



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9888859
Procuring Entity DBP LEASING CORPORATION
Title Subscription to Web-based Application to automate Human Resource Management Functions
Area of Delivery Metro Manila

Solicitation Number:	TOR NO. 2023-06-002	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	2
Category:	Systems Integration	Date Published	28/06/2023
Approved Budget for the Contract:	PHP 356,360.00	Last Updated / Time	28/06/2023 00:00 AM
Delivery Period:	5 Year/s	Closing Date / Time	04/07/2023 17:00 PM
Client Agency:			
Contact Person:	Donisa L. Bacalan Marketing Assistant/BAC Secretariat 2nd Floor Pacific Star Building Sen. Gil J. Puyat Ave. cor. Makati Ave. Makati City Metro Manila Philippines 1200 63-2-09195699711 dlbacalan@dbp-leasing.ph		

Description

A. PROJECT DESCRIPTION

This procurement aims to fully automate the Human Resources (HR) Management functions by using:

- 1) a software to collect, manage, and store information such as employee details, salaries and benefits, organizational charts, and company's policies and procedures;
- 2) a biometric machine to capture timekeeping, to further improve over-all HR management.

B. MODE OF PROCUREMENT

SVP under Sec. 53.9 of RA 9184 (SVP of Services)

C. DURATION OF THE PROJECT

Five (5) Years Subscription

D. DESCRIPTIONS / TECHNICAL SPECIFICATIONS TECHNICAL SPECIFICATIONS

HR Management Functions

- > Management of Employee Records / 201
- > Personnel action including the Employee Movement, Transfer, and Promotion
- > Monitoring of Attendance and Work Schedules
- > Monitoring of Leaves
- > Automated Payroll and other related transactions (Government Remittances, BIR Submission, Pay slip etc.)

Employee Service

- > Availability of HR Online Employee Services to employees
 - o Employee's Personal Data / 201 File
 - o Attendance Records (Tardiness, Undertime, Absences)
 - o Leave Records *including the status of filed leave
 - o Overtime Records *including the status of filed overtime
 - o Salary Loans in SSS and Pag-Ibig *including the status of filed loans
 - o Pay slips
- > Online Filing/Applications of HR Forms
 - o Leave Authorization
 - o Employee Requisition
 - o Official Business
 - o Overtime Application
 - o Work Schedule Request
 - o Daily Time Record Corrections *if any

Managerial Services

- > Enable the supervisors and managers to access the employee information of the staff within their group or downlines, except payroll and benefits.
- > Enable the supervisors and managers to approve online filing /applications of the employees

Biometrics Machine

- > Capturing of Time Keeping

System Deployment

- > Initial Deployment and Set-up
- > Account and System Configuration
- > User and System Administration Training
- > Processes and Policies Review

E. PLACE OF DELIVERY

HRIS: Online subscription.

Biometrics Machine: 2/F Pacific Star Building, Sen. Gil Puyat Avenue corner Makati Avenue, Makati City

F. DELIVERY PERIOD

The sourcing account will be activated once the Statement Agreement Form (SAF) from the service provider is already signed.

G. SOURCE OF FUND

HR approved budget for HRIS (COB FY 2023)

H. TERMS OF PAYMENT

No Down Payment. Full Payment 15 working days after activation of account.

OTHERS (Special Instructions)

- HRIS should be co-developed with Department of Information and Communications Technology (DICT).
- A service agreement will be provided by the service provider and should be signed by the Head of Agency prior to account reactivation.
- A Data Sharing Agreement will supplement the main contract for the service in compliance with the usual requirement of the Office of the Government Corporate Counsel.
- The service provider should coordinate with the HR Specialist for further instructions.

Interested supplier/service provider is required to submit the following documents:

- Valid and current Mayor's Permit/Business Permit
- PhilGEPS Registration Number
- Tax Clearance or ITR from the BIR
- Tax Identification Number
- Omnibus Sworn Statement (OSS) and Certification of Completion/Satisfactory Performance (If supplier has previously been awarded by DBP or any of its subsidiaries of a similar contract)

Created by Donisa L. Bacalan
Date Created 27/06/2023

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