

Standard Form Number: SF-GOOD-30
Revised on: MAY 24, 2004

15 July 2024

SUPPLEMENTAL/BID BULLETIN NO. 2024-031

This **Supplemental/Bid Bulletin No. 2024-031** is issued to modify or amend items in the Bidding Documents relative to the **Invitation to Bid (ITB) No. 2024-031** for the **Procurement of a Solutions Provider for Human Resource Information System (HRIS) of the TPBPHL**” as follows:

ITEM NUMBER	SPECIFICATIONS		
	REFERENCE	FROM	TO
1	Terms of Reference, Roman no. IV., item 1.	During the project's implementation period and turnover, the Bidder must have managed cloud service/hosting in the Philippines, preferably privately managed cloud Services.	During the project's implementation period and turnover, the Bidder must have managed cloud service/hosting based in the Philippines, preferably privately managed cloud Services.
2.	Terms of Reference, Roman no. V., item F.	PROVISION OF BIOMETRICS (Minimum requirement)	PROVISION OF 2 units of BIOMETRICS (Minimum requirement) Others: xxx Installation (cabling & system) and Integration
3.	Terms of Reference, Roman no. VI.	TECHNICAL COMPLIANCE xxx n.a.	TECHNICAL COMPLIANCE xxx • Bidders are required to present their HRIS System during the technical specifications review. Each bidder will be allocated 10 minutes for the presentation,

			which should focus on the Reports per Functional Requirements (Items A - E).
4	Bidding Documents, Section VII., Technical Specifications	Technical Specifications	Attached thereto as Annex A: Updated Technical Specifications

This shall form an integral part of the Bidding Documents.

For guidance and information of all concerned.


ARNOLD T. GONZALES
 Chairperson &
 Bids and Awards Committee

Received by the Bidder:

 Name and signature of authorized Rep/Date

Annex A: Updated Technical Specifications

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.]

Item	Specification	Statement of Compliance (Comply or Not Comply)
I	Implementation	
	1. Project Initiation: a. Hold a project alignment meeting to establish project objectives, timelines, and communication protocols. b. Define roles and responsibilities for TPB personnel and the implementation team. -	
	2. Needs Assessment: a. Conduct a comprehensive analysis of TPB's current HR processes to identify specific requirements for Phase 1. b. Engage with the Personnel and Human Resources Development Division (PHRDD) and Management Information System Division (MISD) to gather input on critical functionalities and customization needs relevant to Phase 1 modules.	

	<p>3. Solution Design:</p> <p>a. Create a comprehensive solution design tailored explicitly to Phase 1, ensuring alignment with TPB's HRIS requirements.</p> <p>b. Present and validate the Phase 1 design with TPB personnel, incorporating feedback for refinement.</p>	
	<p>4. Phase 1 Modules:</p> <p>a. Implement core modules for Phase 1, including:</p> <ul style="list-style-type: none"> ● Personnel Information Management ● Attendance Management ● Payroll Management ● Employee User Access <p>b. Configure additional features such as:</p> <ul style="list-style-type: none"> ● Online Attendance ● User Account Module ● Security and Encryption ● System Administration and Audit Trail 	
	<p>5. Training:</p> <p>a. User Training for all TPB personnel</p> <p>b. Provide training materials and resources for ongoing reference, emphasizing user access, data entry, and system administration</p>	
	<p>6. Testing:</p> <p>a. Conduct thorough testing of Phase 1 modules to ensure functionality, data accuracy, and user acceptance.</p> <p>b. Collaborate with TPB to address any identified issues and implement necessary adjustments.</p>	
	<p>7. Documentation:</p> <p>a. Create comprehensive documentation specifically for Phase 1, including but not limited to:</p> <ul style="list-style-type: none"> ● User manuals ● Technology Stack ● Customization guidelines. ● Licenses Agreement <p>b. Ensure documentation is easily accessible for TPB personnel.</p> <p>-</p>	

