

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

Trunkline: (063) (033) 320-0870 loc1103/1104 * Telefax No.: (033) 320-0879 * Website: www.wvsu.edu.ph * Email Address: bac@wvsu.edu.ph





SCP000194Q

SUPPLEMENTAL/BID BULLETIN

Project Reference No. IB No. 22-06-13

Name of the Project

Procurement of Human Resource Information
System (HBIS)

System (HRIS)

Location of the Project WVSU - Main Campus

ADDENDUM NO. 2022- 06

June 16, $202\overline{2}$

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

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

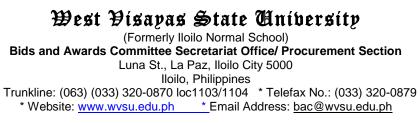
ITB Clause	Description			Corrections/ Amendments/ Instructions
	be:	s purpose, contracts similar to the Project shall	For the	his purpose, contracts similar to the Project shall
5.3	a.	Supply, Delivery and Installation of Human Resource Information System or equivalent thereof.	a.	Supply, Delivery and Installation of Human Resource Information System or equivalent thereof.
	b.	Completed within <u>2 years</u> prior to the deadline for the submission and receipt of bids.	b.	Completed within <u>3 years</u> 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:			
	PROJECT MILESTONE	PERCENT OF PAYMENT	PROJECT MILESTONE	PERCENT OF PAYMENT
	Delivery and Acceptance of Inception Report	15%	Delivery and Acceptance of Inception Report	15%
	Upon Systems Installation	40%	Upon Systems Installation (Includes Four (4) Modules)	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 complete project documents.	15%











III. **Section VII. Technical Specifications:**

Item No.	Description	Corrections/ Amendments/ Instructions
1.	HUMAN RESOURCE INFORMATION SYSTEM (HRIS)	HUMAN RESOURCE INFORMATION SYSTEM (HRIS)
	Qty/ Unit: 1 lot	Qty/ Unit: 1 lot
	Pls. specify brand and model:	Pls. specify brand and model:
	Unit Cost: 2,200,000.00	Unit Cost: 2,200,000.00
	• 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.	• 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 involves Customization, Testing, Pre-Production, Production, Disaster Recovery environments and Integration of Biometrics devices (ZKTECO) as applicable, will be provided by the supplier.
		Hosting of the system will be provided by the
		Procuring Entity (PE) on premise.
	Estimated Users:	Estimated Users:
	• 20 to 30 Active HR and Accounting Personnel Users	• 20 to 30 Active HR and Accounting Personnel Users
	• not less than 2000 WVSU Employee Records to be	• not less than 2000 WVSU Employee Records to be
	processed in a given month with possibly 3-5	processed in a given month with possibly 3-5
	transactions per employee per pay period and 2-4	transactions per employee per pay period and 2-4 pay
	pay runs per month (for full implementation)	runs per month (for full implementation)
	• 1,500 to 5,000 Self Service Logins of employees per	• 1,500 to 5,000 Self Service Logins of employees per
	month	month
	• This System shall be composed of modules based on	• This System shall be composed of modules based on
	functionality, the Human Resource Module,	functionality, the Human Resource Module,
	Timekeeping Module/Time and Attendance, Payroll	Timekeeping Module/Time and Attendance, Payroll
	Module and Control Panel (Maintenance) Module	Module and Control Panel (Maintenance) Module for
	for the initial implementation and additional	the initial implementation and additional modules for
	modules for the four (4) core HR functions to be	the four (4) core HR functions to be integrated in the
	integrated in the succeeding projects.	succeeding projects.
	The following are the Technical Requirements:	The following are the Technical Requirements:
	1.The software platform including operating system,	1.The software platform including operating system,
	application engine, database, data warehouse, backup	application engine, database, data warehouse, backup
	facility, and authentication service. Supplier will	facility, and authentication service. Supplier will provide
	provide the license OS for the server requirement;	the license OS for the server requirement;
	2.The end-user and administrative components must	2.The end-user and administrative components must be
	be entirely web based. The system shall support easy	entirely web based. The system shall support easy and
	and secure business-to-business transmission of data	secure business-to-business transmission of data to and
	to and from external entities;	from external entities;
	3. The system must be highly configurable to enable the	3.The system must be highly configurable to enable the
	WVSU to define its own business rules for all	WVSU to define its own business rules for all
	functionality;	functionality;
	4.Software must be developed using exclusively pure	4.Software must be developed using exclusively pure
	Internet/ open standard development tools;	Internet/ open standard development tools;







