PHILIPPINE BIDDING DOCUMENTS

INVITATION TO BID FOR THE

PROCUREMENT OF HUMAN RESOURCE INFORMATION SYSTEM (HRIS)

NATIONAL COMMISSION ON MUSLIM FILIPINOS

Reference No. NCMF-IB-No. <u>2021-006</u>

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract

BAC – Bids and Awards Committee

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to a *Proposal* and *Tender*. (2016 Revised IRR, Section 5[c]).

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the bidding Documents (2016 Revised IRR Section 5 [d]).

Bidding Documents - The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 Revised IRR, Section 5[e]).

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies, (2016 Revised IRR, Section 5[i]).

CDA – Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer price Index.

DDP – Refers to the quoted price of the Goods, which means "delivered duly paid."

DTI – Department of Trade and Industry

EXW – Ex works.

FCA – "Free Carrier" shipping point.

FOB – "Free on Board" shipping point.

Foreign-funded Procurement or Foreign-Assisted Project – Refers to procurement whose funding source is from foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement (2016 Revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as "Call-Offs," are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum of three (3) years. (GPPB Resolution No. 27-2019).

GFI – Government Financial Institution.

GOCC – Government-owned and/or controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term "related" or "analogous services" shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 Revised IRR, Section 5[r]).

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports,

communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital building, and other related construction projects of the government. Also referred to as civil works or works (2016 Revised IRR, Section 5[u]).

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019).

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 Mayn2019). Supplier as used in the Bidding Document may likewise refer to a distributor, manufacturer, contractor, or consultant.

Section I. Invitation to Bid

INVITATION TO BID

FOR THE PROCUREMENT OF HUMAN RESOURCE INFORMATION SYSTEM (HRIS)

Reference No.: NCMF-IB No. 2021-006
Funding Source: - NCMF (GoP)
End-user: Planning Service
Purchase Order No. 2021-0011 dated November , 2021

1. The National Commission on Muslim Filipinos (NCMF), through the General Appropriations Act of 2021 (GAA) intends to apply the sum of **ONE MILLION FIVE HUNDRED THOUSAND PESOS (P1,500,000.00)** being the ABC for the Supply and Delivery of ICT Supplies, Machinery and Equipment. Bids received in excess of the ABC shall be automatically rejected at bid opening.

   The NCMF invites PhilGEPS registered service providers to apply for eligibility and to bid for the hereunder project with schedule of activities:

Procurement Stages	LOT I ICT SUPPLIES ABC: P1,500,000.00 Bid Docs Fee: P1,000	Venue
Pre-bid Conference	December 14, 10:00 AM	NCMF-OSEC Conference Room/Zoom
Submission of Bids	December 14, 9:30 AM	
Opening of Bids	December 27, 10:00 AM	

2. Bidders should have completed, within 3 years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instruction to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary *"pass/fail"* criterion as specified in the 2016 Revised Implementing Rules and Regulation (IRR) of the Republic of (RA) No. 9184.

   a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective bidders may obtain further information from NCMF and inspect the Bidding Documents at the address given below during office hours.

5. The complete set of Bidding Documents may be purchased at the NCMF BAC Secretariat (see address below) upon payment of price of bid documents pursuant to the latest Guidelines issued by the GPPB. The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) (*www.philgeps.gov.ph*) and NCMF

(*www.ncmf.gov.ph*) provided that the Bidder shall pay the price not later than the submission of their bids.

6. All interested bidders shall be allowed to attend and participate in the discussion during the Pre-bid Conference at the NCMF OSEC Conference Room, 79 Jocfer Bldg., Commonwealth Avenue, Diliman, Quezon City.

7. Bids must be duly received by the BAC Secretariat through manual submission at the NCMF-BAC Secretariat Office (see address below) on or before the deadline (see schedule).

8. The Submission and Opening of Bids shall be on held at the NCMF-OSEC Conference Room. Bids will be opened in the presence of the bidder's representatives who choose to attend the activity. Late bids shall not be accepted.

9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

10. The NCMF reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

BAC Secretariat
National Commission on Muslim Filipinos, Central Office
79 Jocfer Bldg., Brgy. Holy Spirit, Commonwealth Ave. Diliman, Quezon City
Tel. No. 8952-4875
Email address: bacsecretariat@ncmf.gov.ph

TAHIR S. LIDASAN, JR., *CESO II*
Executive Director and BAC Chairman

II. Instruction to Bidders

1. Scope of Bid

The NCMF wishes to receive Bids for the Procurement of Human Resource Information System (HRIS) with Reference No. NCMF IB No. 2021-006

The Procurement Project is composed of 61 pages the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below in the amount of Lot 1 – P1,500,000.00

2.2. The source of funding the approved General Appropriations Act of 2021.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 Revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms terms and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 Revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1 Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2 [*select one, delete other/s*)]

a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

   i. When Treaty or International or Executive Agreement as provided in Sectionn4 of the RA o. 9284 and its 2016 Revised IRR allow foreign bidders to participate;

   ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;

   iii. When the Goods sought to be procured are not available from local suppliers; or

   iv. When there is a need to prevent situations that defeat competition or restrain trade.

5.3 Pursuant to Section 23.4.1.3 of the 2016 Revised IRR of RA 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 PSAs CPI, must be at least equivalent to:

   b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

5.4 The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clausen18.

7. Subcontracts

7.1 The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated therein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time at NCMF OSEC Conference Room, 79 Jocfer Bldg., Barangay Holy Spirit, Commonwealth Avenue, Diliman, Quezon City as indicated in paragraphs 3 and 7 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents).**

2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within five (5) years prior to the deadline for the submission and receipt of bids.

3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purpose of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents).**

2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 Revised IRR of RA No. 9184.

3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not No. 9184.be accepted.

4. For Foreign-funded Procurement, a ceiling may be applied to bid prices IRR of RA 9184.

12.   Bid Prices

12.1 Prices indicated on the Price Schedule shall be entered separately in the following manner:

b. For Goods offered from within the Procuring Entity's country:

  i.   The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

  ii.   The cost of all customs duties and sales and other taxes already paid or payable;

  iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destinations; and

  iv.   The price of other (incidental) services, if any, listed in e.

c. For Goods offered from abroad:

  i.   Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

  ii.   The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications).**

13.   Bid and Payment Currencies

1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency acceptable by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
2. Payment of the contract price shall be made in Philippine Peso.

14.   Bid Security

1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

2. The Bid and bid security shall be valid within one hundred twenty (120) calendar days from the date of the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidder to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraphs 3 and 9 of the **IB**.

17. Opening and Preliminary Examination of Bids

1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraphs 3 and 9 of the **IB**. The Bidder's representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.
In case the Bids cannot be opened as scheduled due to justifiable requirements under Section 29 of the 2016 Revised IRR of RA No. 9184 shall prevail.

2. The preliminary examination of bids shall be governed by Section 30 of the 2016 Revised IRR of RA 9184.

18. Domestic Preference

1. The Procuring Entity will grant a margin of reference for the purpose of comparison of Bids in accordance with Section 43.1.2. of the 2016 Revised IRR of RA 9184.

19.   Detailed Evaluation and Comparison of Bids

1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "passed" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 Revised IRR of RA No. 9184.

2. If the Project allows partial bid, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or items, as the case maybe. In this case, the Bid Security as required by ITB Clause 15 shall be submitted for each lot or item separately.

3. The descriptions of the lots or items shall be indicated in Section VII (Technical Specifications), although the ABCs of these lots or items are indicated in the BDS for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 Revised IRR of the RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective bidder.

4. The Project shall be awarded as One Project having several items that shall be awarded as one contract.

5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 Revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20.   Post-Qualification

20.1 Within a   non-extendible period of   five (5) calendar days from receipt by   the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21.   Signing of the Contract

21.1   The documents required in Section 37.2 of the 2016 Revised IRR of RA No. 9284 shall form part of the Contract. Additional Contract   documents are indicated in the BDS.

