

**PHILIPPINE ECONOMIC ZONE AUTHORITY**

**Procurement of PEZA Human  
Resource Management Information  
System (PEZA HRMIS)  
(PEZA-HO-2023-11)**

**Government of the Republic of the Philippines**

**(2023)**

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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 as *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 external technical and professional expertise that are beyond the capability 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 Consultant 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 duty 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 a 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 period 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 Projects** – 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 buildings, 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.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**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 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

# *Section I. Invitation to Bid*

## **PROCUREMENT OF PEZA HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (PEZA HRMIS)**

1. The **Philippine Economic Zone Authority** through the **Corporate Budget for the Year 2023** intends to apply the sum of **One Million Nine Hundred Thousand Pesos (₱1, 900,000.00)** being the ABC to payments under the contract for the **Procurement of PEZA Human Resource Management Information System (PEZA HRMIS) (PEZA-HO-2023-11)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Philippine Economic Zone Authority now invites bids for the above Procurement Project. Delivery of the Goods is *required within the specified period stated in Section VI. Schedule of Requirements*. 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 (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a nondiscretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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 Philippine Economic Zone Authority and inspect the Bidding Documents at the address given below during office hours from Mondays to Fridays, 9:00AM to 4:00PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **25 September 2023** from the given address and website(s) below [www.peza.gov.ph](http://www.peza.gov.ph) and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (₱5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees.
6. The Philippine Economic Zone Authority will hold a Pre-Bid Conference on **05 October 2023 10:00 AM** at **8th Floor, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City** and/or **through video conferencing or webcasting via Microsoft Teams**, which shall be open to prospective bidders.
7. Interested bidders shall inform the PEZA-BAC, through its Secretariat, by sending an email at **[bacsec@peza.gov.ph](mailto:bacsec@peza.gov.ph)**, of their intention to participate in the Pre-Bid Conference at least one (1) day prior to the date of the conference.

8. **Hard copies and soft copies of bids (1 original and 1 copy)** must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **16 October 2023, 9:00 AM**. 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. Bid opening shall be on **16 October 2023, 10:00 AM** at the **8th Floor, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City** and through video conferencing or webcasting via Microsoft Teams to observe social distancing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

<b>Activity</b>	<b>Schedule</b>
Posting of Invitation to Bid	23 September 2023
Issuance and Availability of Bid Documents	23 September 2023 - 16 October 2023, 9:00 AM
Pre-Bid Conference	05 October 2023, 10:00 AM
Deadline for Submission of bids	16 October 2023, 9:00 AM
Opening of Bids	16 October 2023, 10:00 AM

11. The Philippine Economic Zone Authority 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.
12. For further information, please refer to:

*Philippine Economic Zone Authority  
Bids and Awards Committee (BAC) Secretariat  
8th Floor, Double Dragon Center West Bldg., DD Meridian Park,  
Macapagal Avenue Pasay City  
Email: bacsec@peza.gov.ph  
Tel. No. 8551-3451 local 272  
www.peza.gov.ph*

14. You may visit the following websites: For downloading of Bidding Documents:  
<http://www.peza.gov.ph/bid-opportunities>

20 September 2023

(sgd)  


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**ANIDELLE JOYM. ALGUSO**  
 BAC CHAIRPERSON

## ***Section II. Instructions to Bidders***

### **1. Scope of Bid**

The Procuring Entity, *Philippine Economic Zone Authority* wishes to receive Bids for the **Procurement of PEZA Human Resource Management Information System (PEZA HRMIS) (PEZA-HO-2023-11)**

The Procurement Project (referred to herein as “Project”) is composed of One (1) Lot 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 for *CY 2023* in the amount of ₱ 1, 900,000.00

2.2. The source of funding is:

GOCC and GFIs, the proposed Corporate Operating Budget.

### **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 BAC 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. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.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 PSA's CPI, must be at least equivalent to:
  - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 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** Clause 18.

## 7. Subcontracts

Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **10:00AM, 04 October 2023** at its physical address *PEZA Conference Room, 8th Floor, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City* and/or through videoconferencing/webcasting via Microsoft Teams as indicated in paragraph 6 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**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **(3) Years** prior to the deadline for the submission and receipt of bids.
- 10.3. 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 purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. 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.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. 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 destination; and
  - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- b. 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 the **BDS**.

### **13. Bid and Payment Currencies**

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted 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.

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

### **14. Bid Security**

14.1. 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**.

14.2. The Bid and bid security shall be valid until 120 days. 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 Bidders 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**

16.1. The Bidders shall submit on the specified date and time and either at its physical address in paragraph 10 of the **IB**.

## **17. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' 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 reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

19.1. The Procuring Entity's 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.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

19.3. 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 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.

19.4. The Project shall be awarded as follows:

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

19.5. 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**

20.2. 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. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## *Section III. Bid Data Sheet*

### **Bid Data Sheet**

<b>ITB Clause</b>	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"><li>a. Human Resource Information System/Human Resource Management Information System</li><li>b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</li></ul>
7.1	Sub-contracting is not allowed
12	The price of the Goods shall be quoted 9 <sup>th</sup> Floor, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City in accordance with 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 amounts: <ul style="list-style-type: none"><li>a. The amount of not less than <b>₱38,000.00</b> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li><li>b. The amount of not less than <b>₱95,000.00</b> if bid security is in Surety Bond.</li></ul>
19.3	The <b>PEZA Human Resource Management Information System (PEZA HRMIS) (PEZA-HO-2023-11)</b> will be awarded by one lot amounting to <b>₱1,900,000.00</b>

## ***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 clauses 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 is provided under Annex “D” of the 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 payment 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 the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 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 specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections 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**

<b>GCC Clause</b>	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms 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:</p> <p>“The delivery terms applicable to the Contract are DDP delivered 8<sup>th</sup> Floor, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City in accordance with INCOTERMS.”</p> <p>“The delivery terms applicable to this Contract are DDP delivered 8<sup>th</sup> Floor, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <b>Human Resource Development Department (HRDD)</b></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. 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</li> <li>d. 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.</li> </ol>

	<p><b>Intellectual Property Rights –</b></p> <p>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.</p>
2.2	The payment shall be made based on Section VII of the Bid Document
4	The inspections and tests that will be conducted as specified in Section VII. Technical Specifications.

## ***Section VI. 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.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
1	<b>PEZA Human Resource Management Information System (PEZA HRMIS) (PEZA-HO-2023-11)</b>	1	Lot	<b>Delivery Period – 14 months</b>

- The period for the performance of the obligation under the Contract shall not be beyond the validity of the corresponding appropriations for the Project

**I hereby certify to comply and deliver all the above requirements**

\_\_\_\_\_  
**Name of Company/ Bidder**

\_\_\_\_\_  
**Signature Over Printed Name of Representative**

\_\_\_\_\_  
**Date**

## ***Section VII. Technical Specifications***

*Bidders must indicate whether they "Comply" or "Not Comply" with each specification's requirements, along with the page number of the relevant document.*

<b>No.</b>	<b>Technical Specifications</b>	<b>Status of Compliance</b> State whether "Comply" or "Not Comply"
<b>I</b>	<p><b>RATIONALE</b></p> <p>The Philippine Economic Zone Authority is committed to improve its systems and practices and HRMO competencies in line with the Civil Service Commission (CSC) Program to Institute Meritocracy and Excellence in Human Resource Management (PRIME HRM). In line with these efforts, PEZA seeks to deepen the penetration of IT in its HR processes for efficient delivery of administrative services to its most important resources, its people.</p> <p>The World Bank, in its country report for 2019 – 2023 stated that a smart and future-ready civil service is one in which agencies are more agile and citizen-centric; more technology-enabled and automated; more enabling rather than controlling and regulating; focusing more on performance and results than on activities; where siloes and “turfing” are replaced by partnership and collaboration; where decisions are driven by data and evidence; and in which innovation, design thinking and risk management are routine and institutionalized. From a human resources management and organizational development (HRM&amp;OD) perspective, what this means is that HR processes should be efficient and competency-based, with greater emphasis on merit and fitness in recruitment and promotion, and with a strong value-driven and ethical foundation. A civil service reformed along these lines will require investment in the human resources of the bureaucracy and the development of effective human resource frameworks and systems, and streamlining of processes. It will need to rely upon a capable and effective systems and processes and a cohort of HRM professionals.</p> <p>The Human Resource Development Department (HRDD), together with the Administrative Services Division (ASD) of the public economic zones are</p>	

