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SUPPLEMENTAL / BID BULLETIN No. 1

Project	:	Procurement of Payroll and Benefits Management Information System (Lot 1), Human Resources Information System (Lot 2) and Property and Inventory Management Information System (Lot 3)
Reference No. :		PB-GS-21-2017
ABC	:	Lot 1: PhP 20,000,000.00
		Lot 2: PhP 20,000,000.00
		Lot 3: Php 16,000,000.00
Date	:	07 December 2017

This supplemental/bid bulletin is issued to provide information to the prospective proponents/bidders on the following changes to the Bidding Documents:

I.   Technical Specifications (Section VII)

The Technical Specifications (Section VII) of the Bidding Documents is superseded by **ANNEX A** of this Supplemental/Bid Bulletin No. 1 after considering inputs from prospective bidders during the pre-bid conference on 06 December 2017.

The Bidding Documents is amended accordingly.

For the information and guidance of all concerned.

(sgd.)
MARIA TERESA C. LEPATAN
BAC Chairperson

Technical Specifications

Payroll and Benefits Management Information System (Lot 1)

I	**BACKGROUND**	
	The Department of Foreign Affairs intends to procure a **Payroll and Benefits Management Information System**, a Human Resource Information System, and a Property Inventory Management Information System to eliminate the disjoint, manual, and predominantly paper-based system of keeping employee records, computing for salaries, benefits and emoluments, including the use and distribution of office supplies and accountable Government Properties.	
II	**OBJECTIVE**	
	The acquisition of a custom-built, integration-capable, and scalable application solution, supported by the necessary hardware infrastructure to: 1. Keep an electronic database of employee information and related personnel records for its Human Resource Management Office; 2. Track the distribution of accountable properties and monitor resource and supply inventories of the Office of Asset Management and Support Services (Property Management Division) and; 3. Automate the computation of salaries, employee benefits, budget allocation, payments and other financial disbursements of its Office of Financial Management Services. The custom solutions shall not incur for the Department, any recurring fees (i.e. license fees) after its commissioning and acceptance.	
III	**SCOPE OF WORK**	**Statement of Compliance**
	A. The Contractor shall develop a customized payroll and benefits management information system (PBMIS) solution. The **PBMIS** project shall cover all items stipulated in this Terms of Reference, including software licenses, application development, purchase of servers and hardware peripherals, installation, configuration and other related project components.	

B. The PBMIS shall encompass the data entry, updates and editing, access management, accounting, computation, recording and production of the following:

Payrolls

Monthly payrolls:

1. Salary payrolls with Personnel Economic Relief Allowance (PERA) classified into:
   a. Regular
   b. Contractual
   c. Casual and Contractual
   d. Contract of Service
2. Home Adjustment Allowance (HAA)
3. Representation and Transportation Allowance (RATA)
4. Overtime
5. Night Shift Differential

Annual payrolls:

1. Clothing Allowance
2. Mid-Year Bonus
3. Productivity Based Bonus (PBB)
4. Loyalty Award and Outstanding Award
5. Year-End and Cash Gift Bonus
6. Performance Enhancement Incentive (PEI)
7. Monetization of Leave Credits
8. Other payrolls such as but not limited to:
   a) Salary differentials due to the following:
      - Promotion
      - Step Increments
   b) Overseas Allowance differentials
   c) Living Quarter's Allowance differentials
   d) Reimbursement of Registration Fees e.g. CSC Fun Run

Payroll for the following monthly salary deduction:

1. DFA Provident Fund Premiums and Loan Deductions
2. DFAMPCI Loan deduction register
3. Financial Accountability (Affidavit of Undertaking) deduction register
4. Other deductions

(For remittances formatted as required by the following respective Government Agencies)

5. GSIS (Premiums and Loans)
6. Pag-IBIG (Premiums and Loans)
7. PhilHealth

(Payroll for Government Share)

8. GSIS (Government Share and Employees Compensation)
9. Pag-IBIG
10. PhilHealth

11. DFA Provident Fund

Pay slips

Classified per:

a) Funding source
b) Office

- The system shall have the ability to generate pay slips with the email address of each personnel.
- One pay slip for the month per employee, containing all applicable payrolls, shall be generated by the system.

