1 The project implementation must align with the combined best practices and principles of Waterfall and Agile/Scrum methodology.
5.2 The subscription shall include the necessary infrastructure, cybersecurity measures, and storage requirements on the cloud.
5.3 The solution should be configurable for DBM and Civil Service Commission (CSC) requirements.
5.4 The solution shall provide a Helpdesk and ticketing tool.
5.5 The solution should be able to seamlessly integrate with existing application/s or system/s of DBM and Department of Information and Communications Technology and other agencies which may need to share information/data from it. The integration of the solution with existing application/s or system/s is only applicable for future systems and won't be a part of the deliverables to be delivered within fifty (50) calendar days from the receipt of the NTP. In addition, the solution should have an open API.
5.6 The solution should allow configuration for future requirements of DBM as needed.
5.7 The solution must be cloud based and have the following Information Technology Infrastructure specifications:
5.7.1 The solution's infrastructure should be co-located on a Tier III data center as specified by the Uptime Institute Tier Classification System.
5.7.2 Must have high availability and reliability.
5.7.3 Must be scalable to handle workloads without performance degradation.
5.7.4 It must be secure and implement robust security measures to protect data and infrastructure. This includes encryption, access controls, threat detection, identity and access management, regular backups, and disaster recovery mechanisms, and compliance with relevant industry standards and regulations.
5.7.5 The SaaS platform should include data storage and database services. These services should offer scalability, durability, and data management capabilities.

## 6.0 FUNCTIONAL REQUIREMENTS

### 6.1 Recruitment and Selection

The solution should have a management module for job vacancies for non-plantilla items such as casual and contractual employment, contract of service engagement, and regular plantilla.

### 6.1.1 Applicant Portal

6.1.1.1     The solution should allow external applicants to sign up before submitting applications per job posting.

6.1.1.2     The solution should allow the external user/applicant to submit applications for available job opportunities.

6.1.1.3     The solution should allow the external applicants to complete the required details per PDS required tab before submitting the application.

6.1.1.4     The solution should allow applicants to cancel their applications if they have not been processed by the DBM Human Resource Management Division (HRMD).

### 6.1.2 Job Posting

The solution should have the following functionalities for Job Posting feature:

6.1.2.1     The solution should be able to post or publish the available or vacated position or plantilla number. Once posted, job posting will be displayed on the Applicant Portal. Also, all next-in-rank employees will be notified and the job posting will be available in the Employee's Dashboard.

6.1.2.2     The solution should be able to allow the user to tag qualifications (if Meets the QS Standard or Did not Meet) during the Pre-Screening process.

6.1.2.3     The solution should be able to allow the user to set a schedule for online and written examinations.

6.1.2.4     The solution should be able to allow the user to encode recommendations (to proceed with the application or not) during the processing of the applicant.

6.1.2.5     The solution should be able to allow the user to set a schedule for online or face-to-face interviews.

6.1.2.6     The solution should be able to nominate the eligible employees/applicants for the vacated position/plantilla.

6.1.2.7     The solution should be able to Publish or Unpublish job postings.

6.1.2.8     The solution should be able to adjust the deadline for submission of the application.

6.1.2.9     The solution should be able to re-open job postings.

6.1.2.10    The solution should be able to Assign appointees per Job Posting.

6.1.2.11    The solution should be able to send a regret letter or email to unqualified applicants.

### 6.1.3 Set Interview / Examination Schedule

The solution should have a DBM HR calendar to monitor interviews, online examinations, and written examination schedules of applicants.

### 6.1.4 Conduct Applicant Assessment

6.1.4.1 The solution should be able to manage the examination and interview assessment of applicants.

6.1.4.2 The solution must be able to allow the user to encode, update and print the following assessments:
6.1.4.2.1 Curriculum Vitae
6.1.4.2.2 Demo
6.1.4.2.3 Examination
6.1.4.2.4 Interview
6.1.4.2.5 Reference Check
6.1.4.2.6 Performance Evaluation
6.1.4.2.7 Work Sample

### 6.1.5 Candidates

The solution should allow the DBM HR to send email notifications to applicants who passed the exams but not appointed.

