LANDBANK

BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20170711-02

PROJECT	:	**Human Resources Information System (HRIS) Facility**
IMPLEMENTOR	:	**Procurement Department**
DATE	:	**August 10, 2017**

This Bid Bulletin is issued to modify, amend or clarify items in the Bid Documents. This shall form an integral part of the Bid Documents.

The modifications, amendments or clarifications are as follows:

- Terms of Reference (Annex A), Section VII (Specifications) and Checklist of the Bidding Documents (Item 6) have been revised. Please see attached revised Annexes A-1 to A-19 and specified sections of the Bidding Documents.

ALWIN I. REYES, CSSP
Assistant Vice President
Head, Procurement Department and
HOBAC Secretariat

Specifications

Specifications	Statement of Compliance **Bidders must state below either "Comply" or "Not Comply" against each of the individual parameters of each specification.** Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid. 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 Bidders 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 provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii)
Human Resources Information System (HRIS) Facility **Minimum specifications and other requirements per attached Revised Terms of Reference (Annexes A-1 to A-19).** The following documents shall be submitted inside the eligibility/technical envelope: a) **Revised Terms of Reference signed in all pages by authorized representative/s.** b) Notarized Self-Certification signed by the authorized signatory on the following: • At least five (5) years of technical experience in maintaining/supporting/ implementing its HRIS. • At least five (5) years of technical experience in maintaining/supporting/ implementing its proposed	**Please state here either "Comply" or "Not Comply"**

Biometrics Brand. • The HRIS must have been implemented or used by a company with at least 3000 employees. • Existence/availability of Business Continuity Plan (BCP) to ensure continuity of service provided to the Bank's government institutional clients. c) Certificate of satisfactory experience from at least one (1) Department Level of Philippine Government Agency	

Conforme:

_____
Name of Bidder

_____
Signature over Printed Name of
Authorized Representative

_____
Position

Checklist of Bidding Documents for Procurement of Goods and Services

Documents should be arranged as per this Checklist. Kindly provide folders or guides, dividers and ear tags with appropriate labels.

The Technical Component (First Envelope) shall contain the following:

1. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture (sample form - Form No.7).

2. Duly notarized Omnibus sworn statement (sample form - Form No.6).

3. Eligibility requirements

   • **Legal Document**

   3.a PhilGEPS Certificate of Registration (Platinum Membership)

   • **Technical / Financial Documents**

   3.b Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form - Form No. 3). The duly signed form shall still be submitted even if the bidder has no on-going contract.

   3.c Statement of the prospective bidder identifying its single largest completed contract similar to the contract to be bid, equivalent to at least fifty (50%) of the ABC supported with contract/purchase order, end-user's acceptance or official receipt(s) issued for the contract, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form - Form No. 4).

   3.d The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).

   3.e Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they

will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.

3.f Terms of Reference signed in all pages by authorized representative/s.

3.g Notarized Self-Certification signed by the authorized signatory on the following:

- At least five (5) years of technical experience in maintaining/supporting/implementing its HRIS.

- At least five (5) years of technical experience in maintaining/ supporting/ implementing its proposed Biometrics Brand.

- The HRIS must have been implemented or used by a company with at least 3000 employees.

- Existence/availability of Business Continuity Plan (BCP) to ensure continuity of service provided to the Bank's government institutional clients.

3.h Certificate of satisfactory experience from at least one (1) Department Level of Philippine Government Agency

4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);

5. Schedule VI - Schedule of Requirements with signature of bidder's authorized representative.

6. **Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.**

7. Post-Qualification Documents – (Non-submission of these documents during the bid opening shall not be a ground for the disqualification of the bidder):

7.a Business Tax Returns per Revenue Regulations 3-2005 (BIR No.2550 Q) VAT or Percentage Tax Returns for the last two (2) quarters filed thru EFPS; and

7.b Income Tax Return for 2016

The Financial Component (Second Envelope) shall contain the following:

