

PRIVATIZATION AND MANAGEMENT OFFICE

104 Gamboa St., Legaspi Village, Makati City
www.pmo.gov.ph

REQUEST FOR QUOTATION (RFQ)

DATE: June 02, 2022

Gentlemen/Ladies:

Please quote your lowest price(s) on the item(s) Human Resource Management System (HRMS) Software with an Approved Budget for the Contract (ABC) of Nine Hundred Thousand Pesos (Php 900,000.00). Submit your quotation to the authorized canvasser of this office, through fax at **8894-2205** or thru email at **dmgmadeja@pmo.gov.ph**, on before June 09, 2022 / 12:00 NN. Bids received beyond the deadline for submission will not be considered.

The contract/purchase order will be awarded to the qualified bidder/supplier/service provider whose proposal is the lowest and most responsive to the requirements of the Privatization and Management Office (PMO) and has no pending report/deliverables to PMO. Bids in excess of the ABC and with non-compliant or incomplete documentary requirements submitted shall automatically be disqualified.

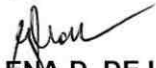
The PMO is in no way bound to accept the lowest price quotation or any proposal which is not advantageous to the government. Further, PMO reserves the right to accept or reject any or all price quotations/proposals at any time prior to contract award/purchase order without thereby incurring any liability to the affected bidder(s)/supplier(s)/service provider(s).

Please submit the following documentary requirements together with your quotation or proposal.

1. Certified photocopy of Mayor's/Business Permit
2. Certified photocopy of PhilGEPS Registration Number
(Certificate of Platinum Membership may be submitted in lieu of documents 1 and 2 above.)
3. Certified photocopy of Income/Business Tax Return (SVP with ABC above Php500K) ✓
4. Notarized Omnibus Sworn Statement (SVP with ABCs above Php50K) ✓
(original copy shall be submitted subject to the award of contract)

Thank you.

Very truly yours,


MA. ELENA D. DE LEON
Administrative Officer IV

QUOTATION

DATE: _____

Dear _____

We are pleased to submit our quotation/proposal for the procurement of Human Resource Management System (HRMS) Software with Reference No. PMO-22-_____.

ABC: Nine Hundred Thousand Pesos (Php 900,000.00)

MODE OF PROCUREMENT: Alternative Method - Small Value Procurement

ITEM NO.	QTY	UNIT	ARTICLES	BRAND	UNIT PRICE	TOTAL
1	1	unit LOT	Human Resource Management System (HRMS) Software (see attached Terms of Reference)		₱	₱
				TOTAL AMOUNT		₱

Amount in Words:

TERMS AND CONDITIONS:

1. Delivery Period: within ninety (90) days from receipt of Purchase Order (P.O.)
2. Validity of Price Quotation: thirty (30) calendar days from date of submission of quotation
3. Terms of Payment: Within 15-30 calendar days from receipt of billing and complete supporting documents.

We are also submitting herewith the following documentary requirements:

1. Certified photocopy of Mayor's/Business Permit
2. Certified photocopy of PhilGEPS Registration Number
(Certificate of Platinum Membership may be submitted in lieu of documents 1 and 2 above.)
3. Certified photocopy of Income/Business Tax Return (SVP with ABC above Php500K)
4. Notarized Omnibus Sworn Statement (SVP with ABCs above Php50K)
(original copy shall be submitted subject to the award of contract)

Respectfully yours,

Signature : _____

Name of Supplier : _____

Designation : _____

Company Name: _____

Contact No. : _____

TERMS OF REFERENCE
HUMAN RESOURCE MANAGEMENT SYSTEM

1. Name of Project

Procurement of Human Resource Management System (HRMS) Software, including its installation, for the Privatization and Management Office (PMO) with office address located at 104 Gamboa Street, Legaspi Village, Makati City.

2. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract is Nine Hundred Thousand Pesos (Php 900,000.00) inclusive of taxes.

3. Scope of Services

The Service Provider (SP) undertakes and commits that it will promptly and fully deliver and install the Human Resource Management System (HRMS) software in accordance with the requirements and technical specifications of the Privatization and Management Office (PMO).

