



# West Visayas State University

(Formerly Iloilo Normal School)

Bids and Awards Committee Secretariat Office/ Procurement Section

Luna St., La Paz, Iloilo City 5000

Iloilo, Philippines

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## SUPPLEMENTAL/BID BULLETIN

Project Reference No.	<b>IB No. 22-06-13</b>
Name of the Project	<b>Procurement of Human Resource Information System (HRIS)</b>
Location of the Project	<b>WVSU - Main Campus</b>

### ADDENDUM NO. 2022- 06

June 16, 2022

This **Addendum No. 2022-06** is issued to modify the **Section III. Bid Data Sheet (BDS), Section V. Special Conditions of Contract (SCC) and Section VII. Technical Specifications.** These shall form an integral part of the Bidding Documents.

#### I. Section III. Bid Data Sheet (BDS):

ITB Clause	Description	Corrections/ Amendments/ Instructions
5.3	For this purpose, contracts similar to the Project shall be: a. <b><u>Supply, Delivery and Installation of Human Resource Information System or equivalent thereof.</u></b> b. Completed within <b>2 years</b> prior to the deadline for the submission and receipt of bids.	For this purpose, contracts similar to the Project shall be: a. <b><u>Supply, Delivery and Installation of Human Resource Information System or equivalent thereof.</u></b> b. Completed within <b>3 years</b> prior to the deadline for the submission and receipt of bids.

#### II. Section V. Special Conditions of Contract (SCC):

GCC Clause	Description		Corrections/ Amendments/ Instructions	
2.2	"The terms of payment shall be as follows:			
	<b><u>PROJECT MILESTONE</u></b>	<b><u>PERCENT OF PAYMENT</u></b>	<b><u>PROJECT MILESTONE</u></b>	<b><u>PERCENT OF PAYMENT</u></b>
	Delivery and Acceptance of Inception Report	15%	Delivery and Acceptance of Inception Report	15%
	Upon Systems Installation	40%	Upon Systems Installation <b>(Includes Four (4) Modules)</b>	40%
	Upon delivery and acceptance of the initial development and Readiness of User Acceptance (RUA) and acceptance and sign-off of the User Acceptance Testing (UAT)	30%	Upon delivery and acceptance of the initial development and Readiness of User Acceptance (RUA) and acceptance and sign-off of the User Acceptance Testing (UAT)	30%
	Upon Go-Live and Turnover of all Project documentations, source codes and other pertinent assets	15%	Upon Go-Live and Turnover of <b>complete project documents.</b>	15%



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### III. Section VII. Technical Specifications:

Item No.	Description	Corrections/ Amendments/ Instructions
1.	<b><u>HUMAN RESOURCE INFORMATION SYSTEM (HRIS)</u></b>	<b><u>HUMAN RESOURCE INFORMATION SYSTEM (HRIS)</u></b>
	<b>Qty/ Unit: 1 lot</b>	<b>Qty/ Unit: 1 lot</b>
	<b>Pls. specify brand and model:</b>	<b>Pls. specify brand and model:</b>
	<b>Unit Cost: 2,200,000.00</b>	<b>Unit Cost: 2,200,000.00</b>
	<ul style="list-style-type: none"> <li>A Commercial Off-The-Shelf (COTS) Software that fits the specifications and requirements of the project as stated in this document inclusive of licenses and other associated costs such as installation, customization, and some training and orientation as well as the different environments (Development, Testing, Pre-Production, Production, and Disaster Recovery environments) as applicable.</li> </ul>	<ul style="list-style-type: none"> <li>A Commercial Off-The-Shelf (COTS) Software that fits the specifications and requirements of the project as stated in this document inclusive of licenses and other associated costs such as installation, customization, and some training and orientation as well as the different environments (<b>Development involves Customization, Testing, Pre-Production, Production, Disaster Recovery environments and Integration of Biometrics devices (ZKTECO) as applicable, will be provided by the supplier.</b>)</li> </ul>
		<ul style="list-style-type: none"> <li><b>Hosting of the system will be provided by the Procuring Entity (PE) on premise.</b></li> </ul>
	<b>Estimated Users:</b>	<b>Estimated Users:</b>
	<ul style="list-style-type: none"> <li>20 to 30 Active HR and Accounting Personnel Users</li> </ul>	<ul style="list-style-type: none"> <li>20 to 30 Active HR and Accounting Personnel Users</li> </ul>
	<ul style="list-style-type: none"> <li>not less than 2000 WVSU Employee Records to be processed in a given month with possibly 3-5 transactions per employee per pay period and 2-4 pay runs per month (for full implementation)</li> </ul>	<ul style="list-style-type: none"> <li>not less than 2000 WVSU Employee Records to be processed in a given month with possibly 3-5 transactions per employee per pay period and 2-4 pay runs per month (for full implementation)</li> </ul>
	<ul style="list-style-type: none"> <li>1,500 to 5,000 Self Service Logins of employees per month</li> </ul>	<ul style="list-style-type: none"> <li>1,500 to 5,000 Self Service Logins of employees per month</li> </ul>
	<ul style="list-style-type: none"> <li>This System shall be composed of modules based on functionality, the Human Resource Module, Timekeeping Module/Time and Attendance, Payroll Module and Control Panel (Maintenance) Module for the initial implementation and additional modules for the four (4) core HR functions to be integrated in the succeeding projects.</li> </ul>	<ul style="list-style-type: none"> <li>This System shall be composed of modules based on functionality, the Human Resource Module, Timekeeping Module/Time and Attendance, Payroll Module and Control Panel (Maintenance) Module for the initial implementation and additional modules for the four (4) core HR functions to be integrated in the succeeding projects.</li> </ul>
	<b>The following are the Technical Requirements:</b>	<b>The following are the Technical Requirements:</b>
	1.The software platform including operating system, application engine, database, data warehouse, backup facility, and authentication service. Supplier will provide the license OS for the server requirement;	1.The software platform including operating system, application engine, database, data warehouse, backup facility, and authentication service. Supplier will provide the license OS for the server requirement;
	2.The end-user and administrative components must be entirely web based. The system shall support easy and secure business-to-business transmission of data to and from external entities;	2.The end-user and administrative components must be entirely web based. The system shall support easy and secure business-to-business transmission of data to and from external entities;
	3.The system must be highly configurable to enable the WVSU to define its own business rules for all functionality;	3.The system must be highly configurable to enable the WVSU to define its own business rules for all functionality;
	4.Software must be developed using exclusively pure Internet/ open standard development tools;	4.Software must be developed using exclusively pure Internet/ open standard development tools;