### 6.1.6 Appointment

6.1.6.1 The solution must be able to upload the following Documentary Requirements before a personnel/applicant can assume the position:
6.1.6.1.1 Notarized Personal Data Sheet
6.1.6.1.2 Position Description Form
6.1.6.1.3 Certificate of Assumption to Duty
6.1.6.1.4 Oath of Office
6.1.6.1.5 Validated Eligibility

6.1.6.2 The solution should be able to tag the Documentary Requirements documents status as Completed or Incomplete.
6.1.6.3 The solution should allow the DBM HR to update the appointment details or status of the appointee.

### 6.1.7 New Hire Processing

The solution should be able to manage the details of new hires as work schedule, leave balances, compensation, and deductions.

## 6.2 Employee Types Covered

6.2.1 The solution subscription shall cover the following government positions:

6.2.1.1 Plantilla/permanent positions
6.2.1.2 Non-plantilla items such as contractual, fixed term, coterminous, and substitute employment.

6.2.2 The solution shall allow printing of plantilla item history.

## 6.3 Work Schedule

The solution must allow the setup of various work schedules such as Flexible time and/or twelve (12)-hour work schedule, four (4)-day work week.

## 6.4 Salary Schedule

6.4.1 The solution must be configured for the salary schedule based on the government issuances pertaining thereto.

6.4.2 The solution should automatically update the work experience of all permanent employees for salary adjustment.

## 6.5 Locations

The solution must allow tagging of an employee's permanent and present address based on Philippine Statistics Authority (PSA) codes.

## 6.6 Employee Self-service Portal

6.6.1 The solution shall provide a self-service portal for employees to allow the user to request and monitor the approval and execution of the following functionalities:

6.6.1.1     Online viewing of Personal Data Sheet (PDS)
6.6.1.2     Online viewing of Service Record
6.6.1.3     Online viewing of payslips
6.6.1.4     Online viewing of trainings
6.6.1.5     Online viewing of Daily Time Record (DTR)
6.6.1.6     Request for updates to PDS
6.6.1.7     Request for employment certificates
6.6.1.8     Leave application
6.6.1.9     Leave balance inquiry
6.6.1.10    Authority to Render Overtime
6.6.1.11    Overtime Accomplishment
6.6.1.12    Official Pass Slip Application
6.6.1.13    Request Attendance Adjustment

6.6.2 The solution shall allow employees to view their own records in the portal related to the following data sets:

6.6.2.1     Personal Data Sheet
6.6.2.2     Time, Leave and Attendance
6.6.2.3      Payroll
6.6.2.4     Performance Management
6.6.2.5     Learning and Development
6.6.2.6     Service Record in GSIS format/work experiences
6.6.2.7     Memo or Notice can be uploaded to the portal for the disciplinary actions of the employee

6.6.3 The solution shall allow the employees to view the agency's job openings and be able to apply via the portal.

6.6.4 The solution must be able to manage various employee requests and shall have the following features:

6.6.4.1 Employee requests can be reviewed and approved by authorized personnel.

6.6.4.2 The status should be displayed in the employee portal.

## 6.7 Personnel Information Management

The solution shall provide a module that will manage all personnel-related information including, but not limited to, employee profile, personnel movement (office assignments), and entitled compensation and benefits.

### 6.7.1 Personal Data Sheet (PDS)

6.7.1.1 The solution shall be able to let users encode, update or upload their complete information in PDS Excel format.

6.7.1.2 The solution shall be able to capture the following employee information:
6.7.1.2.1 Personal information
6.7.1.2.2 Family Background
6.7.1.2.3 Educational Background
6.7.1.2.4 Work Experiences
6.7.1.2.5 Civil Service Eligibility
6.7.1.2.6 Voluntary Works
6.7.1.2.7 Learning and Development
6.7.1.2.8 References
6.7.1.2.9 Supporting Documents such as training certificates, certificates of employment, etc.
6.7.1.2.10 Government Issued IDs
6.7.1.2.11 CSC Questionnaire
6.7.1.2.12 Disciplinary Actions such as suspensions, and/or termination;
6.7.1.2.13 Office Assignments

6.7.1.3 The solution shall generate PDS in excel and pdf format.

6.7.1.4 The solution shall allow the review and approval of PDS content by DBM HR.

### 6.7.2 Personnel Movement

6.7.2.1 The solution shall execute the following HR actions:

6.7.2.1.1 Promotion
6.7.2.1.2 Transfer
6.7.2.1.3 Reemployment
6.7.2.1.4 Reinstatement

     6.7.2.1.5 Demotion - Voluntary/As a result of a disciplinary action
     6.7.2.1.6 Reclassification
     6.7.2.1.7 Reassignment
     6.7.2.1.8 Detail
     6.7.2.1.9 Designation
     6.7.2.1.10 Probationary period
     6.7.2.1.11 Change in item number
     6.7.2.1.12 Step increment
     6.7.2.1.13 Salary adjustment
     6.7.2.1.14 Reinstatement to the same position/item
     6.7.2.1.15 Positions marked as co-terminous with the incumbent

   6.7.2.2 The solution must be able to generate an employees' service record with information coming from work experience and personnel movement modules.