Item		
No.	Description	Corrections/ Amendments/ Instructions
	5. The bidder should specifically confirm that 100% of	5.The bidder should specifically confirm that 100% of the
	the functionality of the application for all modules,	functionality of the application for all modules, including
	including system administration modules can be	system administration modules can be accessed
	accessed completely through the browser without any	completely through the browser without any remote
	remote connectivity software;	connectivity software;
	6.The bidder should provide a detailed technical	6.The bidder should provide a detailed technical
	explanation on how the application is delivered over	explanation on how the application is delivered over the
	the web for complete access to all features and	web for complete access to all features and functionality
	functionality to the client users through a browser	to the client users through a browser without any
	without any software, cookie or applet installed on the	software, cookie or applet installed on the client
	client machine;	machine;
	7. The Software must have a simple architecture and	7.The Software must have a simple architecture and
	support deployment of webserver, database and	support deployment of webserver, database and
	application on a single mid-range server to support	application on a single mid-range server to support not less than 2,000 employee system runs. The server
	not less than 2,000 employee system runs. The server specifications are to be determined by the software	specifications are to be determined by the software
	provider;	provider;
	8.The software must be capable of operating on an	provider,
	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	DELETED
	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.	
	9. The system should provide a long-term strategy and	0 The system should provide a long term strategy and
	capacity to respond to growth. Evidence must be	9.The system should provide a long-term strategy and capacity to respond to growth. Duly signed letter of
	provided that the system can easily be migrated to	Commitment that the system can respond to any change
	other platforms in response to any change (growth,	or growth.
	reduction or other change) in WVSU's requirements;	
	10.Possible change requirements regarding the system	10.Possible change requirements regarding the system
	software, and other components proposed must be	software, and other components proposed must be
	specified if an increase is expected to occur in the	specified if an increase is expected to occur in the number
	number of transactions per time period, users, sites	of transactions per time period, users, sites and
	and connections as a result of introducing the system.	connections as a result of introducing the system.
	11.The solution should allow for modular	11.The solution should allow for modular
	implementation;	implementation;
	12. The product must be able to generate reports in	12.The product must be able to generate reports in
	accordance with the requirements of oversight agencies	accordance with the requirements of oversight agencies
	such as CHED, DBM and CSC as stated in "Annex A".	such as CHED, DBM and CSC as stated in "Annex A".
	13.The required HRIS module is compliant or can be	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	customized to meet the fundamental requisites of the four
	Selection and Placement, Learning and Development,	(4) major pillars of PRIME-HRM on Recruitment
	Performance Management and Rewards and	Selection and Placement, Learning and Development,
	Recognition.	Performance Management and Rewards and Recognition.
	necognition.	





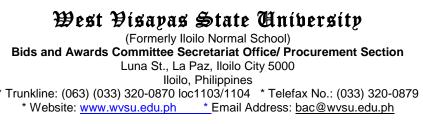


Item No.	Description	Corrections/ Amendments/ Instructions
	Technical Requirements for Each Module	Technical Requirements for Each Module
	The solution in general is a complete web-based HRIS and will only require web hosting for online connectivity.	The solution in general is a complete web-based HRIS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