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Item No.	Description	Corrections/ Amendments/ Instructions
	5.The bidder should specifically confirm that 100% of the functionality of the application for all modules, including system administration modules can be accessed completely through the browser without any remote connectivity software;	5.The bidder should specifically confirm that 100% of the functionality of the application for all modules, including system administration modules can be accessed completely through the browser without any remote connectivity software;
	6.The bidder should provide a detailed technical explanation on how the application is delivered over the web for complete access to all features and functionality to the client users through a browser without any software, cookie or applet installed on the client machine;	6.The bidder should provide a detailed technical explanation on how the application is delivered over the web for complete access to all features and functionality to the client users through a browser without any software, cookie or applet installed on the client machine;
	7.The Software must have a simple architecture and support deployment of webserver, database and application on a single mid-range server to support not less than 2,000 employee system runs. The server specifications are to be determined by the software provider;	7.The Software must have a simple architecture and support deployment of webserver, database and application on a single mid-range server to support not less than 2,000 employee system runs. The server specifications are to be determined by the software provider;
	8.The software must be capable of operating on an architecture design that will support a production, pre-production, staging, testing, development and training environments and includes the establishment of a secondary 'hot site' to enable business continuance and disaster recovery; The secondary hot-site or disaster recovery facility will be determined by WVSU MIS. The system must be capable of utilizing existing workstations.	<b>DELETED</b>
	9.The system should provide a long-term strategy and capacity to respond to growth. Evidence must be provided that the system can easily be migrated to other platforms in response to any change (growth, reduction or other change) in WVSU's requirements;	9.The system should provide a long-term strategy and capacity to respond to growth. <b>Duly signed letter of Commitment that the system can respond to any change or growth.</b>
	10.Possible change requirements regarding the system software, and other components proposed must be specified if an increase is expected to occur in the number of transactions per time period, users, sites and connections as a result of introducing the system.	10.Possible change requirements regarding the system software, and other components proposed must be specified if an increase is expected to occur in the number of transactions per time period, users, sites and connections as a result of introducing the system.
	11.The solution should allow for modular implementation;	11.The solution should allow for modular implementation;
	12.The product must be able to generate reports in accordance with the requirements of oversight agencies such as CHED, DBM and CSC as stated in "Annex A".	12.The product must be able to generate reports in accordance with the requirements of oversight agencies such as CHED, DBM and CSC as stated in "Annex A".
	13.The required HRIS module is compliant or can be customized to meet the fundamental requisites of the four (4) major pillars of PRIME-HRM on Recruitment Selection and Placement, Learning and Development, Performance Management and Rewards and Recognition.	13.The required HRIS module is compliant or can be customized to meet the fundamental requisites of the four (4) major pillars of PRIME-HRM on Recruitment Selection and Placement, Learning and Development, Performance Management and Rewards and Recognition.



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Item No.	Description	Corrections/ Amendments/ Instructions
	<b>Technical Requirements for Each Module</b>	<b>Technical Requirements for Each Module</b>
	<i>The solution in general is a complete web-based HRIS and will only require web hosting for online connectivity.</i>	<i>The solution in general is a complete web-based HRIS and will only require web hosting for online connectivity.</i>
	<b>General Rule</b>	<b>General Rule</b>
	1. <i>The HRIS shall be a web-based application that can be accessed through the internet.</i>	1. <i>The HRIS shall be a web-based application that can be accessed through the internet.</i>
	2. <i>The users of the modules shall be maintained by the system administrator.</i>	2. <i>The users of the modules shall be maintained by the system administrator.</i>
	3. <i>The database shall be located in the organization's secure environment.</i>	3. <i>The database shall be located in the organization's secure environment.</i>
	4. <i>Database maintenance shall be assigned to the organization's personnel.</i>	4. <i>Database maintenance shall be assigned to the organization's personnel.</i>
	<b>DASHBOARD</b>	<b>DASHBOARD</b>
	1. <i>Provide a landing page or a short overview of existing records for users of the system.</i>	1. <i>Provide a landing page or a short overview of existing records for users of the system.</i>
	<b>GENERAL SPECIFICATIONS:</b>	<b>GENERAL SPECIFICATIONS:</b>
	1. <b>Human Resource Module</b> - <i>This module allows the user to effectively manage employee 201 files, employment records, and service records, assign salary steps &amp; grades, and keep track of employee onboarding and off-boarding processes.</i>	1. <b>Human Resource Module</b> - <i>This module allows the user to effectively manage employee 201 files, employment records, and service records, assign salary steps &amp; grades, and keep track of employee onboarding and off-boarding processes.</i>
	2. <b>Timekeeping Module/Time and Attendance</b> - <i>This module allows the user to maintain and manage the approval of official business, leave, and overtime applications, process daily time records, and view work schedules.</i>	2. <b>Timekeeping Module/Time and Attendance</b> - <i>This module allows the user to maintain and manage the approval of official business, leave, and overtime applications, process daily time records, and view work schedules.</i>
	3. <b>Payroll Module</b> - <i>This module provides the user access to generate payroll summary, salary records, loan monitoring, and archiving all employment documents related to payroll.</i>	3. <b>Payroll Module</b> - <i>This module provides the user access to generate payroll summary, salary records, loan monitoring, and archiving all employment documents related to payroll.</i>
	4. <b>E-Portal</b> - <i>The employee portal allows employees to update their personal information, monitor their applied official business, overtime, and leave applications, and generate daily time records and payslips through online access.</i>	4. <b>E-Portal</b> - <i>The employee portal allows employees to update their personal information, monitor their applied official business, overtime, and leave applications, and generate daily time records and payslips through online access (<b>web-based</b>).</i>
	<b>A. HUMAN RESOURCE MODULE</b>	<b>A. HUMAN RESOURCE MODULE</b>
	1. <b>201 File</b> a. <i>Personnel Information</i> - <i>This section allows the user to input the basic information of the employee as follows: (but not limited to)</i>	1. <b>201le</b> a. <i>Personnel Information</i> - <i>This section allows the user to input the basic information of the employee as follows: (but not limited to)</i>





