



LBP LEASING AND FINANCE CORPORATION
(A LANDBANK Subsidiary)

15th Floor SycipLaw Centre Bldg, #105 Paseo de Roxas St. 1226 Makati City
Telephone Number 8818-2200/ Fax Number 819-6176

INVITATION TO QUOTE FOR PAYROLL-HRIS SUBSCRIPTION WITH BIOMETRICS DEVICE
(LLFC-CAP-23-026)

REQUEST FOR QUOTATION (Small Value Procurement)

LBP Leasing and Finance Corporation (LLFC) through its Bids and Awards Committee (BAC) will undertake a Small Value Procurement in accordance with Section 53.0 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

| | | |
|---|---|--|
| Name of the Project | Payroll-HRIS Subscription with Biometrics Device (LLFC-CAP-23-026) | |
| Approved Budget of the Contract (ABC) | Six Hundred Thousand Pesos (Php600,000.00) | |
| <u>BACKGROUND</u> | | |
| The Payroll and HRIS of LLFC should be able to cover the GSIS mandated compensation, benefits and remittances, therefore there is a need to change the system that is readily available for use to prevent potential errors brought about by the shift to GSIS. | | |
| <u>OBJECTIVES</u> | | |
| To procure a readily available On-Cloud Payroll and HRIS System to prevent potential errors brought about by the shift to GSIS. | | |
| <u>SPECIFICATIONS</u> | | |
| Basic requirements | <ul style="list-style-type: none"> - Software as-a service application/ web-hosted software - Must be able to automate, process and produce compensation, benefits and remittances related to GSIS and other government regulatory bodies - Must be able to generate government report particularly GSIS and personal data sheet (PDS) and all other required reports. - Can accommodate existing SPMS in the Performance Module - Includes monthly base server access | |
| Core HR | <ul style="list-style-type: none"> Employee data management <ul style="list-style-type: none"> - bulk data - Custom Fields - Data approvals - Data audit - Data security - Employment data - Personal data - Profile manager - Self service Team organization <ul style="list-style-type: none"> - Approval matrix - Multi-company - Organization structure - Subsidiaries Employee onboarding <ul style="list-style-type: none"> - Adding employees - Employee activation - Employee approvals - Getting help - On-boarding wizard | <ul style="list-style-type: none"> Team management <ul style="list-style-type: none"> - Announcements - Approvals - Automated HR - Disciplinary actions - Notifications Digital Documents <ul style="list-style-type: none"> - Document verification - Document templates - Electronic signature - Employee documents - Full recordkeeping Employee Offboarding <ul style="list-style-type: none"> - Deactivation - Company assets - Separation/Severance Pay - Succession and authority Reporting and Insights <ul style="list-style-type: none"> - Contract dates - Demographics - Missing data - Organizational chart |

| | | |
|------------------------------|--|--|
| | | - Personal Data Sheet (PDS) |
| Time and Leave Module | <p>Custom scheduling</p> <ul style="list-style-type: none"> - Activity wages - Break times - Calendar rules - Cost center tracking - Flexible schedules - Holiday pay - Holiday rules - Night shifts - Overtime windows - Shift templates - Tardy settings - Work activities <p>Tailored time-off</p> <ul style="list-style-type: none"> - Balance transfers - Custom policies - Encashments - Leave activities | <p>Accurate timekeeping</p> <ul style="list-style-type: none"> - Biometric tablets - Facial recognition - Geolocation - Intuitive calendars - Mobile attendance - Seamless approvals <p>Detailed records</p> <ul style="list-style-type: none"> - Attendance analysis - Bulk management - Full audit - Instant timesheets |
| Payroll Module | <p>Custom batches</p> <ul style="list-style-type: none"> - Attendance cut-offs - Audit trail - Calculation control - Custom cut-offs - Employee selection - Multi-batch - Multi-period - Other Payments control - Secure access <p>Tailored calculations</p> <ul style="list-style-type: none"> - Automated payments - Contribution types - Custom policies - Final pay (termination) - Income tax types <p>Seamless payroll process</p> <ul style="list-style-type: none"> - Automate reports - Calculate in seconds - Drill into the details - Easily validate - Instantly create - Immediately pay <p>Wages</p> <ul style="list-style-type: none"> - Absence deductions - Gross-up wages - Leave pay - Minimum wages - Prorated wages - Retroactive wages - Wage periods | <p>Other payments</p> <ul style="list-style-type: none"> - Automated payments - Bulk edit, bulk upload - Custom types - Recurring payments <p>Contributions</p> <ul style="list-style-type: none"> - Contribution tax - Custom types - Multi-tiered configuration - Selective, voluntary contributions - Government O.R. <p>Taxes</p> <ul style="list-style-type: none"> - Custom types - Fiscal year summary - Tax deductions - Tax rates - Tax reconciliation - Taxable contributions - Taxable wages - Termination tax <p>Reports</p> <ul style="list-style-type: none"> - Accounting journal - Payment details - Payroll reports - Precise records - Regulatory reports (GSIS, HDMF, PhilHealth and BIR) |
| Benefits Module | <p>Instant Wages</p> <ul style="list-style-type: none"> - Company controls % of earned wages available to employees - No additional data or credit checks required | <p>Seamless Management</p> <ul style="list-style-type: none"> - Complete loan records securely stored and instantly accessible - Paperless request and approval process - Automated installments with direct payroll integration - GSIS, Philhealth, Pag-ibig covered |