Item No.	Description	Corrections/ Amendments/ Instructions
- 101	i. Personal Data/Information	i. Personal Data/Information
	 Employee Number which is automatically 	 Employee Number which is automatically
	generated by the system	generated by the system
	 Access Number Text 	• Access Number Text
	• Date Hired	• Date Hired
	• Company	• Company
	• Title	• Title
	• First Name	• First Name
	• Middle Name	• Middle Name
	• Last Name	• Last Name
	• Suffix	• Suffix
	• Employee Category	Employee Category
	• Civil Status	• Civil Status
	• Citizenship	Citizenship
	• Gender	• Gender
	• Height (cm)	• Height (cm)
	• Weight (kg)	• Weight (kg)
	• Blood Type	Blood Type
	Birth Date	Birth Date
	• <i>Etc</i> .	• <i>Etc</i> .
	ii. Family Information	ii.Family Information
	iii. Educational Background	iii.Educational Background
	iv. Employment History including of employment, i.e	iv.Employment History including of employment, i.e
	permanent, temporary, causal, contractual,	permanent, temporary, causal, contractual, COS/pert-
	COS/pert-time	time
	v. Eligibility	v.Eligibility
	vi. Training/Seminars	vi.Training/Seminars
	vii. Organization	vii.Organization
	viii. References	viii. References
	ix. Service Record	ix.Service Record
	x. Payroll	x.Payroll
	xi. Awards	xi. Awards
	2. Personnel Appointment and Personnel Re-Appointment	2. Personnel Appointment and Personnel Re-Appointment
	- This function allows the user to appoint the newly hired	- This function allows the user to appoint the newly hired
	employee and re-appoint current employees. This section	employee and re-appoint current employees. This section
	allows the user to input the information of the employee	allows the user to input the information of the employee as
	as follows: (but not limited to) a. Appointment Information	follows: (but not limited to) a. Appointment Information
	Department	Department
	• Employment Status	Employment Status
	Nature of Appointment	Nature of Appointment
	• Plantilla Item	• Plantilla Item
	• Plantilla	• Plantilla
	• Position	• Position
	Salary Grade	Salary Grade
	• Salary Step	• Salary Step
	• Payroll Interval	Payroll Interval
	Effectivity Date	Effectivity Date
	• Etc.	• Etc.





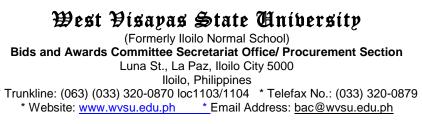


Item	D	Characterist to 1 4 17 1 11
No.	Description	Corrections/ Amendments/ Instructions
	b. Compensation and Benefits	b. Compensation and Benefits
	• Salary	• Salary
	PhilHealth Contribution	PhilHealth Contribution
	Pag-Ibig Contribution	Pag-Ibig Contribution
	• Etc.	• Etc.
	3. <u>Personnel Off-Boarding</u> - This function allows the	3. Personnel Off-Boarding - This function allows the
	user to off-board an employee who has separated	user to off-board an employee who has separated from
	from the company may it be through resignation,	the company may it be through resignation,
	termination or retirement.	termination or retirement.
	Name (Text or searchable)	Name (Text or searchable)
	Department Department	Department Profiles
	• Position	PositionActions
	• Actions	
	• Remarks	• Remarks
	• Etc.	• Etc.
	4. <u>Approve Update Personnel Information</u> - This function allows the user to approve changes and	<u>4.Approve Update Personnel Information</u> - This function
	updates to the personnel information requested by	allows the user to approve changes and updates to the
	the employee.	personnel information requested by the employee.
	B. Timekeeping Module/Time and Attendance	B.Timekeeping Module/Time and Attendance
	1. Upload Attendance - This transaction allows	1.Upload Attendance - This transaction allows the
	the user to upload the time logs from biometrics	user to upload the time logs from biometrics for a
	for a specific date range.	specific date range.
	a. Time Data Details	a.Time Data Details
	Date From	Date From
	• Date To	• Date To
	• Etc.	• Etc.
	b. List of Employees	b. List of Employees
	c. Attendance	c. Attendance
	• Employee Name	• Employee Name
	• Employee No	• Employee No
	• Capture Date	• Capture Date
	• In	• In
	• Out	• Out
	• Etc.	• Etc.
	2. Leave Management	2.Leave Management
	a. Leave Earned - This transaction allows the	a.Leave Earned - This transaction allows the
	user to process automatic computation of	user to process automatic computation of leave
	leave earned by the employee for the month.	earned by the employee for the month.
	• Month	• Month
	• Year	• Year
	• Category	• Category
	• Employee No.	• Employee No.
	• Name	• Name
	• Position	• Position
	• Days Present	• Days Present
	Days Absent	• Days Absent
	• SL/VL Earned	• SL/VL Earned
	• <i>Etc.</i>	• <i>Etc</i> .





