



INVITATION TO BID FOR

Procurement of Human Resources Information System (Supply, Delivery, and Installation)

1. The **ENERGY REGULATORY COMMISSION (ERC)**, through the *2019 General Appropriation Act*, intends to apply the sum of **ONE MILLION THREE HUNDRED THOUSAND PESOS (PhP1,300,000.00)**, **12% VAT inclusive** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Human Resources Information System (Supply, Delivery, and Installation)**, **Lot No. 2019-13**. Bids received in excess of the ABC for such lot shall be automatically rejected at bid opening.
2. The **ERC** now invites Bids for the **Procurement of Human Resources Information System (Supply, Delivery, and Installation)**. Delivery of the Goods is required per Section VI Schedule of Requirements. Bidders should have completed, within the last five (5) 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 non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

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 5183.
4. Interested bidders may obtain further information from ERC-BAC Secretariat and inspect the Bidding Documents at the address given below, **Monday to Friday, 8:00 A.M. to 5:00 P.M. from 25 June 2019 (Tuesday) until 11:00 A.M. of 16 July 2019 (Tuesday)**.
5. A complete set of Bidding Documents for the **Procurement of Human Resources Information System (Supply, Delivery, and Installation)** may be acquired by interested Bidders starting **25 June 2019 (Tuesday), 8:00 A.M. to 5:00 P.M.** from the address below upon payment of a non-refundable fee of **Five Thousand Pesos (PhP5,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), provided that Bidders shall pay the applicable (non-refundable) fee for the Bidding Documents not later than the submission of their bids.

6. The ERC-BAC will hold the **Pre-Bid Conference on 03 July 2019 (Wednesday), 11:00 A.M. at the Mezzanine Floor, Pacific Center Building, San Miguel Avenue, Pasig City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **16 July 2019 (Tuesday) at 11:00 A.M.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on **16 July 2019 (Tuesday) at 11:30 A.M.** at the Mezzanine Floor, Pacific Center Building, San Miguel Avenue, Pasig City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. Please see attached **Annex "A"** for the Specifications.
9. The ERC 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

Ms. Cherry Lynn S. Gonzales

BAC Secretariat Chairperson

Mezzanine Floor, Pacific Center Building, San Miguel Avenue, Pasig City

Tel No. 706-5259

csgonzales@erc.gov.ph/procurement@erc.gov.ph

Pasig, City **JUN 24 2019**



MARIA CORAZON C. GINES
BAC Chairperson



ERC/CLSG-INVITATION TO BID

**Procurement of Human Resource Information System
(Supply, Delivery, and Installation)
Lot No. 2019-13**

Technical Specifications

Hardware Specifications:

- HRIS must be installed locally/on premise at ERC Main Office server
- Interface must be accessible via secure intranet URL or via HTTPS
- Vendor must provide two (2) user laptops pre-configured with the HRIS with the following hardware specs as Super-User (to be issued to Chairperson and FAS Director respectively)
 - MS Windows operating system and MS Office pre-installed
 - 13.3 inch LED backlit display
 - 2.2 GHz dual-core Intel Core i7 processor with Turbo Boost up to 3.2 GHz
 - 8GB RAM
 - 256GB SSD Hard disk
 - Not more than 1.5 kg

HRIS Modules/Subsystems

Module/Subsystem	Generic Content	Additional Remarks
Personnel Information	Personal information of employees	
Attendance Management	Timekeeping and Leave data	Must be linked with biometric system via direct interface or electronic data interface
Payroll Management	Translate timekeeping data into payroll data and must include statutory deductions, loans, and cash advances	
Performance Management	Allow employees and managers to complete performance management compliant with the CSC SPMS Policy	
Reports Management	Allow human resources to run analytics and reporting on all data in the HRIS	
Security and Access Management	Allow multiple users with different security access profiles on the system	Must be compliant with the Data Privacy Act

Personnel Information

- Must contain the data fields stated in CSC Personnel Data Sheet (PDS) as Master Data
- Must have the ability to track position and plantilla number information
- Must be able to generate Service Record, Notice of Step Increment, Notice of Salary Adjustment
- Must have the ability to track emergency contacts and next-of-kin

Attendance Management

- Must be able to pick up daily time record (DTR) data from biometric devices via electronic data interface or direct connection
- Must be able to track, monitor, and update leave details for all leave types (SL, VL, Paternity, Maternity, Special Leave, Solo Parent Leave, Magna Carta for Women Leave, VAWC Leave, Forced Leave, etc).
- Must be able to support flexitime and compressed work week schedules
- Must be able to track and transact Official Business and Travel dates
- Must be able to track overtime request, overtime approval, earning and use of Compensatory Overtime Credit (COC) and Compensatory Time Off (CTO)
- Must be able to support cumulative reporting of leave credits and terminal leave benefits
- Must allow generation of Leave Card and Leave Forms for printing/filing purposes.

Payroll Management

- Must be able to generate payroll using data imported from the Attendance Management subsystem/module
- Must be able to generate payroll register/journal
- Must allow individual employees to generate own payslips online
- Must support crediting/debiting of allowances, deductions, and loans
- Must allow support for other payments such as clothing allowance, RATA, PEI, PBB, anniversary bonus, etc.
- Must be able to use up-to-date government statutory deduction tables for reporting, recording, and payment
- Must work with Personnel Information module to allow adjustment of salaries to be reflected automatically
- Must show payroll history
- Must work with Attendance Management module to allow deductions for undertime, tardy, and unpaid leaves
- Must allow for manual and automatic setting of activation/deactivation of payroll for personnel who resign/retire
- Must generate remittance reports for statutory benefits (HDMF, PHIC, GSIS)
- Must generate taxation reports (BIR 2316)

Performance Management

- Must mirror Civil Service Commission policy on Strategic Performance Management System (SPMS)
- Must allow entry and tracking of individual performance commitment rating (IPCR), division performance commitment rating (DPCR), service performance commitment rating, and agency performance rating at set dates
- Must allow reporting of compliances and data entries made on IPCR and DPCR

Reports Management

Must be able to generate the following reports

- DBM Personnel Services Itemization Plantilla of Positions (DBM PSIPOPOP)
- BIR Alphalist
- PAGIBIG membership and remittance
- Philhealth RF1 Remittance Report
- GSIS Summary Contributions Report and Loans Reports
- Payroll Register
- HR Analytics – demographic info, professions, eligibilities, filled/unfilled positions by division and department, position history (e.g. incumbent and prior occupants of positions), leaves by division, absentees, overtime, training hours

Security and Access Management

- System must be able to allow multiple users with different access and approval levels
- System must be able to show audit logs or trails for all edits, revisions, and approvals

Warranties and After-Sales Support

- Installation of HRIS must be completed within 30 days of notice to proceed
- Vendor must provide test scripts (UAT) to be signed off by HRMD and must have 100% satisfactory test completion before payment
- In case of changes to government policies within 12 months from installation, update to the system must be at no extra cost
- After-sales support must be available Monday to Friday from 8:00 AM to 5:00 PM daily
- On-site support must be available within 24 hours from request

System Developer Requirements

- Must present certification from at least FOUR (4) government agencies of successful implementation of the same HRIS
- Must present Copyright Certificate of the Systems and Deposit to National Library of the Philippines
- Must present Certification of Registration with the National Privacy Commission that their system is compliant with the Data Privacy Act