	<p>8. Ongoing Support:</p> <ul style="list-style-type: none"> a. Provide post-implementation support to address any issues or questions from TPB personnel. b. Provide a helpdesk or support system for timely resolution of issues and concerns. 	
	<p>9. Reporting and Analytics:</p> <ul style="list-style-type: none"> a. Includes comprehensive and demographic reports. b. Train TPB personnel to generate and interpret reports. 	
	<p>10. Project Closure:</p> <ul style="list-style-type: none"> a. Conduct a project closure meeting on: <ul style="list-style-type: none"> ● achievements review ● troubleshooting outstanding issues ● feedbacking mechanisms b. Submit all necessary documentation, credentials, and system access related to the system. c. If any vulnerabilities are identified during the MISD validation, the bidder is required to remediate them. 	
II.	A. PERSONNEL INFORMATION MANAGEMENT SYSTEM (PIMS):	
	<p>a. CS Form 212 (Personal Data Sheet) and Work Experience Sheet:</p> <ul style="list-style-type: none"> ● Allow employees to fill out and submit CS Form 212 electronically. ● Capture all required information in alignment with the CS Form 212 format. 	
	<p>b. Database Entry and Administration of 201 Files:</p> <ul style="list-style-type: none"> ● Maintain a centralized database for 201 files of personnel. ● Include a comprehensive database entry with fields such as personal details, employment history, and related information. ● Incorporate a feature to upload a picture of each employee. ● Allow employees to view their own 201 files, such as: <ul style="list-style-type: none"> ❖ Appointment Paper ❖ Certificate of Assumption to Duty ❖ Oath of Office ❖ Personal Data Sheet (PDS) and Work Experience Sheet ❖ Contracts of Services (if applicable) ❖ Clearance from Property and Money Accountabilities (for transferees) ❖ Certificate of Leave Credits (if transferees) ❖ Certificate of Eligibility 	

	<ul style="list-style-type: none"> ❖ Diploma and Transcript of Records ❖ Disciplinary Actions (if any) ❖ Marriage Contract (if applicable) ❖ Designations ❖ Medical Certificate ❖ NBI Clearance ❖ Notice of Salary Adjustment (NOSA) ❖ Notice of Step Increments (NOSI) ❖ Position Description Form (PDF) <p>-</p>	
	<p>c. History of Employment:</p> <ul style="list-style-type: none"> • Track and display the history of an employee's employment within the organization. • Include details such as positions held, departments, and dates of employment. 	
	<p>d. Update Personal Information and Produce Reliable Printouts:</p> <ul style="list-style-type: none"> • Allow employees to update their personal information as needed. • Generate reliable printouts of prescribed Civil Service Commission (CSC) reports, including the following: <ul style="list-style-type: none"> ❖ Service Record ❖ Notice of Salary Adjustment ❖ Notice of Step Increment ❖ Loyalty Award Incentive ❖ Certificate of Employment (COE) ❖ Individual Performance Commitment and Review (IPCR) ❖ Travel History <p>-</p>	
	<p>e. Document Upload Feature:</p> <ul style="list-style-type: none"> • Implement a document upload feature enabling the storage and attachment of pertinent employee documents. • Ensure secure and organized document management. 	
	<p>f. Generate Comprehensive Personnel Reports:</p> <ol style="list-style-type: none"> 1. Individual Report of: <ul style="list-style-type: none"> • Service Record • Notice of Salary Adjustment • Notice of Step Increment • Certificate of Employment • Learning and Development Interventions 2. List of Sex-Disaggregated Data of Personnel on: <ul style="list-style-type: none"> • Age and Birthday 	

	<ul style="list-style-type: none"> • Contact Information • Civil Status • Age Bracket • Government ID • Length of Service • Solo Parents • Persons with Disability (PWD) • Members of the Indigenous Group • Previously Separated from Service • Consanguinity • With pending criminal/administrative case • Educational Attainment • Eligibilities <p>3. Monthly Report on:</p> <ul style="list-style-type: none"> • Accession and Separation • Newly Hired and Promoted Personnel • NOSA • NOSI • Resigned/Separated Personnel with corresponding claims/payables 	
III.	B. ATTENDANCE MANAGEMENT SYSTEM (AMS):	
	<p>a. Real-time Upload of Logs from Biometrics:</p> <ul style="list-style-type: none"> • Enable the real-time upload of attendance logs from biometric devices. • Ensure seamless and immediate synchronization of attendance data. 	
	<p>b. Online Attendance for Flexible Work Arrangements (FWA)</p> <ul style="list-style-type: none"> • Implement an online attendance system to facilitate remote work scenarios. • Allow employees to mark attendance during flexible work arrangements. 	
	<p>c. Attendance System Connected to Payroll System:</p> <ul style="list-style-type: none"> • Integrate the attendance system with the payroll system for accurate salary computation. • Ensure consistency between attendance records and payroll processing. 	