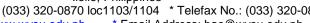
Item No.	Description	Corrections/ Amendments/ Instructions
	b. Leave Credit - This transaction allows the user to	b. Leave Credit - This transaction allows the user to
	input the beginning leave credit balance of an	input the beginning leave credit balance of an
	employee.	employee.
	• Employment Status	• Employment Status
	• Leave Type	• Leave Type
	 List of Employees without Leave 	 List of Employees without Leave
	 List of Employees with leave 	• List of Employees with leave
	• Etc.	• Etc.
	c.Leave Approval - This transaction allows the user	c. Leave Approval - This transaction allows the user to
	to approve or disapprove the leave application of	approve or disapprove the leave application of an
	an employee.	employee.
	1. Pending, Approved, Disapproved LeavesEmployee No.	1. Pending, Approved, Disapproved LeavesEmployee No.
	• Full Name	• Full Name
	Date Filed	Date Filed
	• Leave Type	• Leave Type
	Date From	Date From
	• Date To	• Date To
	• Days	• Days
	Attachment	Attachment
	• Reason	• Reason
	• Etc.	• Etc.
	3. Overtime Management - This transaction allows the	3.Overtime Management - This transaction allows the
	user to approve or disapprove the overtime application	user to approve or disapprove the overtime application of
	of the employee.	the employee.
	a.Pending, Approved and Disapproved Overtime.	a. Pending, Approved and Disapproved Overtime.
	Full Name	• Full Name
	Overtime	Overtime
	Date Filed	Date Filed
	Overtime Date	Overtime Date
	Overtime Date To	Overtime Date To
	Total Hour	Total Hour
	• Reason	• Reason
	• Etc.	• Etc.
		• EIC.
		4.Official Business Management - This transaction
	transaction allows the user to approve or	allows the user to approve or disapprove the official
	disapprove the official business of the employee.	business of the employee.
	a.Pending, Approved and Disapproved Official Business	a. Pending, Approved and Disapproved Official Business
	• Full Name	Full Name
	Full Name Date Filed	Date Filed
		Travel Date
	• Travel Date	• Reason
	• Reason	• Etc.
	• Etc.	