Certification

1. GSIS Premium and Loan Remittance Certificate
2. Pag-IBIG Premium and Loan Remittance Certificate
3. PhilHealth Premium Certification
4. Certificate of Compensation and Emoluments
5. Payroll inclusion or exclusion Certification
6. Certificate of Last Payment

Forms / Reports / Letters / Others

1. BIR Forms compliance
2. Reports of Salary and Allowances (ROSA)
3. Index of all compensation received by each employee
4. Authority to Debit
5. Text file
6. Computation Sheet
7. Masterfile of Personnel which includes but is not limited to the following:
   - Employee's ID Number
   - Employee's Bar Code
   - Full Name
   - Date of Entry
   - Date of Birth
   - Address
   - Marital Status
   - Insurance Status
   - Names of Dependent
   - Date of birth of Dependents
   - Dependents physical condition
   - Basic Salary with Steps
   - Salary Grade
   - Balance of Leave Credits
   - Attendance
   - Rank
   - Date of Promotion
   - Office
   - Designation/Office entitled to RATA
   - Post of Last Assignment

	- BSP Rate - With family/without family status - Date of Departure for Foreign Assignment - Date of Return/Arrival from Foreign Assignment - Date of Retirement/Resignation/Separation from service - Contact Number - Email Address - ATM Account Number - Tax Identification Number (TIN) - Tax Status of personnel - GSIS BP Number - Pag-IBIG Member's Identification Number (MID) - PhilHealth Identification Number (PIN) - Date of Remittance of Premiums and Loans to GSIS - Official Receipt of remittances from GSIS - Date of Remittance of Premiums and Loans to Pag-IBIG - Official Receipt of remittances from Pag-IBIG - Date of Remittance to PhilHealth - Official Receipt of remittances from PhilHealth *(The masterlist once finalized for the month cannot be edited nor modified)* 8. Ability to store archives for at least 10 years	
	The PBMIS solutions shall be further characterized and capable to perform various tasks as follows: (a) capable of multi-currency accounting, conversion, and computation for payroll and benefits processing (b) Supports email notification of employees for salary, bonus, and other significant finance-related events, with possible PDF attachment of payslip (c) Supports creation of various certifications, reports, and letter templates (d) Supports end-of-year conversion for gross income, tax withheld and tax dues (e) Can handle consolidated release of various pay types in one payroll run (f) Capable to provide one pay slip for consolidated payments of various pay types through online printing of employee pay slip for current or previous months. (g) Provides an option to download the statement of accounts for various types of deductions.	

	(h) Performs advance computation of various payroll types and scenarios for purposes of budget allocation.	
	(i) System shall produce analytical reports and user defined reports	
	(j) Statutory submission files must be generated from the system	
	(k) System shall produce bank transfer files.	
IV	**TECHNICAL SPECIFICATIONS**	
	The Contractor shall provide a customized information system solution developed to address payroll management, benefits, deductions and other financial concerns while following agency policies and existing government rules and regulations.

The PBMIS shall adhere to the following **requirements**:

HOSTING AND DEPLOYMENT -- The PBMIS shall be deployed on premise and accessible by any internet-enabled device of authorized users through a web browser.

SECURITY - The solution shall implement the necessary enterprise-class security measures to ensure that only authorized users from the DFA have access to the system.

REDUNDANCY -- The PBMIS solution must be run on a redundant infrastructure to guarantee high availability of the service to end users. The redundant configuration must separate repositories for data and application, with synchronized back-up to ensure continuous uptime of the service and guard against hardware failures and/or data corruption.

ACCESS AND ENCRYPTION – Access to the PBMIS through a suitable web browser shall be through a secure protocol using an appropriate digitally signed and valid security certificate to enable encryption of traffic from the browser to the server. The PBMIS shall be accessible using leading web browsers for Windows, Macs and Linux machines.

DATA BACK-UP -- The PBMIS system's complete data, including all financial records, transactions, deductions, bonuses, salary adjustments, etc. shall be included in automatic back-ups and database data replication schedule to protect and save records while the system continues to be in use.

MODULAR ARCHITECTURE – The system's features and capabilities can be expanded through activation/deactivation of various modules that compartmentalize functions into categories for ease of use and system development.

EXPORT and IMPORT of DATA – The system shall support exporting of all database fields and records to a non-proprietary, license-free, universal format to allow data to be exchanged between varying database systems and architectures. The system shall also support importing of records from an external source, in order to assimilate bulk data when populating certain tables and databases of the PBMIS solution. | |

	INTEROPERABILITY – The PBMIS solution must be able to exchange information and other transactional operations with other information systems of the DFA in the future, including but not limited to a Human Resource Information System. The technologies used for the PBMIS solution must allow for integration guaranteeing interoperability between two or more distinct information systems through an appropriate Application Programming Interface (API) or Software Development Kit (SDK). **AUDIT TRAIL** – The PBMIS solution shall have a record of all transactions, insertions and modifications related to property and inventory files and corresponding databases as an audit trail for transparency and accountability.	
V.	**CONTRACTOR'S OBLIGATIONS**	

	The Contractor shall:
	
	(1) Provide a custom-built, integration-capable, and scalable application solution, supported by the necessary hardware infrastructure. The custom solution shall not incur for the Department any recurring fees (i.e. license fees) after its commissioning and acceptance.
	
	(2) Conduct a complete and thorough review of the existing processes in the end-user offices of the DFA to get an accurate picture of the current tasks and procedures, work schedules, routine processes and exceptional cases and how each are handled and resolved.
	