Section III. Bid Data Sheet

BID DATA SHEET

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: a. *Procurement of Human Resource Information System (HRIS)* b. Completed within 3 years prior to the deadline for the submission and receipt of bids.
7.1	*No further instructions*
12	The price of the Goods shall be quoted DDP in the Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amount: **LOT 1 – P1,500,000.00** a. The amount of not less than Php30,000.00 (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php75,000.00 (5% of ABC) if bid security is in Surety Bond.
19.3	*No further instructions*
20.2	For purpose of Post-qualification, the following document(s) shall be required: a. Latest Income and Business Tax Reforms; b. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration; c. Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located; d. Tax Clearance Certificate per Executive Order No. 398, Series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); e. Audited Financial Statements, stamped "received by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized

	institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission;

Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 Revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein causes shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 Revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC).**

2. Advance Payment and Terms of Payment

2.1 Advance payment of the contract amount of provided under Annex "D" of Revised 2016 IRR of RA No. 9184.

2.2 The Procuring Entity is allowed to determine the terms of payment on the Partial or staggered delivery of the Goods procured, provided such partial Payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payments are indicated in the SCC.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 29 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project. In addition to tests in the SCC, Section IV (Technical Specifications) shall specify what inspection and/or tests the Procuring Entity requires, and where they are to be conducted. The

Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 Revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	**Delivery and Documents –** For purposes of the Contract, "EXW", "FOB", "FCA", "CIF'" "CIP", "DDP", and other trade used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows: [*For Goods supplied from abroad, state:] "*The delivery terms applicable to the Contracts are DDP delivered *[indicate place of destination*]. In accordance with INCOTERMS*."* [For Goods supplied from within the Philippines, state:] "The delivery terms applicable to this Contract are delivered *at the National Commission on Muslim Filipinos – 79 Jocfer Building, Commonwealth Avenue, Diliman, Quezon City destination*]. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination. Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements). For purposes of this Clause the Procuring Entity's Representative at the Project Site is [indicate name(s)]. Incidental Services – The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI, Schedule of Requirements: *Select appropriate requirements and delete the rest.* a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

e. training of the Procuring Entity's personnel, at the Supplier's plant and//or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

f. [*Specify additional incidental service requirements, as needed*.]

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

Select appropriate requirements and delete the rest.

a. Such spare parts as the Procuring Entity nay elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and

b. In the event of termination of production of the spare parts:

i. Advance notifications to the Procuring Entity of the pending terminations, in sufficient time to permit the Procuring Entity to procure needed requirements, and

ii. Following such terminations, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI** (**Schedule of Requirements**) and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [*indicate here the time period specified. If not used indicate a time period of three times the warranty period*].

Spare parts or components shall be supplied as promptly as possible, but in any case, [*within insert appropriate time period*] months of placing the order.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be

	sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods: final destination and the absence of heavy handling facilities at all points in transit. The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity. The outer packaging must be clearly marked on at least four (4) sides as follows: Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHIEM classifications
	A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging. **Transportation –** Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract price. Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier and related costs shall be included in the contract price.
	Where the supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is

	available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure. The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippine dot supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination. Intellectual Property Rights – The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
2.2	Partial payment if not allowed.
4	The inspections and tests that will be conducted: Conduct of twice (2x) a month maintenance service (inspection and adjustments), and Train personnel assigned to operate the machine/s.

Section VI. Schedule of Requirements

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
Lot 1	Procurement of Human Resource Information System (HRIS)	Various	P1,500,000	30 days after receipt of Notice to Proceed

Section VII. Technical Specifications

TERMS OF REFERNECE

Title	:	**Human Resource Information System**
Proponent	:	**Human Resource Development Division**
Date	:	**November 22, 2021**

1 *Rationale*

HRDD has a vision to automate all its process and maintenance of records in digital mode. Further, this will bring transparency and optimum utilization of the available manpower resources with authenticity. It would also reduce human interaction resulting in quick disposal of work. Through this HRIS, HRDD is interested in short listing qualified Information Technology Organizations for providing services for development, implementation and maintenance of Web application for its day to day activities, the selected organization shall also be responsible for the complete turnkey operation of the IT systems (web application) to ensure a minimum of 99.5% uptime availability of all the applications under this project.

Hence, it has been decided by the competent authority to develop a Centralized e-Dashboard with integrated, enhanced, scalable, flexible and good quality features to serve the department and other stake holders. For the said purpose, the HRDD intends in defining the Scope of work, Selection Criteria, Payment terms and Conditions, Service Level Agreements, Evaluation of Technical and Financial Bids and Finalizing the Agency to develop a new high-quality system along with hosting services, support and maintenance of software.

In regards to HRDD's vision The National Commission on Muslim Filipinos (NCMF) – Administrative Service, through the General Appropriations Act of 2021 (GAA) intends to apply the sum of **One Million Five Hundred Thousand Pesos (P 1,500,000.00)** being the ABC to payments under the contract for Human Resource Information System (HRIS).

2 Disclaimer

The information contained in this Terms of Reference document ("TOR") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this TOR and such other terms and conditions subject to which such information is provided.

This TOR is not an agreement or an offer by the Authority to the prospective Applicants or any other person. The purpose of this TOR is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this TOR.

This TOR includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the services to be provided by the System Integrator. Such assumptions, assessments and statements do not supposed to contain all the information that each Applicant may require. This TOR may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this TOR.

The assumptions, assessments, statements and information contained in this TOR, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct

its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained

Information provided in this TOR to the Applicants may be on a wider range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advise remake no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or to, principles of restitution or unjust enrichment otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Report otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the TOR and any assessment, assumption, statement or information contained therein or deemed to form part of this TOR or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this TOR. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this TOR. The issue of this TOR does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Services and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall be all its costs associated with correlating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

3 *Project Objective*
HRDD has a vision to automate all its process and maintenance of records in digital mode. Further, this will bring transparency and optimum utilization of the available manpower resources with authenticity. It would also reduce human interaction resulting in quick disposal of work. Through this HRIS, HRDD is interested in short listing qualified Information Technology Organizations for providing services for development, implementation and maintenance of Web application for its day to day activities, the selected organization shall also be responsible for the complete turnkey operation of the IT systems (web application) to ensure a minimum of 99.5% uptime availability of all the applications under this project.

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4 *Scope of Work*
HRIS Solution to be implemented will be for all the employees of the National

Commission on Muslim Filipinos, must be stand-alone and cloud ready (deployable to any private cloud and the Philippine Government Cloud/ GovCloud Infrastructure of the DICT – shall meet and passed the minimum-security assurance protocols/ requirements of the DICT) and should not entail NCMF additional license fees to deploy using the cloud model. This ensures sustainability on the solution investments of NCMF; This allows NCMF the option to deploy the server software either in cloud or in a private on premises or partner-hosted cloud.

The software development firm is expected to develop, implement and operationalize HRIS for the NCMF HRDD. The scope of work is as follows

4.1   System Capabilities

The solutions provider must provide a complete HRIS software that can deliver the system capabilities defined in this section. Solutions provider must deliver, install, configure, test, deploy, and maintain for at least one (1) year after full deployment, the HRIS software to ensure that specific capabilities are delivered to defined user types of this system. All defined modules must be readily available at no additional cost beyond the server and user licenses defined in the Software License section, except for additional users and services investments that may be to further expand user implementation and/or of modules and capabilities.

4.1.1   System must be designed so that modules / components can be easily and independently deployed.

4.1.2   System should meet all the requirements indicated in this document during the deployment. Additionally, it must be maintainable and should easily adapt the requirements of the NCMF.

4.1.3   Platform should have built-in tools to enable seamless integration with:

4.1.3.1   Existing productivity tools of NCMF including Microsoft Office; and

4.1.3.2   Possible future system enhancement/ improvement

4.1.4   Platform/ Solution must be able to be viewed on a desktop/smartphone browser (web-based) where users and administrators can interact and manage the system.