Item	December	
No.	Description	Corrections/ Amendments/ Instructions
	5.Process Daily Time Record - This transaction	5.Process Daily Time Record - This transaction
	allows the user to process the daily time record	allows the user to process the daily time record of
	of all employees and view the tardiness,	all employees and view the tardiness, undertime,
	undertime, leave, official business, and overtime	leave, official business, and overtime of each
	of each employee. a.Details	employee. a. Details
	• Employee No.	• Employee No.
	Employee NameDate From	Employee NameDate From
	Date To	Date To
	b.Insert Custom Schedule	b.Insert Custom Schedule
	• AM In	• AM In
	• AM Out	• AM Out
	• PM In	• PM In
	• PM Out	• PM Out
	c.Table Preview	c. Table Preview
	• Date	• Date
	• AM In	• AM In
	• AM Out	• AM Out
	• PM In	• PM In
	• PM Out	• PM Out
	• Late	• Late
	 Undertime 	• Undertime
	• Leave	• Leave
	• Absent	• Absent
	• Overtime	• Overtime
	• Hours	• Hours
	• Remarks.	• Remarks.
	• Offset	• Offset
	• <i>Etc</i> .	• <i>Etc</i> .
	<u>6.Attendance Summary</u> - This transaction	Attendance Summer This transaction allows the
	allows the user to generate an overview of the	<u>6. Attendance Summary</u> - This transaction allows the user to generate an overview of the attendance or daily
	attendance or daily time record (DTR) of each	time record (DTR) of each employee for a certain payroll
	employee for a certain payroll interval and	interval and period.
	period.	mervai ana perioa.
	C. Payroll Module. This module provides the user	C. Payroll Module. This module provides the user access
	access to encode, edit and generate payroll for a	to encode, edit and generate payroll for a specific
	specific period, payroll summary, salary records,	period, payroll summary, salary records, loan
	loan monitoring, and archiving of all employment	monitoring, and archiving of all employment
	documents related to payroll of regular, casual	documents related to payroll of regular, casual and
	and contractual employees. This will also include	contractual employees. This will also include payroll
	payroll for job-order, contractual and other	for job-order, contractual and other special payroll.
	special payroll.	j joo o. ac., co.m.ac.mar ana omer special payroth

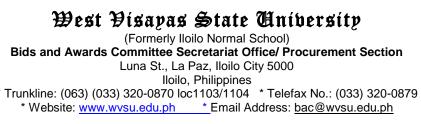






Item No.	Description	Corrections/ Amendments/ Instructions
	I.Payslip - This transaction allows the user to generate the payslip of the employee depending on employment status, payroll period and employee name. This will also include viewing of the employees of their payroll details. • Month • Employment Status • Payroll Period • Employee Name • Etc.	1.Payslip - 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. • Month • Employment Status • Payroll Period • Employee Name • Etc.
	2.Create Payroll Period - This transaction allows the user to create a payroll period depending on the selected payroll interval and payroll type. a.Add Payroll Period • Payroll Type • Schedule • Attendance Start Date • Attendance End Date • Payroll Start Date • Payroll End Date • Release Date	2.Create Payroll Period - This transaction allows the user to create a payroll period depending on the selected payroll interval and payroll type. a. Add Payroll Period • Payroll Type • Schedule • Attendance Start Date • Attendance End Date • Payroll Start Date • Payroll End Date • Release Date
	• PPA • Responsibility Center 3.Payroll Summary - This transaction allows the user to generate an overview of general payroll based on	PPA Responsibility Center 3.Payroll Summary - This transaction allows the user to generate an overview of general payroll based on selected
	selected employment type, payroll period etc. a. Employment Type b.Payroll Period c.Fund Source d.PPA e.RC	employment type, payroll period etc. a. Employment Type b. Payroll Period c.Fund Source d.PPA e.RC
	4.Salary, Wages, Bonuses and Allowances, Other	4.Salary, Wages, Bonuses and Allowances, Other
	Benefits and Deduction - 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. a.Income Types • Add Income Type • Input, Edit and Insert Amount • Name • Add New Income Type b.Deduction Type • Add Deduction Type	Benefits and Deduction - 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. a.Income Types • Add Income Type • Input, Edit and Insert Amount • Name • Add New Income Type b.Deduction Type • Add Deduction Type
	Input, Edit and Insert AmountAdd New Deduction Type	Input, Edit and Insert AmountAdd New Deduction Type