	<p>expected to lead the initiatives to strengthen the HR systems of PEZA. However, they are still currently utilizing outdated tools, the existing HRMIS system has very limited features, it can only generate the payroll for Head Office employees and does not allow employees access to salary information. Most processes are manually done from 201 filings; updating of service record; leave without pay report generation; computation of employees' salaries; overtime pay; and deductions on taxes, loans, and government-mandated contributions i.e., GSIS, PAG-IBIG, PHILHEALTH for regular employees. This has proven to be costly in the long run due to the time needed to accomplish all these processes manually, it is also causing delays in the processing of information necessary for the performance of key functions of HRDD / ASD.</p> <p>Thus, it is necessary to upgrade the current HRMIS, timekeeping and payroll systems to a fully automated and integrated one. An automated and integrated system will not only hasten the delivery of service but will also attain the targets set in the 2023 – 2028 Strategic Plan of PEZA.</p>	
<b>II</b>	<b>OBJECTIVE</b>	
	<p>The PEZA Integrated Human Resources Management Information System is a web-based application that manages various HR processes in a centralized system. It aims to cover Applicant Tracking System (ATS); HR 201 management; compensation and benefits administration; time and attendance; training; performance management; leave management; reports generation; and employee self-service portal. It is envisioned to assist the Agency in facilitating seamless integration of all HR processes.</p> <p>management; reports generation; and employee self-service portal. It is envisioned to assist the Agency in facilitating seamless integration of all HR processes.</p> <p>Specifically, the PEZA Integrated HRMIS aims the following:</p>	
	a. Easy storage and accessibility of all employee records;	
	b. Provide one robust system to meet the daily needs of HR and position budgeting functions;	
	c. Provide accurate information about human resource and their functioning and relevant environmental factors;	

	d. To provide managers the capability to easily access and track information about their employees.	
	e. To implement an on-demand, real-time analytics reporting tool, reported by users to be easy to use.	
	f. Utilize existing biometric system for timekeeping and attendance;	
	g. Automate the process of leave administration;	
	h. Provide an automated and payroll processing system;	
	i. Reduce the redundancy and paperwork in the processing of payroll;	
	j. Streamline the procedure to lessen unnecessary losses;	
	k. Resolve the never-ending conflict of non-remittances to the GSIS, Pag-ibig, PHIC, and BIR;	
	l. Automate the Recruitment Selection and Promotion process; and	
	m. Enable to process employees' salaries on time, anywhere and anytime which will promote efficient and transparent processing of all government employee wages and salaries.	
<b>III</b>	<b>SCOPE AND COVERAGE</b>	
	<b>A. The HRMIS shall consist of the following modules:</b>	
	a. <b>Portal System / Employee Kiosk</b> - This module shall allow employees to access/manage (subject to restrictions) their data. Requests or applications for leaves, training records, service record, personal data sheet, SALN, official business / travel authority, clearance, application for retirement / resignation can be filed through this module. After approval, these are then immediately saved into the system.	
	b. <b>Recruitment, Selection and Placement Module</b> - This module handles all the organizations Recruitment needs. It tracks the Personnel Request Form (PRF), candidate information, assessment and evaluation conducted by HR, compliance to pre-employment requirements, background checking, issuance of appointments, DBM-approved plantilla, onboarding / deployment and various HRDD and other government HR forms (i.e. Personal Data Sheet (PDS), work experience sheet (WES) etc. It should be able to	

	generate statistics on personnel complement to help guide in decision making and planning of activities.	
	c. <b>Payroll Module.</b> automates the pay process of employees based on the salaries, bonuses, benefits, allowances, deduction updates from loans, etc. Payroll computation shall be based on attendance, overtime and available leaves of a certain employee. The module should be able to compute government mandated deductions such as GSIS, Pagibig, Philhealth, taxes and contribution to the provident fund.	
	d. <b>Training and Development Module</b> - Learning and development is a key element when it comes to employee management. This module allows HR to track the qualification, certification, and skills of the employees, as well as an outline of available courses for employees. The system should be able to generate the training calendar, allow employees to register for training, send out pre and post training requirements.	
	e. <b>Time and Attendance Module and Leave Management.</b> This module gathers time and attendance data from employees. Using the existing biometric machines, the time logs of employees are uploaded into the system, which shall be the basis in the printout and generation of Daily Time Records. Also, the Attendance and Leave Monitoring Module shall enable the automatic computation of leave credits based on the attendance logs.	
	f. <b>Reporting &amp; Analytics.</b> Creation and generation of automated HR reports such as absence, performance, training, and more. Analytics involves the analysis of this data for better-informed decision-making	
	<b>B. HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (HRMIS) AND SERVICES.</b>	
	<b>I. GENERAL HRMIS TECHNICAL AND FUNCTIONAL REQUIREMENTS</b>	
	1. The system shall be accessible using popular web browsers.	
	2. The system shall be accessible from internal locations (i.e. inside the office) and external locations (i.e. outside of the office such as those working-from-home).	
	3. System shall allow for client-customizable workflows, reports, and control System regulatory approval matrices, business rules, templates to comply with internal requirements, Quality Management standards, and government and requirements.	

	4. The system shall allow for the preparation and generation of comprehensive regular reports and flexible ad-hoc reports.	
	5. The system shall provide audit trails for all transactions, processes, and user interactions.	
	6. The system shall be able to accept all common file formats such as images (e.g. jpg, png, tif, bmp, gif), documents (e.g. docx, pptx, xlsx, pdf, odt, odp, ods, txt, rtf, csv), multimedia files (e.g. mp3, wav, avi, mp4, mkv, mov), and archive (zip, 7z).	
	7. The user shall be able to download all common file formats such as images (e.g. jpg, png, tif, bmp, gif), documents (e.g. docx, pptx, xlsx, pdf, odt, odp, ods, txt, rtf, csv), multimedia files (e.g. mp3, wav, avi, mp4, mkv, mov), and archive (zip, 7z).	
	8. The system shall allow for the creation by the client of unlimited user accounts with varying, client-defined, role-based user permissions.	
	9. The system shall be able to provide previews, as appropriate, for uploaded image files, document files, and multimedia files.	
	10. The system shall be able to Import and export of data from and to common document formats in Microsoft office format, pdf and others.	
	11. The system shall allow uploading and archiving of all historical and current employee records/files using batch processing tools and methods.	
	12. The system shall allow users to upload, search, retrieve, edit, view, download, and delete any records or files and in accordance with the assigned user permission.	
	13. The system shall highly secure following industry-accepted standards and methods; the system shall be able to provide strict security control features, edit, and validation rules for all input, update, and deletion transactions. The system shall be able to provide approver for each module.	
	14. The system should pass the vulnerability assessment penetration test	
	15. The system shall be able to define access rights.	
	<b>II. PORTAL SYSTEM/EMPLOYEE KIOSK</b>	
	<b>1. The system is able present a customizable dashboard based on the needs of the user</b>	



<p><b>2. The system shall allow the employee to view his / her records such as but not limited to the following:</b></p> <ul style="list-style-type: none"> <li>2.1. General Information</li> <li>2.2. Payroll Information (e.g., Salary, Deductions, Loan Status)</li> <li>2.3. Pay slips</li> <li>2.4. Leave Balances</li> <li>2.5. Daily Time Record</li> <li>2.6. Service Record</li> <li>2.7. Personal Data Sheet</li> <li>2.8. SALN</li> </ul>	
<p><b>3. System shall be able to accommodate online application for personnel transaction, such as but not limited to:</b></p> <ul style="list-style-type: none"> <li>3.1. Employee personal and work profiles</li> <li>3.2. Employees training records</li> <li>3.3. Employee discipline records</li> <li>3.4. Attendance</li> <li>3.5. Benefits records</li> <li>3.6. Leave application records</li> <li>3.7. Overtime pay summary/Overtime payslip</li> <li>3.8. Bonus payslip</li> <li>3.9. Loan transaction records and details</li> <li>3.10. Payroll information (Pay slips, deductions or any payroll related)</li> <li>3.11. Available leave credits</li> <li>3.12. Change of schedule</li> </ul>	
<p><b>4. Allow online application/Self Service Portal of the following</b></p> <ul style="list-style-type: none"> <li>4.1. Application of attendance related transactions</li> <li>4.2. Leave application with capability to attach supporting documents</li> <li>4.3. Change shift or schedule management</li> <li>4.4. DTR correction</li> <li>4.5. Overtime application</li> <li>4.6. Official Business/Travel Order</li> <li>4.7. Compensatory Time Off (CTO)</li> <li>4.8. Certificate of Employment</li> <li>4.9. Service Record</li> <li>4.10. Viewing or editing of personal information/PDS</li> <li>4.11. Application of Loans like but not limited to GSIS, PROVIDENT Fund, PAGIBIG and others</li> <li>4.12. Certificate of Contributions</li> <li>4.13. Travel Authority</li> <li>4.14. Monetization of Leave Credits-(50% of all accumulated leave or 10-30 days of VL)</li> <li>4.15. ID request or replacement</li> <li>4.16. Employee Clearance</li> <li>4.17. Training request</li> <li>4.18. Update of employee information</li> </ul>	

4.19. Other request by the employee 4.20. Filling of SALN 4.21. Application for Retirement and / or Resignation	
<b>5. System shall be able to handle multiple levels of approvals of each request (at least 2 level approval) and can be setup by the agency</b>	
<b>6. Managerial Self Service</b> 6.1. Facility to approve and disapprove records of his/her subordinate request 6.2. Facility to view attendance of his/her subordinates 6.3. Manpower request thru PRF	
<b>7. The system should be capable of notifying the designated employee, approvers of any pending applications or transaction.</b>	
<b>8. The system is capable of capturing employee feedback and suggestion thru form</b>	
<b>9. System shall provide online biometrics that can be access by certain area with additional security features</b>	
<b>10. System shall provide a field where employees can enter their accomplishments for the day and can generate a Monthly Accomplishment Report in a templated format.</b>	
<b>11. The system is able to provide and upload the following manual or FAQ</b> 11.1. PEZA Memo/guidelines 11.2. CSC guidelines 11.3. DBM guidelines 11.4. Other government guidelines 11.5. How to use the system 11.6. Previous Office and Special Orders	
<b>12. The system is able to provide different user role like but not limited to the following</b> 12.1. Employee 12.2. Manager 12.3. Administrator 12.4. Super administrator 12.5. COA	
<b>III. RECRUITMENT, SELECTION AND PLACEMENT MODULE</b>	
<b>1. Personnel Requisition</b> 1.1. The system shall be able to encode personnel request using the MDR-registered Personnel Requisition Form (PRF) and generate it using the same.	