4.1.5   Platform/ Solution shall be able to have an automatic Back-Up System.

4.2   Features

4.2.1   The system should be able to easily integrate with existing applications and productivity tools including Microsoft Office which need to share information from it.

4.2.2   The system should facilitate users to add, view, update, and delete information as well as to generate reports across all modules.

4.2.3   Facility for future expandability of data.

4.2.4   The system should have a facility to customize or define automatic disconnection of users from the server if the screen remains idle for 5 minutes, in order to restrict unauthorized users from accessing the records.

4.2.5   The system should have an auto-save feature that will temporarily hold/save the data/entries made by the users in case of unexpected event occurs such us power outage

4.2.6   The system should have a capability to automatically backup all stored information and data and to enable data recovery should the system crash or fail.

4.2.7   Search criteria should be invoked to automate report and letter generation.

4.2.8   Reports can be presented on a graphical format and should be printable, whenever applicable

4.2.9   Browser-based user access. No client software installation.

4.2.10 Multi-level security and encryption of all data stored.

4.2.11 The system should have a main dashboard that will provide the following interface, whenever applicable:

4.2.11.1 Users

4.2.11.1.1 Announcements/ Issuances/ other relevant notices, etc.

4.2.11.2 HR Officers/administrators

4.2.11.2.1 Easy access to other modules

4.2.11.2.2 Facility to post any Announcements, Issuances/ relevant notices and other information/ data that is existing within the system (i.e. No. of employees as of the time, No. of male and female employees, No. of executives etc.)

4.2.12 Performs generation of various user-defined report

4.3   Web based Implementation of HRIS Software Application
The application must be implemented using web technologies for ease of access nationwide and ensure cross-platform compatibility.
This system is composed of the following two sub-systems that provides functionalities tailored to employee and management.

The two sub-systems are the following with its **technical specification**;

4.3.1   Employee Interface
The employee interface is intended for use of the employee from central and regional offices, granting them ready access to their own details and records provided they are logged into the system. It can also provide downloadable forms of various requests to be filled in and submitted to HRDD

This sub-system is composed of the following modules;

Module	Description
Employee Information	Display details and records
Attendance Information	Display attendance and leave details
Payroll Information	Display payroll data (deductions, cash advances, RATA, PEI, Clothing etc.).
Downloads Section	Provides downloadable forms, attendance logs or pay slips
Authentication	Ensures the user is an employee and currently active, prohibits access if separated

The following modules must contain the following functions;

4.3.2 Employee Information
4.3.2.1 Display fields stated in CSC Personnel Data Sheet (CSC form no. 212)
4.3.2.2 Display the copies of 201 files uploaded by the management
4.3.2.3 Display the service record details

4.3.3 Attendance Information
4.3.3.1 Display daily time record (DTR) logs
4.3.3.1.1 Tardiness
4.3.3.1.2 Undertime
4.3.3.1.3 Overtime

4.3.3.2 Display Leave Index
4.3.3.2.1 Vacation leave
4.3.3.2.2 Sick leave
4.3.3.2.3 Maternity/Paternity leave
4.3.3.2.4 Forced leave
4.3.3.2.5 CSC privileged leave
4.3.3.2.6 CSC privileged leave

4.3.3.3 Display accomplished and signed official business and travel documents uploaded by the management
4.3.3.4 Display accomplished and signed overtime forms uploaded by the management
4.3.3.5 Display accomplished and signed leave forms uploaded by the management

4.3.4 Payroll Information
4.3.4.1 Display receivables
4.3.4.2 Display deductions
4.3.4.3 Display notifications on salary adjustment

4.3.5 Downloads
4.3.5.1 Provides downloadable blank leave forms in pdf format
4.3.5.2 Provides downloadable blank LBP form in pdf format
4.3.5.3 Provides downloadable blank leave forms in pdf format
4.3.5.4
4.3.5.5 Provides downloadable attendance logs in pdf format
4.3.5.6 Provides downloadable clearance in pdf format
4.3.5.7 Provides downloadable in pdf format
4.3.5.8 Provides downloadable copy of 201 files in pdf format

4.3.6 Authentication

4.3.6.1   Able to distinguish the employee account as active or separated

4.3.6.2   Disable download module if account is declared by management as separated

4.3.7   Management Interface

The management interface is intended for use of the management staff, granting them access according to their level determined by the system administrators, they will be able to view their staff's details and records provided they are logged into the system. It can also provide downloadable contents provided the user is authorized to do so.

This sub-system is composed of the following modules;

Module	Description
Personnel Information Management	Provides display, management functionalities and storage of data of active and separated employees
Attendance Management	Provides display and management functionalities of employee attendance and leave data
Payroll Management	Provides display and management functionalities of payroll data of employees
Reports Management	Provides hardcopy of the plantilla of personnel, plantilla statistics, payroll list and attendance logs
Application Access Management	Provides user management interface to system administrators and grants ability to change each user's respective levels of access

1.1.1 Personnel Information Management

1.1.1.1 Display the consolidated list of Plantilla of Personnel

1.1.1.2 Must be able to create, read, update, delete, maintain and generate list of plantilla/non- plantilla positions and their corresponding job summary, description and duties and responsibilities per office/branch/ division;

1.1.1.3 Able to compute and display Plantilla of Personnel statistics per bureau, service and regional office, must be able to create, read, update, delete, maintain and generate list of filled and unfilled vacant positions per branch/ division/ unit based on the following:

1.1.1.3.1 Number of vacant positions

1.1.1.3.2 Number of active personnel

1.1.1.3.3 Number of permanent personnel

1.1.1.3.4 Number of co-terminus personnel

1.1.1.3.5 Number of fixed-term personnel

1.1.1.3.6 Number of temporary personnel

1.1.1.4 Ability to search for names of personnel

1.1.1.5 Able to view and edit employee details

1.1.1.6 Ability to view and upload copies of employee 201 files

1.1.1.7 Ability to view and edit employee service records

1.1.1.8 Must be able to auto-generate employee numbers

1.1.1.9 Facility to add, update, delete and all information/ data indicated under CSC Form No. 212, Personal Data Sheet (PDS) for each employee and be printed as the same form

1.1.1.10 Must be able to maintain, update and generate employee' records which are as follows:

1.1.1.10.1 Employee Status (Regular, Coterminous-with-the-Officer (CTO), Coterminous-with-the- Incumbent (CTI), Contractual etc.)

1.1.1.10.2 Career Movement

1.1.1.10.3 Recognition, special awards, appreciation etc.

1.1.1.10.4 complaints and administrative case history, sanctions and status

1.1.1.11 Performs employee tracking from job application, hiring, promotion, and suspension to separation

1.1.1.12 Includes electronic photos of employees.

1.1.1.13 Includes library of electronic official signature and initials of officials and employees.

1.1.1.14 Provides option to print all types of certificates, employee records and other documents (template-based).

1.1.1.15 Maintains employee disciplinary records such as administrative cases, status and sanctions.

1.1.1.16 Facility to add, view and update and delete PDF copies of important records (i.e. Birth Certificate, Diploma, Transcript of Records, etc.)

1.1.2   Attendance Management

1.1.2.1   Able to display and record daily time record (DTR) data from all biometric data gathering devices (finger print scanner and/or facial recognition) across all offices (Central and Regional)

1.1.2.2   Must be able to define and manage leave types (Vacation Leave, Sick Leave, etc.) and customize each leave type, such as frequency, date of expiration (Mandatory Vacation Leave, Special Privilege Leave, Maternity Leave Paternity Leave, Solo-Parent Leave, CTO, etc.), per employee.

1.1.2.3   Automatically generate Sick Leave and Vacation Leave every last working day of every month

1.1.2.4   Ability to adjust leave balances for leave entitlement

1.1.2.5   Must be able to monitor leave usage and automatically compute for employee leave credits in accordance to CSC ruling.