   6.7.2.3 The solution shall have management of active and inactive personnel (e.g. death, resignation, retirement);

## 6.7.3 Personnel Information Management Reports

   6.7.3.1 The solution must allow users to generate predefined reports in PDF/excel format of the following:

     6.7.3.1.1 Service Record in GSIS format
     6.7.3.1.2 Appointments
     6.7.3.1.3 Position Description
     6.7.3.1.4 Personnel Movement
     6.7.3.1.5 Personal Data Sheet
     6.7.3.1.6 Report on Appointment Issued
     6.7.3.1.7 List and Number of Employees by Salary Grade Report on Appointment Issued
     6.7.3.1.8 Certifications (Certificate of Employment with Benefits, Certificate of Contribution-GSIS, etc.)

## 6.8 Leave and Attendance

The solution shall have a leave and attendance module with the following functionalities and features:

## 6.8.1 Biometric System Interface

   6.8.1.1 The solution shall support manual uploading of extracted files (with employees' time logs) from the DBM existing Biometric Device.
   6.8.1.2 The solution shall be capable of receiving data directly from the DBM Biometric Device on a real-time basis using API Integration.

6.8.2 **Holidays and others**

The solution should be able to manage the holidays and work suspensions significant to the DBM.

6.8.3 **Daily Attendance**

6.8.3.1   The solution shall be able to generate a Daily Time Record (DTR) which allows employees to immediately request time adjustments for incomplete time logs due to technical issues.

6.8.3.2   The solution shall be able to provide notifications to employees for incomplete entries of the month.

6.8.3.3   The solution shall monitor tardiness based on position.

6.8.3.4   The solution shall be able to view and export Employee Daily Time Records.

6.8.4 **Attendance Report**

6.8.4.1   The solution shall generate a monthly attendance report that accurately reflects employees' leave, office/travel orders, time in and out, late, undertime and absences records.

6.8.4.2   The solution shall be highly configurable and can handle flexible time and off-setting schedules.

6.8.5 **Leave Management**

6.8.5.1   The solution shall allow the DBM HR officer to manage leave types such as leave entitlement, leave crediting, late filing, manual adjustments, and tracking of leave balances.

6.8.5.2   The solution shall have automatic leave crediting

6.8.5.3   Shall be capable of handling various leave types such as, but not limited to the following:

6.8.5.3.1   Vacation Leave

6.8.5.3.2   Sick Leave

6.8.5.3.3   Special Privilege Leave (SPL)

6.8.5.3.4   Forced Leave

6.8.5.3.5   Magna Carta for Women

6.8.5.3.6   Maternity Leave

6.8.5.3.7   Paternity Leave

6.8.5.3.8   Monetization of Leave

6.8.5.3.9   Terminal Leave

6.8.5.3.10   Study Leave

6.8.5.3.11   Solo Parent Leave

6.8.5.4   Shall be capable of the following leave processes:

6.8.5.4.1   Review/Approve Leave Requests

6.8.5.4.2   Review/Approve Overtime Requests

6.8.5.4.3   Review/Approve Official / Personal Pass Request

6.8.5.4.4   Review/Approve CTO Availment

6.8.5.4.5    Review/Approve DTR Correction Requests

6.8.5.4.6   Review/Approve Attend/Travel Authority Requests

6.8.5.5    Shall allow management of Office Orders pertaining to official business

### 6.8.6 Leave and Attendance Management Reports

6.8.6.1    Shall allow users to generate the following reports in PDF/excel format related to Leave and Attendance:

6.8.6.1.1    Daily Time Record
6.8.6.1.2    Application for Leave
6.8.6.1.3    Leave Card
6.8.6.1.4    Monthly Report of Attendance
6.8.6.1.5    Statement of Leave Balances
6.8.6.1.6    Certificate of Leave Credits (Monthly)
6.8.6.1.7    Certificate of Leave without Pay
6.8.6.1.8    Leave Applications
6.8.6.1.9    Leave Ledger Report

6.8.6.2    Shall be capable to set-up parameters and system variables such as employee work schedule, holidays and leave types.