	<p>1.2. System shall be able to search and generate list of approved PRFs with report generation feature, such as but not limited to:</p> <ul style="list-style-type: none"> <li>• per year, per month;</li> <li>• per cluster;</li> <li>• per unit/dept;</li> <li>• Other user-defined statistics</li> </ul>	
	<p>1.3. The system shall have the capability to search and generate a list of published vacant positions based on their approved PRFs with report generation feature, such as but not limited to:</p> <ul style="list-style-type: none"> <li>• Per position title in accordance with the approved PEZA plantilla;</li> <li>• per year;</li> <li>• per cluster;</li> <li>• per unit/department;</li> <li>• Other user-defined statistics</li> </ul>	
	<p>1.4. Tagging of status of PRFs and with report generation capability, such as but not limited to:</p> <ul style="list-style-type: none"> <li>• Published;</li> <li>• Hold;</li> <li>• Deferred;</li> <li>• For checking/confirmation of availability of plantilla (for permanent/coterminous positions);</li> <li>• For checking/confirmation of availability of approved personnel budget/funds (for permanent, coterminous, contractual);</li> <li>• For discussion/clarification with requesting unit;</li> <li>• Other user-defined statistics</li> </ul>	

## **2. Submission of Job Applications**

2.1. Online portal for external or internal applicants for the submission of applications.

2.1.1. Generation of shareable link shall be available for the posted vacancies.

2.1.2. The portal shall be able to display/show the following details:

- Date of Publication;
- Position title of Job Vacancies;
- Salary Grade (SG);
- Qualification Standards (QS) of the

position;

- List of requirements for submission to HRDD;
- Deadline of submission of applications

2.1.3. The online portal for external or internal applicants shall have a designated section/field for manual typing of details and generate the same in accordance with the following CSC-prescribed forms:

- CSC Form No. 212 – Personal Data Sheet revised 2017
- CSC Form No. 212 Attachment – Work Experience Sheet

*Note: The instructions cited in the CSC-prescribed forms must also be incorporated in the system so that the applicants*

2.1.4. The sections/fields designated for the uploading of documents must be required fields and the system shall prompt applicant that their application will not proceed if they have deficient document (notification must also be sent through their registered email address).

2.1.5. Section/field for uploading of primary application documents must be available. HRDD will check first the submitted documents before sending application status/notification to the applicant (notification must also be sent to the applicant's registered email address). System shall have a customizable feature for adding, editing, sections/fields for uploading required documents since application documents varies from time to time depending on issuances based from CSC/recruitment citizen's charter, such as but not limited to:

	<ul style="list-style-type: none"> <li>• Application Letter (specifying the position, plantilla Item number and place of assignment)</li> <li>• Updated Resume with picture</li> <li>• Certified True Copy of Transcript of Records</li> </ul> <p style="margin-left: 40px;">(TOR)</p> <p style="margin-left: 40px;">° For Supervisory/Executive/Managerial positions, Master’s degree TOR must be uploaded</p> <ul style="list-style-type: none"> <li>• Certified True Copy of Diploma</li> </ul> <p style="margin-left: 40px;">° For Supervisory/Executive/Managerial positions, Certificate in Leadership &amp; Management from CSC (CPRO) and/or Master’s degree diploma must be uploaded</p> <ul style="list-style-type: none"> <li>• Certificate of Employment</li> <li>• Memorandum of Agreement or Contract</li> </ul> <p>(for applicants with Job Order and/or Contract of Service employment)</p> <ul style="list-style-type: none"> <li>• Training Certificates</li> <li>• Copy of Valid PRC/IBP/Driver’s license (if applicable)</li> <li>• Eligibility</li> <li>• Performance Rating/IPCR</li> <li>• Electronic signature</li> <li>• Passport-sized picture</li> </ul> <p><i>Note: The original copies of the uploaded documents must be available upon request of HRDD when shortlisted applicants will proceed in the next recruitment process.</i></p>	
	<p>2.2. The system shall automatically send an acknowledgement email to applicant pertaining to the position that he/she applied for and shall have a customize option for prompt message.</p>	
	<p>2.3. Shall have prompt message if application submitted is beyond the prescribed deadline. Shall have a customize option for prompt message.</p>	
	<p>2.4. The system shall have customizable start and end date for publication of position. Only those application with complete documents received</p>	

	<p>during the set start and date of publication will be accepted.</p>	
	<p>2.5. Shall have an Applicant Tracking System/Monitoring with search and report generation feature, such as but not limited to:</p> <p>2.5.1. Date of approved PRF received;</p> <p>2.5.2. Date application submitted by the applicant;</p> <p>2.5.3. Source (e.g. Jobstreet, PEZA website, CSC website, Referral, others);</p> <p>2.5.4. Internal or External applicant option;</p> <p>2.5.5. Position applied for;</p> <p>2.5.6. Unit/Zone applied for;</p> <p>2.5.7. Evaluated by;</p> <p>2.5.8. Classification of Application Status, such as but not limited to:</p> <ul style="list-style-type: none"> <li>• For screening;</li> <li>• Passed QS;</li> <li>• Failed QS;</li> <li>• Incomplete requirements;</li> <li>• For exams and interview of HRDD;</li> <li>• Failed exams;</li> <li>• For background checking;</li> <li>• Failed background checking;</li> <li>• For HRMPSB interview;</li> <li>• Failed HRMPSB interview;</li> <li>• For submission of requirements;</li> <li>• For Appointment preparation;</li> <li>• For onboarding/deployment;</li> <li>• Cancelled/Withdrawn application;</li> <li>• For pooling;</li> <li>• Other user-defined statistics</li> </ul> <p>2.5.9 The Applicant Tracking System/Monitoring shall have search and report generation capability, such as but not limited to:</p> <ul style="list-style-type: none"> <li>• Per year, per month;</li> <li>• Per cluster;</li> <li>• Per unit/dept.;</li> <li>• Passed or failed applicants;</li> <li>• Other user-defined statistics</li> </ul>	
	<p><b>3. Assessment and Evaluation of Applications</b></p>	

	<p>3.1. The system shall have table intended for the PEZA Qualification Standards (QS). The same shall be editable, with search and report generation feature, such as but not limited to:</p> <ul style="list-style-type: none"> <li>• Position Title;</li> <li>• Salary Grade (SG);</li> <li>• Education;</li> <li>• Relevant experience required;</li> <li>• Training hour required;</li> <li>• Eligibility required</li> </ul>	
	<p>3.2. The system must be able to notify the shortlisted applicants for initial interview and examination schedule. Notification must also be sent through email; shall have a customize option for message.</p>	
	<p>3.3. The system shall be able to notify applicants who failed the examination and interview. Notification must also be sent through email; shall have a customize option for message.</p>	
	<p>3.4. The system shall be able to notify applicants who passed the exams, initial interview, background checking and that they would proceed to the next recruitment process. Notification must also be sent through email; shall have a customize option for message.</p>	
	<p>3.5. The system shall be able to notify applicants the results of the Appointing Authority’s decision on the position that he/she applied for. Notification must also be sent through email; shall have a customize option for message.</p>	
<b>4. Compliance to Pre-Employment Requirements</b>		
	<p>4.1. The system shall be able to track progress of compliance to pre-employment requirements of applicants and shall be able to specify the lacking requirement/s. The date of completion of requirements shall also be reflected.</p>	
	<p>4.2. The system shall have a section/field where the pre-employment requirements and application requirements of successful applicant shall be uploaded. Migration of requirements to 201 file once successful applicant has been deployed.</p>	
<b>5. Background Checking /Investigation</b>		
	<p>5.1. The system must be able to have a section/field where shortlisted applicants will accomplish the authorization letter template provided by HRDD, such as but not limited to:</p> <ul style="list-style-type: none"> <li>• Date the authorization letter accomplished;</li> <li>• Name of applicant;</li> <li>• Name/Position title of character references;</li> <li>• Cellphone number of character references;</li> </ul>	

	<ul style="list-style-type: none"> <li>• Email address of character references;</li> <li>• E-signature of applicant</li> </ul>	
	<p>5.2. The system shall be able to have customizable fields for the required information needed when conducting a background check, such as but not limited to:</p> <p><b>For applicants with work/employment experience:</b></p> <ul style="list-style-type: none"> <li>• Background checking for HR;</li> <li>• Background checking for Immediate Supervisor;</li> <li>• School records verification</li> </ul> <p><b>For applicants with fresh graduate:</b></p> <ul style="list-style-type: none"> <li>• Background checking for immediate supervisor from previous OJT/internship</li> <li>• Background checking for thesis adviser;</li> <li>• School records verification</li> </ul>	
	<p>5.3. The system shall be able to generate a shareable link where references can answer the required information when conducting a background check.</p>	
	<p>5.4. The system shall be able to generate reports, such as but not limited to:</p> <ul style="list-style-type: none"> <li>• Applicants with ongoing background investigation;</li> <li>• Applicants who passed the background investigation;</li> <li>• Applicants who failed the background investigation</li> </ul>	
	<p><b>6. Appointments</b></p>	
	<p>6.1. The system shall be able to create/edit and generate an appointment paper using the prescribed and updated CSC form.</p>	



6.2. The system shall be able to create/edit and generate Reports on Appointments Issued (RAI) using the prescribed and updated CSC form, such as but not limited to:

- Dates issued/effectivity (pertaining to Appointment issuance)
- Last name;
- First name;
- Name extension (Jr./III);
- Middle name;
- Position title (include parenthetical title if applicable);
- Item No.;
- Salary/Job/pay grade;
- Salary rate (Monthly);
- Employment Status;
- Period of Employment (for Temporary, Casual, Contractual appointments) (mm/dd/yyyy to mm/dd/yyyy);
- Nature of appointment ;
- Date indicate period of publication (mm/dd/yyyy to mm/dd/yyyy);
- MODE (CSC Bulletin of Vacant Positions, Agency Website, Newspaper, etc.);
- V- Validated; INV – Invalidated; N – Noted;
- Date of Action (mm/dd/yyyy);
- Date of Release (mm/dd/yyyy);
- Agency Receiving Officer

	<p>6.3. The system shall be able to search, track, and generate report on appointment papers issued per employee throughout his/her employment with PEZA, with details such as but not limited to:</p> <p>6.3.1. Name of Appointee;</p> <p>6.3.2. Position title;</p> <p>6.3.3. Salary Grade (SG) and Step;</p> <p>6.3.4. Salary;</p> <p>6.3.5. Employment Status;</p> <ul style="list-style-type: none"> <li>• Contractual;</li> <li>• Permanent;</li> <li>• Temporary;</li> <li>• Coterminous;</li> <li>• Coterminous (primarily confidential)</li> </ul> <p>6.3.6. Effective date of appointment paper;</p> <p>6.3.7. Authorized signatories of the appointment paper issued</p> <p>6.3.8. Validated or Invalidated;</p> <p>6.3.9. Nature of Appointment:</p> <ul style="list-style-type: none"> <li>• Original;</li> <li>• Promotion;</li> <li>• Reappointment;</li> <li>• Reemployment;</li> </ul>	
	<p><b>7. Plantilla</b></p> <p>7.1. The system shall be able to search, view and generate reports and/or list, such as but not limited to:</p> <ul style="list-style-type: none"> <li>• 7.1.1. All filled plantilla (PEZA wide, per cluster/unit/dept, per position);</li> <li>• 7.1.2. All vacant plantilla (PEZA wide, per cluster/unit/dept, per position);</li> <li>• 7.1.3. All vacant and/or filled plantilla based on employment status (coterminous, coterminous primarily confidential and permanent plantilla)</li> <li>• 7.1.4. Demographic reports</li> <li>• 7.1.5. Other user-defined statistics</li> </ul>	
	<p>7.2. The system shall be able to synchronize the following details from the 201 module into the plantilla module:</p> <ul style="list-style-type: none"> <li>• 7.2.1. Authorized salary;</li> <li>• 7.2.2. Highest educational attainment;</li> <li>• 7.2.3. Eligibility;</li> <li>• 7.2.4. Date of Original appointment;</li> <li>• 7.2.5. Date of Regularization;</li> <li>• 7.2.6. Date of Last Promotion;</li> <li>• 7.2.7. Vice Employee/Previous incumbent;</li> </ul>	

	<ul style="list-style-type: none"> <li>• 7.2.8. Nature of vice employee/previous incumbent’s appointment;</li> <li>• 7.2.9. Vice employee/previous incumbent’s effectivity</li> </ul>	
	7.3. The system shall be able to generate the existing PEZA plantilla details.	
	<p><b>8. Onboarding/Deployment</b></p> <p>8.1. The system shall be able to search, view, and generate a report/list of newly hired employees, such as but not limited to:</p> <ul style="list-style-type: none"> <li>• 8.1.1. Name of newly hired employee;</li> <li>• 8.1.2. Position title;</li> <li>• 8.1.3. Salary Grade (SG);</li> <li>• 8.1.4. Salary based on salary schedule</li> <li>• 8.1.5. Place of Assignment;</li> <li>• 8.1.6. Nature of appointment;</li> <li>• 8.1.7. Assumption date;</li> <li>• 8.1.8. Orientation date;</li> <li>• 8.1.9. HRMO conducted orientation;</li> <li>• 8.1.10. Renewal months (if contractual)</li> </ul>	
	<p>8.2. The system shall be able to notify employees of newly hired employees monthly through their employee portal with the following information:</p> <ul style="list-style-type: none"> <li>• 8.2.1. Picture of newly hired employee</li> <li>• 8.2.2. Name of newly hired employee;</li> <li>• 8.2.3. Place of Assignment;</li> <li>• 8.2.4. Date Hired</li> </ul>	
	<p>8.3. The system shall be able to notify employees of promotion and regularization of employees monthly through their employee portal with the following information:</p> <ul style="list-style-type: none"> <li>• 8.3.1. Name of promoted and/or regularized employee;</li> <li>• 8.3.2. Place of assignment;</li> <li>• 8.3.3. Effective date of promotion and/or regularization</li> </ul>	
	<p>8.4. The system shall be able to tag, generate, and track the compliance of pre-deployment requirements of appointees. To provide notification on their employee portal of their lacking pre-deployment requirements:</p> <p>8.4.1. Pre-Deployment Requirements for</p> <ul style="list-style-type: none"> <li>• New Hires</li> <li>• Pre-Deployment Briefing Form;</li> <li>• Certification of Assumption to Duty;</li> <li>• Oath of Office;</li> <li>• Position Description Form (PDF);</li> <li>• Statement of Actual Duties and</li> </ul>	

	<ul style="list-style-type: none"> <li>Responsibilities (SADR);</li> <li>• New Employee Coaching Form;</li> <li>• *Employee Commitment on the Use of ICT</li> </ul> <p>Assets;</p> <ul style="list-style-type: none"> <li>• *Sworn Statement of Assets, Liabilities and Net Worth (SALN);</li> <li>• *GSIS Member Information Sheet;</li> <li>• *Philhealth PMRF;</li> <li>• *PEZAEA Membership Form;</li> <li>• *ID Transmittal;</li> </ul>	
	<p>8.4.2. Pre-Deployment Requirements for Promotion and/or Regularization</p> <ul style="list-style-type: none"> <li>• Appointment Paper;</li> <li>• Certification of Assumption to Duty;</li> <li>• Oath of Office;</li> <li>• Position Description Form;</li> <li>• Statement of Actual Duties and Responsibilities (SADR)</li> </ul>	
	<p><b>9. Various HRDD and Other Government-Issued Forms</b></p> <p>9.1. The system shall be able to store, edit, view, and print forms of the following, such as but not limited to:</p> <ul style="list-style-type: none"> <li>• 9.1.1. Personal Data Sheet (PDS)</li> <li>• 9.1.2. Work Experience Sheet;</li> <li>• 9.1.3. Appointment Paper;</li> <li>• 9.1.4. Position Description Form (PDF);</li> <li>• 9.1.5. Statement of Assets, Liabilities and Net Worth (SALN);</li> <li>• 9.1.6. Application for Leave;</li> <li>• 9.1.7. Individual Performance and Commitment and Review Form (IPCR);</li> <li>• 9.1.8. New Employee Coaching Form;</li> <li>• 9.1.9. Personnel Requisition Form (PRF);</li> <li>• 9.1.10. Statement of Actual Duties and Responsibilities (SADR);</li> <li>• 9.1.11. Official Business Slip</li> <li>• 9.1.12. PEZA and CSC Clearances</li> <li>• 9.1.13. Membership and Loan Forms</li> </ul> <p>(GSIS, Philhealth, PAG-IBIG)</p> <ul style="list-style-type: none"> <li>• 9.1.14. Training Report;</li> <li>• 9.1.15. Training Effectiveness Form;</li> <li>• 9.1.16. ID Transmittal;</li> <li>• 9.1.17. Notice of Salary Adjustment (NOSA);</li> </ul>	
	<ul style="list-style-type: none"> <li>• 9.1.18. Notice of Step Increment (NOSI);</li> <li>• 9.1.19. Special Order;</li> <li>• 9.1.20. Administrative Order;</li> </ul>	

	<ul style="list-style-type: none"> <li>• 9.1.21. Office Order;</li> <li>• 9.1.22. Certificate of Employment;</li> <li>• 9.1.23. Certificate of Employment with Compensation;</li> <li>• 9.1.24. Certificate of Employment with No Pending Administrative Case;</li> <li>• 9.1.25. Other applicable government issued forms</li> </ul>	
	<p><b>10. Personnel Complement/Statistics</b></p> <p>10.1. The system shall be able to search and generate report and/or list of the following personnel statistics, such as but not limited to:</p> <ul style="list-style-type: none"> <li>• 10.1.1. Employees' First day in PEZA;</li> <li>• 10.1.2. Employees per cluster/unit/dept/office;</li> <li>• 10.1.3. Number and/or List of male and per cluster/unit/dept;</li> <li>• 10.1.4. Number and/or List for rank and file, supervisory, executive/managerial employees per cluster/unit/dept;</li> <li>• 10.1.5. Number and/or List of employees per employment status (contractual, permanent, coterminous, coterminous (primarily confidential), contract of services) Employees per cluster/unit/dept</li> <li>• 10.1.6. Number and/or List of Officers-In-Charge per cluster/unit/dept; <ul style="list-style-type: none"> <li>• 10.1.7. Number and/or List of Special Collecting Officers per cluster/unit/dept;</li> <li>• 10.1.8. Number and/or List of Contractual Employees upgraded/promoted;</li> <li>• 10.1.9. Position title;</li> <li>• 10.1.10. Salary Grade (SG);</li> <li>• 10.1.11. Age;</li> <li>• 10.1.12. Gender;</li> <li>• 10.1.13. Civil Status;</li> <li>• 10.1.14. Eligibility;</li> <li>• 10.1.15. Date of Birth;</li> <li>• 10.1.16. Length of government service;</li> <li>• 10.1.17. Years in PEZA;</li> <li>• 10.1.18. List of employees with admin cases and company violations;</li> <li>• 10.1.19. Other user-defined statistics</li> </ul> </li> </ul>	