1.1.2.6   Must be able to charge employee's absences, tardiness and undertime

1.1.2.7   Must maintain a detailed leave ledger/card per employee in CSC form.

1.1.2.7.1   Vacation leave

1.1.2.7.2   Sick leave

1.1.2.7.3   Maternity/Paternity leave

1.1.2.7.4   Forced leave

1.1.2.7.5   CSC privileged leave

1.1.2.8   Able to add or update flexi time and compressed work week schedules

1.1.2.9   Supports add and edit Official Business and Travel Dates on attendance data and able to upload accomplished requests

1.1.2.10   Able to track overtime, earning and use of Compensatory Overtime Credit (COC) and Compensatory Time Off (CTO)

1.1.2.11   Able to update and compute leave index and terminal leave benefits

1.1.2.12   Must allow generation of Leave Card and Leave Forms for printing/filing purpose

1.1.2.13   Must be able to generate various reports filtered per employee, leave type, dates, per branch, division etc. and other reports as defined by the user

1.1.2.14   Must enable entries from a biometric device or any applicable device, text file, spreadsheet or manual input (for Official and Personal Business, and/or as approved by the Head of the Agency, etc.).

1.1.2.15   Must enable viewing, updating and printing of time-logs imported from a device.

1.1.2.16   Processing of DTR for separated employees will not be allowed by the system to avoid re- computation of payroll

1.1.2.17   Generation of the following reports:

1.1.2.17.1   Daily Time Record (can be saved as PDF and be printed)

1.1.2.17.2   Valid and/or Forfeited CTO Report

1.1.2.17.3   Certificate of Valid and/or forfeited Compensatory Time Off (CTO) per employee

1.1.2.17.4   Approved/ Disapproved Leave Application

1.1.2.17.5   Late filed Application for Leave

1.1.2.17.6   List of employees with prolonged leaves

1.1.2.17.7   Monetization Claims

1.1.2.17.8   Custom Timekeeping Report

1.1.2.17.9   Daily Time Correction Form

1.1.2.17.10   Leave without pay

4.3.9.17.11   List of AWOL Employees

4.3.9.17.12   OB Report

4.3.9.17.13   Perfect Attendance (No absences, No lates, No Undertime, without OB)

4.3.9.17.14   Sick Leave Profile

4.3.9.17.15   Tardiness and Undertime Report

4.3.9.17.16   Vacation Leave Profile

1.1.2.18 Templated Memorandum for Tardiness and Undertime

1.1.1 Payroll Management

1.1.1.1   Able to compute deductions based on data imported from the Attendance Management module

1.1.2   Supports input and compute of deductions and loans

1.1.3   Supports input and compute of other receivables such as clothing allowance, RATA, PEI, PBB, anniversary bonus, etc.

1.1.4   Able to compute salary adjustments

1.1.5   Display payroll history

1.1.6   Able to deactivate payroll for separated personnel

1.1.7   Generate remittance reports for statutory benefits (HDMF, PHIC, GSIS, etc.)

1.1.8   Generate taxation reports (BIR 2316)

1.1.9   Must be able to compute the following: Regular Hours, Absences, Tardiness, Undertime, Overtime and Night differentials (for Job Order employees) based on uploaded DTR

1.1.10 Must be able to compute and process and generate the following:

1.1.10.1 Gross earnings, total deductions and net payroll

1.1.10.2 Salary adjustments (NOSI, NOSA, Overpayment, Underpayment, Promotion and other government salary increases)

1.1.10.3 Leave monetization

1.1.11 System should be able to separately process allowances, gift bonuses, benefits, etc.

1.1.12 Facility for manual input and computation of salary earnings and deductions

1.1.13 Allows to create and define qualification criteria to process, including multiple calculations, and generate payrolls per branch, division as patterned to PSIPOP and other summary payroll reports, which are as follows:

1.1.13.1 General Payroll;

1.1.13.2 Mid-Year Payroll;

1.1.13.3 Year-End Bonus;

1.1.13.4 Performance Enhancement Incentive (PEI) Payroll;

1.1.13.5 Cash Gift Payroll, Clothing Allowance Payroll;

1.1.13.6 Representation and Transportation Allowance (RATA) Payroll,

1.1.13.7 Cultural and Sports Allowance Payroll, Collective Negotiation Agreement Bonus (CNA) Payroll,

1.1.13.8 Loyalty Payroll,

1.1.13.9 Monthly Withholding Tax, Payroll Entry, On-Hold

1.1.13.10   Salary Adjustment Computation Payroll

1.1.13.11   Overtime Pay Computation

1.1.13.12   Monetization Payroll

1.1.14 Must be able to tag per account code to classify as taxable or non-taxable income

1.1.15 Must be able to define minimum take home pay amount

1.1.16 Facility to process employee's terminal pay

1.1.17 Must be able to export payroll (MS Excel format) as needed

1.1.18 Must be able to maintain database for employee compensation and benefits

1.1.19 Must support different payment schemes, e.g. ATM, Cash

1.1.20 Facility to archive previous closed payroll. Closed payroll shall be restricted for modification and cannot be reverted.

1.1.21 Deductions & Remittances

1.1.21.1 Must enable to add, define (loan types) and track employee loans (monthly amortization and number of payments), balances and deductions. Must be printable

1.1.21.2 Must enable to define/ update and maintain the 1st payment date and end date for loan deductions.

1.1.21.3 Must enable to process Monthly tax based on projected and already earned compensation

1.1.21.4 Must be able to customize the frequency of loan payments

1.1.21.5 Must be able to automatically compute and generate reports relative to loan payments made

1.1.21.6 Must be able to customize amortization amount and suspend payments of loans

1.1.21.7 Must be able to manually update outstanding balance.

1.1.21.8 Facility to customize Pag-ibig contribution (fixed or table based)

1.1.21.9 Must be able to automatically computes based on the user maintainable tables for government contributions (i.e. PAG- IBIG, Philhealth, GSIS, BIR, etc.)

