



# Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Facsimile: 5-310-0037 / email: bac@prc.gov.ph



**REGULAR MEMBERS:**

  
**ARISTOGERSON T. GESMUNDO**  
Chairman

  
**OMAIMAH E. GANDAMRA**  
Vice-Chairperson

**WILMA T. UNANA**  
Member

  
**CRISANTO L. DECENA**  
Member

  
**CARLA ANGELINE B. UJANO**  
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Vice-Chairperson

**ARJAY R. ROSALES**  
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**HENRIETTA P. NARVAEZ**  
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**PROVISIONAL MEMBERS:**

  
**TEODORO V. MENDOZA II**  
Provisional Member, Non-IT Projects

  
**RICHARD M. ARANIEGO**  
Provisional Member, IT Projects

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Secretary

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**MARIA ENRICA D. JUBAY**  
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Member

## Section VII. Technical Specifications

### I. BACKGROUND

The Professional Regulation Commission (PRC) aims to acquire a Human Resource Information System (HRIS) to improve the operations and processes in the Human Resource Development Division (HRDD) and reduce the processing time of its deliverables through an integrated and automated HR and payroll system. The implementation of HRIS shall eliminate the majority of the existing manual processes of the HRDD including, but not limited to, timekeeping, payroll and, database management.

As the HRDD serves as the repository of files and records of the employees of the organization, it is important to emphasize the need for a structured and organized system. The system shall improve the manual processes in the division and increase the accuracy of employee records. It shall also ensure the availability of backup files, especially in cases of data corruption, software and, hardware failures.

Moreover, the unforeseen circumstances, such as the COVID-19 pandemic, established the significance of technological innovation in minimizing the disruption of work. Through its feature to provide HRDD the ability to work on tasks remotely, it guarantees the continuous delivery of results, particularly, in terms of timekeeping, payroll and, database management.

As the HRIS permits the streamlining of processes, it shall enable the HRDD to focus on other HR functions to provide better service and support to the employees, and seek for means and plans to assist in the development of other processes and systems in the organization.

### II. OBJECTIVES

To implement a Human Resource Information Management Information System (HRIS) that shall provide:

- A. Personnel Information Record Management
- B. Time, leave and attendance monitoring
- C. Payroll processing
- D. Generation of certificates and other HR-related reports
- E. Employee Self-service Portal



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A. SYSTEM ADMINISTRATION

*Common Functionalities*

- a) System shall allow user to access the system upon provision of valid username and password.
- b) System shall allow the user to reset his password through reset forgotten password facility.
- c) System shall keep track of the data changes including login details for audit trail.
- d) System shall allow user to access functionalities based on the role/s granted to the user.

*Dashboard*

- a) System shall allow user to view notifications on the system dashboard.
- b) System shall allow authorized user to post announcements and events on the system dashboard.

*User Management*

- a) **Users.** System shall allow a system administrator to manage user accounts.
- b) **Roles.** System shall allow a system administrator to manage system roles.
- c) **Permissions.** System shall allow a system administrator to manage permissions granted to system roles.
- d) **Audit Trail.** System shall allow a system administrator to view/download transaction logs.

*System Setup*

System shall include facilities where system or HR administrators shall be able to set-up the various parameters and system variables including offices, employee work schedule, local and national holidays, bank codes, salary rates, income/deduction codes, allowance rates, Philhealth table, GSIS table, SSS table, remittance branches, etc.

Statement  
of  
Compliance  
(State  
Comply or  
Not  
Comply)



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**B. PAYROLL**

***Payroll Computation and Processing***

The system shall be set-up according to the existing payroll policies. Payroll details, including but not limited to monthly salary, allowances and loan deductions, shall be imported to the system. In addition, the system shall enable the setting-up of additional parameters for other payroll factors and deductions.