	<p>10.2. The system shall be able to track, view and generate the Special Order/Office Order issued to every employee and specify the nature of order, in terms of the following:</p> <p>10.2.1. Reassignment;</p> <p>10.2.2. Designation</p> <ul style="list-style-type: none"> <li>• Officer-In-Charge/Team Lead;</li> <li>• Responsible Supply and Property Officer;</li> <li>• Special Collecting Officer (SCO);</li> <li>• Alternate Special Collecting Officer (SCO);</li> <li>• Alternate Cashier;</li> <li>• Special Disbursing Officer;</li> <li>• Records Custodian;</li> <li>• Building Official</li> </ul> <p>10.2.3. Additional Assignments;</p> <p>10.2.4. Change in Item Number;</p> <p>10.2.5. Committee Membership</p>	
	<p>10.3. The system shall be able to search, view and generate report/list of separated employees, in terms of the following:</p> <ul style="list-style-type: none"> <li>• 10.3.1. Resignation</li> <li>• 10.3.2. Retirement;</li> <li>• 10.3.3. Transfer;</li> <li>• 10.3.4. Termination;</li> <li>• 10.3.5. End of Contract;</li> <li>• 10.3.6. End of Term;</li> <li>• 10.3.7. Died in Service;</li> <li>• 10.3.8. Dismissed;</li> <li>• 10.3.9. Effective date of separation;</li> <li>• 10.3.10. Separation history, Employee rehired to PEZA;</li> <li>• 10.3.11. Former position and place of assignment of separated employees</li> </ul>	
	<p>10.4. The system shall be able to search, view and generate report/list of the following details in relation to workforce planning, such as but not limited to:</p> <ul style="list-style-type: none"> <li>• 10.4.1. List of Employees in according to age bracket;</li> <li>• 10.4.2. List of Critical Positions;</li> <li>• 10.4.3. List of Hard to Fill positions;</li> <li>• 10.4.4. List of Next-In-Rank Employees;</li> <li>• 10.4.5. Other user-defined statistics</li> </ul>	
	<p><b>11. Notice of Salary Adjustment, Notice of Step Increment, Loyalty Award, Service Record</b></p> <p>11.1. The system shall be able to notify HRDD of employees who are eligible for step increment and loyalty award.</p>	

	11.2. The system shall be able to search, view and generate list of employees who are eligible for step increment and loyalty award.	
	11.3. The system shall be able to have an option to review first the increment/loyalty award effectivity before implementing. HRDD will check first if employee has a leave without pay.	
	11.4. The system shall be able to generate a service record using the prescribed and updated form. It shall also have a feature to add the previous government service of the appointee and merge it with the service record in PEZA. The system shall be able to add remarks in the service record if there are some notations necessary.	
	11.5. The system shall be able to record all the personnel movement, salary increase, NOSI,NOSA, SO, promotion and etc of PEZA employees to the Service Record (SR).	
	<b>12. Personnel Monitoring/Action Report</b> 12.1. The system shall be able to search, view, track and generate list of personnel history/movement subject to the following, such as but not limited to:	
	<b>13. 201 Management</b>	
	<b>IV. PAYROLL MANAGEMENT MODULE</b>	
	The system shall be able to handle the following: <b>1. Processing of the following but not limited to:</b> 1.1. Monthly Salaries 1.2. Bonuses and Allowances 1.3. Retroactive Payroll 1.4. Audit Trails 1.5. Salary Adjustment 1.6. First Payment 1.7. Last Payment 1.8. Loyalty Payment 1.9. Monetization Payment 1.10. Salary Differential 1.11. Terminal Leave	

	<p><b>2. System shall be able to maintain all types of payments. Users are able to create / define unlimited types of:</b></p> <p>2.2. Allowances  2.3. Deductions  2.4. Overtime payments  2.5. PERA  2.6. RATA  2.7. Bonus payments  2.8. Loyalty  2.9. Salary Underpayment  2.10. Refund</p>	
	<p>3. System shall be able to prepare payroll and bank transfer statements (Bank Advices)</p>	
	<p>4. System shall be able to include computation of Step Increment to automatically exclude</p>	
	<p>5. The employees leave of absence without pay and shall provide an automatic alert to the Human Resource.</p>	
	<p>6. System shall be able to pro-rate salary and allowance payment based on PEZA personnel hire or separation date.</p>	
	<p>7. System shall be able to compute on a pro-rated basis for the month based on user definable cut-off periods due to new personnel and basic salary adjustments.</p>	
	<p>8. System shall be able to support user- managed policies / rules with effective dates without the need for vendor application modification. These policies / rules include but not limited to the following:</p>	
	<p><b>9. System shall be able to support user- managed policies / rules with effective dates without the need for vendor application modification. These policies / rules include but not limited to the following:</b></p> <p>Various formula for the ff:  9.2 Salary Rate  9.3 Bonus Formula  9.4 Overtime Formula  9.5 Overtime Rate  9.6 Allowance Rate  9.7 Deduction Rate  8 RATA Rate  9.9 Salary Adjustment Rate</p>	
	<p>10. System shall be able to compute the employees overtime pay based on the submitted OT forms</p>	
	<p>11. System shall be able to monitor overtime limit of each employee based on CSC and DBM ruling</p>	
	<p>12. History of all payroll transactions shall be available online for a pre-determined number of years.</p>	



	13. System shall be able to do salary differential computation of salary, allowances and deductions with no limit to the duration of months/years backdated to.	
	<b>14. System shall be able to filter pay-out entries to provide various views including:</b> 14.1 All entries – full listing	
	15. The system shall be able to define master data for benefits by salary grade / rank, unit and other definable criteria.	
	16. The system shall be able to block benefits that was not assigned according to the salary grade / rank or any other definable field.	
	17. System shall be able to issue a warning / report when salary increase exceeds the established maximum.	
	18. System shall be able to simulate payment of bonus with computation of income tax.	
	19. System shall have the option to pay bonus together with or separate from salary while maintaining the correct income tax calculations for the whole month.	
	20. System shall be able to print pay slips for bonus separately from the monthly salary pay slip.	
	<b>21. System shall be able to create and maintain unlimited allowances and deductions with associated attributes such as:</b> 21.1 Effective Date 21.2 Rate (fixed / variable) 21.3 Taxable / Non-Taxable	
	22. System shall be able to automatically deduct tardiness, absences and undertime from the employee's gross pay if there are no available leave credits.	
	23. System shall be able to provide for user defined coded tables to maintain an unlimited number of allowances and deductions with facilities to add, edit and delete information in the allowance or deduction table without violating data dependencies.	
	24. System shall be able to automatically compute the employees PERA based on the actual number of days Reported to the office	
	25. System shall be able to generate an automatic alert, when allowances or loans expires, and when salary adjustments have been approved.	

	<p><b>26. System shall be able to capture resignations, retirements, etc. and perform the appropriate calculation of salaries and integrate with Payroll Module in order to:</b></p> <p>26.1 Withhold payment of Salary and other benefits depending on the conditions of of retirement, resignation, termination.</p> <p>26.2 Withhold payment of salary and other benefits in case of issuance of order of suspension, order of dismissal, confirmation of drop from the rolls, etc.</p> <p>26.3 Withhold payment of salary and other benefits in the event that the personnel owe money</p> <p>26.4 Accountability from the agency (e.g. service obligation not served, accountability)</p>	
	<p>27. The system shall be able to compute the annual/monthly tax due of all taxable PEZA personnel.</p>	
	<p>28. The system shall allow each personnel to access their individual financial data through online viewing of payslip.</p>	
	<p>29. System shall be able to generate ad-hoc queries/views/reports as required for decision making (e.g. number / list of personnel with minimum take home pay)</p>	
	<p>30. System shall be able to generate certification as to pay and allowances received to active PEZA personnel.</p>	
	<p>31. Upon PEZA personnel retiring from service, the system shall be able to retain all personnel information, including attached documents, and reclassify the retiring personnel from active to retired status.</p>	
	<p>32. System shall be able to automatically update existing loan balances and be able to generate historical summary of previous loan deductions.</p>	
	<p>33. The system shall be able to automatically generate required payroll file format on ATM / Debit and Cash Card accounts (FINDES).</p>	
	<p>34. The system shall be able to store, archive, and retrieve historical payroll data.</p>	
	<p>35. The system can be integrated to timekeeping devices.</p>	
	<p>36. The system can be integrated to local banks</p>	
	<p>37. The system can generate customizable reports.</p>	
	<p>38. System shall be able to preset a schedule of deduction for each personnel for each type of deduction where schedule can be staggered, amount can be variable and pay- out number can also be different.</p>	