	(3) Provide a project implementation strategy and schedule, showing key periods, milestones, targets, and expected outputs for every phase of the system development which shall include the following:
	
	    a. Client Consultation/Scoping/Process Review
	    b. Proto-typing / Applications Development
	    c. Testing and Debugging
	    d. End-User Training / Knowledge Transfer
	    e. User Acceptance Test
	
	(4) Liaise and coordinate with the End User Project Team throughout the project development period.
	
	(5) Develop a working, fully operational, customized information systems solution for the DFA Office of Financial Management Services, fulfilling the features and requirements set by the DFA within the agreed time frame.
	
	(6) Complete all necessary purchase, installation and configuration of required hardware, appropriately-sized servers, including relevant peripheral equipment, with complete licenses for the entire system	

as necessary, in order for the information solution to be fully functional.

(7) Provision **of** appropriate hardware and technical equipment to provide **data and application *redundancy***, separating data and application servers in the solution deployment.

(8) Submit complete documentation of major functions, modules and subroutines, including programming code/commands, detailing variable names, data types, passed data, and results.

Subroutines and functions shall be adequately described and explained.

(9) Document and turn-over all administrator /root passwords and other account credentials for complete and unencumbered access to the system, its services, and related databases;

(10)   Provide complete reference material to properly use the system, including training manuals, brochures, quick guides, etc. for the use of end-users and administrators.

(11) Provide complete documentation of the database schema used by the information system, showing the various tables, indices and database relationships and related primary/foreign keys, data types used by the system.

(12) Complete end-user and in-depth system administrators' training workshop, for at least ten (10) DFA personnel. All costs attendant to the knowledge transfer and training shall be borne by the solutions provider.

(13) Provide the necessary Application Programming Interface (API) to enable the system to interface with other ICT solutions using PHP, Visual Basic, C++, and other common, high-level programming language.

(14) Support the system post-deployment within the period specified in this Terms of Reference

(15) The Contractor shall include the first two (2) years of Annual Maintenance and Customization of the software that is required to address the technical specifications of DFA's PBMIS project.

(16) The Contractor shall provide one (1) year hardware support and preventive maintenance, which also includes repair and replacement of defective equipment. Support should be available within 24 hours upon issuance of report.

VI.	**CONTRACTOR'S QUALIFICATIONS**	
	The Contractor shall conform to the following qualification and provide sufficient proof on the following: (1) The company must be duly-registered with the Securities and Exchange Commission (SEC) for at least five (5) years. (2) The company must have a local office in the Philippines, and must employ at least **seventy** (**70**) individuals. (3) The company must be in the ICT business specializing in applications development, business solutions integration, and information systems development, employing at least **twenty (20)** programmers/developers, one (1) industry-certified database administrator (DBA), and one (1) industry-certified network administrator. (4) The Contractor shall have implemented within the past five (5) years a similar program/solution used by a government agency with at least 2,000 employees here in the Philippines, which should be verifiable by the DFA. At least one certificate attesting to the satisfactory development of the contractor of such a similar payroll management information system shall be issued by the government agency client as part of the contractor's deliverables to the DFA.	
VII.	**OWNERSHIP AND CONFIDENTIALITY OF DATA**	
	All information related to the development of the information system, including sample/test data that may be shared by the Department of Foreign Affairs in the course of evaluating the various modules, functions and features of the customized solution, shall remain confidential and shall not be copied, divulged, transmitted, or shared in any way to third parties. All records of Department finances, employee salaries, benefits, deductions, and all other finance-related information entered unto and recorded by the system shall be owned by the Department of Foreign Affairs. All required software/technology licenses purchased for the system solution shall be named under the Department of Foreign Affairs. The Contractor shall ensure that such information shall be treated with confidentiality through a non-disclosure agreement.	
VIII.	**INTELLECTUAL PROPERTY RIGHTS**	
	The customized solution shall be the property of the Department of Foreign Affairs. It shall include the source/programming code for implementing the outlined business logic for the various information systems, and the hardware it is installed to run from.	

IX.	**WARRANTY**	
	1. The solutions provider shall warrant the customized **PBMIS** free from any hardware defect, configuration / software errors from the date of turn-over to the DFA. Within 12 months from the date of acceptance by the DFA, the contractor shall, whenever appropriately informed of possible bugs, issues and technical concerns affecting the **PBMIS**, promptly act to fix the problem at no expense to the Department.	
	2. The Contractor shall replace goods found to have factory defects within five (5) working days.	
	3. The goods shall have a minimum two (2) years warranty on parts and labor.	
	4. The Contractor shall repair goods that are under warranty within five (5) working days. In case repair will take longer than five (5) working days, the Contractor shall provide a temporary replacement unit of equal capabilities and features as the item to be repaired.	
X.	**PROJECT DURATION**	
	The operational **Payroll and Benefits Management Information System** solution, complete with all servers, peripherals, required modules, features and functions, shall be turned-over and accepted by the DFA within **sixty (60) days** from the date of the issuance of the Notice to Proceed.	
XI.	**PAYMENT**	
	1. The Contractor shall be paid 15% of the project cost as mobilization fee. 2. The remaining 85% of the project cost shall be paid within thirty (30) days from submission of all required deliverables, equipment, trainings, and after all user acceptance tests have been passed, officially marking the system's commissioning. 3. The Contractor shall submit the sales invoice and complete supporting documents with the delivery of the commissioned HRIS solution. The list of documentary requirements needed for payment will be provided by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD) upon signing of the contract. 4. Payments shall be made within twenty (20) days through List of Due and Demandable Accounts Payable (LDDAP). 5. All payments shall be inclusive of Value Added Tax (VAT) and other lawful charges.	