Item	Description	Corrections/ Amendments/ Instructions
No.	5.Payroll Item Schedule - This transaction allows the	5.Payroll Item Schedule - This transaction allows the
	user to assign/update the income and deduction of	user to assign/update the income and deduction of
	employees salary based on the selected payroll cut-off.	employees salary based on the selected payroll cut-off.
	Payroll Interval	Payroll Interval
	• Transaction Type	• Transaction Type
	Payroll Period Type	Payroll Period Type
	• Select All	Select All
	Include Mandatory Contributions	Include Mandatory Contributions
	• Include Withholding Tax	Include Withholding Tax
	• Etc.	• Etc.
	6. Withholding Tax Entry - This transaction allows the	6.Withholding Tax Entry - This transaction allows the
	user to select the basis of withholding tax computation	user to select the basis of withholding tax computation
	whether from the tax table or manually inputted.	whether from the tax table or manually inputted.
	• Table	• Table
	• Manual	Manual
	• Name	• Name
	• Salary	• Salary
	• <i>Tax</i>	• <i>Tax</i>
	7.Process Payroll - This transaction allows the	7.Process Payroll - This transaction allows the user to
	user to encode, edit and generate payroll	encode, edit and generate payroll summary based on the
	summary based on the selected payroll period,	selected payroll period, number of days worked,
	number of days worked, timekeeping	timekeeping deductions, received income, and deducted
	deductions, received income, and deducted	loans.
	loans.	Payroll Interval
	Payroll Interval	Show Active Payroll
	Show Active Payroll	• Periods
	• Periods	Payroll Type
	• Payroll Type	• Schedule
	• Schedule	Attendance Start Date
	Attendance Start Date	Attendance End Date
	Attendance End Date	Payroll Start Date
	• Payroll Start Date	Payroll End Date
	• Payroll End Date	Release Date
	Release Date	
	8.Payroll Index of Payment for Employees-This	8. Payroll Index of Payment for Employees-This
	transaction will allow the generation of Index of	transaction will allow the generation of Index of
	Payments per individual employee showing	Payments per individual employee showing payments
	payments of salaries, bonuses and other benefits	of salaries, bonuses and other benefits including
	including deductions and net pay for a specific	deductions and net pay for a specific period or for a
	period or for a calendar year.	calendar year.
	• Year	• Year
	Months Covered	Months Covered
	• Income Type	• Income Type
	Deductions (specific)	Deductions (specific)
	• Net Pay	• Net Pay
	Date Paid	Date Paid
	Check/LDDAP/ADA	Check/LDDAP/ADA





Item No.	Description	Corrections/ Amendments/ Instructions
	<u>9.Deductions Ledger</u> - 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	9.Deductions Ledger - 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.	the start of the deductions up to the last.
	Period Covered	Period Covered
	• Name	• Name
	• Type of Deduction (GSIS Loan, etc.)	• Type of Deduction (GSIS Loan, etc.)
	Amount Deducted	Amount Deducted
	D. Employee Portal	D. Employee Portal
	1.201 File (Personal Data Sheet)- This section	<u>1.201 File (Personal Data Sheet)</u> - This section
	allows the employee to view his / her personal	allows the employee to view his / her personal
	information. Any update requests will be for HR's	information. Any update requests will be for HR's
	approval.	approval.
	a.Basic Information	a.Basic Information
	• Last Name	• Last Name
	• First Name	• First Name
	• Middle Name	• Middle Name
	• Suffix	• Suffix
	• Etc.	• Etc.
	b.Personal Information	b.Personal Information
	• Birth Place	• Birth Place
	• Birth Date	• Birth Date
	• Blood Type	• Blood Type
	• Gender	• Gender
	• Civil Status	• Civil Status
	• Solo Parent	• Solo Parent
	• Ethnic Group	• Ethnic Group
	• PWD	• PWD
	• Citizenship	• Citizenship
	• Height	• Height
	• Weight	• Weight
	• Etc.	• Etc.
	c.Contact Information	c.Contact Information
	• Mobile Number	• Mobile Number
	• Email	• Email
	• Emergency Contact Name/Number	Emergency Contact Name/Number
	• Etc.	• Etc.
	d.Residential Address	d.Residential Address
	e.Permanent Address	e.Permanent Address
	f.Parents Information	f.Parents Information
	g.Spouse Information	g.Spouse Information
	h.Dependents Information	h.Dependents Information
	i.Educational Information	i.Educational Information
	j.Employment Record	j.Employment Record
	k.Service Record	k.Service Record
	l.Training and Seminars	1.Training and Seminars
	m.Organization	m.Organization
	n.References	n.References
	o.etc.	o.etc.