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Item No.	Description	Corrections/ Amendments/ Instructions
	<p><b>i. Personal Data/Information</b></p> <ul style="list-style-type: none"> <li>• Employee Number which is automatically generated by the system</li> <li>• Access Number Text</li> <li>• Date Hired</li> <li>• Company</li> <li>• Title</li> <li>• First Name</li> <li>• Middle Name</li> <li>• Last Name</li> <li>• Suffix</li> <li>• Employee Category</li> <li>• Civil Status</li> <li>• Citizenship</li> <li>• Gender</li> <li>• Height (cm)</li> <li>• Weight (kg)</li> <li>• Blood Type</li> <li>• Birth Date</li> <li>• Etc.</li> </ul>	<p><b>i. Personal Data/Information</b></p> <ul style="list-style-type: none"> <li>• Employee Number which is automatically generated by the system</li> <li>• Access Number Text</li> <li>• Date Hired</li> <li>• Company</li> <li>• Title</li> <li>• First Name</li> <li>• Middle Name</li> <li>• Last Name</li> <li>• Suffix</li> <li>• Employee Category</li> <li>• Civil Status</li> <li>• Citizenship</li> <li>• Gender</li> <li>• Height (cm)</li> <li>• Weight (kg)</li> <li>• Blood Type</li> <li>• Birth Date</li> <li>• Etc.</li> </ul>
	<p><b>ii. Family Information</b></p>	<p><b>ii. Family Information</b></p>
	<p><b>iii. Educational Background</b></p>	<p><b>iii. Educational Background</b></p>
	<p><b>iv. Employment History including of employment, i.e permanent, temporary, causal, contractual, COS/pert-time</b></p>	<p><b>iv. Employment History including of employment, i.e permanent, temporary, causal, contractual, COS/pert-time</b></p>
	<p><b>v. Eligibility</b></p>	<p><b>v. Eligibility</b></p>
	<p><b>vi. Training/Seminars</b></p>	<p><b>vi. Training/Seminars</b></p>
	<p><b>vii. Organization</b></p>	<p><b>vii. Organization</b></p>
	<p><b>viii. References</b></p>	<p><b>viii. References</b></p>
	<p><b>ix. Service Record</b></p>	<p><b>ix. Service Record</b></p>
	<p><b>x. Payroll</b></p>	<p><b>x. Payroll</b></p>
	<p><b>xi. Awards</b></p>	<p><b>xi. Awards</b></p>
	<p><b>2. <u>Personnel Appointment and Personnel Re-Appointment</u></b>            - This function allows the user to appoint the newly hired employee and re-appoint current employees. This section allows the user to input the information of the employee as follows: (but not limited to)</p> <p><b>a. Appointment Information</b></p> <ul style="list-style-type: none"> <li>• Department</li> <li>• Employment Status</li> <li>• Nature of Appointment</li> <li>• Plantilla Item</li> <li>• Plantilla</li> <li>• Position</li> <li>• Salary Grade</li> <li>• Salary Step</li> <li>• Payroll Interval</li> <li>• Effectivity Date</li> <li>• Etc.</li> </ul>	<p><b>2. <u>Personnel Appointment and Personnel Re-Appointment</u></b>            - This function allows the user to appoint the newly hired employee and re-appoint current employees. This section allows the user to input the information of the employee as follows: (but not limited to)</p> <p><b>a. Appointment Information</b></p> <ul style="list-style-type: none"> <li>• Department</li> <li>• Employment Status</li> <li>• Nature of Appointment</li> <li>• Plantilla Item</li> <li>• Plantilla</li> <li>• Position</li> <li>• Salary Grade</li> <li>• Salary Step</li> <li>• Payroll Interval</li> <li>• Effectivity Date</li> <li>• Etc.</li> </ul>



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Item No.	Description	Corrections/ Amendments/ Instructions
	<p><b>b. Compensation and Benefits</b></p> <ul style="list-style-type: none"> <li>• Salary</li> <li>• PhilHealth Contribution</li> <li>• Pag-Ibig Contribution</li> <li>• Etc.</li> </ul>	<p><b>b. Compensation and Benefits</b></p> <ul style="list-style-type: none"> <li>• Salary</li> <li>• PhilHealth Contribution</li> <li>• Pag-Ibig Contribution</li> <li>• Etc.</li> </ul>
	<p><b>3. <u>Personnel Off-Boarding</u></b> - This function allows the user to off-board an employee who has separated from the company may it be through resignation, termination or retirement.</p> <ul style="list-style-type: none"> <li>• Name (Text or searchable)</li> <li>• Department</li> <li>• Position</li> <li>• Actions</li> <li>• Remarks</li> <li>• Etc.</li> </ul>	<p><b>3. <u>Personnel Off-Boarding</u></b> - This function allows the user to off-board an employee who has separated from the company may it be through resignation, termination or retirement.</p> <ul style="list-style-type: none"> <li>• Name (Text or searchable)</li> <li>• Department</li> <li>• Position</li> <li>• Actions</li> <li>• Remarks</li> <li>• Etc.</li> </ul>
	<p><b>4. <u>Approve Update Personnel Information</u></b> - This function allows the user to approve changes and updates to the personnel information requested by the employee.</p>	<p><b>4. <u>Approve Update Personnel Information</u></b> - This function allows the user to approve changes and updates to the personnel information requested by the employee.</p>
	<p><b>B. Timekeeping Module/Time and Attendance</b></p> <p><b>1. <u>Upload Attendance</u></b> - This transaction allows the user to upload the time logs from biometrics for a specific date range.</p> <p>a. <i>Time Data Details</i></p> <ul style="list-style-type: none"> <li>• Date From</li> <li>• Date To</li> <li>• Etc.</li> </ul> <p>b. <i>List of Employees</i></p> <p>c. <i>Attendance</i></p> <ul style="list-style-type: none"> <li>• Employee Name</li> <li>• Employee No</li> <li>• Capture Date</li> <li>• In</li> <li>• Out</li> <li>• Etc.</li> </ul>	<p><b>B. Timekeeping Module/Time and Attendance</b></p> <p><b>1. <u>Upload Attendance</u></b> - This transaction allows the user to upload the time logs from biometrics for a specific date range.</p> <p>a. <i>Time Data Details</i></p> <ul style="list-style-type: none"> <li>• Date From</li> <li>• Date To</li> <li>• Etc.</li> </ul> <p>b. <i>List of Employees</i></p> <p>c. <i>Attendance</i></p> <ul style="list-style-type: none"> <li>• Employee Name</li> <li>• Employee No</li> <li>• Capture Date</li> <li>• In</li> <li>• Out</li> <li>• Etc.</li> </ul>
	<p><b>2. <u>Leave Management</u></b></p> <p>a. <b>Leave Earned</b> - This transaction allows the user to process automatic computation of leave earned by the employee for the month.</p> <ul style="list-style-type: none"> <li>• Month</li> <li>• Year</li> <li>• Category</li> <li>• Employee No.</li> <li>• Name</li> <li>• Position</li> <li>• Days Present</li> <li>• Days Absent</li> <li>• SL/VL Earned</li> <li>• Etc.</li> </ul>	<p><b>2. <u>Leave Management</u></b></p> <p>a. <b>Leave Earned</b> - This transaction allows the user to process automatic computation of leave earned by the employee for the month.</p> <ul style="list-style-type: none"> <li>• Month</li> <li>• Year</li> <li>• Category</li> <li>• Employee No.</li> <li>• Name</li> <li>• Position</li> <li>• Days Present</li> <li>• Days Absent</li> <li>• SL/VL Earned</li> <li>• Etc.</li> </ul>