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule to Requirements. The **STATEMENT OF COMPLIANCE** must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture.

Conformé:

[Signature/s]

[Name of Bidder's Authorized Representative/s]

[Position]

[Date]

Technical Specifications

Human Resource Information System (Lot 2)

I	BACKGROUND	
	The Department of Foreign Affairs intends to procure a **Human Resource Information System (HRIS)**, a Payroll Management and Benefits Information System and a Property Inventory Management Information System to eliminate the disjoint, manual, and predominantly paper-based system of keeping employee records, computing for salaries, benefits and emoluments, including the use and distribution of office supplies and accountable Government Properties.	
II	OBJECTIVE	
	The Department intends to acquire a custom-built, integration-capable, and scalable application solution, supported by the necessary hardware infrastructure to:	
	(1) Keep an electronic database of employee information and related personnel records for its Human Resource Management Office;	
	(2) Track the distribution of accountable properties and monitor resource and supply inventories of the Office of Asset Management and Support Services (Property Management Division) and;	
	(3) Automate the computation of salaries, employee benefits, budget allocation, payments and other financial disbursements of its Office of Financial Management Services.	
	The custom solutions shall not incur for the Department, any recurring fees (i.e. license fees) after its commissioning and acceptance.	

III	SCOPE OF WORK	Statement of Compliance
	1. The Contractor shall develop a customized human resources information system (HRIS) solution. The **HRIS** project shall cover all items stipulated in this Terms of Reference, including software licenses, application development, purchase of servers and hardware peripherals, installation, configuration and other related project components.	
	2. The HRIS program/solution shall include but not be limited to the following:	
	a) Management of job vacancies and aspiring candidates for casual, contractual and contract of service employment, Foreign Service Staff Employees and Foreign Service Staff Officers, Honorary Consular Officers, Presidential Appointees, and career Foreign Service Officers;	

	b)	Management of *plantilla* positions: personnel augmentation, rotation and assignments in the Home Office, Regional Consular Offices, Satellite Offices and Foreign Service Posts;	
	c)	Management of casual, contractual and contract of service positions: personnel augmentation and assignments in the Home Office, Regional Consular Offices and Satellite Offices, and rotation as it applies to casual and contractual personnel only;	
	d)	Time and attendance monitoring and tracking, noting differences in work schedule and/or shifts;	
	e)	Employee performance monitoring pursuant to the CSC-prescribed Strategic Performance Management System;	
	f)	Management of various types of work leave and accumulated leave credits;	
	g)	Records management of qualifications, skills, trainings, achievements, performance and promotions;	
	h)	Management of employee information, record of dependents, compensation, and benefits (i.e. insurance, healthcare coverage and other deductibles and/or contributions);	
	i)	Management of active and inactive personnel (death, resignation, retirement), disciplinary actions, suspensions and/or termination;	
	j)	Production of various reports, statistics and information analysis	
	k)	Clearance certifications, employment history, service record, SALN reports, etc.	
IV	**TECHNICAL SPECIFICATIONS**		
	1.) The Contractor shall provide a customized information system solution developed to address HR concerns while following agency policies and existing government rules and regulations. 2.) The HRIS shall adhere to the following criteria: **HOSTING AND DEPLOYMENT** -- The HRIS shall be deployed on premise and accessible by any internet-enabled device of authorized users through a web browser.		

SECURITY - The solution shall implement the necessary enterprise-class security measures to ensure that only authorized users from the DFA have access to the system.

REDUNDANCY -- The HRIS solution shall run on a redundant infrastructure to guarantee high availability of the service to end users. The redundant configuration shall separate repositories for data and application, with synchronized back-up to ensure continuous uptime of the service and guard against hardware failures and/or data corruption.

ACCESS AND ENCRYPTION – Access to the HRIS through a suitable web browser shall be through a secure protocol using an appropriate digitally signed and valid security certificate to enable encryption of traffic from the browser to the server. The HRIS shall be accessible using leading web browsers for Windows, Macs and Linux machines.