- a) Payroll details set-up
- b) Monetization, Incentives and Bonuses Set-up
- c) Deduction Set-up
- d) Government table and remittances
- e) Payroll Processing / Computation (General / Special Payroll)
- f) Personnel vouchers (e.g. first salary, last salary)
- g) Reports

**C. PERSONNEL INFORMATION RECORD MANAGEMENT**

***Personal Data Sheet.*** The employee information including the following, but not limited to, can be managed through these facilities:

- a. Personal Information
- b. Family Background and Emergency details
- c. Educational Background
- d. Qualifications
- e. Employment Details
- f. Training/Certifications

The employees shall be given their own account and password to enable them to access their own records, and perform the following actions:

- a) View personal profile
- b) Request changes and updates of personal information for approval
- c) Request for certificates (certificate of employment, contribution)
- d) View payslip
- e) View attendance record
- f) Request for correction of daily time record for approval
- g) Application for leave, overtime and official/personal pass for approval
- h) View leave history and balance



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## D. LEAVE AND ATTENDANCE MANAGEMENT

**Leaves.** System shall allow a user to manage different leave types such as Sick Leave, Vacation Leave, Paternity Leave, etc., crediting and monitoring of leave balances. System shall also allow monetization of leave balances anytime of the year. Crediting of leave balances and leave balance adjustments can also be done through this facility.

## E. REPORTS

The system shall allow authorized users to generate reports based on the actual database and system-processed information. Reports shall also match the format required by other government institutions. The reports include but are not limited to:

- a) Employee record
- b) Attendance reports
- c) Training reports
- d) Payroll Reports

## F. ADMINISTRATOR AND END-USER TRAINING AND KNOWLEDGE TRANSFER

- a) To be determined during requirements gathering

## G. ADDITIONAL DELIVERABLES, FUNCTIONALITIES AND FEATURES

- a) The system shall be interfaced/integrated with PRC's Attendance Monitoring System
- b) The system shall allow decentralized payroll computation
- c) Systems Testing
- d) Installation and base configuration on-premise and accessible in all PRC offices and Offsite centers nationwide
- e) Systems Roll-out nationwide.
- f) Systems documentations including the following, but not limited to:
  - a. Project Plan
  - b. Business Requirements Document (BRD)
  - c. Test Plan
  - d. Implementation Plan



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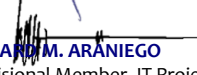
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- e. User Acceptance Test Report
- f. Deployment Report
- g. Manuals
- h. Migration Report
- i. Training Report
- j. Pilot Test Report
- k. Source Codes (in CD or DVD format)

### III. OBLIGATION OF CONFIDENTIALITY

The Contractor shall regard any information obtained through the project as part of PRC's proprietary rights and shall be treated with strict confidentiality, unless otherwise granted with prior written consent by the PRC.

### IV. DURATION OF PROJECT

The project shall be completed within the duration of two (2) months from the date of issuance of Notice to Proceed. The operational system and complete modules shall be turned over to PRC within the permitted period.

### V. APPROVED BUDGET

The approved budget for the project is Three Million Pesos (PHP 3,000,000.00), inclusive of project management and customizations. This amount shall also be inclusive of 12% Value-Added Tax (VAT).

### VI. WARRANTY

The warranty of enhancements shall be for a period of One (1) year upon the implementation of the project.

### VII. TERMS OF PAYMENT

The Contractor shall be paid in accordance to the schedule of payment for the completed modules/tasks. The breakdown of payment schedule is as follows:

| TASK                                     | BREAKDOWN OF PAYMENT |
|--|----------------------|
| Project Kick-Off                         | 15%                  |
| Completion of Customization requirements | 35%                  |
| User Acceptance                          | 40%                  |
| Deployment                               | 10%                  |





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1. Compliance with the statements must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate.
2. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.
3. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 4.

## ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF MODERN WEB-BASED ONLINE HUMAN RESOURCE INFORMATION SYSTEM (HRIS)

SIGNATURE OVER PRINTED NAME  
OF AUTHORIZED REPRESENTATIVE,  
DESIGNATION AND PRINTED NAME OF COMPANY