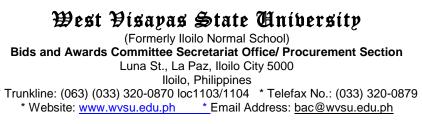




T/		
Item No.	Description	Corrections/ Amendments/ Instructions
	2. Leave a. Leave Balance - This section allows the employee to view his / her sick and vacation leave balances. b. Leave Application - This transaction allows the employee to apply for sick leave and vacation leave. c. Viewing of Applied Leave Status - This section allows the employee to view his/ her pending, approved and disapproved leave applications. • Leave Type • Date From • Date To • Number of Days • Whole Day • Half Day • Remarks • Etc.	2. Leave a. Leave Balance - This section allows the employee to view his / her sick and vacation leave balances. b. Leave Application - This transaction allows the employee to apply for sick leave and vacation leave. c. Viewing of Applied Leave Status - This section allows the employee to view his/ her pending, approved and disapproved leave applications. • Leave Type • Date From • Date To • Number of Days • Whole Day • Half Day • Remarks • Etc.
	3.Official Business or Official Time a. 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. b. Official Business Application - This transaction allows the employee to apply for official business. • Departure Date • Date and Time From • Date and Time To • Client • Purpose • Etc.	3.Official Business or Official Time a. 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. b. Official Business Application - This transaction allows the employee to apply for official business. • Departure Date • Date and Time From • Date and Time To • Client • Purpose • Etc.
	4.Overtime a. Overtime Application - This transaction allows the employee to file for overtime. b. Viewing of Applied Overtime Status - This section allows the employee to view his /her pending, approved and disapproved overtime applications. • Type of Overtime • Date of Overtime • From • To • Total Hours • Payroll • Service Credits • Reason • Etc.	4.Overtime a. Overtime Application - This transaction allows the employee to file for overtime. b. Viewing of Applied Overtime Status - This section allows the employee to view his /her pending, approved and disapproved overtime applications. • Type of Overtime • Date of Overtime • From • To • Total Hours • Payroll • Service Credits • Reason • Etc.







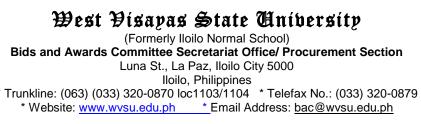




Item No.	Description	Corrections/ Amendments/ Instructions
No.	5. <u>Daily Time Record</u> - This section allows the user to view, download, and print his / her daily time record from a selected date range. • Date From • Date To • Etc.	5. <u>Daily Time Record</u> - This section allows the user to view, download, and print his / her daily time record from a selected date range. • Date From • Date To • Etc.
	 6. Payslip - This section allows the user to view, download, and print his / her payslip from a selected payroll period. a.Payroll Period b.Etc. 7. Loan Report - This transaction allows the 	 6. Payslip - This section allows the user to view, download, and print his / her payslip from a selected payroll period. a.Payroll Period b.Etc. 7. Loan Report - This transaction allows the
	employee to view previous and current loans and its effectivity date, end date and amortization.	employee to view previous and current loans and its effectivity date, end date and amortization.
	SECURITY REQUIREMENTS 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.	SECURITY REQUIREMENTS 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.
	• 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.	• 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.
	• 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.	• 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.
	 1.Access/Log-in Features must have a security management system that: • includes access management, • includes resource management and restriction, • allows individual and generic user security 	 Access/Log-in Features must have a security management system that: includes access management, includes resource management and restriction, allows individual and generic user security profiles
	profiles for users, user groups, and roles to be created, and • can maintain and control access to data and functions on the basis of these profiles.	for users, user groups, and roles to be created, and • can maintain and control access to data and functions on the basis of these profiles.