	39. System shall be able to assign incentives to personnel with an effective date and specific amount.	
	40. System shall compute overtime based on the actual salary in effect at the time the overtime hours were clocked (e.g. calculate based on July 2022 basic and pay-out in August 2022).	
	41. During the processing of payroll, the system shall be able to block access to certain screens and functions, which may affect the payroll job. Other areas of the system shall remain accessible to users.	
	42. System shall be able to capture and maintain audit trails for all critical changes of payroll transactions.	
	43. The system shall be able to automatically count the overtime rendered based on the existing rules and regulations.	
	44. The system shall be able to generate alerts if an employee already exceeded its allowable overtime pay in a year.	
	45. The system shall be able to compute overtime which shall only be paid thru CTO.	
	<b>46. Payroll Setup</b> 46.1. Rate per hour Divisor 46.2. Rate Divisor 46.3. Cash Gift 46.4. Taxable 13th Month in excess of 46.5. Constant Factor 46.6. Minimum Take Home Pay 46.7. Provident Fund (Employer/Employee Share) 46.8. Pagibig contribution setup per employee 46.9. Philhealth Setup	
	<b>47. The system shall have a window for the maintenance of all the Payroll Account Codes with following information:</b> 47.1. Code 47.2. Description 47.3. Option to design report; 47.4. based on available fields in the Payroll module	
	<b>48. The system has Government tables</b> 48.1. User Maintainable and editable GSIS Table 48.2. User Maintainable and editable PhiiHealth Table 48.3. User Maintainable and editable Paglbig Table 48.4. User Maintainable and editable Annual Tax Table 48.5. User Maintainable and editable Tax Status and Exemption Table 48.6. User Maintainable and editable Salary Grade	

	<p>Table 48.7. Proof of Payment</p>	
	<p><b>49. The system has user Maintainable Incentive tables of the following but not limited to</b>  49.1. User Maintainable RATA Table  49.2. User Maintainable Representation Allowance Table  49.3. User Maintainable Transportation Allowance Table  49.4. User Maintainable Cash Gift Table  49.5. User Maintainable Year End Bonus and Cash Gift Table</p>	
	<p><b>50. Payroll Processing</b>  50.1. Monthly/yearly Withholding Tax  50.2. Piece Rate Output  50.3. Payroll Entry  50.4. Process Payroll  50.5. Manual Payroll  50.6. Payroll Closing  50.7. Process Year-End Tax</p>	
	<p><b>51. The system has Built-in Loan File Module for the following</b>  51.1. Can accommodate unlimited types of loan  51.2. Definable Frequency of Deduction  51.3. Definable Amortization  51.4. Definable Start and End of Deduction  51.5. Unlimited recurring entries with definable amount and frequency  51.6. Annualize computation of Withholding Tax  51.7. Payroll History  51.8. Previous Employer File</p>	

<p><b>52. The system can Process Other Payroll but no limited to the following</b></p> <ul style="list-style-type: none"> <li>52.1. Other Earnings</li> <li>52.2. Other Benefits</li> <li>52.3. Leave Monetization</li> <li>52.4. Loyalty Benefit</li> <li>52.5. Clothing Allowance</li> <li>52.6. Anniversary Bonus</li> <li>52.7. Collective Negotiation Agreement (CNA) Benefit</li> <li>52.8. Productivity Enhancement Incentive (PEI)</li> <li>52.9. Performance Based Bonus</li> <li>52.10. Christmas Assistance Package</li> <li>52.11. Year End Bonus and Cash Gift</li> <li>52.12. Terminal Leave</li> </ul>	
<p><b>53. The system able to generate Payroll Reports</b></p>	
<p><b>54. The system able to generate Monthly Reports but not limited to the following</b></p> <ul style="list-style-type: none"> <li>54.1. Summary of Payroll</li> <li>54.2. Updated Master list of Employees including Department Code/Salary and Designation</li> <li>54.3. Summary / List of Withholding Tax Contributions</li> <li>54.4. Loan deductions – list of loans availed per employee</li> <li>54.5. Philhealth Contributions</li> <li>54.6. Provident Contributions</li> <li>54.7. GSIS Contributions</li> <li>54.8. PAGIBIG Contributions</li> <li>54.9. Landbank Loans</li> <li>54.10. Daily Overtime</li> <li>54.11. Computation / Hours rendered</li> <li>54.12. Loans</li> <li>54.13. Overtime Rendered. Updated Monthly List of</li> <li>54.14. Summary/ List of Daily Overtime</li> <li>54.15. Personnel with Salary Increment and Salary Adjustment</li> <li>54.16. Computation / Hours rendered</li> <li>54.17. Summary List of personnel</li> <li>54.18. Summary (Midyear, Year-end, Clothing Allowance, etc.)</li> <li>54.19. Debit- Other Payroll</li> <li>54.20. Regular Payroll</li> <li>54.21. Longevity Pay</li> <li>54.22. Voucher- Loan List.</li> </ul>	

54.23. Voucher- Premium List 54.24. Payment List 54.25. Remittance List Report 54.26. More than 5 Days Leave Without Pay 54.27. Deduction List 54.28. Corporate Account 54.29. Employees 54.30. Remittance List	
55. The system able to generate Yearly Report of the following 55.1. Alpha List Terminated 55.2. Previous Employer 55.3. Certificate of Loan Remittance 55.4. Certificate of Remittance 55.5. Collective Negotiation Agreement Report 55.6. Cash Gift Report	
56. The system is able to generate Bank CD I USB based on Landbank of the Philippine Payroll 56.1. LBP Regular Payroll	
<b>57. Others</b> 57.1. Automatic termination of deduction for fully paid loans accounts. 57.2. Can support creation of deduction elements using multiple methods, e.g. formula, fixed amount, percentage, hours, etc. 57.3. Document Library (Various GSIS, Pag-ibig , Philhealth, Provident forms) 57.4. Different file formats for download · Excel (.xlsx) Adobe PDF (.pdf) · Microsoft Word (.docx) 57.5. Uploading of receipts from GSIS,PAGIBIG,Philhealth and others.	
58. The system is able to provide payslip from various benefits of employees like but not limited to Salary, Overtime, Bonuses and Etc.	
<b>V. TRAINING AND DEVELOPMENT MODULE</b>	
The system must have the following:	
1. The system is capable of creating training calendar each year	
2. Able to send out Pre and post training requirements and evaluation	
3. Training Registration portal	
4. Able to alert employees/participants for upcoming training	
<b>5. The system is capable of storing and accessing the following but not limited to:</b> 5.1. Training modules 5.2. Audio and Video Lectures	

5.3. E-library 5.4. Gallery	
<b>6. The system is capable of the following reports with automatic reply or response</b> 6.1. Employee training hours 6.2. Training Needs Analysis Survey report 6.3. Certificate of Attendance Generator 6.4. Certificate of Completion Generator 6.5. Certificate of Appreciate Generator	
<b>7. The system is capable of the following request/survey with automatic reply or response</b> 7.1. Training Needs Analysis survey 7.2. Training request 7.3. Training Monitoring per employee. 7.4. Recording of approved training requests by employees in HRIS 7.5. Training Reports 7.6. Conducted Training/s for the Year 7.7. Training Plan 7.8. Participants for the Training 7.9. Training Reports with user defined fields 7.10. Training Summary 7.11. Certificate of Attendance / Participation 7.12. 5 adhoc reports	
<b>VI. TIME AND ATTENDANCE&amp; LEAVE MANAGEMENT MODULE</b>	
The system must have the following:	
1. The system is CSC leave omnibus compliant	
2. Seamless and full integration of attendance record from the existing biometric based time recorder machine to the HRMIS	
3. Automatically and/or manually uploading of attendance records from existing biometrics of different PEZA sites (Head office, Public and Special Economic Zones)	
4. With facility to edit daily or specific range of in and out manually of all employees by the administrator/selected users with audit trail	
5. Transferring of biometrics data like finger print, face template and other data from different site to another site	
6. Users can view their Daily Time Record (DTR)- Monthly or specific per range period anytime and anywhere.	
7. With online facility to file the following application with 2 more approval line and time bound- and Govern by the CSC rules regarding OT 7.1 Official Business 7.2 Travel Order	

	7.3 Leave application 7.4 Overtime 7.5 Compensatory Time Off	
	8. Provide an activatable online in and out in absence of biometrics in all PEZA wide sites or selected area with security features	
	9. Facility to assign employee's work schedule per date range	
	10. With file maintenance of work schedule thru Custom Timekeeping Setup, Shift Table, Flexitime Table	
	11. With customizable schedule per employee /division /department /group /office	
	12. User maintainable flexitime schedule thru flexitime table	
	13. User definable overtime types (Early or Regular Overtime) and compensatory time off (CTO)	
	14. User definable official schedule, holidays and suspension per office, area or location	
	15. Deduction of break can be defined if deducted or not	
	16. Date Locker: Prevent the processing and editing of transactions on the locked date	
	17. User maintainable yearly holidays using the Holiday Table	
	18. User maintainable holidays per site or branch thru other Holidays table	
	19. User definable type of leaves in accordance with CSC rules	
	20. User definable earning of leaves table in accordance with CSC rules	
	21. User definable undertime and late policy	
	22. Automatically computes the following as per CSC Rules: Regular Hours, Tardiness, Undertime, Absences, Paid Leaves, unpaid leaves (Sick leave without pay and Vacation Leave without pay) Holiday/Rest day, Regular Overtime, Holiday Deductions, without the need for manual intervention for a specific date range	
	23. Computes Leave without pay (Sick leave and Vacation leave), Unauthorized Absences based on employee's salary and will be reflect on the employees Service record	
	24. Facility to print, view or save DTR report	
	<b>25. Generates the following reports but are not limited to the following:</b> 47.1 Authorized Travel Order	