1. Duly filled out Bid Form signed by the bidder's authorized representative (sample form - Form No.1)

2. Duly filled out Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2)

TERMS OF REFERENCE

SUPPLY, DELIVERY AND INSTALLATION OF TEN (10) HUMAN RESOURCES INFORMATION SYSTEM (HRIS) PACKAGES

1. **GENERAL QUALIFICATIONS AND DOCUMENTARY REQUIREMENTS**

   1.1 The vendor shall provide the required software, hardware and services **per package** as follows:

   - 1 HRIS Software for Government which includes the following modules:
       1). Employee Record Management;
       2). Time and Attendance;
       3). Leave Management;
       4). Payroll;
       5). Recruitment; and
       6). Employee Self-Service
   - 1 HRIS License for Government;
   - 2 Biometrics with Facial Recognition;
   - 1 Server PC;
   - Implementation Support;
   - 3-Year Hardware and Software Warranty and Service Maintenance

   1.2 The vendor must submit the following:

   1.2.1 Notarized Self-Certification signed by the Authorized Signatory on the following:

   - Have at least five (5) years of technical experience maintaining/supporting/implementing their HRIS.
   - Have at least five (5) years of technical experience maintaining/ supporting/ implementing their proposed Biometrics Brand.
   - The HRIS must have been implemented or used by a Company with at least 3000 employees.
   - Existence/availability of Business Continuity Plan (BCP) to ensure continuity of service provided to the Bank's government institutional clients.

   1.2.2 Certificate of satisfactory experience from at least one (1) Department Level of Philippine Government Agency.

   1.3 The vendor must be able to demonstrate an operational system/setup displaying all the required modules of this project specified under Technical and Functional Specifications within five (5) days after being informed by LBP as lowest calculated bidder. The system validation will be included in the post-qualification process of the Vendor.

   1.4 The vendor shall also execute a Service and Non-Disclosure Agreement (NDA) with the Bank after the issuance of the Notice of Award.

   1.5 The vendor shall adhere to the Bank's policies and regulatory bodies' requirements.

REVISED ANNEX A-1

2. CUSTOMIZATION

The vendor shall allot 440 man days for customization/reconfiguration of the system. Delivery of the same shall be based on the availed number of man days as required by the Bank.

3. The vendor shall be required to comply with the requirements as to the following modules/ functionalities:

3.1 HRIS

3.1.1 TECHNICAL AND FUNCTIONAL REQUIREMENTS

A. The system shall be a web-based, Microsoft Windows-compatible application.
B. The system shall have a MS SQL Database.
C. The system shall allow/have the following functionalities:

- Multiple and simultaneous accessibility.
- Creation of unlimited user account with different functionalities.
- Audit trails and log of all user activities.
- Uploading of and storing of employee ID pictures in common image-type formats such as .jpg.
- Importing of data from spread sheet like .xls.
- Exporting applicable data to commonly used electronic data formats (i.e. .doc., .xls., .pdf)
- Saving and presenting historical data.
- Import data from; real-time downloading of logs from existing biometric devices.
- Viewing and/or printing of Payslips, Pay Computations, and Breakdowns of Salaries and Deductions.
- Enable users to add, modify, or delete loan types and other applicable deduction items.
- Automatically update existing loan balances of employees and generate a historical summary of previous loan deductions made.
- Storing, referencing, and retrieving historical payroll data.
- Provide a facility to create, maintain, edit, and generate a government employee record (Service Record) for personnel.

3.1.2 EMPLOYEE RECORD MANAGEMENT

3.1.2.1 MASTERFILE

The system shall provide facility to maintain the following:

A. PMIS TABLES / SETUP

1. Department Table
2. Division Table
3. Sector Table
4. Unit Table

REVISED ANNEX A-2

5. Section Table
6. Salary Grade Table
7. Position Table
8. Eligibility Table
9. Employment Status Table
10. Job Level Table
11. Plantilla and Non-Plantilla Table

B. PERSONAL DETAILS

1. Employee No.
2. First Name
3. Surname
4. Middle Name
5. Name Extension
6. Date of Birth
7. Place of Birth
8. Gender
9. Civil Status
10. Citizenship (Drop Down Natural Born / Naturalized)
11. Height (Meters)
12. Ethnicity
13. Weight (Kilograms)
14. Religion
15. Blood Type
16. GSIS BP No.
17. GSIS Policy No.
18. GSIS ID No.
19. Pagibig No.
20. Philhealth No.
21. SSS No.
22. Tax ID No. (TIN)
23. Tax Status
24. Driver's License
25. Bank Code
26. Bank Name
27. Bank Account No.
28. Bank Address
29. Email Address
30. Cellphone No.
31. Attendance Exempted
32. Residential Address
Region
City/Town
Province
Street No.