1.1.21.10 Must be able to process beginning and year-end tax adjustment for all employees

1.1.22 Reports must be saved and downloadable in excel/pdf format

1.1.23 Facility for report customization and generation of the following reports:

1.1.23.1 Payslip

1.1.23.2 General Payroll Report

1.1.23.3 Payroll Certification

1.1.23.4 Monthly Variance Report

1.1.24 Variance Report of Employees

1.1.25 Reports Management
    Must be able to generate downloadable document of the following reports in pdf format:

1.1.25.1 DBM Approved Personnel Services Itemization Plantilla of Positions

1.1.25.2 Plantilla of Positions' statistics

1.1.25.3 Accomplished payroll for submission to FMS

**1.1.25.4** Other reports mentioned in the above modules

1.1.26 Application Access Management

1.1.26.1 Provide authentication form where users can input credentials

1.1.26.2 In-sync with the back-end's security rules

1.1.26.3 Able to view and edit access grants for different levels of users

1.1.26.4 Provide access grants to Regional Directors only on their respective office's data

1.1.26.5 Provide access grants to Bureau and Staff Directors only on their respective office's data

1.1.26.6 Grant HRDD chief and staff access as system administrators

1.1.26.7 Display access logs and access level revision logs
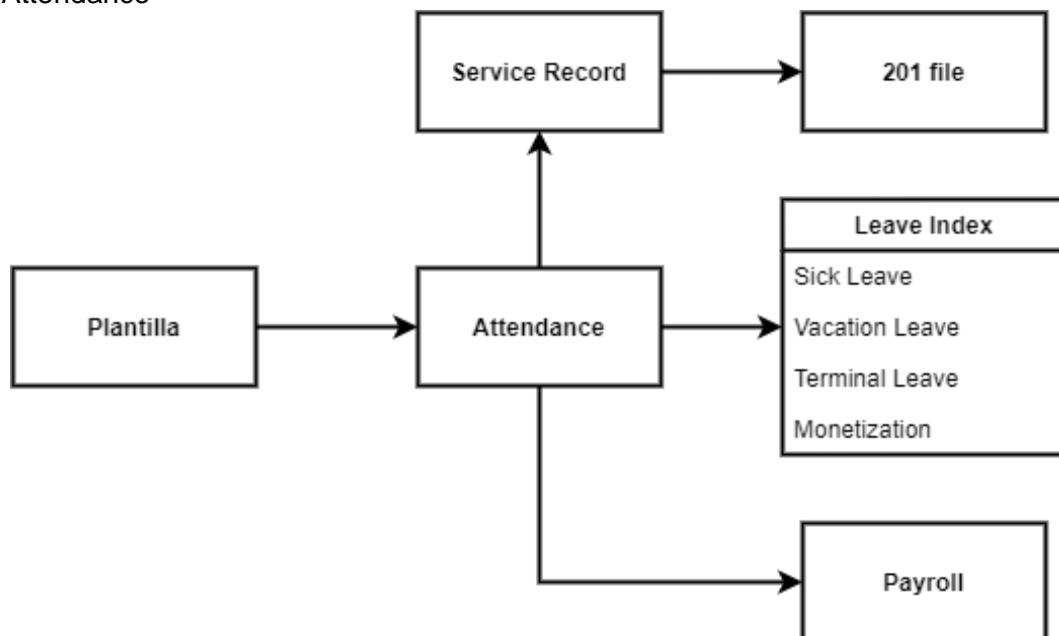
1.1.27 Assessment and review of HR data workflow
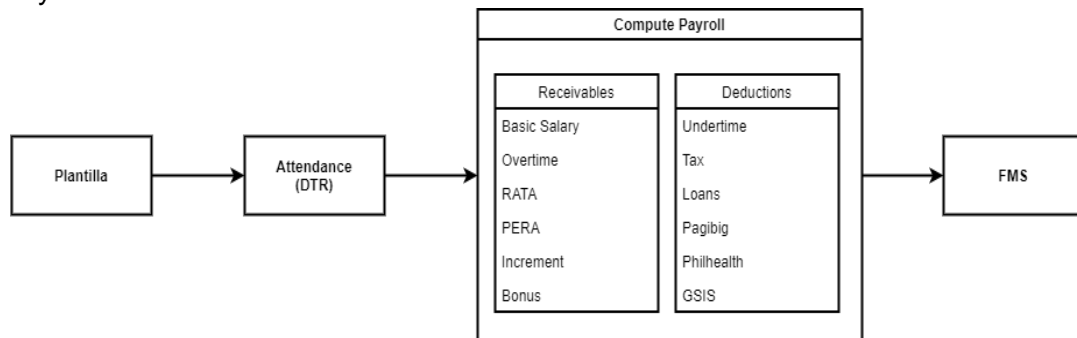Each software modules correspond to the following HR data workflows

1.1.27.1 Plantilla and 201 filing
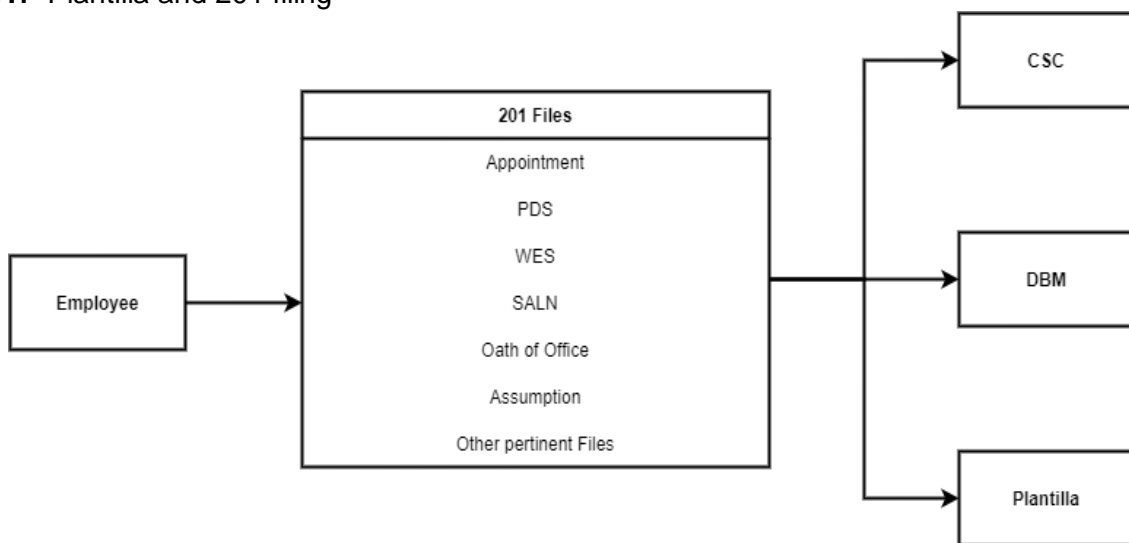
1.1.27.2 Attendance

1.1.27.3 Payroll

1.2 Provision of required accessories and equipment to be purchased for Operationalization and implementation of the system.

The HRIS is expected to have a dedicated hardware system for the system administrator and its servers, the hardware requirements are as follows

1.2.1 System Administrator

1.2.1.1 Must have at least 8 cores and has more than 4GHz of compute power

1.2.1.2 Must have at least 32GB of RAM

1.2.1.3 Keyboard

1.2.1.4 Mouse

1.2.1.5 Two Monitor with 144GHz refresh rate

1.2.2 Database Server
The NCMF will adapt a cloud pre-built clustered system comprising of third-party provider of hosting server, storage server and networking components in a single unit for ease of management. The server must have the following minimum specifications:

1.2.2.1 General Features

1.2.2.1.1 Must have a user-defined scheduling for automated patching interface and patch bundle to update and patch software system components such as firmware and hardware drivers, operating system, storage manager, clustering software, and database.

1.2.2.1.2 Hardware and software configuration built to protect against component failures such as disk failures, CPU failures, memory failure, network card failures, and system controller failures.

1.2.2.2 Minimum Technical Requirements:

1.2.2.2.1 The Database server must also have a storage server that has the ability to store documents and images

1.2.2.2.2 Must have two (2) physical server capable of supporting redundancy and must ensure high-availability. (RAID 5/6 configuration with redundancy)

1.2.2.2.3 The system should have self- management features, which implies automatically, download of software and patches, if configured so by the user of thesystem

1.2.2.2.4 Diagnostic Wizard that allows identification of problems and taking corrective actions. It should allow the easy creation of service requests for the technical support to be sent to the vendor of the system, for any hardware related issue.

2 Bug-Fixes and End-User Problem Resolution:

The end user support would include all activities related to resolving the bugs / defects reported by application users. Every bug / defect should be logged and categorized on the severity levels.

Development Organization shall identify the solution and take necessary approvals from HRDD and release the patch for User Acceptance Test (UAT) after fixing the defects.

Development Organization shall document defects / bugs encountered as well as document the resolution of the same and ensure re-installations, in the event of system crash/failures. The resolution for the bugs/ end user problems have to be provided in UAT provided by HRDD

3 New Development and Enhancements:

HRDD portal or applications may require modifications or enhancements in the process and functionality. The enhancements or new development may also be required to fix some complex problem requests or defect fixes and upgrades the application performance.

Development Organization shall ensure that correct version of the application / program units is being considered to carry out application enhancements/ new development through configuration management plan for configuration management and version control using the version control software.

Development Organization shall obtain the necessary UAT approvals from respective stakeholders within HRDD for the modifications / enhancements.

4 Configuration Management and Version Control:

As the application undergoes enhancements and modifications due to problem requests, defect fixes and change requests, it becomes increasingly important to keep the source code under version control and the system under configuration management. Development Organization shall assist Administrative Service in ensuring that a copy of the production environment is backed up and stored in the repository before the new / modified components are copied to Production. All the data should be stored in cloud-based storage.

5 Release Management:

As part of the release management, Development Organization shall perform the following activities:

5.1 Group the related change requests, assess their development progress and accordingly prepare a schedule for their release

5.2 Prepare a detailed release plan for every release. This plan should include the release

number and date of release. It should also contain details about the change request to be released.