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Item No.	Description	Corrections/ Amendments/ Instructions
	<p><b>b. Leave Credit</b> - This transaction allows the user to input the beginning leave credit balance of an employee.</p> <ul style="list-style-type: none"> <li>• Employment Status</li> <li>• Leave Type</li> <li>• List of Employees without Leave</li> <li>• List of Employees with leave</li> <li>• Etc.</li> </ul>	<p><b>b. Leave Credit</b> - This transaction allows the user to input the beginning leave credit balance of an employee.</p> <ul style="list-style-type: none"> <li>• Employment Status</li> <li>• Leave Type</li> <li>• List of Employees without Leave</li> <li>• List of Employees with leave</li> <li>• Etc.</li> </ul>
	<p><b>c. Leave Approval</b> - This transaction allows the user to approve or disapprove the leave application of an employee.</p> <p>1. Pending, Approved, Disapproved Leaves</p> <ul style="list-style-type: none"> <li>• Employee No.</li> <li>• Full Name</li> <li>• Date Filed</li> <li>• Leave Type</li> <li>• Date From</li> <li>• Date To</li> <li>• Days</li> <li>• Attachment</li> <li>• Reason</li> <li>• Etc.</li> </ul>	<p><b>c. Leave Approval</b> - This transaction allows the user to approve or disapprove the leave application of an employee.</p> <p>1. Pending, Approved, Disapproved Leaves</p> <ul style="list-style-type: none"> <li>• Employee No.</li> <li>• Full Name</li> <li>• Date Filed</li> <li>• Leave Type</li> <li>• Date From</li> <li>• Date To</li> <li>• Days</li> <li>• Attachment</li> <li>• Reason</li> <li>• Etc.</li> </ul>
	<p><b>3. Overtime Management</b> - This transaction allows the user to approve or disapprove the overtime application of the employee.</p> <p>a. Pending, Approved and Disapproved Overtime.</p> <ul style="list-style-type: none"> <li>• Full Name</li> <li>• Overtime</li> <li>• Date Filed</li> <li>• Overtime Date</li> <li>• Overtime Date To</li> <li>• Total Hour</li> <li>• Reason</li> <li>• Etc.</li> </ul>	<p><b>3. Overtime Management</b> - This transaction allows the user to approve or disapprove the overtime application of the employee.</p> <p>a. Pending, Approved and Disapproved Overtime.</p> <ul style="list-style-type: none"> <li>• Full Name</li> <li>• Overtime</li> <li>• Date Filed</li> <li>• Overtime Date</li> <li>• Overtime Date To</li> <li>• Total Hour</li> <li>• Reason</li> <li>• Etc.</li> </ul>
	<p><b>4. Official Business Management</b> - This transaction allows the user to approve or disapprove the official business of the employee.</p> <p>a. Pending, Approved and Disapproved Official Business</p> <ul style="list-style-type: none"> <li>• Full Name</li> <li>• Date Filed</li> <li>• Travel Date</li> <li>• Reason</li> <li>• Etc.</li> </ul>	<p><b>4. Official Business Management</b> - This transaction allows the user to approve or disapprove the official business of the employee.</p> <p>a. Pending, Approved and Disapproved Official Business</p> <ul style="list-style-type: none"> <li>• Full Name</li> <li>• Date Filed</li> <li>• Travel Date</li> <li>• Reason</li> <li>• Etc.</li> </ul>



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SCP000194Q

Item No.	Description	Corrections/ Amendments/ Instructions
	<p><b><u>5.Process Daily Time Record</u></b> - This transaction allows the user to process the daily time record of all employees and view the tardiness, undertime, leave, official business, and overtime of each employee.</p> <p>a.Details</p> <ul style="list-style-type: none"> <li>• Employee No.</li> <li>• Employee Name</li> <li>• Date From</li> <li>• Date To</li> </ul> <p>b.Insert Custom Schedule</p> <ul style="list-style-type: none"> <li>• AM In</li> <li>• AM Out</li> <li>• PM In</li> <li>• PM Out</li> </ul> <p>c.Table Preview</p> <ul style="list-style-type: none"> <li>• Date</li> <li>• AM In</li> <li>• AM Out</li> <li>• PM In</li> <li>• PM Out</li> <li>• Late</li> <li>• Undertime</li> <li>• Leave</li> <li>• Absent</li> <li>• Overtime</li> <li>• Hours</li> <li>• Remarks.</li> <li>• Offset</li> <li>• Etc.</li> </ul>	<p><b><u>5.Process Daily Time Record</u></b> - This transaction allows the user to process the daily time record of all employees and view the tardiness, undertime, leave, official business, and overtime of each employee.</p> <p>a. Details</p> <ul style="list-style-type: none"> <li>• Employee No.</li> <li>• Employee Name</li> <li>• Date From</li> <li>• Date To</li> </ul> <p>b.Insert Custom Schedule</p> <ul style="list-style-type: none"> <li>• AM In</li> <li>• AM Out</li> <li>• PM In</li> <li>• PM Out</li> </ul> <p>c. Table Preview</p> <ul style="list-style-type: none"> <li>• Date</li> <li>• AM In</li> <li>• AM Out</li> <li>• PM In</li> <li>• PM Out</li> <li>• Late</li> <li>• Undertime</li> <li>• Leave</li> <li>• Absent</li> <li>• Overtime</li> <li>• Hours</li> <li>• Remarks.</li> <li>• Offset</li> <li>• Etc.</li> </ul>
	<p><b><u>6.Attendance Summary</u></b> - This transaction allows the user to generate an overview of the attendance or daily time record (DTR) of each employee for a certain payroll interval and period.</p>	<p><b><u>6. Attendance Summary</u></b> - This transaction allows the user to generate an overview of the attendance or daily time record (DTR) of each employee for a certain payroll interval and period.</p>
	<p><b>C. Payroll Module.</b> This module provides the user access to encode, edit and generate payroll for a specific period, payroll summary, salary records, loan monitoring, and archiving of all employment documents related to payroll of regular, casual and contractual employees. This will also include payroll for job-order, contractual and other special payroll.</p>	<p><b>C. Payroll Module.</b> This module provides the user access to encode, edit and generate payroll for a specific period, payroll summary, salary records, loan monitoring, and archiving of all employment documents related to payroll of regular, casual and contractual employees. This will also include payroll for job-order, contractual and other special payroll.</p>