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Barangay

Zip Code

Telephone Number

33. Permanent Address

Region

City/Town

Province

Street No.

Barangay

Zip Code

Telephone Number

34. Uploading of ID Picture

C. EMPLOYMENT DETAILS OF EMPLOYEES

1. Employee No.
2. Date of Assumption
3. Separation Date
4. Separation Type
5. Position Code
6. Item Control No.
7. Employment Status
8. Confidentiality Level (Rank and File, Middle Management, Technical Professional and Executives.
9. Division
10. Section
11. Location
12. Unit
13. Representation Allowance
14. Transportation Allowance
15. RATA
16. Payroll Mode
    a. Bank
    b. Cash
17. Category
    a. Monthly
    b. Semi-monthly
    c. Daily
18. Payroll Terms
19. Salary Grade
20. Salary Step
21. Monthly Rate
22. Annual Rate
23. PERA Amount
24. CSC Table
    a. Monthly

REVISED ANNEX A-4

    b. Daily

    c. N/A

25. Show Rate History

    a. Date

    b. Old Grade

    c. Old Step

    d. Old Rate

    e. New Grade

    f. New Step

    g. New Monthly Rate

D. FAMILY BACKGROUND

1. Spouse Details
2. Date of Birth
3. Occupation
4. Telephone Number
5. Employers/Business Name
6. Business Address
7. Father's Details (Surname, First Name, Middle Name & Date of Birth)
8. Mother's Details (Surname, First Name, Middle Name & Date of Birth)
9. Name of Child (Surname, First Name, Middle Name & Date of Birth)
10. Dependent Info (Name, Relationship, Birthday & Remarks)

E. EDUCATION BACKGROUND

1. Name of School
2. Degree Course
3. Year Graduated
4. Highest Grade/Level/Units Earned
5. Inclusive Dates of Attendance
6. Scholarship Academic Honors Received
a. Elementary
b. Secondary
c. Vocational / Trade School
d. College
e. Graduate Studies / Masters
f. PHD

F. EMPLOYEE'S ELIGIBILITY

1. Career Service/RA 1080 (Board Bar) Under Special Laws/CES/CSEE
2. Rating
3. Date of Examination/Conferment
4. Place of Examination/Conferment
5. License Number
6. Date of Release

REVISED ANNEX A-J

G. EMPLOYEE WORK EXPERIENCE

1. Position Title
2. Job Summary / Description
3. Inclusive Dates From and To
4. Department/Agency/Office/Company
5. Salary
6. Salary Grade & Step Increment
7. Salary Mode
8. Monthly Salary
9. Status of Appointment
10. Checkbox if GSIS Accredited
11. Checkbox if Government Service

H. EMPLOYEE'S VOLUNTARY WORK

1. Name of Organization
2. Address
3. No. of Hours
4. Date From
5. Date To
6. Position/ Nature of Work

I. EMPLOYEE'S TRAINING PROGRAMS

1. Title of Seminar/Conference/Workshop/Short Course
2. Training Course / Description and Objectives
3. Classification of Training
4. No. of Hours
5. Training Date From
6. Training Date To
7. Conducted/Sponsored By

J. EMPLOYEE REFERENCES

1. Name
2. Address
3. Telephone No.

K. EMPLOYEE SERVICE RECORD

1. Service From
2. Service To
3. With Salary Increase
4. Nature of Appointment
5. Salary Increase Type
6. Employment Status
7. Item No./Control No.