	<p>47.2 COC availment and Non-Availment of Employees</p> <p>47.3 Compensatory Time Off Availment and Non-Availment of Employees</p> <p>47.4 Custom Timekeeping Report</p> <p>47.5 Daily Time Correction Form</p> <p>47.6 Daily Time Record CS Form 48</p> <p>47.7 Approved/Disapproved Leave Applications</p> <p>47.8 Forced Leave Record</p> <p>47.9 Forfeited/Availed (CTO) Compensatory Time Off</p> <p>47.10 Late Filed Leaves Record</p> <p>47.11 Leave without Pay</p> <p>47.12 List of AWOL Employees</p> <p>47.13 List of Employees with Prolonged Leaves</p> <p>47.14 Monetization Claims per year</p> <p>47.15 Official Business Report</p> <p>47.16 Other Leaves Profile</p> <p>47.17 Perfect Attendance (No Absences, No Lates, No Undertime, no leave)</p> <p>47.18 Filled leave (Vacation or Sick) report per Group/Department/Division/User</p> <p>47.19 Tardiness &amp; Under time Report</p> <p>47.20 Attendance Report</p> <p>47.21 Employees with RATA/RATA DEDUCTIONS</p> <p>47.22 Employees with long leave (VL,SL, MAT and others)</p> <p>47.23 Certificate of leave balance</p> <p>47.24 Endorsement of Application for Terminal Leave</p> <p>47.25 Availed leave (VL,SL,SPL and etc)</p> <p>47.26 Annual earned leave credits</p> <p>47.27 Annual leave earned</p> <p>47.28 Annual monetization value of leave credits</p> <p>47.29 10 adhoc reports based on system analysis</p>	
	<p>26. The system DTR is CSC Form 48 compliant format and can attach the complete digital signature of employees and approving managers</p>	
	<p>27. The system facilitate 50% monetization request and 10-30 days monetization based on CSC leave omnibus rules</p>	
	<p>28. Monitors each employee leave usage and balance</p>	
	<p>29. Ability to provide all attendance reports requirement of the unit/division/department/group/office, including but not utilized to list of personnel who are absent the whole month, or leave without pay etc.</p>	
	<p>30. With facility for an online in and out with verification and security</p>	

<p><b>31. Printing of the following documents</b>  31.1 CSC leave form 48 with complete signature (digital)  31.2 CSC leave form 6 with complete signature (digital)  31.3 OB SLIP  31.4 CTO Form  31.5 Leave index (leave balance)  31.6 Other user forms  31.7 CSC Clearances</p>	
<p>32. Process Daily Time Record</p>	
<p>33. Built-in Compensatory Time Off module. Option to credit the Overtime Worked to COC or VL.</p>	
<p>34. The system is able to use flexible schedule table, no undertime/late for specific employees.</p>	
<p>35. The system is capable to compute the leave credits of each employees</p>	
<p>36. Provides file maintenance for leave types</p>	
<p>37. User definable and unlimited leave types</p>	
<p>38. Facility to add unlimited number of leave types via Leave Type Table of CSC</p>	
<p>39. Define each leave type as Paid or Unpaid via Leave Type Table of CSC</p>	
<p>40. Inclusion of facility to attach documents required for filed leaves.</p>	
<p>41. Generate Sick Leave and Vacation Leave earned based on CSC table</p>	
<p>42. Automated computation of leave credits: used, monetized and balance</p>	
<p>43. Able to compute leave credits to be earned based on the CSC table; (Monthly/ Daily/ Monthly without Vacation Leave credit left Tables)</p>	
<p>44. Comprehensive schedule of leaves per employee (leave ledger)</p>	
<p>45. With calendar of requested and approved leaves per employee</p>	
<p>46. Allows adjustments in beginning balances, leaves earned, LWOP, leaves spent and un availed forced leaved deduction</p>	
<p>47. Able to compute leave deduction (late/undertime) based on the CSC table;</p>	
<p>48. Able to keep records of earned VL and SL (leave index)</p>	
<p><b>49. Able to Notify employee of the following</b>  49.1 if they exceeded the allowable Privilege leave  49.2 if they exceeded the allowable CTO  49.3 if they exceeded the allowable OT  49.4 Required Force Leave approval/disapproval  49.5 Available leave (SL VL) balance</p>	

49.6 RATA deduction 49.7 Late counter for the month 49.8 Notify if exceeded 10 late (Habitual Tardiness) for the month 49.9 2+ months of being habitually tardy of the said employee within 6 months.	
50. Historical data of an employee's leave applications and credit balances shall be viewable and printable by the system.	
51. Automatically compute for the cash equivalent of leave monetization and terminal leave applications.	
<b>VII. OTHERS</b>	
1. The system is a Web-based / online / real-time / end-to-end solution covering from full employee cycle	
2. The system is can be Integrated / interfaced with PEZA website for easy access	
3. The system is Integrated with existing deployed biometric device in the Head Office, Public Zones, and Special Economic Zones	
4. Use of standard request forms / templates for easy online fill-up that will automatically capture necessary data into the system database;	
5. The system is capable of replacing the old forms to the new forms administered by different government agencies	
6. Editable Workflow	
7. Generation of reports & statistics as basis for routine as well as for strategic planning and decision making;	
8. User authorization & authentication, transaction audit logs, and other applicable systems / data security solutions;	
9. Deployment of the system in Head Office as well as in the PEZA zone offices;	
10. Institutionalization of system security and backup mechanisms, policies and procedures.	
11. User login/portal page	
12. Compliant with CSC and DBM rules	
13. All reports are customizable base on the need of the end user and can be export or generate thru different format like .docx, .xls, .pdf and others	
14. The system must have a dashboard that contain summary of data and can be customized by the user	
15. The system must have an upload facility in order to incorporate all current records into the new database.	
16. The system must provide for an uninterruptible operation in any event including back-ups, except on a system-wide service failure: The solution architecture	

	must ensure that HRIS services / transactions will have minimal disruption.	
	17. The system must have a testing environment	
	18. The system should have appropriate security facilities that monitor and control users and user groups. The facilities should conform to accepted international standards.	
	19. The system must be compatible and capable of data gathering of biometric data (in and out) from each biometric device deployed in PEZA on a real-time basis or set schedule.	
	20. The system must provide simple and clear navigational interaction across screens. It must also have page navigation history, search facilities, easy to use menus, appropriate security, and other desirable properties that conform to Internet standards.	
	21. The system must have online user documentation, including tutorials, online help and user manuals, context sensitive help functions, search capability, and other desirable properties that would enable its easy use by the user and the systems administrators.	
	22. The system should provide full audit facility which will enable view/enquiry and printing of audit reports, and other desirable properties that enable the auditing of all sessions, users, etc.	
	23. The system can be set to access anywhere and anytime	
	24. The system can be access by the different Clusters HR based on their user credentials	
	25. The system is cloud base and compatible with existing cloud services provider of PEZA.	
	<b>VIII. SUPPORT AND WARRANTY</b>	
	<b>1. Upon the acceptance of the system, the vendor shall be required to have three (3)-year warranty of the following:</b> a. Software and Hardware Warranty and Service b. Maintenance reckoned from project turn-over/acceptance	
	2. The vendor shall provide all the software licenses needed to ensure successful deployment and implementation of the HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (HRMIS).	
	<b>3. The vendor shall provide all the documentation like but not limited to</b> a. User Documentation b. Architecture framework c. Database Dictionary d. System Installation Manual	

	<ul style="list-style-type: none"> <li>e. Source Codes</li> <li>f. FAQ manual</li> <li>g. Module manual</li> </ul>	
	<p><b>4. The vendor should conduct three (3) onsite comprehensive training session in PEZA Head Office for</b></p> <ul style="list-style-type: none"> <li>a. System Maintenance and Development training</li> <li>b. System Administration training</li> <li>c. Database Management training</li> <li>d. Security Administration training</li> <li>e. End user training</li> <li>f. Executive user training</li> <li>g. HRIS Module training</li> </ul>	
	<p><b>5. The vendor should submit the user manuals</b></p>	
	<p><b>6. The vendor shall provide the following support</b></p> <ul style="list-style-type: none"> <li>a. Free email support from 8am to 5pm, Monday to Friday except Holiday.</li> <li>b. Free phone support from 8am to 5pm, Monday to Friday except Holidays</li> <li>c. Free on-line/real time support from 8am to 5pm (Monday to Friday except holidays), queries that need to be answered by step-by-step procedure shall be handled thru on-line/real time support</li> <li>d. The vendor shall provide 3 years system edit</li> <li>e. Vendor will deliver bug fixes in a form of patches directly or indirectly to PEZA</li> <li>f. Vendor shall provide free updates/tables (report template-output/required format file) such as but not limited to GSIS, BIR, Pag-ibig, Philhealth for compliance purposes.</li> <li>g. Vendor shall provide free updates of forms of the following but not limited to CSC,GSIS,BIR,PAG IBIG and philhealth</li> <li>h. Vendor will provide support in installing the system in the cloud services selected by PEZA.</li> </ul>	
	<p>7. Upon the acceptance of the system. Onsite support for three (3) years from 8am to 5pm, Monday to Friday except Holidays for different public zone of PEZA (HO,Cavite, Baguio and Mactan)</p>	
	<p>8. The developer/vendor shall sign a Non-Disclosure Agreement (NDA) to protect the data in the system. Likewise, all personnel of the vendor that is involved in the project shall sign an NDA.</p>	
	<p><b>IX. IMPLEMENTATION</b></p>	
	<p><b>1. The vendor shall be required to conduct the following activities prior to the turn-over of the system:</b></p> <ul style="list-style-type: none"> <li>a. Furnish the implementation template to the agency.</li> <li>b. Prepare a timetable as a guideline in conducting the</li> </ul>	