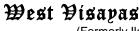


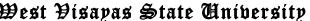






Item No.	Description	Corrections/ Amendments/ Instructions
110.	2. The system administrator can define allowed number of valid/unsuccessful log in attempts through the Security Setting setup, after which, the user account will be locked and must be reset by the administrator to allow re-login to the 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 use of Secure Sockets Layer (SSL).
	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.)
	 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. 	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.
	9. With facility to create multiple user roles.10. With facility to view user status (whether offline or online) for security tracking.	9. With facility to create multiple user roles. 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









Item No.	Description	Corrections/ Amendments/ Instructions
	EMPLOYEE FACILTHES FOR INDIVUDUAL USERS	EMPLOYEE FACILTIIES FOR INDIVUDUAL USERS
	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: O HR Self-Service	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: • HR Self-Service
	 Manager/Supervisor Self-Service Employee Self-Service	 Manager/Supervisor Self-Service Employee Self-Service
	 Applicant Self-Service 	 Applicant Self-Service
	• The software should have the ability to allow users	The software should have the ability to allow users to
	to make various adjustments subject to access	make various adjustments subject to access control
	control policies.	policies.
	• The software should have the ability to allow users	The software should have the ability to allow users to
	to make HR requests, but not limited to:	make HR requests, but not limited to:
	• Application for leave	Application for leave
	• Application for overtime	• Application for overtime
	• Application for pass slip	• Application for pass slip
	• Application for Travel Order (OT/OB)	• Application for Travel Order (OT/OB)
	• Application for Scholarship	• Application for Scholarship
	• Application for Clearance	Application for Clearance
	 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.) 	• 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.)
	QUALIFICATION OF THE DESIRED SERVICE PROVIDER	QUALIFICATION OF THE DESIRED SERVICE PROVIDER
	1. The bidder must have the capacity and ability to provide maintenance services and technical support.	1.The bidder must have the capacity and ability to provide maintenance services and technical support. Certificate submitted must be duly signed by the bidder or its duly authorized representative that it has the capacity.
	2. 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.	2. 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. Submit a certificate duly signed by the bidder or its authorized representative.
	3. 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.	3.The bidder has rendered or deployed similar services/ system in the past five (5) years in any government agencies. Supplier must submit a duly signed certificate from said agency/ies.
	4. 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	4.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
	5. The bidder/firm should submit an Intellectual Property Office Philippines registration certificate or trademark of its product or services;	5. The bidder/firm should submit an Intellectual Property Office Philippines registration certificate or trademark of its product or services;

Luna St., La Paz, Iloilo City 5000
Iloilo, Philippines
Trunkline: (063) (033) 320-0870 loc1103/1104 * Telefax No.: (033) 320-0879
* Website: www.wvsu.edu.ph * Email Address: bac@wvsu.edu.ph





SCP000194Q

Item No.	Description	Corrections/ Amendments/ Instructions
	DUTIES AND RESPONSIBILITY OF THE SERVICE PROVIDER	DUTIES AND RESPONSIBILITY OF THE SERVICE PROVIDER
	1. Proof of Concept	1. Proof of Concept
	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.	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.
	2. User Creation	2.User Creation
	a. Create user accounts (users can be added and removed at any time); and	a.Create user accounts (users can be added and removed at any time); and
	b. Set access level for each user account 3. Testing	b.Set access level for each user account 3. Testing
	The provider will come up with the base test scripts according to the requirements derived from discussions with WVSU.	The provider will come up with the base test scripts according to the requirements derived from discussions with WVSU.
	4. Implementation	4.Implementation
	 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. 	 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.
	5. The service provider shall submit the following documents for additional reference: a. System Architectural Design b. Software Overview c. Use-Case Overview & 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.	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: a. System Architectural Design b. Software Overview c. DELETED d. Process Overview / Work Flows e. Software and Hardware Requirements f. DELETED • Bidders must submit Gantt chart to reflect the system implementation schedule.
	Nothing Follows	Nothing Follows

For guidance and information of all concerned.

Chairperson, Bids and Awards Committee