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8. Department
9. Office Location
10. Salary Grade
11. Salary Step
12. Monthly Salary
13. Remarks
14. Nature of Appointment

L. DISCIPLINARY ACTIONS

1. Type of Penalty
2. Date
3. Date From and To
4. Remarks

M. OTHER INFORMATION

1. Special Skills/Hobbies
2. Non-Academic Distinction/Recognition
3. Membership in Association/Organization

3.1.2.2 MASTER FILE REPORTS

a. Personal Data Sheet
b. Certificate of Employment
c. Employee Master List
d. Plantilla Form
e. Service Record
f. Position Description Form
g. Salary Adjustment Memo

3.1.3 TIMEKEEPING & ATTENDANCE

a. The system shall/have the following functionalities:

- Import data from and downloading of logs from biometric.
- Automatically compute overtime, tardiness/undertime hours/minutes, absences, and its equivalent monetary value based on the data extracted or from downloaded logs
- Determine the deductions depending on employee's current Leave credit standing or Compensatory Overtime Credit balance relative to tardiness/undertime and absences instances
- Credit tardiness, undertime, absences to VL or COC.
- Support overtime applications/approvals and provide status of overtime application.
- Support Official Business applications/approvals and provide status of Official Business application.

3.1.3.1 Timekeeping Setup Module

1. Can specify Base Working Time

2. Assignable Minimum Working Hours
3. Minimum Overtime and Maximum Overtime
4. OT Break
5. Service COC Expiration
6. Training COC Expiration
7. Event COC Expiration
8. Minimum Working hours during Check dates
9. Minimum Forced Leave
10. Attendance Exempt
11. Holiday Table
12. Unlimited Shifting Schedule Table
13. Flexitime Table
14. Other Holiday Table
15. Date Locker
16. Device Table
17. Night Differential

3.1.3.2 Timekeeping

a. The system shall/have the following functionalities:

- Able to connect to Biometric device.
- Importing Log file from a Timekeeping Device through Importation
- Daily In & Out
- Overtime Application & Approval
- Built in module for Travel Order and Official Business Application & Approval
- DTR Correction Application
- Process Daily Time Record
- Viewing and maintaining Incomplete IN/Out.
- Built-in Compensatory Time Off module.
- Option to credit the Overtime Worked to COC or VL.
- User maintainable and assignable Work time Entry
- Built in window for Regular OT/Rest Day/Holiday and option to Credit to Compensatory Overtime Credit (COC).
- Built in window for viewing of computed timekeeping and has an option to do final editing.
- Option to lock and unlock the computed DTR
- Upload to Payroll

3.1.3.3 TIMEKEEPING REPORTS

a. Authorized Travel
b. COC Availment and Non Availment of Employees
c. CTO Availment and Non Availment of Employees
d. Custom Timekeeping Reports
e. Daily Time Record
f. Daily Time Record Corrections
g. Disapprove Leave Applications
h. Employees with Less than the Required Number of Punches
i. Forced Leave Record
j. Forfeited CTO
k. Late Filed Leaves Record

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l. Leave Without Pay
m. List of AWOL Employees
n. List of Employees with Prolonged Leaves
o. Monetization Claims
p. Official Business report
q. Other Leaves Profile
r. Perfect Attendance (No Absences, No Lates, No Overtime, No Undertime, with OB)
s. Sick Leave Profile
t. Tardiness and Undertime
u. Vacation Leave Profile

3.1.4 LEAVE MANAGEMENT

a. Setup
   1. Leave Type Table
   2. CSC Monthly Table
   3. CSC Daily Table
   4. CSC Monthly Table (without VL credits left)
b. Leave File Entitlement
c. Leave Application
d. Leave Generator
e. Leave Ledger
f. Leave Monetization Request
g. The system shall/have the following functionalities:
- Automatically update the employee's leave credit balances.
- Support leave applications/approvals and provide status of leave application.
- Historical data of an employee's leave applications and credit balances shall be viewable and printable by the system.
- Automatically compute for the cash equivalent of leave monetization and terminal leave applications.
- Monitoring of Vacation Leave, Sick Leave, Special Privilege Leave of an employee
- Monthly Generator of Leave Credits
- Issue warning/prompts in instances where an employee's leave balance is at critical low.
- Support online leave applications/approvals and provide status of leave applications.
- Automatically compute for the cash equivalent of leave monetization and terminal leave applications. (transfer to Leave Management section)