DATA BACK-UP -- The HRIS system's complete data, including all employee records and related files and database transactions shall be included in automatic back-ups and database data replication schedule to protect and save records while the system continues to be in use.

MODULAR ARCHITECTURE – The system's features and capabilities can be expanded through activation/deactivation of various modules that compartmentalize functions into categories for ease of use and system development.

EXPORT and IMPORT of DATA – The system shall support exporting of all database fields and records to a non-proprietary, license-free, universal format to allow data to be exchanged between varying database systems and architectures. The system shall also support importing of records from an external source, in order to assimilate bulk data when populating certain tables and databases of the HRIS solution.

INTEROPERABILITY – The HRIS solution must be able to exchange information and other transactional operations with other information systems of the DFA in the future, including but not limited to a payroll/compensation information system.

The technologies used for the HRIS solution must allow for integration guaranteeing interoperability between two or more distinct information systems through an appropriate Application Programming Interface (API) or Software Development Kit (SDK).

AUDIT TRAIL – The HRIS solution shall have a record of all transactions, insertions and modifications related to personnel files and corresponding databases as an audit trail for transparency and accountability.

V.	**CONTRACTOR'S OBLIGATIONS**	
	The Contractor shall:	

(1) Provide a custom-built, integration-capable, and scalable application solution, supported by the necessary hardware infrastructure. The custom solution shall not incur for the Department any recurring fees (i.e. license fees) after its commissioning and acceptance.

(2) Conduct a complete and thorough review of the existing processes in the end-user offices of the DFA to get an accurate picture of the current tasks and procedures, work schedules, routine processes and exceptional cases and how each are handled and resolved.

(3) Provide a project implementation strategy and schedule, showing key periods, milestones, targets, and expected outputs for every phase of the system development which shall include the following:

   f. Client Consultation/Scoping/Process Review
   g. Proto-typing / Applications Development
   h. Testing and Debugging
   i. End-User Training / Knowledge Transfer
   j. User Acceptance Test

(4) Liaise and coordinate with the End User Project Team throughout the project development period.

(5) Develop a working, fully operational, customized information systems solution for the DFA Human Resources Management Office, fulfilling the features and requirements set by the DFA within the agreed time frame.

(6) Complete all necessary purchase, installation and configuration of required hardware, appropriately-sized servers, including relevant peripheral equipment, with complete licenses for the entire system as necessary, in order for the information solution to be fully functional.

(7) Provide appropriate hardware and technical equipment for data and application *redundancy*, separating data and application servers in the solution deployment.

(8) Submit complete documentation of major functions, modules and subroutines, including programming code/commands, detailing variable names, data types, passed data, and results.

   Subroutines and functions shall be adequately described and explained by the contractor.

	(9) Document and turn-over all administrator /root passwords and other account credentials for complete and unencumbered access to the system, its services, and related databases. (10) Provide complete reference materials to properly use the system, including training manuals, brochures, quick guides, etc. for the use of end-users and administrators. (11) Provide complete documentation of the database schema used by the information system, showing the various tables, indices and database relationships and related primary/foreign keys, data types used by the system. (12) Complete end-user and in-depth system administrators' training workshop, for at least ten (10) DFA personnel. All costs attendant to the knowledge transfer and training shall be borne by the solutions provider. (13) Provide the necessary Application Programming Interface (API) to enable the system to interface with other ICT solutions using PHP, Visual Basic, C++, and other common, high-level programming language. (14) Support the system post-deployment within the period specified in this Terms of Reference.	
VI.	**CONTRACTOR'S QUALIFICATIONS**	
	The winning Contractor shall conform to the following qualifications and provide sufficient proof as follows: (1) The company shall be duly-registered with the Securities and Exchange Commission (SEC) for at least ten (10) years. (2) The company shall have a local office in the Philippines, and must employ at least **seventy (70)** individuals. (3) The company shall be in the ICT business specializing in applications development, business solutions integration, and information systems development, employing at least **twenty (20)** programmers/developers, one (1) industry-certified database administrator (DBA), and one (1) industry-certified network administrator. (4) The solutions provider shall have implemented an HRIS used by a government agency in the Philippines with at least 2,000 employees, which should be verifiable by the DFA. At least one certificate attesting to the satisfactory development of the contractor of a similar HRIS shall be issued	