## 6.9  Compensation and Deductions

6.9.1 The solution shall have the following functionalities for Compensation, and Deductions:

6.9.1.1    The solution must allow the setup of various compensation types.
6.9.1.2    The solution shall capture and store various compensation packages enjoyed by an employee.
6.9.1.3    The solution must have management of employee information, a record of dependents, compensation, and benefits (i.e. insurance, healthcare coverage, and other deductibles and/or contributions);

6.9.2 Deductions

6.9.2.1    The solution must be able to capture and store various deductions incurred by an employee, whether fixed, scheduled or variable.
6.9.2.2    The solution allows the user to manage loans, and view remaining balances and deduction history.
6.9.2.3    The solution allows the user to renew loans.

## 6.10  Salary Management

### 6.10.1    General Payroll

6.10.1.1    The solution shall be able to compute the payroll at scheduled intervals. The employees' compensation package (basic salary, benefits such as Transportation Subsidy), recorded deductions, and daily time records are used in the computation.
6.10.1.2    The solution shall allow the users with the proper authorization to encode payroll adjustments.
6.10.1.3    The solution shall process the salaries in annualized tax methods to minimize huge tax deductions at the end of the year. Tax

computation factors in items such as exemptions and other non-taxable items (e.g. De Minimis).

### 6.10.2 Special Payroll

6.10.2.1    The solution shall compute payroll on scheduled dates. The employees' compensation packages are considered to determine who will be included in the computation.

6.10.2.2    The solution must have an automatic computation of selected compensation packages (e.g. PERA, RATA, Loyalty Cash, Performance Bonus, Salary Differential, Overtime, Mid-Year Bonus, Year-end Bonus & Cash Gift, Extraordinary Miscellaneous Expense (EME)).

6.10.2.3    The solution should allow DBM HR administrators to encode adjustments with authorization.

### 6.10.3 Personnel Vouchers

6.10.3.1    The solution should allow users to disburse compensation through Authority to Debit Account (ADA) or check issuances.

6.10.3.2    The solution must have an automatic generation of personnel vouchers for first and last pay computation

6.10.3.3    The solution should have a manual encoding and generation of personnel vouchers (e.g. reversal of incorrect deductions, refund of payment).

### 6.10.4 Remittances

6.10.4.1    The solution must be able to manage remittances to PhilHealth, BIR, Pag-IBIG, GSIS, and other institutions with auto-deduct arrangements with the agency.

6.10.4.2    The system should be able to generate a remittance report that is compliant to LANDBANK and GSIS.

### 6.10.5 Payslips

The solution must support the generation of payslips that can be accessed by the personnel through the Employee Self-Service Portal.

### 6.10.6 Payroll Management Reports

6.10.6.1    The solution must allow the users to generate the following payroll-related reports in PDF/excel format:

6.10.6.1.1  General Payroll
6.10.6.1.2  Special Payroll
6.10.6.1.3  Payslip Generation (Per Employee/Per Department)
6.10.6.1.4  Payroll Register
6.10.6.1.5  Payroll Loan Register
6.10.6.1.6  Payroll Other deduction register
6.10.6.1.7  Payroll Other Income register
6.10.6.1.8  Payroll Transaction Register
6.10.6.1.9  ATM Alpha List

            6.10.6.1.10 GSIS Reports
            6.10.6.1.11 Philhealth Reports
            6.10.6.1.12 Pag-ibig Reports
            6.10.6.1.13 BIR Forms (2316, etc.)

## 6.11 Learning and Development

The solution shall have Learning and Development module that keeps track of the training roadmap in reference to the competency and development plan and with functionalities as described below:

6.11.1 Creation of a calendar of activities for various training events of training and development opportunities offered by the agency

6.11.2 Creation and management of a training plan and respective participants

6.11.3 Record evaluation results of a training activity

6.11.4 Records management of qualifications, skills, training, achievements, performance, and promotions

6.11.5 Mentoring and Coaching

6.11.6 Individual Development Plan (IDP)

6.11.7 Competency Assessment

6.11.8 Facility to Download Training Certificates for in-house training

## 6.12 Performance Management

6.12.1 The solution should have performance monitoring pursuant to the Civil Service Commission (CSC)-prescribed Strategic Performance Management System, including;