3.1.4.1 REPORTS

a. Leave Credits
b. Leave Card Ledger
c. Summary of Employee's Leave

REVISED ANNEX A-T

3.1.5 PAYROLL

A. Payroll Setup

- Rate per hour Divisor
- Rate Divisor
- Maximum Hazard Allowance
- Cash Gift
- Taxable 13th Month in excess of
- Constant Factor
- Minimum Take Home Pay
- Provident Fund (Employer/Employee Share)
- Pagibig contribution setup per employee
- Philhealth Setup

➤ The system shall have a window for the maintenance of all the Payroll Account Codes with following information:

- Account Type
- Code
- Description

➤ Option to design report; based on available fields in the Payroll module

B. Government tables

- User Maintainable GSIS Table
- User Maintainable PhilHealth Table
- User Maintainable Paglbig Table
- User Maintainable Annual Tax Table
- User Maintainable Tax Status and Exemption Table
- Salary Grade Table
- Proof of Payment

C. Incentive tables

- User Maintainable RATA Table
- User Maintainable Representation Allowance Table
- User Maintainable Transportation Table
- User Maintainable Cash Gift Table
- User Maintainable Year End Bonus and Cash Gift Table

D. Payroll Processing

- Monthly Withholding Tax
- Piece Rate Output
- Payroll Entry
- Process Payroll
- Manual Payroll

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- Payroll Closing
- Process Year-End Tax

E. Built-in Loan file Module

- Can accommodate unlimited types of loan
- Definable Frequency of Deduction
- Definable Amortization
- Definable Start and End of Deduction
- Unlimited recurring entries with definable amount and frequency
- Annualize computation of Withholding Tax
- Payroll History
- Previous Employer File

F. Can Process Other Payroll

- Other Earnings
- Other Benefits
- Leave Monetization
- Loyalty Benefit
- Clothing Allowance
- Anniversary Gift
- CNA Benefit
- LMRG
- Productivity Enhancement Incentive (PEI)
- Productivity Based Bonus
- Christmas Assistance Package
- Y.E.B and Cash Gift (1st Half)
- Y.E.B and Cash Gift (2nd Half)
- Terminal Pay

The system shall/have the following functionalities:

- Automatically update existing loan balances of employees and able to generate historical summary of previous loan deductions.
- Automatically compute the mandatory deductions for employee such as GSIS, Philhealth, HDMF and Tax.
- Storing, referencing, and retrieving historical payroll data.
- Processing Year-End-Tax
- Automatically generate required payroll file format on ATM/Debit and Cash Card accounts (FINDES).

3.1.5.1 PAYROLL REPORTS

A. Monthly:

- Authority to Debit – Other Payroll

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- Authority to Debit – Regular Payroll
- Below Minimum List
- Custom Payroll Report
- Employees Entitled with Longevity Pay
- General Payroll Report
- General Payroll Summary
- GI Entries
- GSIS IV Individual Voucher – Loan List
- GSIS IV Individual Voucher – Premium List
- GSIS Loan Remittance List
- GSIS Premium Remittance List
- GSIS Real Estate Loan List
- GSIS Remittance Report
- GSIS Summary of Payment List
- HDMF Housing Loan Remittance List
- HDMF IV Individual Voucher Loan List
- HDMF IV Individual Voucher Premium List
- HDMF Loan Remittance Report
- HDMF MP2 Remittance List
- HDMF Premium Remittance List
- HDMF Premium Remittance Report
- HDMF Summary of Payment List
- List of Active Employees
- List of Employees with More than 5 Days Leave Without Pay
- Overpayment Employees
- Payroll Certification
- Payslip
- PHIC IV Premium Remittance List
- PHIC Premium Remittance List
- PHIC Summary of Payment List
- PhilHealth Remittance Report
- Summary of Loan Deduction List
- Taxes Chargeable to Corporate Account
- Variance Report of Employees
- Variance Report
- Withholding Tax Remittance List

B. Yearly Report:

- Alpha List Terminated
- Alpha List with Previous Employer
- Alpha List without Previous Employer