		by the government agency client as part of the contractor's deliverables to the DFA.	
		(5) The solutions provider should have at least ten (10) years of experience in delivering HRIS solutions.	
VII.	**OWNERSHIP AND CONFIDENTIALITY OF DATA**		
		1. All information related to the development of the information system, including sample/test data that may be shared by the Department of Foreign Affairs in the course of evaluating the various modules, functions and features of the customized solution, shall remain confidential and shall not be copied, divulged, transmitted, or shared in any way to third parties.	
		2. All records of Department personnel, his/her dependents, work assignments, performance appraisals, and other HR-related information entered unto and recorded by the system shall be owned by the Department of Foreign Affairs.	
		3. All required software/technology licenses purchased for the system solution shall be named under the Department of Foreign Affairs.	
		4. The Contractor shall ensure that such information shall be treated with confidentiality through a non-disclosure agreement	
VIII.	**INTELLECTUAL PROPERTY RIGHTS**		
	The customized solution shall be the property of the Department of Foreign Affairs. It shall include the source/programming code for implementing the outlined business logic for the various information systems, and the hardware it is installed to run from.		
IX.	**WARRANTY**		
	1. The solutions provider shall warrant the customized HRIS free from any hardware defect, configuration / software errors from the date of turn-over to the DFA. Within 12 months from the date of acceptance by the DFA, the contractor shall, whenever appropriately informed of possible bugs, issues and technical concerns affecting the HRIS, promptly act to fix the problem at no expense to the Department.		
	2. The Contractor shall replace goods found to have factory defects within five (5) working days.		
	3. The goods shall have a minimum two (2) years warranty on parts and labor.		
	4. The Contractor shall repair goods that are under warranty within five (5) working days.		

	In case repair will take longer than five (5) working days, the Contractor shall provide a temporary replacement unit of equal capabilities and features as the item to be repaired.		
X.	**PROJECT DURATION**		
	The operational **Human Resource Information System** solution, complete with all servers, peripherals, required modules, features and functions, shall be delivered and turned-over to the DFA within **sixty (60) days** from the date of the issuance of the Notice to Proceed.		
XI.	**PAYMENT**		
	1. The Contractor shall be paid 15% of the project cost as mobilization fee. 2. The remaining 85% of the project cost shall be paid within thirty (30) days from submission of all required deliverables, equipment, trainings, and after all user acceptance tests have been passed, officially marking the system's commissioning. 3. The Contractor shall submit the sales invoice and complete supporting documents with the delivery of the commissioned HRIS solution. The list of documentary requirements needed for payment will be provided by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD) upon signing of the contract. 4. Payments shall be made within twenty (20) days through List of Due and Demandable Accounts Payable (LDDAP). 5. All payments shall be inclusive of Value Added Tax (VAT) and other lawful charges.		

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule to Requirements. The **STATEMENT OF COMPLIANCE** must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture.

Conformé:

[Signature/s]

[Name of Bidder's Authorized Representative/s]

[Position]

[Date]

Technical Specifications

Property Inventory Management Information System (Lot 3)

I	BACKGROUND	
	The Department of Foreign Affairs intends to procure a **Property Inventory Management Information System**, a unified and systematic solution for the procurement, inventory, issuance, tracking and disposal of current and future properties and assets of the Home Office and Foreign Service Posts.	
II	OBJECTIVE	
	The Department intends to acquire a custom-built, integration-capable, and scalable application solution, supported by the necessary hardware infrastructure to: (1) Systematize the procurement of properties and other assets of the Department including Foreign Service Posts; (2) Provide a common platform for the inventory, tagging, issuance tracking, valuation and disposal of the same; and (3) Provide the hardware for the printing of property stickers and the monitoring of properties and assets using scanners and/or similar implements. The custom solutions shall not incur for the Department, any recurring fees (i.e. license fees) after its commissioning and acceptance.	
III	SCOPE OF WORK	Statement of Compliance
	1. The Contractor shall develop a customized **Property Inventory Management Information System** (PIMIS) solution. The **PIMIS** project shall cover all items stipulated in this Terms of Reference, including software licenses, application development, purchase of servers and hardware peripherals, such as barcode label printers and barcode scanner / reader, installation, configuration and other related project components. 2. The PIMIS program/solution shall include but not be limited to the following: a. Use of the DFA APP-CSE, PPMP/**Supplemental** PPMPs and APP as bases for the coordinated and regular procurement of supplies, other properties and assets of the Department and the Foreign Service Posts; b. Provision of a platform for the inventory of current and future supplies, properties and other assets;	

	c. Maintenance of a searchable database for all issued properties and other assets, which is compliant with government regulations and its prescribed forms;	
	d. Valuation, in predictable manner, of all procured, inventoried and issued properties and other assets, compliant with government regulations and its prescribed forms;	
	e. Disposal and deletion from the database of properties and other assets, and retirement of respective property numbers;	
	f. Inclusion of a module for the recording and integration of all donated properties and other assets with other properties and assets;	
	g. Integration of its relevant module/s with counterpart components of the Human Resource Information System to provide a mechanism for property clearance due to assignment, long-term leave, retirement, and/or other forms of permanent separation from service; and	
	h. **Inclusion of a module for barcode tag generation for property tracking and ten thousand (10,000) stickers with non-acid adhesive.**	
IV	**TECHNICAL SPECIFICATIONS**	
	1.) The Contractor shall provide a customized information system solution developed to address need for systematic, integrated and end to end property management while following agency policies and existing government rules and regulations.	