	<p>d. Daily Time Record:</p> <ul style="list-style-type: none"> • Generate a Daily Time Record (DTR) for employees on a monthly and specified range period basis. • Include details such as hours worked, leaves taken, and overtime. 	
	<p>e. Holiday, Office Suspension:</p> <ul style="list-style-type: none"> • Automatically account for holidays and office suspensions in the attendance system. • Adjust attendance records accordingly based on the organization's policies. 	
	<p>f. Prevention of Unauthorized Overtime, Leave of Absence, and Shift Change:</p> <ul style="list-style-type: none"> • Implement controls to prevent unauthorized overtime, leave of absence, and unauthorized shift changes. • Support flexible work schedules according to TPB policies. 	
	<p>g. Flexi-time and Other Work Schedule by the TPB:</p> <ul style="list-style-type: none"> • Accommodate flexi-time and other work schedules as defined by the TPB. • Provide flexibility in attendance tracking based on organizational needs. 	
	<p>h. Leave Credit Balance:</p> <ul style="list-style-type: none"> • Display each employee's current leave credit balance. • Update leave balances in real-time as leaves are taken or accrued 	
	<p>i. Monetization of Leave Credits:</p> <ul style="list-style-type: none"> • Provide the option for employees to convert unused leave credits to their corresponding monetary value. • Implement a secure and transparent process for monetization. 	
	<p>j. Charging Tardiness and Undertime on Vacation Leaves Credits:</p> <ul style="list-style-type: none"> • Automatically deduct tardiness and under-time from vacation leave credits. • Ensure accurate leave credit calculations considering attendance discrepancies. 	

	<p><i>k. Monitoring of Filed Leaves:</i></p> <ul style="list-style-type: none"> • Support the implementation and tracking of all applicable leaves such as but not limited to: <ul style="list-style-type: none"> ❖ Vacation Leave ❖ Forced Leave ❖ Sick Leave ❖ Maternity Leave ❖ Paternity Leave ❖ Special Privilege Leave ❖ Solo Parent Leave ❖ Study Leave ❖ 10-Day VAWC Leave ❖ Rehabilitation Privilege ❖ Special Leave Benefits for Women ❖ Special Emergency (Calamity) Leave ❖ Adoption Leave ❖ Other forms of leave as may be applicable subject to existing CSC rules and regulations 	
	<p><i>l. Compensatory Overtime Credits (COC)/Compensatory Time Off (CTO):</i></p> <ul style="list-style-type: none"> • Track and manage compensatory overtime credits or compensatory time off. • Ensure accurate recording and utilization of compensatory time. 	
	<p><i>m. Tardiness and Undertime:</i></p> <ul style="list-style-type: none"> • Record and calculate tardiness and under-time. • Generate reports highlighting habitual tardiness and absenteeism. 	
	<p><i>n. Leave of Absence (LWOP):</i></p> <ul style="list-style-type: none"> • Record and manage leaves of absence without pay. • Generate reports summarizing leave without payment. 	
	<p><i>o. Overtime:</i></p> <ul style="list-style-type: none"> • Record and calculate overtime hours worked. • Ensure accurate compensation for overtime. 	

	<p>p. On Official Business (OB) or Travel Order (TO):</p> <ul style="list-style-type: none"> • Record and manage authorized attendance or participation in events, engagements, training, travels, etc. <p>Reports Generated:</p> <ul style="list-style-type: none"> • Detailed Daily Time Record Report • Employees Leave Card • Monthly Attendance Summary Report • Statement of Overtime • Certificate of Compensatory Overtime Earned • Leave Application (per leave type, employee, and all employees). • Official Business and/or Travel Order • Habitual Tardiness and Undertime Report • Habitual Tardiness & Absenteeism Memorandum • Certificate of Leave Credits • Summary of Leave without Pay • Monthly Summary Report on Tardiness, Undertime, and Absences 	
IV.	<p>1. During the project's implementation period and turnover, the Bidder must have managed cloud service/hosting based in the Philippines, preferably privately managed cloud Services.</p>	
	<p>2. The privately managed service/cloud hosting must ensure the performance of the procured HRIS. Certification of Availability and Scalability of the Managed Cloud Services is required.</p> <p>This certification will confirm that Bidder's server infrastructure has the capability and capacity to support the continued growth of the TPB database with no additional fees for TPB during the one-year HRIS engagement.</p>	
	<p>3. The managed service/cloud hosting platform must support verall or specified tenant metering; its certification must confirm this support.</p>	

