



SUPPLEMENTAL/BID BULLETIN NO.02

March 19, 2021

This Supplemental/Bid bulletin is issued to clarify/modify the Bidding documents for the Procurement of Attendance and Leave Monitoring System Integrated with Payroll System. This shall be an integral part of the Bidding Documents.

Please be informed of the following changes in the Bid Documents:

1. Additional Technical Specifications (see attached requirements)
 - Requirements of Attendance Monitoring System
 - Requirements of Payroll System
2. Minimum specs of data capturing machine
 - Provision of 18 data capturing device
 - Patented live & fake finger detection
 - RFID card reader
 - Embedded 1.3mp digital camera
 - 500,000 log capacity
 - 100, 000 max users
 - authentication including FP (fingerprint) authentication, PW (password) authentication, RF (card) authentication, or a combination of these methods
 - System is compatible to Linux server and ready for Cloud Migration
 - Delivery of machine to Regional Boards and Installation via online per Region
 - Database should incorporate the whole current year attendance of the employee by importing or encode from the previous system, and accumulated leave of each employee. Also for payroll system to incorporate the complete current year.
3. Supplier/bidder must be in the systems business development for at least 3 years
4. Supplier/bidder must have at least 3 systems development contracts with the government
5. Per provision in Bid Data Sheet:

Submission of Bid Document shall be one (1) original and one (1) copy of the first and second components of its bid.

For guidance and information of all concerned.



LYN B. CURADA
SAC Chairperson

REQUIREMENTS OF ATTENDANCE MONITORING SYSTEM

I. Special Features

1. Can recognize not only fingerprint but also facial features (in consideration of those whose fingerprints are not so defined that the scanner cannot recognize them)
2. Can generate attendance reports for individual/organization which cover any date range
3. Shall support flexi-time schedule as well as compress time schedule and other alternative work arrangements, i.e. observance of core hours only
4. Shall support company policy on late allowances, overtime, late and under time bracketing
5. leave balance management
6. multi users
7. user's password recovery
8. File Manager
9. Online access (attendance) for personnel who are working from home
10. Online access re application for leave of personnel
11. Can be a stand alone system or shall be connected to concerned programs in the existing HRIS

II. Classification Information

1. Shall have data on the organization, location, regional boards, divisions, departments, services, as well as position level/ status of employees

III. Attendance Information

1. Shall have data on work schedule, cut-off, types of leaves
2. Policy Manager
 - a. Overtime Policy
 - COC rates, restriction on rendition of overtime, maximum no. of overtime in a day/month/year, overtime can be paid in cash or can use to offset
 - b. Leave Policy
 - Shall generate data on accumulation/commutation of leave credits, reset yearly, offset and auto offset of late/undertime
 - Can determine all types of leave credits e.g. forced leave, SPL, solo parent leave, etc.
3. Employee Manager
 - employee master, beginning balances for vacation leave credits, sick leave credits, compensatory overtime credits

IV. Attendance Report

Shall generate :

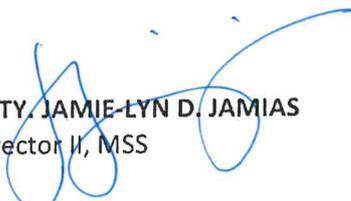
1. attendance reports for individual/organization
2. dtr, monthly attendance summary report, statement of overtime,
3. view list of employees who rendered overtime, list of employees who rendered for change of schedule, list of employees who are on leave/late/undertime/leave of absence slip

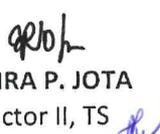
V. Tool Manager- import/export data, account maker, password recovery, backup/ restore data

Noted by:


NELSON C. LARIOS
OIC-Chief -AD

Acknowledge by:


ATTY. JAMIE-LYN D. JAMIAS
Director II, MSS


ELVIRA P. JOTA
Director II, TS

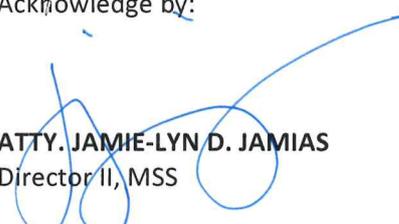
REQUIREMENTS OF PAYROLL SYSTEM

1. Shall contain general libraries of the employee's employment information such as: full name, office/division, responsibility center, position, employment status, date of employment, birthday, salary grade, salary step, monthly basic salary, TIN number, GSIS BP No., HDMF No. PHIC No.
2. Can generate employee's salary index on a monthly basis showing the: name of employee, position, salary grade (step), monthly basic salary, absences, earned for the period, allowances, PERA, additional pay, gross pay, premium and loan deductions (GSIS, HDMF, PHIC, Union Dues, and other deductions), withholding tax, net pay for the month, net pay (semi-monthly).
3. Can generate employee's monthly pay slip showing the name of employee, basic salary, PERA, deductions for the month (GSIS, HDMF, PHIC, Union Dues, withholding tax and other deductions) and net pay (semi-monthly).
4. Shall have the data conversion features that can export all the monthly payroll and remittances into an excel file for monthly remittance (GSIS, HDMF, PHIC & Wtax), and eNGAs journal entry use.
5. Automatic calculation of monthly withholding tax of employees, premium contributions (GSIS & PHIC) for employee and employer shares, and employee's absences.
6. Can process various type of payroll such as: regular monthly payroll (semi-monthly), communication and RATA, clothing allowances, mid-year and year-end bonus, step increment, PEI and others.
7. Can generate monthly remittance list for employee's premium, loan and withholding tax deductions.
8. Automatic calculation of employee's annual income tax and can generate individual tax subsidiary ledger, alphabetical list and BIR Form 2316.
9. Shall contain database for employee's loan and premium deductions and can generate individual subsidiary ledger.
10. Additional features such as: encoding of voucher payroll, adding of new employee, editing of employee's information as well as loan and premium deductions, deactivating of separated employees, and can generate file/ledger with various period covered.
11. Shall contain facilities that can adapt to the changes of requirements from other government agencies such as individual income tax rate, GSIS, PHIC and HDMF (employee and employer share) monthly contribution rate.
12. Shall include surface where employees can view their monthly payslip.

Noted by:


EDITHA M. SAUS
Chief-FMD

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