5.3 Provide Helpdesk support for the resolution of technical queries by endusers

5.4 Conduct Application training for the users in outstation locations as and whenrequired.

6 User Technical Support:

6.1 Implementation support to users

6.2 End-user problem resolution

6.3 Training to users will be provided through the man power deployed without any extra cost.

7 Administration Support

7.1   Latest source code, application deployment files, configuration files for entire solution

7.2   System

7.3   Storage

7.4   Security

7.5   Database

7.6   Backup/restore etc.

8 Hosting

The Hosting of the said module will be on a secure NIC Server/Private Server which should be cost effective at the same time a secure server

9 Security Audit and Security of application & database attached

The development organization shall ensure the security audit and security of application as well the database attached for the web application.

As per the scope of work defined above, this project covers maintenance and up-gradation of the above-mentioned applications. However, the consultant may be awarded additional activities of new application development. The team has to follow complete Software Development Life Cycle (SDLC) for each of the application developed and implemented in HRDD. The onsite deployed team may be involved in the new assignment.

10 Key Deliverables

The Development Organization shall be responsible for all the development, implementation, testing, maintenance, support, feature enhancements, documentation, operations and management of applications. The agency should carry out all the modifications/updating/additions/deletions in the applications including website as and whenever required by the Administrative Service.

Deliverable	Description
Employee Information	Display details and records
Attendance Information	Display attendance and leave details
Payroll Information	Display payroll data (deductions, cash advances, RATA, PEI, Clothing etc.).
Downloads Section	Provides downloadable forms, attendance logs or pay slips

Authentication	Ensures the user is an employee and currently active, prohibits access if separated
Personnel Information Management	Provides display, management functionalities and storage of data of active and separated employees
Attendance Management	Provides display and management functionalities of employee attendance and leave data
Payroll Management	Provides display and management functionalities of payroll data of employees
Reports Management	Provides hardcopy of the plantilla of personnel, plantilla statistics, payroll list and attendance logs
Application Access Management	Provides user management interface to system administrators and grants ability to change each user's respective levels of access

11 Project Perspective

The system shall have a platform which is independent and is perfect in nature; however, it will require its users to have access to the web portal through a dedicated web browser on their computer, mobile, notebook, etc. This means that the users of the system do not need invest in any other software to get the most out of the software system as any Windows based PC comes installed with a web browser and any non-Windows machine can use Fire-Fox or other freeware browsers. The system will also have the ability to send email/SMS notifications to users whenever required.

12 System interface

This web portal system is not a self-contained system, as it relies on, very little, in the way of data migration from other databases whenever necessary. However, the system will require user interfaces for such type of data migration, data backup/recovery etc. It means that, the complete system is to be a web enabled system i.e. all user interaction is done through a web browser only. The System interfaces required on the system server are the following:

12.1   Network interface**:** to a network with an internet connection

12.2   Database connection to the any database containing all types of data

12.3   User interfaces**:** All user interfaces occur through a web page only.

12.4   Hardware interfaces**:** There are no hardware interfaces to this system.

13 User Characteristics

Most users will be of the type authorized user and nothing of the type non-authorized user. Based on user's role, system will have different level of users as below,

13.1   Level 3 Admin

13.1.1   This user will be able to access any web page.

13.1.2   This user will have full access rights and privileges.

13.1.3   This user will be able to configure/update/delete/modify any data.

13.1.4   This user will be able to add/delete downloadable forms.

13.1.5   This user will be able to set access matrix to assign user > role > screen throughout the system.

13.1.6   This user will be able to create/delete any type of user.

13.2   Level 2 Admin

13.2.1   This user will be able to view data at Bureau/Service level.

13.2.2   This user will have rights to create/delete user at Bureau/Service level

13.2.3   This user will not have any type of access to other Bureau/Service.

13.3   Level 1 Admin

13.3.1   This user will able to access only Regional level web pages to configure/update /modify Regional related data.

13.3.2   This user will not have any type of access to other Regions.

13.3.3   This user will able to create/delete user at Regional level only, if any.

13.4   Users

13.4.1   This user will able to access his/her data only.

13.4.2   This user will not have rights to access other than his/her data only.

13.4.3   This user will able to update/modify/delete/add his/her data only.

14 General Constraints

There are a few constraints which the system must abide by during development. The system must be developed within their bounds. These constraints may dictate a number of the functional and non-functional requirements to be specified in later stage. These constraints are important to be aware of during the implementation of the software system.

14.1 The system shall be developed for use of web enabled portal applications. This shall not limit the ability for real time updates to the system.

14.2 The system shall be developed in open source or proprietary integrated development environment (IDE).

14.3 Data must be stored in a relational database for quick queries and storage.

14.4 Passwords shall be sent and stored in encrypted form.

14.5 Non-authorized users will not see any user's information.

14.6 The system shall be robust enough to handle all type of data.

14.7 The system shall be able to send email notifications to any common email server promptly and correctly whenever necessary.

14.8 Server Client communication must be done over TCP connections

14.9 System must be error/bug free at the time of production use.

14.10 The system will take care of removal of duplicate records and well standard optimized DB/schema design.

15 Assumptions and Dependencies

15.1 System will have user friendly attractive interface, browser dependent.

15.2 System will have data records import/export facility to and from spread sheets through GUI only.

15.3 System will be able to store image/scanned docs into storage database in uniform size with acceptable resolutions.

15.4 System shall have capability to migrate and process existing data.

15.5 System shall have different dashboard in different Modules.

16 Specific Requirements

The system will have common home/login page for every user. Every user will enter user name, password to log into the system. In case of forgot username or password, system will have the facility to reset the password. The system will send email/SMS notification after successful registration. All passwords will be stored in encrypted form.

For this module, portal will display number of reports at each user level which will be generic in nature.

Web portal shall generate (dynamically) all kinds of statistical report.

And shall contain the following;

16.1 The system will have a search facility for each level and accordingly generates reports in graphical/tabular or in other form

16.2 Complete Software Development Life Cycle (SDLC) should be followed for each application.

16.3 Proper Documentation with versioning of all the applications should be maintained like SRS, High Level Design, Low Level Design, functionality document (process document), user manual, test case report, test evaluation report, Impact Analysis Report, Change Document etc.

16.4 All the changes in the applications should be properly documented and reflected in respective documents.

16.5 Any change in the application should be done through change request form. After completing the change, a request closure form should be filled.

16.6 A log should be maintained for all the changes done in the application or database.

16.7 Proper coding standards should be followed in all the applications.

16.8 Periodic code review should be done for improvement in source code.

16.9 Code & query optimization should be done to the extent possible.

16.10 Proper testing should be done for the changes done in the application or database. Testing should be done on exhaustive test cases. These test cases should be reviewed by the team leader and a test report should be maintained.

16.11 Ensure proper backup of application and database as per the approved backup policy.

16.12 In case of any eventuality, it has to be ensured that the downtime is minimum and system is restored with minimum data loss.

16.13 It should also be ensured that all the security measures are undertaken to prevent vulnerabilities / threats /hacking of application or data theft.

16.14 The agency shall be responsible to maintain the confidentiality of application, data and any other information and make sure that information is not shared outside

16.15 The required confidentiality agreement shall be signed by the Administrative Service.

16.16 Source Code will be handed over to Administrative Service along with compiled version and executable.

16.17 Any software developed shall be the property of Administrative Service. Software, Documents, Information and other elements of the project shall have the copyrights of Administrative Service unless some copy right material is used with due permission of any third party.

16.18 Proper versioning of source code should be maintained.

16.19 It should be ensured that uploading of the modified application in the live servers is carried out with due care to avoid any wrong upload or accidental file replace.

16.20 The vendor shall comply the security and hosting requirements of the data center.

16.21 The onsite team shall also be responsible for giving demo & presentation of application as and when required.

16.22 Preventive maintenance shall be carried out on the database and functioning of the program to handle large volume of traffic.

