

REQUEST FOR QUOTATION

REFERENCE NO.: MR24-10-133

We are inviting all interested contractors/suppliers to submit their best quotation for the **PROCUREMENT FOR THE HUMAN RESOURCE INFORMATION SYSTEM (HRIS) SOFTWARE FOR THE NATIONAL DEVELOPMENT COMPANY (NDC)**:

SCOPE OF WORK:

Background:

The **National Development Company (NDC)** is looking for an HRIS solution that includes hardware (biometric device and ID) and integrates a multi-biometric time and attendance system supporting 150 employees. The system must have payroll integration and geotagging capabilities for Work-From-Home (WFH) arrangements.

OBJECTIVES:

1. Hardware and Server:

- a) The Server hosting and set-up will be provided by the vendor including the subscription from the cloud, domain hosting / subdomain from NDC.gov.ph, and **maintenance for 1 year.**
- b) NDC prefers a biometric device or a face recognition that includes identification (ID) functionality for employee time and attendance.
- c) The HRIS system also has a built in automatic generated soft copy ID for the NDC employee including the QR code at the back of their ID's.

2. Work from Home Arrangements:

- a) NDC prefers a geotagging feature to track employee locations and restrict them to specific geographic coordinates during WFH arrangements.

3. Data Export to Personal Data Sheet (PDS) Format:

- a) NDC requires employee data exportable in Personal Data Sheet (PDS) format for submission, this can be individual employee data information encoded

4. Tax and Compensation Customizability:

- a) The system should be customizable for tax computations and compensation policies according to NDC's regulations and government standards.

5. Leave Management and Approval Workflow:

- a) The system should also have a **monitoring of leave credits** with approval process from the workgroup heads.

- b) Includes a customizable leave management module, where approval workflows and policies can be defined, even for remote setups.

6. Official Business Time Source Set-up:

- a) NDC requires a mobile app with GPS Log-in and predefined time entry for official business.
- b) Aside from the availability of a mobile app, the system should be available in Android and IOS, employees can access the Employee Self-Service Portal (ESSP) via a mobile browser which adjusts to screen size.

7. DTR Format and PDF File Generation:

- a) NDC has a specific Daily Time Record (DTR) format which requires print-ready DTRs for submission to payroll.
- b) The DTR can be customized following the NDC's format, ensuring printable records for acknowledgment and submission.

8. Pay slip Access and Distribution:

- a) The NDC requires print-ready DTRs for submission to payroll.
- b) **Pay slip** will be accessible and printable via the system for the admins and via employee self-service portal

9. License Requirements and Proposal:

- a) The license proposal should be for users totaling to 150 and below.
- b) The proposal should also adhere to the project implementation timeline to be agreed upon with the IT Unit and end-users.

10. Inter-operability

- a) The system should be able to connect with other systems subject to applicable charges.
- b) The system should be compatible to widely-used systems in the market.

11. Source Code

- a) The provider should turn over the source code upon turnover of the system.

12. Knowledge Transfer

- a) The provider shall be able to train the IT Unit and the end-users to facilitate ease of use and readiness in the full implementation of the system.

13. Operations Manual

- a) The provider should draft the operations manual which shall be turned over to the IT Unit for proper disposition.

14. Option for Upgrade

- a) The HRIS system should also be upgradeable as needed by the end user.
- b) For additional users, NDC will notify the service provider, and the service provider shall bill NDC accordingly.

PERIOD OF ENGAGEMENT: One (1) Year

TIMELINE and PAYMENT MILESTONES:

Activity	Deadline	Payment
<ul style="list-style-type: none">• Scoping and Flowchart• Development of the Interface on the website• User Acceptance Test	1 Month	20%
<ul style="list-style-type: none">• Development and Updates including inputting of the data's in the system• Enhancement and revisions• Migration to Cloud Services• Deployment of the Biometric for Log in and a Softcopy of the ID• Printing test for Forms• Payroll System Test• Work from home testing including geofencing• Official Business Trip with approval• User Acceptance Test	3 Months	60%
<ul style="list-style-type: none">• 1 Month Pilot Testing• Finalization• Training• Turn-over of Source code• Turn-over of Manuals• User Acceptance Test	2 Month	20%

Summary of Reports to be Generated by the System:

- a) CSC Form No. 212 Personal Data Sheet
- b) CSC Form No. 212 Work Experience Sheet
- c) Daily Time Record
- d) Official Business Form
- e) Service Record
- f) Travel Order
- g) Leave Ledger
- h) Can **Filter and export also** the file for the following:
 1. Separated and Newly Hired / Appointed Employees
 2. Master Lists of Employees

3. Loyalty Service Awardees and Step Increment
4. Demographic Profile of NDC Personnel

CONFIDENTIALITY:

NDC is engaging a service provider for the **PROCUREMENT OF THE HUMAN RESOURCES INFORMATION SYSTEM (HRIS) SOFTWARE FOR THE NDC**. All data and information obtained by the supplier company in the course of the rendition of services and/or as an incident to this contract shall be held in strict confidence and may not be disclosed at any time except with prior written consent and approval of the NDC.

Approved Budget : ₱1,000,000.00 (VAT Inclusive)

Submission of Quotation and : October 22, 2024

Mode of Procurement : Small Value Procurement

Eligibility Requirements :

1. Valid or Current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. Omnibus Sworn Statement (Notarized and accordance with GPPB Circular 04-2020 dated September 16, 2020)
4. 2023 Income Tax Return or Latest Business Tax Return (certified true copy)

Note: In lieu of the Mayor's Permit and PhilGEPS Registration Number, you may submit a valid Certificate of PhilGEPS Registration (Platinum Membership).

Please submit your quotation and eligibility requirements in a sealed envelope at the address stated below.

Name of Bidder:

BIDS AND AWARDS COMMITTEE
National Development Company
7/F NDC Building, 116 Tordesillas St.
Salcedo Village, Makati City
Fax: 840-4862
Attention: BAC Secretariat

Reference Number: MR24-10-133

All prices should be VAT inclusive. Further, please indicate in the quotation the following:

1. Terms of Payment – Government Terms
2. Delivery Period – As stated in Terms of Reference

(Sgd.) AGM ALEWIJN AIDAN K. ONG
Chairperson, Bids and Awards Committee