	4. The managed service/cloud hosting platform must include resource application submission and approval with a customizable workflow.	
	5. The managed service/cloud hosting platform must feature a monitoring dashboard that displays the current health status, statistics, and Alert Threshold settings.	
	6. The managed cloud service/hosting platform must support tenant-approved third-party auditing or on-site inspection. Additionally, it must support a cage and rack with access control and CCTV surveillance.	
	7. Bidder must submit a certification for privately managed cloud services issued by the Data Center provider.	
V	C. PAYROLL MANAGEMENT SYSTEM (PMS):	
	<p>a. Processing of Regular Payroll, Special Payroll, and Other Payrolls:</p> <ul style="list-style-type: none"> Facilitate the processing of regular, special, and other payroll categories. Ensure flexibility in accommodating various payroll scenarios. 	
	<p>b. Payroll Process for Permanent and Job Orders:</p> <ul style="list-style-type: none"> Implement a payroll process for both permanent and job order employees. Customize payroll calculations based on employment type. 	
	<p>c. Monetization of Leave Credits:</p> <ul style="list-style-type: none"> Incorporate a feature that generates a templated form for monetizing leave credits. <p>Ensure compliance with the formula provided by the CSC.</p>	
	<p>d. Automated Computation of Compensation:</p> <ul style="list-style-type: none"> Automatically calculate various compensation components such as RATA, Longevity Pay/Step Increment, Loyalty Cash Award, Midyear/Year-End Bonus, Cash Gift, Productivity Bonus, etc. Ensure accurate and consistent computation based on predefined formulas. 	

	<p>e. Automated Computation of Statutory Deductions:</p> <ul style="list-style-type: none"> • Implement automatic computation of statutory deductions, including Life & Retirement Insurance, GSIS, Philhealth, Pag-IBIG, and withholding tax deductions. • Adhere to legal requirements and ensure accurate deduction calculations. 	
	<p>f. Automatic Deductions of Loans and Other Deductions:</p> <ul style="list-style-type: none"> • Automatically deduct loan payments and other specified deductions from employee salaries. • Maintain accurate records of outstanding loans and deductions. 	
	<p>g. Monthly and Annualized Tax Computation:</p> <ul style="list-style-type: none"> • Calculate monthly and annualized tax deductions for employees. • Comply with tax regulations and provide accurate tax computations. 	
	<p>h. Daily and Monthly Rate for (Permanent and Contract of Service):</p> <ul style="list-style-type: none"> • Support the differentiation between daily and monthly rates for permanent and Contract of Service (COS) personnel. • Ensure accurate computation based on the specified rate structure. 	

	<p>i. Monthly and Semi-Monthly Processing of Payroll:</p> <ul style="list-style-type: none"> • Facilitate both monthly and semi-monthly payroll processing. • Allow flexibility in payroll frequency based on organizational requirements. 	
	<p>j. Provides Text File/Excel File for Bank Transfer:</p> <ul style="list-style-type: none"> • Generate text or Excel files suitable for bank transfer transactions. • Streamline the payroll disbursement process by providing the necessary files for electronic fund transfers. 	
	<p>k. Generates Report:</p> <ul style="list-style-type: none"> • General Payroll • Payslip • Special Payroll and Other Payroll Report • RATA, Mid-Year, Year-End, and Cash Gift, Longevity, etc. • Monthly Contribution Summary (HDMF, GSIS, Philhealth, Pag-IBIG, and Withholding Tax) • Loan Report • Bank Transmittal • Terminal Leave Benefit (TLB) Computation • Service Record 	

	D. PERSONNEL USER ACCESS:	
	<p>a. Personnel Dashboard:</p> <ul style="list-style-type: none"> • Provide personnel with a personalized dashboard for easy navigation and access to relevant information. • Display essential information such as notifications, upcoming events, and quick links. 	
	<p>b. Individual Personal Data Sheet (PDS):</p> <ul style="list-style-type: none"> • Enable employees to view and update their individual Personal Data Sheet (PDS) through the user portal. • Allow for seamless and secure editing of personal information. 	