16.23 Customer support should be provided for user problem and queries.

16.24 Monthly Backup: Database and applications.

16.25 Technical Documents: Reporting required from the Development Organization Weekly & monthly, reports with Project Status & open issues Weekly/fortnightly/monthly Performance Monitoring Reports for the Application Updated system design documents, requirements specifications etc. Updated user manuals, administration manuals, training manuals etc. Software change logs etc.

In addition to above; Bidder has to handover the Source Code, Patches & Releases (If any), Application Software, all content used in the Designing of the Website, along with Technical Documents, User Manual, Functional Manual, installation guide and any other if required for creation of development environment and hosting.

17 Following information will be managed by the web portal system

17.1 The system shall have capability to collect/update/edit all information for all user's login to the system.

17.2 Personal information like, name, gender, category, address, contact details. (CSC Form No. 212).

17.3 Official information like, designation, reassignment, etc. will also be carried

17.4 The system has automatic plantilla statistical computations and report generation.

17.5 The system will maintain attendance data of the employees across NCMF offices nationwide.

17.6 This system will enable process of payroll, all of its computations and report generation

17.7 All other data processing as enumerated in section 3.1.

18 User Management Module

18.1 The system will generate all types of necessary reports in pdf formats based on above information

18.2 The system shall have UI and role-based user configuration facility at each level of user characteristics

19 Project Management

19.1 Initiation and Planning

19.1.1 Software Development Lifecycle Method

19.1.2 Project scoping

19.1.3 Project Initialization

19.1.4 Project Accomplishment Reports

19.2 Execution

19.3 Monitoring and Controlling

19.4 Closure

20 Implementation and configuration of HRIS

20.1 Initiation

20.1.1 Prioritization and scheduling of requirement workshop

20.1.2   Conduct Test Strategy Workshop for all client core project team members

20.1.3   Establish communication, tracking and governance procedures

20.1.4   Installation of environments

20.2   Analysis

20.2.1   Project Planning Activities

20.2.2   Documentation of requirements in Business Requirements Document

20.2.3   Documentation of gaps in BRD and Fit Gap sheet

20.2.4   Provide functional support for requirement test writing

20.3   Design

20.3.1   Solution Design Walkthrough

20.3.2   Provide mock-ups

20.3.3   Create Functional Design Document for each approved gap

20.3.4   Create Technical Design Document for each approved functional design document

20.3.5   Initial Setup and configuration of Master/Staging environment

20.3.6   Create initial Solution Design Document

20.3.7   Data migration mapping

20.3.8   Provide functional support for Process Test Script

20.4   Development

20.4.1   Conduct Unit Testing for customizations and interfaces

20.4.2   Develop custom code

20.4.3   Develop custom reports

20.4.4   Provide functional support for Process Test Script execution

20.4.5   Provide functional support for System Integration Testing (SIT)/End-to End test scripting.

20.4.6   Provide functional support for System Integration Testing (SIT)/End-to End test execution.

20.4.7   Triaging test results

20.4.8   Create Initial Cut-Over Plan

20.5   Deployment

20.5.1   Provide functional support for User Acceptance Testing

20.5.2   Review Production Operations Guide

20.5.3   Conduct Go-No-Go Review Meeting to finalize decision to move into Production

20.5.4   Provide functional and technical support for Production Cut- Over / "Go Live"

20.6   Operation

20.6.1   Project Closure Report

20.6.2   Transition to Support

20.6.3   Provide functional Post Go- Live Support for each release for an agreed period after go-live

21   Change Management and Training

21.1   Change management process

21.1.1 Readiness assessments

21.1.2 Communication planning

21.1.3 Coaching and manager training for change management

21.1.4 Data collection, feedback analysis and corrective action

21.2 Training

21.2.1"Train the Trainer" approach must be conducted with the following coverage

21.3 Technical Training

21.3.1 Development Training

21.3.2 Integration Development

21.3.3 Report Writing

21.3.4 System Administration

21.3.5 Security Administration

21.4 Functional Training Sessions

21.4.1 End to End Test Training

21.4.2 Process Test Training

21.4.3 UAT Training

21.4.4 End User Training Assistance for HRIS

21.4.5 Technical Training

22 Bidder Responsibilities

22.1 Only in the event of a major scope change involving significant time and effort over and above routine maintenance and support / inclusion of required module, the selected bidder shall facilitate the assessment of impact to technical matters, timelines, cost and also justify the effort involved. Further, the bidder agrees to implement these changes after obtaining approval from the competent authority. Only in case of significant changes to the solution by Administrative Service itself, the request for such changes shall be accepted in accordance with Change Request.

22.2 Facilitate certified security audit (3rd party) and assessments, as and when required Web portal will be enabled with user authentication and session management for each and every page.

22.3 The system shall manage access right/privileges using access matrix configuration at all user level.

22.4 The access module will be able to configure user to role and role to screen (web page) mapping at different levels.

22.5 The system will have mechanism for username or password forgot facility through email/SMS notification.

22.6 The system will store password in encrypted format only.

22.7 This module will be able to integrate with all other modules and will have capability to scale up to large number of users and futuristic application module.

22.8 All information (data) related to this module will be Cloud Based Storage

22.9 Nominate a senior person in the capacity of a Project manager, who will serve as the single point of contact for the Administrative Service and shall attend all meetings related to the project. No extra cost will be paid for travelling expense.

22.10 Plan and execute the project through a suitably qualified technical team. As part of this requirement, submit a project plan and keep it updated at all times

1.1 Finalize the detailed requirements and suggest any improvements to the processes being followed by HRDD that would be necessary as a result of the proposed. Design, Develop, Test, Baseline and Release the Web-Portal consistent with applicable guidelines of the Republic of the Philippines.

1.2 Carry out necessary acceptance tests including certifications (as may be applicable) and report the test results including satisfactory conformance to requirements.

1.3 Provide Comprehensive Technical Documents and User Manuals.

1.4 Impart training to the end users and also develop Training materials.

1.5 Provide implementation and other support services, as proposed and mutually agreed upon, to ensure that the solution is rolled out to all the participating stakeholders and is smoothly operational as per the work (project) plan that is agreed upon.

1.6 Provide the said maintenance and support for a period of three (3) years after two-year warranty from goes live.

1.7 During the maintenance and support period, successful bidder shall provide IT operations and administration of the installed solution in conformity with NCMF's IT policies, fix defects, enhance the Web-Portal as per an agreed plan and also provide such other technical support in house and hand-holding initially for two years.

1.8 The selected bidder agrees to make good any defects and shortcomings in the Web-Portal that is part of the agreed requirements.

1.9 Submit periodic reports and support project reviews as may be agreed and necessary.

1.10 At the end of Maintenance and Support period of five years, assist in smooth transition of the operations to the Department or a designated agency(s).

2   Client Responsibilities

2.1 Nomination of a nodal officer for all communications & interaction required for this project.

2.2 Carry out project activities which fall under the Administrative Service's responsibility, within reasonable time limits, particularly in matters related to reviews, approvals, acceptance, etc. Delay on any activities by Administrative Service shall not be on the bidder.

2.3 Provide the required timely access to personnel, test data, clarifications, and decisions and to resolve any issues as may be necessary for the selected bidder to carry out their obligations under this contract (including the work plan).

2.4 Report technical issues to the selected bidder's personnel for resolution.

2.5 Provide all necessary data/content.

2.6 Formal requests for changes to Web-Portal and conform to the agreed process in approving and implementing these changes.

2.7 This team shall be mandatorily involved in every interaction between the System Partner

and Administrative Service and shall also be the responsible for any slippages on side of Administrative Service.

2.8   It may also be noted that any sign-offs on the documents/deliverables submitted by the System Partner shall be mandatorily given by the competent authority from Administrative Service; only after getting countersign from Administrative Service Project Management Team (PMT) constituted for this project

3   Instructions to Bidders

Bids must be direct, precise, concise, and complete. Administrative Service will evaluate bidder's proposal based on the response to the requirements of the project as outlined in this TOR.

