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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	10204316
Procuring Entity	DBP LEASING CORPORATION
Title	PROCUREMENT OF WEB-BASED HUMAN RESOURCES INFORMATION SYTEM (HRIS)
Area of Delivery	Metro Manila

Solicitation Number:	TOR NO. 2023-09-004	**Status**	**Active**
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	**Associated Components**	1
Classification:	Goods - General Support Services	**Bid Supplements**	0
Category:	Systems Integration		
Approved Budget for the Contract:	PHP 356,000.00	**Document Request List**	2
Delivery Period:	3 Year/s		
Client Agency:			
		Date Published	10/10/2023
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	**Last Updated / Time**	10/10/2023 00:00 AM
		Closing Date / Time	16/10/2023 17:01 PM

Description

A. PROJECT DESCRIPTION
DBPLC Human Resources (HR) intends to automate all its processes and maintenance of records in digital mode through the procurement of web-based HRIS. This will also bring transparency and optimum utilization of the available manpower resources with authenticity and will also reduce human interaction resulting in quick disposal of work through the HRIS.

The company shall short list qualified information technology organizations that meets the requirements of DBPLC and can deliver comprehensive functionality, valuable reporting, increased efficiency, improved risk management, improved planning and development using accurate, accessible and faster information processing of DBPLC's human resources data.

This procurement aims to subscribe from a supplier who can provide the software, equipment and tools necessary for the system's implementation. Such system should be able to collect, manage, store information, perform data migration such as employee details, salaries and benefits, organizational charts, and company's policies and procedures. Supplier shall also provide biometric devices (ingress and egress),

compatible with the software, to capture timekeeping to further improve over-all HR management.

B. MODE OF PROCUREMENT
Small Value Procurement (SVP of Services) - Sec. 53.9 of RA 9184

C. DURATION OF THE PROJECT
Three (3) – Year Subscription of the Web-based HRIS.

D. DESCRIPTIONS / SCOPE OF THE SYSTEM
Supply and delivery of resources necessary to the implementation of the HRIS:
1. General Requirements of the system/Features:
• Web-based applications/modules - shall be able to run through mostly used desktop or laptop web and mobile browsers such as Google Chrome, Internet Explorer, Mozilla Firefox, etc.
• The system should be able to connect to all major types of latest versions of relational databases system.
• The system should be fully secured to run via the internet.
• Compatibility with existing systems and hardware/equipment such as but not limited to biometrics, Photocopier, Windows 8.1, 10, 11, etc.
• The system should facilitate to add, update, and delete information as well as generate reports.
• The user or access levels of the users should be configurable down to the activities/actions that may be performed on a specific for a given user.
• The system shall provide a facility for the employees to extract his or her own data or information from the database.
• The system should automatically disconnect from the server/system if the screen remains idle for 5 minutes, in order to restrict unauthorized users from accessing the records.
• The DBPLC HRM Systems Administrator and users shall have full access to all functions and features as authorized by the Head, Support Services Group.

2. Installation of HRIS Functionalities such as:
• Organizational Management
• Staffing Management
• Compensation and benefits Management
• Time and Attendance Management
• Learning and Development
• Performance Management
• Records Management
• Employee Self-Service

3. System Capabilities:
The supplier/provider must provide a complete HRIS Software that can deliver the system capabilities/functionalities as defined in this TOR. Provider must deliver, install, configure, test, deploy, and maintain for at three (3) years after full deployment. All identified functionalities must be readily available at no additional cost beyond the server and user licenses, except for additional users and services investments that may be to further expand user implementation and/or of modules and capabilities.

4. 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.)
☐ Performance Evaluation
☐ Administrative Violations and Sanctions
☐ Training of Employees on how to use the mobile/pc APP (Portal) *40-42 Personnel/Employees

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 and Calamity Loans in SSS and Pag-Ibig *including the status of filed loans
o Pay slip generation
o ID Card Generator

☐ Online Filing/Applications of HR Forms

o Leave Authorization *including sick leave, maternity leave, special leave, vacation leave, paternity leave, solo parent leave and leave balance
o Personnel Requisition Form (PRF)
o Employee Requisition
o Official Business
o Overtime Application
o Work Schedule Request
o Certificate of Employment *including request with compensation
o Daily Time Record Corrections *if any
o Quitclaim

☐ Mobile and Remote Friendly
o Employees can easily download the app on play store and app store for convenient and quick setup.
o Actual time is automatically applied to every check-in and check-out, ensuring fraud-free attendance data
☐ Conducting of necessary trainings for the HR personnel/ admin/ IT personnel; with retraining for admin/ HR personnel
☐ Lessen administrative tasks through the Self-Service HR Platform. Let users view their Updating personal data, customize widgets, view company announcements and engage with other users via a mobile application.
☐ Capacity of HR/Admin to download/back-up files and to monitor the Audit Trail/Report
☐ Backing up HRIS monthly or yearly storing it in a secure location, such as a cloud service, an external hard drive, or a network server.