	<p>c. Documentary Requirements and Attachments</p> <ul style="list-style-type: none"> • Implement a file attachment feature for employees to upload and store documents such as training certificates, eligibility documents, scanned copies of IDs, etc. • Ensure a secure and organized document repository. 	
	<p>d. Daily Time Record (DTR):</p> <ul style="list-style-type: none"> • Provide employees with the ability to view their Daily Time Record (DTR) through the user portal. • Display detailed information on hours worked, leaves taken, and attendance history. 	
	<p>e. Viewing of Leave Card:</p> <ul style="list-style-type: none"> • Enable employees to access and view their Leave Card through the user portal. • Display comprehensive leave information, including balances and usage history. 	
	<p>f. Official Business and Travel Order:</p> <ul style="list-style-type: none"> • Implement an online filing system for official business and travel order requests. • Streamline the process for requesting and approving official business and travel order requests. 	
	<p>g. Application for Leave:</p> <ul style="list-style-type: none"> • Enable employees to submit leave applications online. • Facilitate a paperless and efficient leave application process. 	
	<p>h. Leave Monetization:</p> <ul style="list-style-type: none"> • Implement an online process for employees to file leave monetization requests. • Provide a transparent and user-friendly platform for leave monetization applications. 	

	<p>i. Compensatory Time Off (CTO):</p> <ul style="list-style-type: none"> • Allow employees to file Compensatory Time Off (CTO) requests online. • Streamline the process for requesting and managing compensatory time. 	
	<p>j. Overtime (OT):</p> <ul style="list-style-type: none"> • Provide an online platform for employees to file overtime requests. • Simplify the process of overtime request submission and approval. 	
	<p>k. Generates Report:</p> <ul style="list-style-type: none"> • Personal Data Sheet (PDS) • Payslip • Daily Time Record (DTR) • Leave • Compensatory Time Off • Monetization • Overtime • Service Record 	
	E. OTHER FEATURES	
	<p>a. Online Attendance:</p> <p><i>Real-time Monitoring:</i></p> <ul style="list-style-type: none"> • Provide real-time monitoring of employee attendance. • Alert supervisors of anomalies or attendance issues. 	
	<p>b. Security and Encryption:</p> <p><i>Data Encryption:</i></p> <ul style="list-style-type: none"> • Implement encryption protocols (SSL/TLS) for secure data transmission. • Ensure data-at-rest encryption to protect sensitive information. <p><i>Access Controls:</i></p> <ul style="list-style-type: none"> • Enforce role-based access controls to restrict system access based on user roles. • Log and monitor user activities for security auditing. 	

	<p>c. User Account Module: <i>User Registration:</i></p> <ul style="list-style-type: none"> • Enable administrators to register and manage user accounts. • Allow self-registration for employees with appropriate approvals. <p><i>Access Permissions:</i></p> <ul style="list-style-type: none"> • Define and manage user access permissions based on roles. • Allow customization of access rights for specific modules. 	
	<p>d. System Administration: <i>Configuration Management:</i></p> <ul style="list-style-type: none"> • Provide an admin interface for system configuration and customization. • Allow administrators to manage system settings, workflows, and notifications. 	
	<p>e. Audit Trail:</p> <ul style="list-style-type: none"> • Maintain an audit trail of system activities for accountability. • Allow administrators to review and export audit logs. 	
	<p>F. PROVISION OF TWO (2) UNITS OF BIOMETRICS (Minimum requirement)</p> <p>Screen: 5-inch, full view iPS LCD (optional touchscreen), Wall Mount Resolution: 1280*800 Operation: Android 11, Quadcore 1.9GHz,RAM 2GB, ROM 32GB Interface: Serial Com, RS485, RS232/RFID, Relay Out – NC, NO & COM Camera: 2.0M RGB, 1.3M Infra Cam, Res RGB+IR, Wide Dynamic, Auto Wb/Wd Face Recognition: Face Capacity 20k, Face Detection, Stranger Detection, Recog Distance 0.5m-4m Fingerprint Sensor : 20k capacity,FAP10 Capacitive, FRR (.01%), FAR (.0001%), 508dpi, ISO19794-2/-4, ANSI 378/381 Others:</p> <ul style="list-style-type: none"> • LED fill light, Support 2 0k card reader, LAN and Wireless, Log Capacity 2M, Image capacity 10K • Installation (cabling & system) and Integration 	

VI.	The Bidder shall submit brochures outlining the proposed solution's hardware and software components for inclusion in the bid submission.	
	The Bidder shall provide proof of ownership that the proposed software must be registered in the Intellectual Property Office of the Philippines. This will be included in the submission of bids. Copyright must be presented. (Compliance)	
	Bidders are required to present their HRIS System during the technical specifications review. Each bidder will be allocated 10 minutes for the presentation, which should focus on the Reports per Functional Requirements (Items A - E).	