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Item No.	Description	Corrections/ Amendments/ Instructions
	<p><b><u>1.Payslip</u></b> - This transaction allows the user to generate the payslip of the employee depending on employment status, payroll period and employee name. This will also include viewing of the employees of their payroll details.</p> <ul style="list-style-type: none"> <li>• Month</li> <li>• Employment Status</li> <li>• Payroll Period</li> <li>• Employee Name</li> <li>• Etc.</li> </ul>	<p><b><u>1.Payslip</u></b> - This transaction allows the user to generate the payslip of the employee depending on employment status, payroll period and employee name. This will also include viewing of the employees of their payroll details.</p> <ul style="list-style-type: none"> <li>• Month</li> <li>• Employment Status</li> <li>• Payroll Period</li> <li>• Employee Name</li> <li>• Etc.</li> </ul>
	<p><b><u>2.Create Payroll Period</u></b> - This transaction allows the user to create a payroll period depending on the selected payroll interval and payroll type.</p> <p>a.Add Payroll Period</p> <ul style="list-style-type: none"> <li>• Payroll Type</li> <li>• Schedule</li> <li>• Attendance Start Date</li> <li>• Attendance End Date</li> <li>• Payroll Start Date</li> <li>• Payroll End Date</li> <li>• Release Date</li> <li>• PPA</li> <li>• Responsibility Center</li> </ul>	<p><b><u>2.Create Payroll Period</u></b> - This transaction allows the user to create a payroll period depending on the selected payroll interval and payroll type.</p> <p>a. Add Payroll Period</p> <ul style="list-style-type: none"> <li>• Payroll Type</li> <li>• Schedule</li> <li>• Attendance Start Date</li> <li>• Attendance End Date</li> <li>• Payroll Start Date</li> <li>• Payroll End Date</li> <li>• Release Date</li> <li>• PPA</li> <li>• Responsibility Center</li> </ul>
	<p><b><u>3.Payroll Summary</u></b> - This transaction allows the user to generate an overview of general payroll based on selected employment type, payroll period etc.</p> <p>a. Employment Type b. Payroll Period c. Fund Source d. PPA e. RC</p>	<p><b><u>3.Payroll Summary</u></b> - This transaction allows the user to generate an overview of general payroll based on selected employment type, payroll period etc.</p> <p>a. Employment Type b. Payroll Period c. Fund Source d. PPA e. RC</p>
	<p><b><u>4.Salary, Wages, Bonuses and Allowances, Other Benefits and Deduction</u></b> - This transaction allows the user to input the designated amount of Salary, PERA, bonuses and allowances and other benefits and the amount of deduction of the employee.</p> <p>a. Income Types</p> <ul style="list-style-type: none"> <li>• Add Income Type</li> <li>• Input, Edit and Insert Amount</li> <li>• Name</li> <li>• Add New Income Type</li> </ul> <p>b. Deduction Type</p> <ul style="list-style-type: none"> <li>• Add Deduction Type</li> <li>• Input, Edit and Insert Amount</li> <li>• Add New Deduction Type</li> </ul>	<p><b><u>4.Salary, Wages, Bonuses and Allowances, Other Benefits and Deduction</u></b> - This transaction allows the user to input the designated amount of Salary, PERA, bonuses and allowances and other benefits and the amount of deduction of the employee.</p> <p>a. Income Types</p> <ul style="list-style-type: none"> <li>• Add Income Type</li> <li>• Input, Edit and Insert Amount</li> <li>• Name</li> <li>• Add New Income Type</li> </ul> <p>b. Deduction Type</p> <ul style="list-style-type: none"> <li>• Add Deduction Type</li> <li>• Input, Edit and Insert Amount</li> <li>• Add New Deduction Type</li> </ul>



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Item No.	Description	Corrections/ Amendments/ Instructions
	<p><b><u>5. Payroll Item Schedule</u></b> - This transaction allows the user to assign/update the income and deduction of employees salary based on the selected payroll cut-off.</p> <ul style="list-style-type: none"> <li>• Payroll Interval</li> <li>• Transaction Type</li> <li>• Payroll Period Type</li> <li>• Select All</li> <li>• Include Mandatory Contributions</li> <li>• Include Withholding Tax</li> <li>• Etc.</li> </ul>	<p><b><u>5. Payroll Item Schedule</u></b> - This transaction allows the user to assign/update the income and deduction of employees salary based on the selected payroll cut-off.</p> <ul style="list-style-type: none"> <li>• Payroll Interval</li> <li>• Transaction Type</li> <li>• Payroll Period Type</li> <li>• Select All</li> <li>• Include Mandatory Contributions</li> <li>• Include Withholding Tax</li> <li>• Etc.</li> </ul>
	<p><b><u>6. Withholding Tax Entry</u></b> - This transaction allows the user to select the basis of withholding tax computation whether from the tax table or manually inputted.</p> <ul style="list-style-type: none"> <li>• Table</li> <li>• Manual</li> <li>• Name</li> <li>• Salary</li> <li>• Tax</li> </ul>	<p><b><u>6. Withholding Tax Entry</u></b> - This transaction allows the user to select the basis of withholding tax computation whether from the tax table or manually inputted.</p> <ul style="list-style-type: none"> <li>• Table</li> <li>• Manual</li> <li>• Name</li> <li>• Salary</li> <li>• Tax</li> </ul>
	<p><b><u>7. Process Payroll</u></b> - This transaction allows the user to encode, edit and generate payroll summary based on the selected payroll period, number of days worked, timekeeping deductions, received income, and deducted loans.</p> <ul style="list-style-type: none"> <li>• Payroll Interval</li> <li>• Show Active Payroll</li> <li>• Periods</li> <li>• Payroll Type</li> <li>• Schedule</li> <li>• Attendance Start Date</li> <li>• Attendance End Date</li> <li>• Payroll Start Date</li> <li>• Payroll End Date</li> <li>• Release Date</li> </ul>	<p><b><u>7. Process Payroll</u></b> - This transaction allows the user to encode, edit and generate payroll summary based on the selected payroll period, number of days worked, timekeeping deductions, received income, and deducted loans.</p> <ul style="list-style-type: none"> <li>• Payroll Interval</li> <li>• Show Active Payroll</li> <li>• Periods</li> <li>• Payroll Type</li> <li>• Schedule</li> <li>• Attendance Start Date</li> <li>• Attendance End Date</li> <li>• Payroll Start Date</li> <li>• Payroll End Date</li> <li>• Release Date</li> </ul>
	<p><b><u>8. Payroll Index of Payment for Employees</u></b>-This transaction will allow the generation of Index of Payments per individual employee showing payments of salaries, bonuses and other benefits including deductions and net pay for a specific period or for a calendar year.</p> <ul style="list-style-type: none"> <li>• Year</li> <li>• Months Covered</li> <li>• Income Type</li> <li>• Deductions (specific)</li> <li>• Net Pay</li> <li>• Date Paid</li> <li>• Check/LDDAP/ADA</li> </ul>	<p><b><u>8. Payroll Index of Payment for Employees</u></b>-This transaction will allow the generation of Index of Payments per individual employee showing payments of salaries, bonuses and other benefits including deductions and net pay for a specific period or for a calendar year.</p> <ul style="list-style-type: none"> <li>• Year</li> <li>• Months Covered</li> <li>• Income Type</li> <li>• Deductions (specific)</li> <li>• Net Pay</li> <li>• Date Paid</li> <li>• Check/LDDAP/ADA</li> </ul>