Managerial Services
☐ Enable the supervisors and managers to access the employee information of the staff within their group or downlines, except payroll and benefits.
(Separate from the ability of each employee to download his/ her own files).
☐ Enable the supervisors and managers to approve online filing /applications of the employees

Biometrics Machine
☐ Capturing of Attendance (log in and log out) **Finger print or Tap card/ID (2 admin user and 40 plain user)

Finger Print
- An innovative wireless fingerprint reader advanced, handheld biometric device
- A battery operated and supports multiple RFID technologies.
- has a high-resolution, large-sized touchpad display.
- Preferably the device has varied connectivity options like Wi-Fi, GSM, USB.
- Fingerprint templates can be stored on the card to facilitate data portability and unlimited users.

Tap Card/ID Scanner
- Integrate payroll system with a Tap card/ID scanner device to avoid error-prone manual encoding of attendance logs.
- Verify the employee identity using RFID, to capture thousands of transaction records daily.

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

5. Deployment of Time Attendance Software License and Biometric Attendance Device
• Inclusive of Technical Assistance Management System (TAMS) Standard Reports
• One (1) unit Biometric Attendance for ingress of employees and time attendance
• One (1) unit Biometric Attendance for egress of employees

6. Warranty
Warranty for the System shall be free of charge and shall cover/consist of the items below but are not limited to the following:
• Must successfully install, configure/ setup and implement the HRIS functionalities and capabilities stated in this Terms of Reference.
• Installation, setup, cabling, and re/configuration of the application, database server, biometric devices and other equipment provided free of charge.
• Outright replacement for defective hardware, devices or equipment within 24 hours or a maximum of two days free of charge.
• Shall provide four (4)-hour response time upon receipt of call and next business day on-site visit when necessary.
• Provide pro-active assistance for three (3) years starting from the date of system implementation.
• Provide site visits, on-line telephone and e-mail support within the warranty period as needed by DBPLC. On call support should be available 8 hours a day

(normal working hours 8am to 5pm), 5 days a week (Monday to Friday).
• Provide configuration for standard configuration, performance tuning and disaster recovery support/ warranty period.
• Bug fixes, corrections and minor adjustments free of charge during warranty period.
• Winning bidder shall provide a point person to monitor and coordinate with the project team any concerns during the warranty period.

7. Deliverables
• To design, develop, install, test and deploy a secured web-based and mobile web browser compatible Human Resource Information System.
• Production of a detailed specification (Inception Report) of the system before development to ensure that any major issues are caught at an early stage.
• The completed system must be configured and installed in the designated server.
• Technical documentation for the application during development and after deployment, vital for the ongoing maintenance and development of the system.
• Delivery of approved specification which will include a detailed meeting to discuss requirements and the creation of a detailed specification document, outlining both functional and technical details of the system. Approval shall be required prior to addition and customization of the system.
• Completion report including transfer of all source codes and licenses to the DBPLC.
• Provide 3 sets of hard and soft copy of the documentation of the system, to include: policies, procedures, user manual, operations manual, administrator manual, and Frequently Asked Questions manual.

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
Corporate Operating Budget (COB) CY 2023 – HRIS

H. TERMS OF PAYMENT
No Down Payment. 60 percent in the first year after activation of account, compliance to the deliverables, and receipt of billing statement and 20 percent for the 2nd and 3rd year.

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 activation.
● 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.
● Winning bidder shall ensure the privacy and security of any and all information, and shall sore, use, and dispose in accordance with the R.A 10173 otherwise known as the "Data Privacy Act of 2012", its IRR; and applicable issuance issued by the National Privacy Commission (NPC).
● To protect sensitive data, the winning bidder shall sign a Non-Disclosure Agreement (NDA) to safeguard the data in the system.

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	09/10/2023

contact person/s of the concerned party.

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