| | | |
|--------------------------------------|---|---|
| | <ul style="list-style-type: none"> - System will fund all advances with automated repayment upon next payroll date <p>Customized Loans</p> <ul style="list-style-type: none"> - Unlimited loan types with configurable credit scoring and installment calculation - Multi-tiered approval matrix per loan type - Advanced features for payment graces, default interest, etc. | |
| Performance Module | <p>Tailored Performance</p> <ul style="list-style-type: none"> - Customize performance cycles for different groups or projects - Unlimited simultaneous cycles to track specific needs - Must be able to include the Strategic Performance Management System <p>Constant Engagement</p> <ul style="list-style-type: none"> - Access employee performance anytime & anywhere on mobile | <ul style="list-style-type: none"> - Constant feedback loop keeps everyone connected and up to date <p>Intuitive Insights</p> <ul style="list-style-type: none"> - Quantitative performance ranking and scoring to easily identify leaders and laggards - Real-time progress reporting to take action quickly |
| On-boarding | <ul style="list-style-type: none"> - Premium Package Kick-off meeting - Bulk data upload - System configuration - 2 runs of result validation | <ul style="list-style-type: none"> - 8 meets check-in meetings - 4 session training seminars - 2 months on-boarding period |
| Biometrics device | <p>3 units</p> <ul style="list-style-type: none"> - 8 inch 1280 x 800 screen - Quad core 1.0Ghz processor - 4 GB DDR, 64GB eMMC - FPI FAP20 – certified, 500DPI scanner - 5MP front camera with dual LED - Rugged casing to last, shock-proof, water resistant, corrosion-proof - ISO7816 Smart NFC card reader - Wifi, dual-SIM, LTE,/WCDMA/GPRS, Bluetooth connection capability - 8540mAH rechargeable Li-ion big battery - 9V/2A DC charger - Iron-frame secure wall mount - CE certified - Android 11 operating system - Multi-image fingerprint – record up to 18 images across 6 fingers | <ul style="list-style-type: none"> - Offline check-in/log-in feature - Facial recognition technology to ensure highest security and lowest failure rates - Real time - immediate data sync with system with instant automated insights - Multi-schedule – able to handle multiple shifts and amendments - Proprietary biometric device application with online and offline modes - Mobile device management software for directly application updates - Cryptographically encoded transfer layer security (TLS) data-in-motion security - Local full-service technical team - 12 months warranty |
| Cloud Infrastructure Security | <p>Power – high configuration resources with leading cloud providers for optimal performance and reliability.</p> <p>Continuous Operation – Multi-stage development, testing, deployment, improvement loop with automated dev ops that require zero downtime.</p> <p>Security – Continuous monitoring for potential breaches of both data-at-rest and in transit through encryption.</p> | <p>ISO 27001 Certified – Information Security Management Standard</p> <p>ISO 27018 Certified – Protection of Personal Data in the Cloud</p> <p>Disaster Recovery – Real time automated recovery with zero RTO in most cases and within several hours at worst. Maximum RPO of 24 hours.</p> <p>Reliability – Elastic load balancing across multiple application instances (ECS) ensure high availability, scaling and fault tolerance.</p> |
| Service Level Agreement | <ul style="list-style-type: none"> - System availability 24 x 7 and 7 days a week except planned downtime - Provide applicable standard customer support: Knowledge center, chat, ticket, email and phone support - Response Time – will reply as soon as possible with any additional questions or solutions - Resolution – should be resolved quickly. If require further investigation, the support should give a timeframe for response - Twelve (12) months support services | |
| Supplier | <ul style="list-style-type: none"> - Must submit the detailed Service Level Agreement - Must submit the Customer Service Standards - Must be able to provide Business Continuity Plan | |
| Delivery Period | 15 Calendar days. | |