    6.12.1.1 Individual Performance Commitment and Review (IPCR)

    6.12.1.2 Division Performance Commitment and Review (DPCR)

    6.12.1.3 Office Performance Commitment and Review (OPCR)

    6.12.1.4 Individual Performance Accomplishment and Review (IPAR)

    6.12.1.5 Division Performance Accomplishment and Review (DPAR)

    6.12.1.6 Office Performance Accomplishment and Review (OPAR)

    6.12.1.7 The monitoring Tools for IPAR, DPAR, and OPAR must have an automatic computation and must follow a Part A 80% and Part B 20% rule;

6.12.2 The solution should have a Records management for Qualifications, skills, training, achievements, performance, and promotions;

## 6.13 Data Analytics Dashboard and Reports

The solution shall have an Executive Dashboard for analytics and reports generation with the following specifications:

6.13.1 Includes performance dashboards in each specified report and modules

6.13.2 Provides demographic information such as graphs for the number of employees per age bracket, employees status, and organization unit, among others

6.13.3 Pre-defined charts & graphical data are presented in the dashboard to keep the management up-to-date

6.14 **Health & Wellness**

The solution shall have a module that manages health and wellness-related activities including medical-related activities and shall have the following functionalities:

6.14.1 The solution should provide a functionality to manage wellness activities thru the creation of activities and selection of participants per activity
6.14.2 The solution should provide a functionality to manage medical activities participated per employee
6.14.3 The solution should provide a functionality to record medicines and medical supplies released per employee
6.14.4 The solution should be able to allow the user to view the sick leaves availed per employee

6.15 **Audit Trail**

The solution should have audit trail records of all log-in, access, transactions, insertions, and modifications related to personnel files, corresponding databases, and all system activities as an audit trail for transparency and accountability.

**7.0 NON-FUNCTIONAL AND OTHER REQUIREMENTS**

7.1 The solution must be able to be viewed on a web browser where employees can view and update their profile. And DBM HR administrators can interact and manage the system. The software shall be able to have an automatic Back-Up System.
7.2 The solution should be flexible and can be integrated into other existing systems or systems already in use by the DBM.
7.3 After the setup, installation, and configuration of all requirements, the solution provider must provide one (1) end-user training for twenty (20) DBM personnel, consisting of DBM HR administrators and end users, covering all modules of the solution minimum duration of ten (10) days.
7.4 The solution provider must provide presentations/training materials, Quick Guide/User Manual, and/or similar documentation.
7.5 The solution should allow bulk uploading of files in Excel format.
7.6 The solution should be able to provide provisions to attach/use the Philippine National Public Key Infrastructure (PNPKI) Digital Certificates.
7.7 Technical Support for twelve (12) months
  7.7.1 Shall provide technical support over email and phone during the regular work week: Monday - Friday (8:00 AM – 6:00 PM Philippine Standard Time), and for all urgent problems reported and related to the proposed IHRIS. Urgent problems are defined as complete loss of service or a significant feature that is completely unavailable and no workaround exists.
  7.7.2 Technical Support shall include an on-site or in-the-field support service when needed.
7.8 The service provider shall share and/or provide full access and control to the interoperability configuration codes and customized application object source codes (if applicable). The service provider shall be required to submit the system application source codes but shall only be limited for purposes of interoperability

configuration and customized application object source codes to ensure compatibility and protection of the software.

## 8.0 SERVICE LEVEL AGREEMENT (SLA)

The DBM shall maintain an SLA with the contractor, with provisions for liquidated damages as indicated below for their non-compliance. Liquidated damages shall be charged against any money due, or which may become due to the contractor or collected from any securities or warranties posted by the service provider.

| Component | Description | Liquidated Damages |
|---|---|---|
| Subscription and Implementation of the IHRIS SaaS | The contractor shall fully and completely deliver and deploy the IHRIS to the DBM within fifty (50) calendar days from the NTP. | 1/10th of 1% of the contract price of the undelivered portion or item of the contract, shall be imposed per day of delay. |

\* The period for the performance of the obligations under the Contract shall not be beyond the validity of the appropriation for the Project.