	<p>installation/implementation; schedule shall be agreed by both parties, the Vendor and Government Agency.</p> <p>c. The vendor shall be required to migrate the old PEZA HRIS files to the new PEZA HRIS</p> <p>d. The vendor shall support PEZA for 2 or more months parallel testing for the old HRIS and new HRIS.</p> <p>e. Conduct succeeding visits as requested by the agency to resolve the issues I concerns prior to project turn-over to the agency (if necessary).</p> <p>f. The vendor shall support PEZA for the Vulnerability Assessment and Penetration Testing.</p> <p>g. The vendor shall properly install the HRMIS system to the chosen cloud services of PEZA.</p>	
	<b>X. PROJECT TIMELINE AND DELIVERABLES</b>	
	The project shall be developed and completed within 14 months upon issuance of the Notice to Proceed. Please refer to Table 0.1 for the complete information	
	<b>XI. SCOPE COMMON TO ALL:</b>	
	<p>1. Functional, Technical and User Manual documentation of the following:</p> <p>1.1 HRMIS Modules and Functionalities</p> <p>1.2 Technical Documentation</p> <p>1.3 Security administration and policies implementation</p> <p>1.4 Roadmap for future HRMIS enhancements</p>	
	<p>2. Conduct of necessary trainings</p> <p>2.1 Management reports</p> <p>2.2 User's trainings</p> <p>2.3 Database/System Administration</p> <p>2.4 Technical trainings</p>	
	<p>3. Project documentation, functional (functional specification design, user's manual, technical (system and database administration, maintenance and operation).</p>	
	<p>4. Formal and legal turnover of source codes for the whole system (printed and electronic). This includes the developed application system which should be properly turned over to PEZA.</p>	
	<p>5. Provision of warranties for the system</p>	
	<p>6. The warranty of the project shall apply within the PEZA Head Office and other PEZA sites.</p>	
	<p>7. Installation of HRMIS in the selected cloud services of PEZA</p>	
	<b>XII. SUPPLIER QUALIFICATIONS</b>	

	<p><b>1. Has technical experience in maintaining / supporting / implementing HRIS for government offices in the Philippines which included</b></p> <ul style="list-style-type: none"> <li>a. Design, development and deployment of application systems</li> <li>b. Systems integration/interfacing of the existing system with new system.</li> <li>c. Delivery installation and testing of hardware, software tools and network systems. Training for users and technical staff.</li> </ul>	
	<p><b>2. Notarized Certification or affidavit that bidder has</b></p> <ul style="list-style-type: none"> <li>a. not defaulted on any similar IT contract with any Philippine Government or Private Agency.</li> <li>b. At least five (5) years of technical experience in maintaining / supporting / implementing its HRIS</li> </ul>	
	<p><b>3. Has been in an IT Business for at least three (3) years</b></p>	
	<p><b>4. Additional Technical Qualifications for the Service Provider:</b> The Service Provider has software development capability in the area of:</p> <ul style="list-style-type: none"> <li>a. Custom-built application software.</li> <li>b. Customizing licensed software products (i.e. software packages, office customization solutions and workflow systems, among others) using Open Standard Technologies</li> </ul>	
	<p><b>5. Satisfactory delivered and completed at least two (2) similar projects in the government.</b></p> <ul style="list-style-type: none"> <li>- Certification of Satisfactory performance for completed project/s from two (2) similar projects issued by the project owner</li> </ul>	
<p><b>XIII. PERSONNEL DEPLOYMENT</b></p>		
	<p>1. The Bidder's Project Team should be composed of at least three (3) expert staff in the customization of the system which will take about one (1) year.</p> <p><b>One (1) Project Manager must have the following qualifications:</b></p> <ul style="list-style-type: none"> <li>a. At least two (2) years technical experience in the IT industry;</li> <li>b. Have undertaken project management responsibility for IT staff on the project which involves the development, customization, implementation, operation and support of any IT systems;</li> </ul>	

	<p><b>Two (2) Programmers/Developers must have the following qualifications:</b></p> <p>a. At least two (2) years technical experience in the IT industry;</p> <p>b. Have undertaken project systems/business analysis responsibility on the project which involve the development, customization, implementation of any IT systems; and</p> <p>c. Has worked as a Programmer in one company as shown in his CV.</p>	
	<p>2. The Bidder must submit the resumes of all the team members that will be deployed for this project.</p>	
	<p><b>XV. PROJECT DURATION</b></p>	
	<p>1. This Project must be completed and turned over to and accepted by PEZA within fourteen (14) months from the date of issuance of the Notice to Proceed.</p>	
	<p>2. Part of the Service Provider's Project Proposal is an implementation strategy and schedule. This should specify the outputs to be submitted at the end of each project phase. Project milestones should include, but not necessarily limited to the following:</p> <p>a Presentation of the Systems Requirements Specifications (SRS) and Functional Specifications Documents (FSD) to be undertaken:</p> <p>b Other Necessary Activities: training, knowledge transfer,</p>	
	<p><b>XVI. PROJECT COST</b></p>	
	<p>The project for the HRMIS is <b>1,900,000.00</b></p>	



**Table 0.1 : PROJECT TIMELINE AND DELIVERABLES**

*The project shall be developed and completed within 14 months upon issuance of the Notice to Proceed.*

<b>Duration</b>	<b>Activity</b>	<b>Output</b>	<b>Payment</b>
Month 1 30 calendar days upon receipt of NTP	Planning, and Information Gathering for the system inception report	Inception report	20 %
Month 2-3 60 calendar days	General HRMIS module	Functional System module and System manual for Recruitment, Selection and Placement Module n and Training and Development	25 %
	Recruitment, Selection and Placement Module		
	Training and Development Module		
Month 4-6 90 calendar days	Payroll Module	Functional System module and System manual for Payroll Management, Time and Attendance, Leave Management and Portal system/Employee Self Service.	25 %
	Time and Attendance Module connecting all biometrics from different zones		
	Leave Management Module		
	Portal System/Employee self service Module		
Month 7 - 14 240 calendar Days	Capacity Building (training) for the System	Training Report	30 %
	Migration of existing records to the new system	Data Migration Report	
	System launch and parallel testing	User Acceptance Report	
	Final submission of all Documentation	User Manuals	
Note: All report must be approved by the management before releasing			

# *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) **in accordance with Section 8.5.2 of the IRR;**

##### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) 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**
- (d) 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**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Duly signed Schedule of Requirements in accordance to Section VI of this bid document; **and**
- (g) Original duly signed 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.

##### Financial Documents

- (h) 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*

- (i) 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

- (j) Original of duly signed and accomplished Financial Bid Form; **and**
- (k) Original of duly signed and accomplished Price Schedule(s).

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

- (l) *[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.
- (m) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Other Standard Bidding Forms may be downloaded at the gppb website link as follows:  
<https://www.gppb.gov.ph/downloadable-forms/#tab-61412>

**Bid Form for the Procurement of Goods**  
*[shall be submitted with the Bid]*

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**BID FORM**

Date : \_\_\_\_\_  
 Project Identification No. : \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
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(if none, state "None" ) ]

Until a formal Contract 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 Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**Statement of all Ongoing Government and Private Contracts Including  
Contracts Awarded but not yet Started**

*[shall be submitted with the Bid]*

Business Name : \_\_\_\_\_  
Business Address : \_\_\_\_\_

Name of Client/ Contact Person/Contact Number/Contact Email Address	Date of the Contract	Title of the Project in the Contract	Kind of Goods	Total Amount of Contract	Value of Outstanding Contracts	Date of Delivery
<u>Government</u>						
<u>Private</u>						

Submitted by : \_\_\_\_\_  
(Print Name and Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

*Instructions:*

- i. State **ALL** ongoing contracts including those awarded but not yet started (government **[including the PEZA]** and private contracts which may be **similar or not similar** to the project subject of the bidding) as of the deadline for the submission of bids.
- ii. If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or its equivalent term.
- iii. The total amount of the ongoing and awarded but not yet started contracts must be consistent with those used in the Net Financial Contracting Capacity (NFCC).

**Statement of Single Largest Completed  
Contract which is similar in Nature**  
[shall be submitted with the Bid]

Business Name : \_\_\_\_\_  
Business Address : \_\_\_\_\_

Name of Client/ Contact Person/Contact Number/Contact Email Address	Date of Contract	Title of the Contract/Na me of the Project	Kinds of Goods	Amount of Contract	Date of Acceptance	End User's Acceptance or Official receipt(s) issued for the Contract

Submitted by : \_\_\_\_\_  
(Print Name and Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

*Instructions:*

- a. Pursuant to Section 23.4.1.3 of the 2016 Revised IRR of RA No. 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 PSA's CPI, must be at least equivalent to the following requirements:
  - i. a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC; and
  - ii. It should have been completed (i.e., accepted) within three (3) years prior to the deadline for the submission of bids.

Note: Date of Acceptance shall mean the date when the items delivered have **satisfactorily met** the requirements of the procuring entity, as evidenced by either a Certificate of Final Acceptance and/or Completion from the bidder's client, or an Official Receipt or a Sales Invoice.