1. Please accomplish the following:
 - a.) Price Quotation Form (Annex "A") together with the supplier's official proposal/quotation
 - b.) Statement of Compliance under Schedule of Requirements and Technical Specifications (Annex "B")
 - c.) Original and notarized Omnibus Sworn Statement (Annex "C")

Submit in a sealed envelope to LBP Leasing and Finance Corporation office located at 15th Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City **on or before December 19, 2023, 12:00NN** together with the **Certified True Copies** of the following **Eligibility documents**:

- a.) Valid and current year Mayor's Permit
 - b.) Valid and current PhilGEPS Registration Number
 - c.) DTI/SEC Registration (for Partnership/Corporation)
 - d.) BIR Certificate of Registration (Form 2303)
 - e.) Latest Income/Business Tax Return for two quarters
 - f.) Notarized Secretary's Certificate for proof of authorization
 - g.) Latest Tax Clearance per E.O. 398, series of 2005 (Optional)
2. All quotations must include all applicable taxes and shall be valid for a period of thirty (30) calendar days from the deadline of submission of quotations. Quotations received in excess of the approved budget shall be automatically rejected.
 3. Liquidated damages equivalent to one tenth (1/10) of the one percent (1%) of the value of Purchase Order not completed within the prescribed completion period shall be imposed per day to day of delay. LLFC may rescind the agreement once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.
 4. The project shall be awarded to the proponent determined to have submitted the complete and lowest quotation including compliance to the Schedule of Requirements and Eligibility documents.
 5. The prospective bidder shall be a Filipino citizen/sole proprietorship/partnership/Corporation duly organized under the laws of the Philippines.
 6. LLFC reserves the right to reject any or all quotations at any time prior to award of the project without thereby incurring any liability to the affected proponents and to waive any minor defects therein to accept the quotation as may be considered more advantageous to the Government.
 7. Terms of payment shall be within thirty (30) calendar days from date of acceptance. The procurement of LLFC is subject to a final VAT withholding of five percent (5%) in addition to the applicable withholding tax.

For further information, please visit LBP Leasing and Finance Corporation office or contact the BAC Secretariat Ms. Jose Emmanuel I. Guerrero at telephone number 8818-2200 loc. 231 or send e-mail to procurement@lbpleasing.com

Date of issue: 13 December 2023

(Sgd.)
MS. RIZA M. HERNANDEZ
CHAIRPERSON
BIDS AND AWARDS COMMITTEE

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION**

| | | |
|---|---|--|
| PROJECT NAME | : | Payroll and HRIS System Subscription Inclusive of Biometrics Device |
| APPROVED BUDGET FOR THE CONTRACT | : | Six Hundred Thousand Pesos (Php 600,000.00) inclusive of all applicable taxes |
| MODE OF PROCUREMENT | : | Small Value Procurement |

I. SUMMARY

The Payroll and HRIS of LLFC should be able to cover the GSIS mandated compensation, benefits and remittances, therefore there is a need to change the system that is readily available for use to prevent potential errors brought about by the shift to GSIS.

II. BACKGROUND

The Corporation completed its official registration with the Government Service Insurance System (GSIS) on August 2023. With this, the Payroll and HRIS System of LLFC must cover the the compensation, benefits and remittances related to GSIS, however there is not available system update and timetable yet as to when will the system provider will include GSIS in the existing system.

III. OBJECTIVES

To procure a readily available On-Cloud Payroll and HRIS System to prevent potential errors brought about by the shift to GSIS.