The PIMIS shall adhere to the following criteria:

HOSTING AND DEPLOYMENT - The PIMIS shall be deployed on premise and accessible by any internet-enabled device of authorized users through a web browser.

SECURITY - The solution shall implement the necessary enterprise-class security measures to ensure that only authorized users from the DFA have access to the system.

REDUNDANCY - The PIMIS solution must be run on a redundant infrastructure to guarantee high availability of the service to end users. The redundant configuration should separate repositories for data and application, with synchronized back-up to ensure continuous uptime of the service and guard against hardware failures and/or data corruption.

ACCESS AND ENCRYPTION - Access to the PIMIS through a suitable web browser shall be through a secure protocol using an appropriate digitally signed and valid security certificate to enable encryption of traffic from the browser to the server. The

PIMIS shall be accessible using leading web browsers for Windows, Macs and Linux machines.

DATA BACK-UP - The PIMIS system's complete data, including all property records, inventory, supplies and related files and database transactions shall be included in automatic back-ups and database data replication schedule to protect and save records while the system continues to be in use.

MODULAR ARCHITECTURE - The system's features and capabilities can be expanded through activation/deactivation of various modules that compartmentalize functions into categories for ease of use and system development.

EXPORT and IMPORT of DATA - The system shall support exporting of all database fields and records to a non-proprietary, license-free, universal format to allow data to be exchanged between varying database systems and architectures. The system shall also support importing of records from an external source, in order to assimilate bulk data when populating certain tables and databases of the PIMIS solution.

INTEROPERABILITY – The PIMIS solution must be able to exchange information and other transactional operations with other information systems of the DFA in the future, including but not limited to a Human Resource Information System, and a Payroll/payments information system.

The technologies used for the PIMIS solution must allow for integration guaranteeing interoperability between two or more distinct information systems through an appropriate Application Programming Interface (API) or Software Development Kit (SDK).

AUDIT TRAIL – The PIMIS solution shall have a record of all transactions, insertions and modifications related to property management and inventory files and corresponding databases as an audit trail for transparency and accountability.

1.) Minimum **5 units barcode label printer** capable of:
- Maximum Print Width: 3.9" (98.6mm) max
- Print Speed: 4.3" (110 mm) / sec. or 69 standard address labels / min.
- Print Resolution: 300 dpi / 1296 dots
- Capable of printing:

  o CODE39, CODE128, EAN8, EAN13, EAN128, UPC-A, UPC-E, I-2/5(ITF), CODABAR, QR code, MicroQR code, PDF417, Data Matrix
  o ***Must include at least 10 ink/cartridge per printer***

2.) Minimum of **90 barcode scanner**/readers for mobile and fixed-location inventory reading of bar coded tags capable of recognizing:

	o CODE39, CODE128, EAN8, EAN13, EAN128, UPC-A, UPC-E, I-2/5(ITF), CODABAR, ISBN-2, ISBN-5, Laser Barcode, POSTNET, QR code, MicroQR code, PDF417, Data Matrix	
	3.) Minimum of **five (5) handheld/mobile barcode scanner**/readers for mobile and fixed-location inventory reading of bar coded tags capable of recognizing: o CODE39, CODE128, EAN8, EAN13, EAN128, UPC-A, UPC-E, I-2/5(ITF), CODABAR, ISBN-2, ISBN-5, Laser Barcode, POSTNET, QR code, MicroQR code, PDF417, Data Matrix	
V.	**CONTRACTOR'S OBLIGATIONS**	

	For the Property Inventory Management Information System, the Contractor shall:
	
	(1) Provide a custom-built, integration-capable, and scalable application solution, supported by the necessary hardware infrastructure. The custom solution shall not incur for the Department any recurring fees (i.e. license fees) after its commissioning and acceptance.
	
	(2) Conduct a complete and thorough review of the existing processes in the end-user offices of the DFA to get an accurate picture of the current tasks and procedures, work schedules, routine processes and exceptional cases and how each are handled and resolved.
	
	(3) Provide a project implementation strategy and schedule, showing key periods, milestones, targets, and expected outputs for every phase of the system development which shall include the following:
	
	    a. Client Consultation/Scoping/Process Review
	    b. Proto-typing / Applications Development
	    c. Testing and Debugging
	    d. End-User Training / Knowledge Transfer
	    e. User Acceptance Test.
	
	(4) Liaise and coordinate with the End User Project Team throughout the project development period.
	
	(5) Develop a working, fully operational, customized information systems solution for the DFA OAMSS-PMD, fulfilling the features and requirements set by the DFA within the agreed time frame.
	
	(6) Complete all necessary purchase, installation and configuration of required hardware, appropriately-sized servers, including relevant peripheral equipment, with complete licenses for the entire system as necessary, in order for the information solution to be fully functional.	