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Item No.	Description	Corrections/ Amendments/ Instructions
	<p><b><u>9.Deductions Ledger</u></b> - This will allow user and employees concerned to view specific deductions for withholding tax, mandatory contributions and loans for a specific period. This will allow monitoring from the start of the deductions up to the last.</p> <ul style="list-style-type: none"> <li>• Period Covered</li> <li>• Name</li> <li>• Type of Deduction (GSIS Loan, etc.)</li> <li>• Amount Deducted</li> </ul>	<p><b><u>9.Deductions Ledger</u></b> - This will allow user and employees concerned to view specific deductions for withholding tax, mandatory contributions and loans for a specific period. This will allow monitoring from the start of the deductions up to the last.</p> <ul style="list-style-type: none"> <li>• Period Covered</li> <li>• Name</li> <li>• Type of Deduction (GSIS Loan, etc.)</li> <li>• Amount Deducted</li> </ul>
	<p><b>D. Employee Portal</b></p> <p><b><u>1.201 File (Personal Data Sheet)</u></b>- This section allows the employee to view his / her personal information. Any update requests will be for HR's approval.</p> <p>a.Basic Information</p> <ul style="list-style-type: none"> <li>• Last Name</li> <li>• First Name</li> <li>• Middle Name</li> <li>• Suffix</li> <li>• Etc.</li> </ul> <p>b.Personal Information</p> <ul style="list-style-type: none"> <li>• Birth Place</li> <li>• Birth Date</li> <li>• Blood Type</li> <li>• Gender</li> <li>• Civil Status</li> <li>• Solo Parent</li> <li>• Ethnic Group</li> <li>• PWD</li> <li>• Citizenship</li> <li>• Height</li> <li>• Weight</li> <li>• Etc.</li> </ul> <p>c.Contact Information</p> <ul style="list-style-type: none"> <li>• Mobile Number</li> <li>• Email</li> <li>• Emergency Contact Name/Number</li> <li>• Etc.</li> </ul> <p>d.Residential Address</p> <p>e.Permanent Address</p> <p>f.Parents Information</p> <p>g.Spouse Information</p> <p>h.Dependents Information</p> <p>i.Educational Information</p> <p>j.Employment Record</p> <p>k.Service Record</p> <p>l.Training and Seminars</p> <p>m.Organization</p> <p>n.References</p> <p>o.etc.</p>	<p><b>D. Employee Portal</b></p> <p><b><u>1.201 File (Personal Data Sheet)</u></b>- This section allows the employee to view his / her personal information. Any update requests will be for HR's approval.</p> <p>a.Basic Information</p> <ul style="list-style-type: none"> <li>• Last Name</li> <li>• First Name</li> <li>• Middle Name</li> <li>• Suffix</li> <li>• Etc.</li> </ul> <p>b.Personal Information</p> <ul style="list-style-type: none"> <li>• Birth Place</li> <li>• Birth Date</li> <li>• Blood Type</li> <li>• Gender</li> <li>• Civil Status</li> <li>• Solo Parent</li> <li>• Ethnic Group</li> <li>• PWD</li> <li>• Citizenship</li> <li>• Height</li> <li>• Weight</li> <li>• Etc.</li> </ul> <p>c.Contact Information</p> <ul style="list-style-type: none"> <li>• Mobile Number</li> <li>• Email</li> <li>• Emergency Contact Name/Number</li> <li>• Etc.</li> </ul> <p>d.Residential Address</p> <p>e.Permanent Address</p> <p>f.Parents Information</p> <p>g.Spouse Information</p> <p>h.Dependents Information</p> <p>i.Educational Information</p> <p>j.Employment Record</p> <p>k.Service Record</p> <p>l.Training and Seminars</p> <p>m.Organization</p> <p>n.References</p> <p>o.etc.</p>



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Item No.	Description	Corrections/ Amendments/ Instructions
	<p><b><u>2. Leave</u></b></p> <p>a. <i>Leave Balance - This section allows the employee to view his / her sick and vacation leave balances.</i></p> <p>b. <i>Leave Application - This transaction allows the employee to apply for sick leave and vacation leave.</i></p> <p>c. <i>Viewing of Applied Leave Status - This section allows the employee to view his/ her pending, approved and disapproved leave applications.</i></p> <ul style="list-style-type: none"> <li>• Leave Type</li> <li>• Date From</li> <li>• Date To</li> <li>• Number of Days</li> <li>• Whole Day</li> <li>• Half Day</li> <li>• Remarks</li> <li>• Etc.</li> </ul>	<p><b><u>2. Leave</u></b></p> <p>a. <i>Leave Balance - This section allows the employee to view his / her sick and vacation leave balances.</i></p> <p>b. <i>Leave Application - This transaction allows the employee to apply for sick leave and vacation leave.</i></p> <p>c. <i>Viewing of Applied Leave Status - This section allows the employee to view his/ her pending, approved and disapproved leave applications.</i></p> <ul style="list-style-type: none"> <li>• Leave Type</li> <li>• Date From</li> <li>• Date To</li> <li>• Number of Days</li> <li>• Whole Day</li> <li>• Half Day</li> <li>• Remarks</li> <li>• Etc.</li> </ul>
	<p><b><u>3.Official Business or Official Time</u></b></p> <p>a. <i>Viewing of Applied Official Business or Official Time Status - This section allows the employee to view his / her pending, approved and disapproved official business applications.</i></p> <p>b. <i>Official Business Application - This transaction allows the employee to apply for official business.</i></p> <ul style="list-style-type: none"> <li>• Departure Date</li> <li>• Date and Time From</li> <li>• Date and Time To</li> <li>• Client</li> <li>• Purpose</li> <li>• Etc.</li> </ul>	<p><b><u>3.Official Business or Official Time</u></b></p> <p>a. <i>Viewing of Applied Official Business or Official Time Status - This section allows the employee to view his / her pending, approved and disapproved official business applications.</i></p> <p>b. <i>Official Business Application - This transaction allows the employee to apply for official business.</i></p> <ul style="list-style-type: none"> <li>• Departure Date</li> <li>• Date and Time From</li> <li>• Date and Time To</li> <li>• Client</li> <li>• Purpose</li> <li>• Etc.</li> </ul>
	<p><b><u>4.Overtime</u></b></p> <p>a. <i>Overtime Application - This transaction allows the employee to file for overtime.</i></p> <p>b. <i>Viewing of Applied Overtime Status - This section allows the employee to view his /her pending, approved and disapproved overtime applications.</i></p> <ul style="list-style-type: none"> <li>• Type of Overtime</li> <li>• Date of Overtime</li> <li>• From</li> <li>• To</li> <li>• Total Hours</li> <li>• Payroll</li> <li>• Service Credits</li> <li>• Reason</li> <li>• Etc.</li> </ul>	<p><b><u>4.Overtime</u></b></p> <p>a. <i>Overtime Application - This transaction allows the employee to file for overtime.</i></p> <p>b. <i>Viewing of Applied Overtime Status - This section allows the employee to view his /her pending, approved and disapproved overtime applications.</i></p> <ul style="list-style-type: none"> <li>• Type of Overtime</li> <li>• Date of Overtime</li> <li>• From</li> <li>• To</li> <li>• Total Hours</li> <li>• Payroll</li> <li>• Service Credits</li> <li>• Reason</li> <li>• Etc.</li> </ul>