IV. SCOPE OF WORK

| | | |
|---------------------------|---|--|
| Basic requirements | <ul style="list-style-type: none"> - Software as-a service application/ web-hosted software - Must be able to automate, process and produce compensation, benefits and remittances related to GSIS and other government regulatory bodies - Must be able to generate government report particularly GSIS and personal data sheet (PDS) and all other required reports. - Can accommodate existing SPMS in the Performance Module - Includes monthly base server access | |
| Core HR | <p>Employee data management</p> <ul style="list-style-type: none"> - bulk data - Custom Fields - Data approvals - Data audit - Data security - Employment data - Personal data - Profile manager - Self service <p>Team organization</p> <ul style="list-style-type: none"> - Approval matrix - Multi-company - Organization structure - Subsidiaries <p>Employee onboarding</p> | <p>Team management</p> <ul style="list-style-type: none"> - Announcements - Approvals - Automated HR - Disciplinary actions - Notifications <p>Digital Documents</p> <ul style="list-style-type: none"> - Document verification - Document templates - Electronic signature - Employee documents - Full recordkeeping <p>Employee Offboarding</p> <ul style="list-style-type: none"> - Deactivation - Company assets - Separation/Severance Pay |

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION**

| | | |
|------------------------------|---|---|
| | <ul style="list-style-type: none"> - Adding employees - Employee activation - Employee approvals - Getting help - On-boarding wizard | <ul style="list-style-type: none"> - Succession and authority <p>Reporting and Insights</p> <ul style="list-style-type: none"> - Contract dates - Demographics - Missing data - Organizational chart - Personal Data Sheet (PDS) |
| Time and Leave Module | <p>Custom scheduling</p> <ul style="list-style-type: none"> - Activity wages - Break times - Calendar rules - Cost center tracking - Flexible schedules - Holiday pay - Holiday rules - Night shifts - Overtime windows - Shift templates - Tardy settings - Work activities <p>Tailored time-off</p> <ul style="list-style-type: none"> - Balance transfers - Custom policies - Encashments - Leave activities | <p>Accurate timekeeping</p> <ul style="list-style-type: none"> - Biometric tablets - Facial recognition - Geolocation - Intuitive calendars - Mobile attendance - Seamless approvals <p>Detailed records</p> <ul style="list-style-type: none"> - Attendance analysis - Bulk management - Full audit - Instant timesheets |
| Payroll Module | <p>Custom batches</p> <ul style="list-style-type: none"> - Attendance cut-offs - Audit trail - Calculation control - Custom cut-offs - Employee selection - Multi-batch - Multi-period - Other Payments control - Secure access <p>Tailored calculations</p> <ul style="list-style-type: none"> - Automated payments - Contribution types - Custom policies - Final pay (termination) - Income tax types <p>Seamless payroll process</p> <ul style="list-style-type: none"> - Automate reports - Calculate in seconds - Drill into the details - Easily validate - Instantly create - Immediately pay <p>Wages</p> <ul style="list-style-type: none"> - Absence deductions | <p>Other payments</p> <ul style="list-style-type: none"> - Automated payments - Bulk edit, bulk upload - Custom types - Recurring payments <p>Contributions</p> <ul style="list-style-type: none"> - Contribution tax - Custom types - Multi-tiered configuration - Selective, voluntary contributions - Government O.R. <p>Taxes</p> <ul style="list-style-type: none"> - Custom types - Fiscal year summary - Tax deductions - Tax rates - Tax reconciliation - Taxable contributions - Taxable wages - Termination tax <p>Reports</p> <ul style="list-style-type: none"> - Accounting journal - Payment details - Payroll reports - Precise records |