Administrative Service shall short-list only those organizations/development agencies who fulfill the following criteria:

3.1   The applicant shall be a single entity, registered as a Company, Firm or Society under respective acts in the Philippines & should have been in existence in Philippines for the last two years.

3.2   The agency must be registered in the Philippines with appropriate tax and other administrative authorities.

3.3   Should have technically qualified and well-experienced strong in-house resource base on company role.

3.4   The applicant should furnish an undertaking to the effect that the firm has not been black listed in the Philippines.

4   Amendment/Corrigendum of bidding documents

At any time prior to the deadline for submission of bids, Administrative Service, for any reason, may modify the bidding documents and such clarifications/amendments/addendums/corrigendum etc. shall be communicated to the bidders for Software Development and its Implementation.

Administrative Service, at its discretion, may extend the deadline for the submission of bids

5   Correction of errors

5.1   Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted price will be entertained after the quotations are opened. (All corrections, if any, should be initiated by the person signing the bid form before submission, failing which the figures for such items may not be considered).

5.2   Arithmetic errors in bids will be corrected as follows: In case of discrepancy between the amounts mentioned in figures and in words, the amount in words shall govern. The amount stated in the bid form, adjusted in accordance with the above procedure, shall be considered as binding, unless it causes the overall bid price to rise, in which case the bid price shall govern

6   Measurements and Arithmetic Conventions

All the evaluations / calculations will be in the metric system and calculations done to 2 (two) decimal places, with the third digit of 5 (five) or above being rounded up and below 5 (five) being rounded down.

7   Rejection

The bids are liable to be rejected in the following cases or in case bidder fails to meet the bidding requirements as indicated in this TOR:

7.1   Proposal not submitted in accordance with this document.

7.2   During validity of the bid, or its extended period, if any, the bidder increases his quoted prices.

7.3   The bidder qualifies the bid with his own conditions.

7.4   Proposal is received in incomplete form.

7.5   Proposal is not accompanied by all requisite documents.

7.6   Information submitted in technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any. Financial bid is enclosed as part of technical bid.

7.7   Bidder tries to influence the bid evaluation process by unlawful means at any point of time during the bid process.

7.8   In case any one party submits multiple bids or if common interests are found in two or more bidders, the bidders are likely to be disqualified, unless additional bids/bidders are withdrawn upon notice immediately.

Bidders may specifically note that while evaluating the bids, if it comes to NCMF's knowledge expressly or implied, that some bidders may have compounded in any manner whatsoever or otherwise joined to form an alliance / cartel then the bidders so involved are liable to be disqualified for this contract as well as for a further period of two years from participation in any of the tenders floated by NCMF.

Blacklisted by the Republic of the Philippines or any other Government owned agency including quasi-Government sector organization or company, for corrupt, fraudulent practices or reasons related to non-performance in an engagement on the date of opening of bid.

8   Modification and Withdrawal of Proposals

No bid shall be withdrawn in the interval between the deadline for submission of bids and the expiration of the bid validity period specified by Administrative Service. Any modification or withdrawal of bid during this period shall result in the forfeiture.

9   Source Code and Intellectual Property Rights

The IPR of complete IT system (Portal, Application etc.) shall lie with NCMF Administrative Service.

10   *Deviations and Exclusions*

The bidder shall provide the deviations and exclusions, if any, from the defined scope of proposed project.

11 Expected Project Timeline

Deliverable	Accomplishment	Duration
Phase 1: Project Initialization and General Software Development	HRIS UI/UX Design and RDBMS Design	3 months from receipt of notice to proceed
Phase 2: Unit testing	Upon HRIS development completion, the Developer will conduct testing with the end-user	3 months from receipt of notice to proceed
Phase 3: User Training	Upon HRIS development completion, the Developer will conduct User Training of the end-user	3 months from receipt of notice to proceed
Phase 4: Retention	Maintenance of the HRIS	12 months from receipt of Certificate of Acceptance

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I.   **TECHNICAL COMPONENT ENVELOPE**

Class "A" Documents

Legal Documents

☐ (a)   Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or

☐ (b)   Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and

☐ (c)   Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and

☐ (d)   Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

☐ (e)   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; **and**

☐ (f)   Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**

☐ (g)   Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**

☐ (h)   Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

☐ (i)   Original duly signed Revised Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

(j)   **Valid PhilGEPS Registration Certificate (can be submitted on post qualification stage)**

Financial Documents

☐ (k)   The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

☐ (l)   The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

☐   (m)   If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
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.

II. FINANCIAL COMPONENT ENVELOPE
☐   (n)   Original of duly signed and accomplished Financial Bid Form; **and**

☐   (o)   Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

☐   (p)   *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

☐   (q)   Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

NCMF Additional Requirement

1. Letter of Intent to join the Bidding

VIII. BIDDING FORMS

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Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

_____

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S. **AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

   [If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

   [If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

   [If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

   [If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

   a. Carefully examining all of the Bidding Documents;
   b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
   c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
   d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Prac

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Statement of all Government & Private Contracts Completed
which are similar in nature

Business Name : _____

Business Address: _____

Name of Contract	A .Owner's Name b. Address c. Telephone Nos.	**Nature of Work**	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date of Award b. Contract Effectivity c. Date Completed
			Description	%		
Government						
Private						

Submitted by : _____
 (Printed Name & Signature)

Designation : _____

Date : _____

Instructions:

a) Cut-off date is December 2020.

b) Subject completed contract:
   (i) If there are more than ten (10) completed contracts in a year, state at least 10 completed contracts for said year. Contracts that are similar to the project being bidded in terms of nature and amount shall be prioritized in inclusion in the list.
   (ii) If there are 10 or less completed contracts in a year, state all completed contracts for said year (government and private contracts which may be similar or not similar to the project being bidded.
   (iii) If there are no completed contract in a year, state none or equivalent term. This shall not be a basis for disqualification.

c) Single Largest Contract to be submitted must be a part of the list.

List of all ongoing Government & private Contracts including Contracts awarded but not yet started

Business Name : _____

Business Address: _____

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works/Undelivered Portion
			Description	%		Planned	Actual	
Government								
Private								

Submitted by: _____
                        (Printed Name & Signature)

Designation : _____

Date   : _____

Instructions:

    i.   State all ongoing contracts including those awarded but not yet started within three (3) years (government and private contracts which may be similar or not similar to the project being bidded) prior to December 2020.

    ii.   If there is on-going contract awarded but not yet started as of the aforementioned period, state none or equivalent term.

    iii.   The total amount of the on-going and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.

BID FORM

Date: _____

The Chairperson
NCMF-Bids and Awards Committee
National Commission on Muslim Filipinos
Commonwealth Avenue, Quezon City

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin (*insert numbers*), the receipt of which is hereby duly acknowledged, we the undersigned, officer to (*supply/deliver/perform*) (*description of the Goods*) in conformity with the said Bidding Documents for the sum of (*total Bid amount in words and figures*) or such other sums as may be as may be ascertained in accordance with the Schedule of Prices attached herewith and made part if the Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity period specified in BDS provision for ITB clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contracts is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

Dated this _____ day of _____ 20_____.

_____   _____
(*Signature*)   (*in the capacity of*)
Financial Proposal Submission Sheet

Date: _____

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Contract Agreement Form

_____

THIS AGREEMENT made the _____ day of _____ 20 ___ between (name of PROCURING ENTITY) of the Philippines (hereafter called "the Entity') of the one part and (name of Supplier) city and country of Supplier (hereinafter called "the Supplier") of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz., (brief description of goods and services) and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of (contract price in words and figures) (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
   (a) The Bid Form and the price Schedule submitted by the Bidder;
   (b) The Schedule of Requirements;
   (c) The Technical Specifications;
   (d) The General Conditions of Contract;
   (e) The Special Conditions of Contract; and
   (f) The Entity's Notification of Award.
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Entity)

Signed, sealed, delivered by _____ the _____ (for the Supplier)