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- Anniversary Gift Report
- BIR 2316
- Certificate of Loan Remittance
- Certificate of Remittance
- Collective Negotiation Agreement Report
- Custom Payroll report
- Index of Payments to Employee s
- Labor Management Relations Gift Report
- Loyalty Award
- Year End Bonus and Cash Gift Report

C. Bank CD / USB

- LBP Regular Payroll
- LBP Other Payroll

3.1.6   RECRUITMENT AND PROMOTION

A.   The system shall allow/have the following functionalities:

- Recording of applicant's details
- Generate letters/memoranda templates based on the actions on the application.
- Record and monitor the status of applications and hold a profile of database of applicants which includes application tracking, examinations taken and its results, and their latest/last step taken in the application process.
- Present comparative data on applicant/s candidates for a given position.
- Hold a database of qualifications for all positions in the organization.
- Allow sending of schedule of Interview or Examination if the applicant has met the initial requirements via email notification.
- Tag the applicants' interview or examination schedule as Confirmed or Re-scheduled.
- Automatically transfer applicants' record of employees' masterfile upon confirmation of the appointment.
- Applicant evaluation, assessment, deliberation and placement.

3.1.6.1 RECRUITMENT REPORTS

The system shall be able to generate the following reports:

1. Master List of Applicants
2. Letter of Appointment
3. Oath of Office
4. Transmittal Appointee
5. Tracking of Positions
6. Invitation for Contract Signing
7. BIR Form 2305
8. Character Reference Check Report

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9. Employment Examination Attendance Sheet
10. Next in Rank Waiver Form
11. Non-Disclosure
12. Notice of Probationary Period
13. Notice of Vacancy
14. Notification to the Applicant for the Reposted Position
15. Notify Appointee with Approved Appointment
16. Notify New Appointee/Forward PDS
17. Personal Data Sheet
18. Plantilla Form
19. Qualified Next in Rank Applicant
20. Report on Appointment Issued (RAI) Part 1
21. Report on Appointment Issued (RAI) Part 2

3.1.7 EMPLOYEE SELF-SERVICE

A. The system shall/have the following functionalities:
- Employee shall be able to view his/her General Information.
- Allow viewing of VL and SL balance per Employee.
- Support leave applications and provide status of leave applications.
- Overtime applications and provide status of overtime applications.
- Official Business applications and provide status of Travel
- Order applications.
- Employees have an option to view the ff. reports:
  - Personal Data Sheet
  - Daily Time Record
  - Payslip
  - Loan File Summary
- Password
- Leave Approver
- Overtime Approver
- Official Business Approver
- DTR Correction Approver
- Travel Order Approver

3.1.8 TRAINING

A. Competencies
B. Training Provider
C. Offices
D. Position
E. Learning Service Provider

The system shall/have the following functionalities:

- Maintainance of training Providers.
- Record training plans and programs.
- Convert position competencies into training.

> ➤ Training Monitoring per employee.
> ➤ Training Attended of Employee and required by his position.
> ➤ Training Attended by Employee But Not Required by his Position.
> ➤ Training Partially Attended and required by his Position.
> ➤ Training Partially Attended but not required by his Position.
> ➤ Calendar view of training schedule.
> ➤ Recording of approved training requests by employees in HRIS which is currently available in ESS.

3.1.8.1 TRAINING REPORTS

A. The system shall generate the following reports:

- Certification
- Conducted Training/s for the Year
- List of Approved Training
- Participants for the Training
- SO Training Report
- Training Summary
- Translation of Competencies to Training Program
- Certificate of Attendance

3.1.9 DASHBOARD

A. Birthdays of the month
B. Number of Employees per Organizational Unit
C. Number of Male and Female Employees
D. Number of Employees per Age Range
E. List of Retiring Employees
F. List of Employees with Retiring Contracts

3.1.10 OTHER REQUIREMENTS

A. Real time Connectivity with the supplied biometric device.
B. Includes Employee Record Management, Time and Attendance, Leave Management, Payroll, Recruitment and Employee Self-Service in one software specifically design for Philippine Government Payroll System.
C. Can deliver the software one (1) week upon receipt of Official Purchase Order.
D. The supplier should have an updated/standard Government Edition Payroll System.
E. The supplier should provide a system live demonstration of the Government Edition Payroll System.