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION**

| | | |
|---------------------------|---|---|
| | <ul style="list-style-type: none"> - Gross-up wages - Leave pay - Minimum wages - Prorated wages - Retroactive wages - Wage periods | <ul style="list-style-type: none"> - Regulatory reports (GSIS, HDMF, PhilHealth and BIR) |
| Benefits Module | <p>Instant Wages</p> <ul style="list-style-type: none"> - Company controls % of earned wages available to employees - No additional data or credit checks required - System will fund all advances with automated repayment upon next payroll date <p>Customized Loans</p> <ul style="list-style-type: none"> - Unlimited loan types with configurable credit scoring and installment calculation - Multi-tiered approval matrix per loan type - Advanced features for payment graces, default interest, etc. | <p>Seamless Management</p> <ul style="list-style-type: none"> - Complete loan records securely stored and instantly accessible - Paperless request and approval process - Automated installments with direct payroll integration - GSIS, Philhealth, Pag-ibig covered |
| Performance Module | <p>Tailored Performance</p> <ul style="list-style-type: none"> - Customize performance cycles for different groups or projects - Unlimited simultaneous cycles to track specific needs - Must be able to include the Strategic Performance Management System <p>Constant Engagement</p> <ul style="list-style-type: none"> - Access employee performance anytime & anywhere on mobile | <ul style="list-style-type: none"> - Constant feedback loop keeps everyone connected and up to date <p>Intuitive Insights</p> <ul style="list-style-type: none"> - Quantitative performance ranking and scoring to easily identify leaders and laggards - Real-time progress reporting to take action quickly |
| On-boarding | <ul style="list-style-type: none"> - Premium Package Kick-off meeting - Bulk data upload - System configuration - 2 runs of result validation | <ul style="list-style-type: none"> - 8 meets check-in meetings - 4 session training seminars - 2 months on-boarding period |
| Biometrics device | <p>3 units</p> <ul style="list-style-type: none"> - 8 inch 1280 x 800 screen - Quad core 1.0Ghz processor - 4 GB DDR, 64GB eMMC - FPI FAP20 – certified, 500DPI scanner - 5MP front camera with dual LED - Rugged casing to last, shock-proof, water resistant, corrosion-proof - ISO7816 Smart NFC card reader - Wifi, dual-SIM, LTE,/WCDMA/GPRS, Bluetooth connection capability - 8540mAH rechargeable Li-ion big battery | <ul style="list-style-type: none"> - Offline check-in/log-in feature - Facial recognition technology to ensure highest security and lowest failure rates - Real time - immediate data sync with system with instant automated insights - Multi-schedule – able to handle multiple shifts and amendments - Proprietary biometric device application with online and offline modes |

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION**

| | | |
|--------------------------------------|--|--|
| | <ul style="list-style-type: none"> - 9V/2A DC charger - Iron-frame secure wall mount - CE certified - Android 11 operating system - Mutli-image fingerprint – record up to 18 images across 6 fingers | <ul style="list-style-type: none"> - Mobile device management software for directly application updates - Cryptographically encoded transfer layer security (TLS) data-in-motion security - Loca full-service technical team - 12 months warranty |
| Cloud Infrastructure Security | <p>Power – high configuration resources with leading cloud providers for optimal performance and reliability.</p> <p>Continuous Operation – Multi-stage development, testing, deployment, improvement loop with automated dev ops that require zero downtime.</p> <p>Security – Continuous monitoring for potential breaches of both data-at-rest and in transit through encryption.</p> | <p>ISO 27001 Certified – Information Security Management Standard</p> <p>ISO 27018 Certified – Protection of Personal Data in the Cloud</p> <p>Disaster Recovery – Real time automated recovery with zero RTO in most cases and within several hours at worst. Maximum RPO of 24 hours.</p> <p>Reliability – Elastic load balancing across multiple application instances (ECS) ensure high availability, scaling and fault tolerance.</p> |
| Service Level Agreement | <ul style="list-style-type: none"> - System availability 24 x 7 and 7 days a week except planned downtime - Provide applicable standard customer support: Knowledge center, chat, ticket, email and phone support - Response Time – will reply as soon as possible with any additional questions or solutions - Resolution – should be resolved quickly. If require further investigation, the support should give a timeframe for response - Twelve (12) months support services | |
| Supplier | <ul style="list-style-type: none"> - Must submit the detailed Service Level Agreement - Must submit the Customer Service Standards - Must be able to provide Business Continuity Plan | |

V. DELIVERABLES

Within 15 calendar days upon contract/Notice fo Proceed issuance.

VI. CONTRACT PAYMENT SCHEME

The supplier will be paid within 30 days after receipt of the license.

VII. DATA PRIVACY ACT

The supplier must comply with the requirements of the Data Privacy Act.

Price Quotation Form

Date:

MS. RIZA M. HERNANDEZ

Chairperson, Bids and Awards Committee
 LBP Leasing and Finance Corporation (LLFC)
 15th Flr., Sycip Law Center, #105 Paseo de Roxas St.,
 Makati City

Dear **Ms. Hernandez**:

After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ), hereunder is our quotation/s for the item/s as follows:

| Description/ Specifications: | Qty. | Unit Price (P) | Total Price (P) |
|---------------------------------|------|----------------|-----------------|
| (In details) | | | |
| Amount in Words: _____ _____ | | | |
| Warranty | | | |

The above-quoted prices are inclusive of all costs and applicable taxes. Delivery to **LBP Leasing and Finance Corporation** shall be within fifteen (15) calendar days upon receipt of Purchase Order (P.O.) and Notice to Proceed.