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Item No.	Description	Corrections/ Amendments/ Instructions
	<p>5. <b>Daily Time Record</b> - This section allows the user to view, download, and print his / her daily time record from a selected date range.</p> <ul style="list-style-type: none"> <li>• Date From</li> <li>• Date To</li> <li>• Etc.</li> </ul>	<p>5. <b>Daily Time Record</b> - This section allows the user to view, download, and print his / her daily time record from a selected date range.</p> <ul style="list-style-type: none"> <li>•Date From</li> <li>•Date To</li> <li>•Etc.</li> </ul>
	<p>6. <b>Payslip</b> - This section allows the user to view, download, and print his / her payslip from a selected payroll period.</p> <p>a. Payroll Period</p> <p>b. Etc.</p>	<p>6. <b>Payslip</b> - This section allows the user to view, download, and print his / her payslip from a selected payroll period.</p> <p>a. Payroll Period</p> <p>b. Etc.</p>
	<p>7. <b>Loan Report</b> - This transaction allows the employee to view previous and current loans and its effectivity date, end date and amortization.</p>	<p>7. <b>Loan Report</b> - This transaction allows the employee to view previous and current loans and its effectivity date, end date and amortization.</p>
	<p><b>SECURITY REQUIREMENTS</b>            The proposed system must illustrate a practical approach to system backup and recovery. It must be fully compatible with all other components. For an integrated multi-user HRIS to operate safely and efficiently, and at the same time gain the confidence and trust of users, the system must support a strong and effective security system. The application software must provide a system-wide privacy and security facility covering all core modules.</p>	<p><b>SECURITY REQUIREMENTS</b>            The proposed system must illustrate a practical approach to system backup and recovery. It must be fully compatible with all other components. For an integrated multi-user HRIS to operate safely and efficiently, and at the same time gain the confidence and trust of users, the system must support a strong and effective security system. The application software must provide a system-wide privacy and security facility covering all core modules.</p>
	<ul style="list-style-type: none"> <li>• System security must enable users of all levels to operate on the system within the restrictions imposed by the responsible system controllers. The policy of determining who will operate on the system and what functions they will perform must be able to be carried out in the main campus, usually on advice or request from local managers in the satellite campuses or WSVUMC.</li> </ul>	<ul style="list-style-type: none"> <li>• System security must enable users of all levels to operate on the system within the restrictions imposed by the responsible system controllers. The policy of determining who will operate on the system and what functions they will perform must be able to be carried out in the main campus, usually on advice or request from local managers in the satellite campuses or WSVUMC.</li> </ul>
	<ul style="list-style-type: none"> <li>• It must include measures to minimize the possibility of accidental or malicious destruction/alteration of data, and measures in the system to reverse and fully recover from such possible events.</li> </ul>	<ul style="list-style-type: none"> <li>• It must include measures to minimize the possibility of accidental or malicious destruction/alteration of data, and measures in the system to reverse and fully recover from such possible events.</li> </ul>
	<p>1. Access/Log-in Features must have a security management system that:</p> <ul style="list-style-type: none"> <li>• includes access management,</li> <li>• includes resource management and restriction,</li> <li>• allows individual and generic user security profiles for users, user groups, and roles to be created, and</li> <li>• can maintain and control access to data and functions on the basis of these profiles.</li> </ul>	<p>1. Access/Log-in Features must have a security management system that:</p> <ul style="list-style-type: none"> <li>• includes access management,</li> <li>• includes resource management and restriction,</li> <li>• allows individual and generic user security profiles for users, user groups, and roles to be created, and</li> <li>• can maintain and control access to data and functions on the basis of these profiles.</li> </ul>



# West Visayas State University

(Formerly Iloilo Normal School)

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Item No.	Description	Corrections/ Amendments/ Instructions
	2. The system administrator can define allowed number of valid/unsuccessful log in attempts through the Security Setting setup, after which, the user account will be locked and must be reset by the administrator to allow re-login to the system	2.The system administrator can define allowed number of valid/unsuccessful log in attempts through the Security Setting setup, after which, the user account will be locked and must be reset by the administrator to allow re-login to the system
	3. Log in session is limited to one (1) per user; administrator is allowed to multiple log-in. (single user identification password) to access all core modules to which access is required. The application should support the use of digital certificates.)	3.Log in session is limited to one (1) per user; administrator is allowed to multiple log-in. (single user identification password) to access all core modules to which access is required. The application should support the <b>use of Secure Sockets Layer (SSL)</b> .
	4. Allows for system session time out; time out duration can be set by the administrator. (The time in which a user is automatically logged off a user session in the case that there is no activity at the workstation (user-inactivity timeout) should be parameter driven.)	4.Allows for system session time out; time out duration can be set by the administrator. (The time in which a user is automatically logged off a user session in the case that there is no activity at the workstation (user-inactivity timeout) should be parameter driven.)
	5. The administrator can define the number of hours for log in session time-out through Security Settings setup.	5. The administrator can define the number of hours for log in session time-out through Security Settings setup.
	6. Facility to define password expiration through Password Policy Setup. (The frequency with which user passwords or PINs are required to be changed should be parameter driven.)	6. Facility to define password expiration through Password Policy Setup. (The frequency with which user passwords or PINs are required to be changed should be parameter driven.)
	7. User definable options through Password Policy setup: a. Minimum and maximum password length b. Allow or restrict repeated characters c. Case sensitive or not	7. User definable options through Password Policy setup: a.Minimum and maximum password length b.Allow or restrict repeated characters c.Case sensitive or not
	8. User definable user roles under Security Settings.	8.User definable user roles under Security Settings.
	9. With facility to create multiple user roles.	9.With facility to create multiple user roles.
	10. With facility to view user status (whether offline or online) for security tracking.	10.With facility to view user status (whether offline or online) for security tracking.
	11. The application software should have provision of facilities for electronic signatures, for internal user identification, certification and authorization, and for external authorization.	11.The application software should have provision of facilities for electronic signatures, for internal user identification, certification and authorization, and for external authorization.
	12. Availability of information to track user activities. (Should include IP/ MAC Address in the log record.) Log all transactions by timestamp and user.	12.Availability of information to track user activities. (Should include IP/ MAC Address in the log record.) Log all transactions by timestamp and user.
	13. With Audit Trail facility for all modules. Allow for detection, reporting, and investigation of unauthorized access to data.	13.With Audit Trail facility for all modules. Allow for detection, reporting, and investigation of unauthorized access to data.
	14. Printable Audit Trail report	14.Printable Audit Trail report