		(7) Provide appropriate hardware and technical equipment for data and application *redundancy*, separating data and application servers in the solution deployment.	
		(8) Submit complete documentation of major functions, modules and sub-routines, including programming code/commands, detailing variable names, data types, passed data, and results. Sub-routines and functions shall be adequately described and explained.	
		(9) Document and turn-over all administrator/root passwords and other account credentials for complete and unencumbered access to the system, its services, and related databases.	
		(10) Provide complete reference material to properly use the system, including training manuals, brochures, quick guides, etc. for the use of end-users and administrators.	
		(11) Provide complete documentation of the database schema used by the information system, showing the various tables, indices and database relationships and related primary/foreign keys, data types used by the system.	
		(12) Complete end-user and in-depth system administrators' training workshop, for at least ten (10) DFA personnel. All costs attendant to the knowledge transfer and training shall be borne by the solutions provider.	
		(13) Provide the necessary Application Programming Interface (API) to enable the system to interface with other ICT solutions using PHP, Visual Basic, C++, and other common, high-level programming language.	
		(14) Support the system post-deployment within the period specified in this Terms of Reference	
VI.	**CONTRACTOR'S QUALIFICATIONS**		
	The Contractor shall conform to the following qualifications and provide sufficient proof to the Department's satisfaction as follows: (1) The company must be duly-registered with the Securities and Exchange Commission (SEC) for at least five (5) years. (2) The company must have a local office in the Philippines, and must employ at least **seventy (70)** individuals.		

	(3) The company must be in the ICT business specializing in applications development, business solutions integration, and information systems development, employing at least fifteen (15) programmers/ developers, one (1) industry-certified database administrator (DBA), and one (1) industry-certified network administrator.	
	(4) The Contractor shall have implemented within the past five (5) years a similar program/solution used by a government agency and/or private entity with at least 2,000 employees in the Philippines, which should be verifiable by the DFA.	
	At least one certificate attesting to the satisfactory development of the contractor of such a similar property inventory system shall be issued by the government agency/private entity client as part of the contractor's deliverables to the DFA.	
VII.	**OWNERSHIP AND CONFIDENTIALITY OF DATA**	
	All information related to the development of the information system, including sample/test data that may be shared by the Department of Foreign Affairs in the course of evaluating the various modules, functions and features of the customized solution, shall remain confidential and shall not be copied, divulged, transmitted, or shared in any way to third parties.	
	All records of Department resources, supplies, accountable forms, assignable properties, and inventories, and all other property management-related information entered unto and recorded by the system shall be owned by the Department of Foreign Affairs.	
	All required software/technology licenses purchased for the system solution shall be named under the Department of Foreign Affairs.	
	The Contractor shall ensure that such information shall be treated with confidentiality through a Non-Disclosure Agreement.	
VIII.	**INTELLECTUAL PROPERTY RIGHTS**	
	The customized solution shall be the property of the Department of Foreign Affairs. It shall include the source/programming code for implementing the outlined business logic for the various information systems, and the hardware it is installed to run from.	

IX.	**WARRANTY**	
	1) The solutions provider shall warrant the customized PIMIS free from any hardware defect, configuration / software errors from the date of turn-over to the DFA. Within 12 months from the date of acceptance by the DFA, the contractor shall, whenever appropriately informed of possible bugs, issues and technical concerns affecting the PIMIS, promptly act to fix the problem at no expense to the Department.	
	2) The Contractor shall replace goods found to have factory defects within five (5) working days.	
	3) The goods must have a minimum two (2) years warranty on parts and labor.	
	4) The Contractor must repair goods that are under warranty within five (5) working days. In case repair will take longer than five (5) working days, the Contractor shall provide a temporary replacement unit of equal capabilities and features as the item to be repaired.	
X.	**PROJECT DURATION**	
	The working **Property Inventory Management Information System** solution, complete with all servers, peripherals, required modules, features and functions, shall be turned-over and accepted by the DFA within **sixty (60) days** from the date of the issuance of the Notice to Proceed.	
XI.	**PAYMENT**	
	1. The Contractor shall be paid 15% of the project cost as mobilization fee. 2. The remaining 85% of the project cost shall be paid within thirty (30) days from submission of all required deliverables, equipment, trainings, and after all user acceptance tests have been passed, officially marking the system's commissioning. 3. The Contractor shall submit the sales invoice and complete supporting documents with the delivery of the commissioned HRIS solution. The list of documentary requirements needed for payment will be provided by the Office of Financial Management Services-Financial	

	Resource Management Division (OFMS-FRMD) upon signing of the contract.	
	4. Payments shall be made within twenty (20) days through List of Due and Demandable Accounts Payable (LDDAP).	
	5. All payments shall be inclusive of Value Added Tax (VAT) and other lawful charges.	

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule to Requirements. The **STATEMENT OF COMPLIANCE** must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture.

Conformé:

[Signature/s]

[Name of Bidder's Authorized Representative/s]

[Position]

[Date]