Very truly yours,

 Printed Name over Signature of Authorized Representative

 Name of Company

 Contact No./s

***Please submit all the required eligibility documents together with the Annexes "A, B and C"**

Schedule of Requirements and Eligibility Requirements

Bidders must state “**Comply**” in the column “Statement of Compliance” against each of the individual parameters.

| Quantity | Requirements | Statement of Compliance | | |
|---|--|---|--|--|
| Basic requirements | <ul style="list-style-type: none"> - Software as-a service application/ web-hosted software - Must be able to automate, process and produce compensation, benefits and remittances related to GSIS and other government regulatory bodies - Must be able to generate government report particularly GSIS and personal data sheet (PDS) and all other required reports. - Can accommodate existing SPMS in the Performance Module - Includes monthly base server access | | | |
| Core HR | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Employee data management</p> <ul style="list-style-type: none"> - bulk data - Custom Fields - Data approvals - Data audit - Data security - Employment data - Personal data - Profile manager - Self service <p>Team organization</p> <ul style="list-style-type: none"> - Approval matrix - Multi-company - Organization structure - Subsidiaries <p>Employee onboarding</p> <ul style="list-style-type: none"> - Adding employees - Employee activation - Employee approvals - Getting help - On-boarding wizard </td> <td style="width: 50%; vertical-align: top;"> <p>Team management</p> <ul style="list-style-type: none"> - Announcements - Approvals - Automated HR - Disciplinary actions - Notifications <p>Digital Documents</p> <ul style="list-style-type: none"> - Document verification - Document templates - Electronic signature - Employee documents - Full recordkeeping <p>Employee Offboarding</p> <ul style="list-style-type: none"> - Deactivation - Company assets - Separation/Severance Pay - Succession and authority <p>Reporting and Insights</p> <ul style="list-style-type: none"> - Contract dates - Demographics - Missing data - Organizational chart - Personal Data Sheet (PDS) </td> </tr> </table> | <p>Employee data management</p> <ul style="list-style-type: none"> - bulk data - Custom Fields - Data approvals - Data audit - Data security - Employment data - Personal data - Profile manager - Self service <p>Team organization</p> <ul style="list-style-type: none"> - Approval matrix - Multi-company - Organization structure - Subsidiaries <p>Employee onboarding</p> <ul style="list-style-type: none"> - Adding employees - Employee activation - Employee approvals - Getting help - On-boarding wizard | <p>Team management</p> <ul style="list-style-type: none"> - Announcements - Approvals - Automated HR - Disciplinary actions - Notifications <p>Digital Documents</p> <ul style="list-style-type: none"> - Document verification - Document templates - Electronic signature - Employee documents - Full recordkeeping <p>Employee Offboarding</p> <ul style="list-style-type: none"> - Deactivation - Company assets - Separation/Severance Pay - Succession and authority <p>Reporting and Insights</p> <ul style="list-style-type: none"> - Contract dates - Demographics - Missing data - Organizational chart - Personal Data Sheet (PDS) | |
| <p>Employee data management</p> <ul style="list-style-type: none"> - bulk data - Custom Fields - Data approvals - Data audit - Data security - Employment data - Personal data - Profile manager - Self service <p>Team organization</p> <ul style="list-style-type: none"> - Approval matrix - Multi-company - Organization structure - Subsidiaries <p>Employee onboarding</p> <ul style="list-style-type: none"> - Adding employees - Employee activation - Employee approvals - Getting help - On-boarding wizard | <p>Team management</p> <ul style="list-style-type: none"> - Announcements - Approvals - Automated HR - Disciplinary actions - Notifications <p>Digital Documents</p> <ul style="list-style-type: none"> - Document verification - Document templates - Electronic signature - Employee documents - Full recordkeeping <p>Employee Offboarding</p> <ul style="list-style-type: none"> - Deactivation - Company assets - Separation/Severance Pay - Succession and authority <p>Reporting and Insights</p> <ul style="list-style-type: none"> - Contract dates - Demographics - Missing data - Organizational chart - Personal Data Sheet (PDS) | | | |
| Time and Leave Module | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Custom scheduling</p> <ul style="list-style-type: none"> - Activity wages - Break times - Calendar rules - Cost center tracking - Flexible schedules - Holiday pay - Holiday rules - Night shifts - Overtime windows - Shift templates - Tardy settings - Work activities <p>Tailored time-off</p> <ul style="list-style-type: none"> - Balance transfers - Custom policies - Encashments - Leave activities </td> <td style="width: 50%; vertical-align: top;"> <p>Accurate timekeeping</p> <ul style="list-style-type: none"> - Biometric tablets - Facial recognition - Geolocation - Intuitive calendars - Mobile attendance - Seamless approvals <p>Detailed records</p> <ul style="list-style-type: none"> - Attendance analysis - Bulk management - Full audit - Instant timesheets </td> </tr> </table> | <p>Custom scheduling</p> <ul style="list-style-type: none"> - Activity wages - Break times - Calendar rules - Cost center tracking - Flexible schedules - Holiday pay - Holiday rules - Night shifts - Overtime windows - Shift templates - Tardy settings - Work activities <p>Tailored time-off</p> <ul style="list-style-type: none"> - Balance transfers - Custom policies - Encashments - Leave activities | <p>Accurate timekeeping</p> <ul style="list-style-type: none"> - Biometric tablets - Facial recognition - Geolocation - Intuitive calendars - Mobile attendance - Seamless approvals <p>Detailed records</p> <ul style="list-style-type: none"> - Attendance analysis - Bulk management - Full audit - Instant timesheets | |
| <p>Custom scheduling</p> <ul style="list-style-type: none"> - Activity wages - Break times - Calendar rules - Cost center tracking - Flexible schedules - Holiday pay - Holiday rules - Night shifts - Overtime windows - Shift templates - Tardy settings - Work activities <p>Tailored time-off</p> <ul style="list-style-type: none"> - Balance transfers - Custom policies - Encashments - Leave activities | <p>Accurate timekeeping</p> <ul style="list-style-type: none"> - Biometric tablets - Facial recognition - Geolocation - Intuitive calendars - Mobile attendance - Seamless approvals <p>Detailed records</p> <ul style="list-style-type: none"> - Attendance analysis - Bulk management - Full audit - Instant timesheets | | | |
| Payroll Module | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Custom batches</p> <ul style="list-style-type: none"> - Attendance cut-offs </td> <td style="width: 50%; vertical-align: top;"> <p>Other payments</p> <ul style="list-style-type: none"> - Automated payments </td> </tr> </table> | <p>Custom batches</p> <ul style="list-style-type: none"> - Attendance cut-offs | <p>Other payments</p> <ul style="list-style-type: none"> - Automated payments | |
| <p>Custom batches</p> <ul style="list-style-type: none"> - Attendance cut-offs | <p>Other payments</p> <ul style="list-style-type: none"> - Automated payments | | | |