## 9.0 CONFIDENTIALITY OF DATA

9.1   The service provider shall be required to sign a Non-Disclosure Agreement (NDA).

9.2   The DBM Enterprise Network System, its components, parts, and all products, products samples and specifications, data, ideas, technology, and technical/nontechnical materials, all or any which may be derived from any of the foregoing are strictly confidential.

9.3   The service provider agrees to hold all the foregoing information in strict confidence. The service provider further agrees not to reproduce or disclose any confidential information to third parties without the prior written approval of the DBM.

## 10.0 TERMS OF PAYMENT

One-time payment shall be made, subject to the submission of the following documentary requirements, and in accordance with budgeting, accounting, and auditing laws, rules, and regulations:

10.1  Proof of IHRIS Software Subscription;
10.2  Sales Invoice/Billing Statement; and
10.3  Certificate of Acceptance issued by the Undersecretary for Information and Communications Technology (ICT) Group; and NDA.

## *Statement of all Ongoing Government and Private Contracts*
## *Including Contracts Awarded but not yet Started*
*[shall be submitted with the Bid]*
## (Revised)


Business Name: _____

Business Address:_____

| Name of Client/Contact Person/Contact Number/Contact Email Address | Date of the Contract | Title of the Contract / Name of the Project | Kinds of Goods | Total Amount of Contract | Value of Outstanding Contract | Date of Delivery |
|---|---|---|---|---|---|---|
| Government | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Private | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |


Submitted by : _____
           (Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

i.    State **ALL** ongoing contracts including those awarded but not yet started (government **[including the DBM]** and private contracts which may be **similar or not similar** to the project being bidded) up to September 25, 2023.

ii.    If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.

iii.    The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

iv.    Please note that item 6.4 of the Government Procurement Policy Board (GPPB) Circular No. 04-2020 dated September 16, 2020 states that, "[t]he PEs shall check **compliance of the submitted forms with the mandatory provisions stated above. Non-submission of the Required Forms or non-inclusion of the mandatory provisions in any of the Required Forms shall be a ground for disqualification**."

Moreover, GPPB Non-Policy Matter Opinion No. 041-2014 dated October 9, 2014 partially states that "**even contracts that include non-disclosure agreements or confidentiality clauses are required to be disclosed**. It is likewise good to clarify that

the requirement refers to a "statement" to be made by the bidder relative to all its ongoing and private contracts, and not the actual submission of the physical contracts."

### *Statement of Single Largest Completed Contract*
### *which is Similar in Nature*
*[shall be submitted with the Bid]*
### (Revised)

Business Name: _____

Business Address:_____

| Name of Client/Contact Person/Contact Number/Contact Email Address | Date of the Contract | Title of the Contract / Name of the Project | Kinds of Goods | Amount of Contract | Date of Acceptance* | End User's Acceptance or Official Receipt(s) Issued for the Contract |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |

Submitted by    : _____
                       (Printed Name and Signature)

Designation     : _____

Date            : _____

Instructions:

a.  Pursuant to Section 23.4.1.3 of the 2016 Revised IRR of RA No. 9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project, the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to the following requirements:
    i.   a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC; **OR**
    ii.  at least two (2) similar contracts:
        (a)  the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC for this Project; **AND**
        (b)  the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above (i.e., twenty-five percent [25%]).
b.  The SLCC should have been completed (i.e., accepted) within the period of **September 26, 2018 to September 25, 2023**.

c.  The similar contract for this Project shall refer to the provision and installation of software as a service (SAAS) or development/deployment of software applications within the last five (5) years for any of the following systems: (i) Human Resource Information Systems; (ii) Financial Management Systems; and/or (iii) Payroll and Payment Systems. If the provision and installation of software as a service (SAAS) or development/deployment of software applications within the last five (5) years for any of the following systems: (i) Human Resource Information Systems; (ii) Financial Management Systems; and/or (iii) Payroll and Payment Systems form part of a bigger contract, only the cost component of the provision and installation of software as a service (SAAS) or development/deployment of software applications within the last five (5) years for any of the following systems: (i) Human Resource Information Systems; (ii) Financial Management Systems; and/or (iii)

Payroll and Payment Systems shall be considered for purposes of comparing the value thereof to at least fifty percent (50%) of the ABC.

\*  Date of Acceptance shall mean the date when the items delivered have **satisfactorily met** the requirements of the procuring entity, as evidenced by either a Certificate of Final Acceptance/Completion from the bidder's client, or an Official Receipt or a Sales Invoice (to be submitted during post-qualification).