3.2 TWO (2) BIOMETRICS WITH FACIAL RECOGNITION

Item	Description	Specifications
1-1	Fake Fingerprint Detection	Proprietary optical sensor and algorithm
		detects fake fingers made of paper, plastic, rubber, silicon, etc.
1-2	CPU	1GHz Quad Core
1-3	Camera	Tilt Dual Camera (Color & IR)

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1-4	Template Capacity	250,000 users
1-5		Face : 10,000(1:1) / 2,000(1:N)
1-6		Fingerprint : 250,000(1:1) / 25,000(1:N)
1-7	Log Capacity	10,000,000 Logs
1-8		20,000 Image Logs
1-9	Cards Supported	Dual Card Reader Support(RF, Mifare)
1-10	Operation Mode	Face, Fingerprint, Card, PIN
1-11	LCD Display	5.0 inch Touchpad LCD (480*800)
1-12	Communications	TCP/IP, RS-485, RS-232, Wiegand In & Out
1-13	PC Interface	TCP/IP, Wireless LAN (USB type, Optional)
1-14	Lock Control	EM, Strike, Motor Lock, Auto Door
1-15	Fingerprint Module	FAS04 (20*20mm/400*400 pixel/500dpi, PIV certified sensor)
1-16	Fake Fingerprint Detection	Silicone, Rubber, Film, Paper, Gelatin
1-17	FRR / FAR	0.1% / 0.0001%
1-18	Power	12 ~ 24VDC
1-19	Dimension (W)x(H)x(D)mm	149.5 x 208.5 x 46
1-20	Certification	Supplier must submit a copy of Latest and Updated Certificate of Exclusive Distributorship for the proposed product
1-21	Warranty	10 years warranty on Sensor

3.3 SERVER

> ➤ The server shall be able to meet the ff. specifications:

Intel Core i7
4GB Memory
1 TB Hard Disk
With monitor
With mouse

4. IMPLEMENTATION AND OTHER SUPPORT SERVICES

4.1 IMPLEMENTATION SUPPORT

> ➤ The vendor shall be required to conduct the following activities prior to the turn-over of the system:

1. Confirm the training schedule to LBP.
2. Accepts dealer and training form.
3. Conduct one session of Training in the Vendor's Training Center aside from onsite training done during the implementation period.
4. Implementation, onsite visit and training outside Metro Manila at no cost to the Bank.
5. Furnish the Implementation template to the agency.
6. Prepare a timetable as a guideline in conducting the installation/implementation; schedule shall be agreed by both parties, the Vendor and Government Agency.
7. Assist the client for installation set-up, payroll process and in uploading of data to the system.
8. Perform testing with a maximum of ten (10) random employees from previous payroll data on the first visit.

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9. Assist the agency in processing a maximum of ten (10) random employees' current payroll on the second visit.
10. Conduct succeeding visit as per requested by the agency to resolve the issues / concerns prior to project turn-over to the agency (if necessary).

4.2 3-YEAR SERVICE WARRANTY AND MAINTENANCE

➢ The vendor shall be required to have at least <u>three (3)-year Software and Hardware Warranty and Service Maintenance</u> reckoned from project turn-over/acceptance by LBP government institutional clients, such as but not limited to the following:

1. <u>SUPPORT</u>

- Free e-mail support for three (3) years from 8am to 5pm, Monday to Friday except Holidays
- Free phone support for three (3) years from 8am to 5pm, Monday to Friday except Holidays
- Free on-line/real time support for three (3) years from 8am to 5pm (Monday to Friday except holidays), queries that need to be answered by step by step procedure shall be handled thru on-line/real time support
- Support will be terminated three (3) years after the turnover of the project

2. <u>TRAINING</u>

- Free training at Service Provider Training Center that includes hands-on with live data and free food.
- One (1) day onsite training shall be done during the implementation period

3. <u>BUGS FIXES, PATCH/UPDATES</u>

- Vendor will deliver bug fixes in a form of patches directly to LBP's client either in CD form or via Internet
- Vendor shall provide free updates/tables (report template-output/required format file) such as but not limited to GSIS, BIR, Pag-ibig, Philhealth for compliance purposes.