Annex “B”

| | | | |
|---------------------------|---|--|--|
| | <ul style="list-style-type: none"> - Audit trail - Calculation control - Custom cut-offs - Employee selection - Multi-batch - Multi-period - Other Payments control - Secure access <p>Tailored calculations</p> <ul style="list-style-type: none"> - Automated payments - Contribution types - Custom policies - Final pay (termination) - Income tax types <p>Seamless payroll process</p> <ul style="list-style-type: none"> - Automate reports - Calculate in seconds - Drill into the details - Easily validate - Instantly create - Immediately pay <p>Wages</p> <ul style="list-style-type: none"> - Absence deductions - Gross-up wages - Leave pay - Minimum wages - Prorated wages - Retroactive wages - Wage periods | <ul style="list-style-type: none"> - Bulk edit, bulk upload - Custom types - Recurring payments <p>Contributions</p> <ul style="list-style-type: none"> - Contribution tax - Custom types - Multi-tiered configuration - Selective, voluntary contributions - Government O.R. <p>Taxes</p> <ul style="list-style-type: none"> - Custom types - Fiscal year summary - Tax deductions - Tax rates - Tax reconciliation - Taxable contributions - Taxable wages - Termination tax <p>Reports</p> <ul style="list-style-type: none"> - Accounting journal - Payment details - Payroll reports - Precise records - Regulatory reports (GSIS, HDMF, PhilHealth and BIR) | |
| Benefits Module | <p>Instant Wages</p> <ul style="list-style-type: none"> - Company controls % of earned wages available to employees - No additional data or credit checks required - System will fund all advances with automated repayment upon next payroll date <p>Customized Loans</p> <ul style="list-style-type: none"> - Unlimited loan types with configurable credit scoring and installment calculation - Multi-tiered approval matrix per loan type - Advanced features for payment graces, default interest, etc. | <p>Seamless Management</p> <ul style="list-style-type: none"> - Complete loan records securely stored and instantly accessible - Paperless request and approval process - Automated installments with direct payroll integration - GSIS, Philhealth, Pag-ibig covered | |
| Performance Module | <p>Tailored Performance</p> <ul style="list-style-type: none"> - Customize performance cycles for different groups or projects - Unlimited simultaneous cycles to track specific needs - Must be able to include the Strategic Performance Management System <p>Constant Engagement</p> <ul style="list-style-type: none"> - Access employee performance anytime & anywhere on mobile | <ul style="list-style-type: none"> - Constant feedback loop keeps everyone connected and up to date <p>Intuitive Insights</p> <ul style="list-style-type: none"> - Quantitative performance ranking and scoring to easily identify leaders and laggards - Real-time progress reporting to take action quickly | |
| On-boarding | <ul style="list-style-type: none"> - Premium Package Kick-off meeting - Bulk data upload - System configuration - 2 runs of result validation | <ul style="list-style-type: none"> - 8 meets check-in meetings - 4 session training seminars - 2 months on-boarding period | |
| Biometrics device | 3 units | <ul style="list-style-type: none"> - Offline check-in/log-in feature | |