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Item No.	Description	Corrections/ Amendments/ Instructions
	<p><b>EMPLOYEE FACILITIES FOR INDIVIDUAL USERS</b>  <i>The software should provide the ability to allow different users to view their records. In addition, the software should provide self service facilities to different users including:</i></p> <ul style="list-style-type: none"> <li>○ HR Self-Service</li> <li>○ Manager/Supervisor Self-Service</li> <li>○ Employee Self-Service</li> <li>○ Applicant Self-Service</li> </ul>	<p><b>EMPLOYEE FACILITIES FOR INDIVIDUAL USERS</b>  <i>The software should provide the ability to allow different users to view their records. In addition, the software should provide self service facilities to different users including:</i></p> <ul style="list-style-type: none"> <li>○ HR Self-Service</li> <li>○ Manager/Supervisor Self-Service</li> <li>○ Employee Self-Service</li> <li>○ Applicant Self-Service</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>The software should have the ability to allow users to make various adjustments subject to access control policies.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>The software should have the ability to allow users to make various adjustments subject to access control policies.</i></li> </ul>
	<ul style="list-style-type: none"> <li>• <i>The software should have the ability to allow users to make HR requests, but not limited to:</i> <ul style="list-style-type: none"> <li>• <i>Application for leave</i></li> <li>• <i>Application for overtime</i></li> <li>• <i>Application for pass slip</i></li> <li>• <i>Application for Travel Order (OT/OB)</i></li> <li>• <i>Application for Scholarship</i></li> <li>• <i>Application for Clearance</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <i>The software should have the ability to allow users to make HR requests, but not limited to:</i> <ul style="list-style-type: none"> <li>• <i>Application for leave</i></li> <li>• <i>Application for overtime</i></li> <li>• <i>Application for pass slip</i></li> <li>• <i>Application for Travel Order (OT/OB)</i></li> <li>• <i>Application for Scholarship</i></li> <li>• <i>Application for Clearance</i></li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Ability to allow users to access available leave credits, view current daily time records, availed leaves, receive notifications, update and print Personal Data Entries in PDS (e.g. education, training, etc.)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ability to allow users to access available leave credits, view current daily time records, availed leaves, receive notifications, update and print Personal Data Entries in PDS (e.g. education, training, etc.)</i></li> </ul>
	<p><b>QUALIFICATION OF THE DESIRED SERVICE PROVIDER</b></p>	<p><b>QUALIFICATION OF THE DESIRED SERVICE PROVIDER</b></p>
	<p>1. <i>The bidder must have the capacity and ability to provide maintenance services and technical support.</i></p>	<p>1. <i>The bidder must have the capacity and ability to provide maintenance services and technical support. <b>Certificate submitted must be duly signed by the bidder or its duly authorized representative that it has the capacity.</b></i></p>
	<p>2. <i>The bidder is not directly associated with entities that may have an interest in or bias against the Government Agency or any of its projects.</i></p>	<p>2. <i>The bidder is not directly associated with entities that may have an interest in or bias against the Government Agency or any of its projects. <b>Submit a certificate duly signed by the bidder or its authorized representative.</b></i></p>
	<p>3. <i>The bidder has rendered or deployed similar services in the past five (5) years in reputable organizations/firms or government agencies with certification from said government agencies or firms.</i></p>	<p>3. <i>The bidder has rendered or deployed similar services/ <b>system</b> in the past five (5) years in <b>any government agencies. Supplier must submit a duly signed certificate from said agency/ies.</b></i></p>
	<p>4. <i>The bidder/firm should have been doing business for the past ten (10) years as shown in its registration with SEC, DTI or CDA; and</i></p>	<p>4. <i>The bidder/firm should have been doing business for the past ten (10) years as shown in its registration with SEC, DTI or CDA; and</i></p>
	<p>5. <i>The bidder/firm should submit an Intellectual Property Office Philippines registration certificate or trademark of its product or services;</i></p>	<p>5. <i>The bidder/firm should submit an Intellectual Property Office Philippines registration certificate or trademark of its product or services;</i></p>



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	<b>DUTIES AND RESPONSIBILITY OF THE SERVICE PROVIDER</b>	<b>DUTIES AND RESPONSIBILITY OF THE SERVICE PROVIDER</b>
	<p><b>1. Proof of Concept</b>  <i>During post qualification, provider shall conduct a “proof of concept” to demonstrate that the proposed system conforms to the technical requirements stated herein and in the Technical Specifications Compliance of the bidding documents.</i></p>	<p><b>1. Proof of Concept</b>  <i>During post qualification, provider shall conduct a “proof of concept” to demonstrate that the proposed system conforms to the technical requirements stated herein and in the Technical Specifications Compliance of the bidding documents.</i></p>
	<p><b>2. User Creation</b>  <i>a. Create user accounts (users can be added and removed at any time); and            b. Set access level for each user account</i></p>	<p><b>2. User Creation</b>  <i>a. Create user accounts (users can be added and removed at any time); and            b. Set access level for each user account</i></p>
	<p><b>3. Testing</b>  <i>The provider will come up with the base test scripts according to the requirements derived from discussions with WVSU.</i></p>	<p><b>3. Testing</b>  <i>The provider will come up with the base test scripts according to the requirements derived from discussions with WVSU.</i></p>
	<p><b>4. Implementation</b>  <i>a. Train users; administrators and technical personnel;            b. Upload initial data and provide upload assistance when needed;            c. Ensure 99% availability of service;            d. Provide an escalation list in reporting fault and outages;            e. Advice WVSU of any scheduled downtime or maintenance.</i></p>	<p><b>4. Implementation</b>  <i>a. Train users; administrators and technical personnel;            b. Upload initial data and provide upload assistance when needed;            c. Ensure 99% availability of service;            d. Provide an escalation list in reporting fault and outages;            e. Advice WVSU of any scheduled downtime or maintenance.</i></p>
	<p><b>5. The service provider shall submit the following documents for additional reference:</b>  <i>a. System Architectural Design            b. Software Overview            c. Use-Case Overview &amp; Realization            d. Process Overview or Log-In/Log-Out Process/ Work Flows            e. Software and Hardware Requirements            f. Recorded Video showing how the system works as manipulated in accordance with the technical requirements.</i></p>	<p><b>5. The service provider shall submit the following documents/ brochure during post qualification for additional reference on (a,b,d and e) except Gantt Chart:</b>  <i>a. System Architectural Design            b. Software Overview            c. <b>DELETED</b>            d. Process Overview/ <b>Work Flows</b>            e. Software and Hardware Requirements            f. <b>DELETED</b></i>  <ul style="list-style-type: none"> <li>• <b>Bidders must submit Gantt chart to reflect the system implementation schedule.</b></li> </ul> </p>
	---Nothing Follows---	---Nothing Follows---

For guidance and information of all concerned.

**JULIUS B. UNДАР**

Chairperson, Bids and Awards Committee