4. <u>Defects will be addressed in accordance with the assigned severity level with description as follows</u>:

Description	Definitions

All incidents and problems will be classified into the following importance levels:
 	
• Severity 1
• Severity 2
• Severity 3
• Severity 4
 	
Note 1: Severity 1 incidents will be worked on a 24 X 7 basis until implemented. The
	o **Severity 1: Emergency or Urgency, Major Impact**
	  - Critical business impact indicates the inability of ALL users to use the system, resulting in a critical impact on operations
	  - The use of this priority level is **RESERVED** only for the following conditions:
	    ✓ There is a service loss, such that the interruption in the system and its service delivery channels;
	    ✓ There is an interruption in the system and its service delivery channels, that affects client' compliance processes by governing regulatory bodies;
	    ✓ The affected service delivery channel can impair the Bank's ability to pursue its Mandate;
	
	Severity 2: High Criticality, Significant Impact

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Vendor shall ensure delivery of the resource in issue or the immediate and successful and speedy resolution of the incident or problem. Note 2: Severity 2 incidents will be worked on during the Bank's regular business hours.	- There is severe degradation in the system's operations, processes, or in service delivery channels. Yet, there is a work-around procedure in place to sustain the activity, work or service. - The system is usable but is severely restricted or a portion or a site has limited access to **the system** components. **Severity 3: Medium Importance, Minor Impact** - Severity Three applies wherein the operational processes and service delivery channels are in their almost normal state. - Very few users are affected, with fewer components unavailable and no significant business functionality issue exists. **Severity 4: Minimal, Standard Impact** - In this level of importance, the operational processes and service delivery channels are in their normal state. - The impact on either or both users and business requirements are less significant, but the risks are negligible.

5. <u>EXCLUSIONS</u>

> ➤ If a problem is found to be caused by one or more of the following excluded factors then the Vendor may not provide support or if it chooses to provide support, the Vendor may charge the Customer at the Vendor's current rates for such services for all reasonable costs plus VAT. The Vendor shall notify the Customer as soon as they become aware that a fault may be due to one of the following exclusions:

(a) Altered, damaged, or modified Products (save for those alterations or modifications made by the Vendor)

(b) Products that are not at a supported release level or for which the Customer does not have a current support and maintenance contract;

(c) Defects or errors caused by incorrect use of the Products or operator error;

(d) Defects caused by failure to implement reasonable recommendations in respect of or solutions to defects provided by the Vendor;

(e) Products installed in a hardware or operating environment not supported by the Vendor.

(f) Third party software not licensed through or supported by the Vendor;

(g) Defects or errors caused by any fault or error in the equipment, programs, applications or products used in conjunction with the Products, or otherwise resulting from causes beyond the reasonable control of the Vendor.

6. Cost of all services and spare parts including applicable taxes. No additional incidental expenses/charges such as transportation, hotels, per diem, board and lodging, etc. of the Technical Engineers can be claimed by the vendor.

7. All replacement parts must be new, original and available locally at all times. All spare parts shall be provided by the vendor to ensure compatibility. In case of unserviceable and inoperable service units of the customer, contactor/vendor shall provide a free

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service unit of the same capacity in the event that shipments of replacement parts or equipment are still in transit.

5. COST OF MAINTENANCE SUPPORT

> The cost of maintenance support after 3-year warranty period shall be as follows:

- ❖ Hardware – should not be more than 15% of the acquisition cost
- ❖ Software - should not be more than 20% of the acquisition cost

6. PAYMENT

- ❖ Payment of the HRIS package shall be made in the following manner:

Payment Milestone
70% - Upon Delivery
20% - Upon Installation
10% - Upon Implementation

Payment of the customization shall be based on the availed number of man days but not to exceed 440 man days and payable within thirty (30) calendar days after successful delivery and acceptance of the Bank's client.

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