Annex “B”

| | | | |
|--------------------------------------|--|--|--|
| | <ul style="list-style-type: none"> - 8 inch 1280 x 800 screen - Quad core 1.0Ghz processor - 4 GB DDR, 64GB eMMC - FPI FAP20 – certified, 500DPI scanner - 5MP front camera with dual LED - Rugged casing to last, shock-proof, water resistant, corrosion-proof - ISO7816 Smart NFC card reader - Wifi, dual-SIM, LTE,/WCDMA/GPRS, Bluetooth connection capability - 8540mAH rechargeable Li-ion big battery - 9V/2A DC charger - Iron-frame secure wall mount - CE certified - Android 11 operating system - Multi-image fingerprint – record up to 18 images across 6 fingers | <ul style="list-style-type: none"> - Facial recognition technology to ensure highest security and lowest failure rates - Real time - immediate data sync with system with instant automated insights - Multi-schedule – able to handle multiple shifts and amendments - Proprietary biometric device application with online and offline modes - Mobile device management software for directly application updates - Cryptographically encoded transfer layer security (TLS) data-in-motion security - Local full-service technical team - 12 months warranty | |
| Cloud Infrastructure Security | <p>Power – high configuration resources with leading cloud providers for optimal performance and reliability.</p> <p>Continuous Operation – Multi-stage development, testing, deployment, improvement loop with automated dev ops that require zero downtime.</p> <p>Security – Continuous monitoring for potential breaches of both data-at-rest and in transit through encryption.</p> | <p>ISO 27001 Certified – Information Security Management Standard</p> <p>ISO 27018 Certified – Protection of Personal Data in the Cloud</p> <p>Disaster Recovery – Real time automated recovery with zero RTO in most cases and within several hours at worst. Maximum RPO of 24 hours.</p> <p>Reliability – Elastic load balancing across multiple application instances (ECS) ensure high availability, scaling and fault tolerance.</p> | |
| Service Level Agreement | <ul style="list-style-type: none"> - System availability 24 x 7 and 7 days a week except planned downtime - Provide applicable standard customer support: Knowledge center, chat, ticket, email and phone support - Response Time – will reply as soon as possible with any additional questions or solutions - Resolution – should be resolved quickly. If require further investigation, the support should give a timeframe for response - Twelve (12) months support services | | |
| Supplier | <ul style="list-style-type: none"> - Must submit the detailed Service Level Agreement - Must submit the Customer Service Standards - Must be able to provide Business Continuity Plan | | |
| | Delivery Period: 15 Calendar Days | | |
| | Eligibility Requirements (Certified True Copies only) : | | |
| | 1. Valid and Current Year Mayor’s Permit | | |
| | 2. Valid and Current PhilGEPS Registration Number | | |
| | 3. DTI / SEC Registration (for Partnership / Corporations) | | |
| | 4. BIR Certificate of Registration (Form 2303) | | |
| | 5. Latest Income/Business Tax Return for two quarters | | |
| | 6. Notarized Omnibus Sworn Statement (Annex C) | | |
| | 7. Notarized Secretary’s Certificate for proof of authorization | | |
| | 8. Latest Tax Clearance per E.O. 398, series of 2005 (Optional) | | |

I hereby certify to comply and deliver all the above Schedule of Requirements.

**Name of Company
/Bidder**

**Signature over Printed Name of
Authorized Representative**

Date

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards

Annex “C”

Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]