4. Requirements/ Technical Specifications

A. The SP shall comply with the following requirements:

- Must be registered with the Philippine Government Electronic Procurement System (PhilGEPS);
- Must be able to provide copyright registration from the Intellectual Property Office of the Philippines;
- Must be able to provide Proof of Concept (POC) to show CSC compliance of the HRMS;
- Shall install an on-premises HRMS for PMO with the following modules:

<i>Module</i>	<i>Inclusions</i>
a. Personnel Information	manage Personal Data Sheet, 201 records, employee information, service record, and employee reports
b. Time and Attendance Management	manage employee schedule, holidays, time and attendance of employees, work from home scheme, integration to the facial and fingerprint biometric device, identification of perfect and problematic time entries, and Daily Time Record (DTR) correction
c. Leave Management	manage leave applications, earning of leaves and leave cards
d. Payroll	manage payroll transactions and reports, income and benefits, contributions, remittances, deductions, and loan monitoring

- Shall submit a timeline for the implementation of the HRMS to properly guide PMO for the activities involved and responsibilities of both parties for such activities;
- Shall provide a user's manual, including troubleshooting and maintenance manual, and Users Training for ten (10) users (personnel from the Human Resource Unit, Financial Management Division, and Information Technology Division) who will use, manage, and maintain the HRMS. Such training shall comply with the relevant provisions on personal data protection as stated in the Republic Act No. 10173 (Data Privacy Act of 2012); and
- Shall provide technical assistance/support to PMO's requests/concerns regarding the implementation, management, and maintenance of the HRMS. SP shall respond to PMO's requests/concerns within the soonest possible time, but in no case later than twenty-four (24) hours from receipt of the request/concern.

B. The HRMS shall comply with the following technical specifications:

Specification	Requirements
a. License	Perpetual license for one (1) on-premises installation and exclusive use of PMO
b. Software	Web-based system using a multi-tiered layer approach with Model-View-Controller (MVC) pattern
	Reports: CSC-compliant forms and reports
	Security: One way encryption, data at rest encryption, user privileges, access controls, audit trail
	Users: No limitations on the number of users and transactions
	Warranty: One (1) year
c. Biometric Device	One (1) unit facial and fingerprint recognition device integrated with the HRMS
	Display: 5" touch screen
	Face Capacity: 20,000
	Fingerprint Capacity: 20,000
	Card Capacity: 20,000
	Transaction Capacity: 1,000,000
	Warranty: One (1) year

5. Performance and Delivery Period

The SP undertakes to complete its work within ninety (90) days upon receipt of the Notice to Proceed.

6. Payments

PMO shall pay the SP a total of Nine Hundred Thousand Pesos (Php 900,000.00), inclusive of taxes, upon project turn-over/completion. All taxes that are or may be due under the

agreement shall be for the sole account of the SP. No other fees, commissions, reimbursements, or payments shall be due to the SP under the agreement.

7. Terms and Conditions

1. Once PMO engages the services of the SP, it acknowledges that nothing in the agreement shall be construed as precluding or restricting PMO from engaging other third party vendors or agencies for the provision of services which are, in whole or in part, of a similar nature to the services provided in the agreement.
2. If the services do not comply with the terms agreed upon, or satisfy the standards or specifications set forth above, PMO may notify the SP of such non-compliance upon which the SP shall expeditiously, at no additional cost to PMO, conform such services to the agreed specifications. Any failure of PMO to notify the SP of such non-compliance shall not relieve the SP of its obligations to conform to such services and agreed specifications.
3. PMO may request changes at any time to all or any part of the specifications listed above, or any part of the services, provided PMO's requested changes shall not give rise to additional expenses on the part of the SP. Any and all changes shall be documented in writing and mutually agreed to by the parties, before the change is executed.
4. Notwithstanding the fixed duration stated above, PMO may, at any time, terminate this agreement earlier than the agreed period for whatever reason by providing thirty (30) days written notice prior to the effective date of termination. Provided, however, that PMO may terminate this agreement immediately upon written notice in case the SP fails to perform the services or any of its obligations under this agreement, or otherwise violates any of the terms or provisions of this agreement.
5. Following expiry or termination of this agreement, the SP shall provide PMO with reasonable migration assistance to facilitate the uninterrupted transition of PMO to a new provider, including where necessary, by continuing to provide the services for one month following the termination or expiry of this agreement.
6. The SP agrees to indemnify PMO for any claim, loss, damage, or destruction to PMO property and for any loss, damage or injury that may be incurred by PMO, its officers, employees and representatives, which is attributable to (a) the failure by the SP or any of its employees, personnel, agents or representatives to perform in full or in part the services required under this agreement, (b) the fault, negligence, unlawful act, or misconduct of the SP, its employees, personnel, agents or representatives in relation to the performance of the services or any of its obligations under this agreement, or (c) arising directly or indirectly from the infringement by the SP of intellectual property right of any third party or breach of any applicable law.
7. Neither the SP, nor its affiliates, agents, personnel, employees, subcontractors, or representatives, shall use or disclose to any person or entity any confidential information, whether in written, oral, electronic, or other form, obtained from PMO

or disclosed by or on behalf of PMO or otherwise prepared or discovered either in the performance of this agreement, or while on PMO's premises.

8. The SP represents and warrants that:
 - (a) It has full capacity and authority to enter into and perform its obligations under this agreement, and to grant the rights and perform and undertake the obligations hereunder with all due skill, care and diligence;
 - (b) It shall secure and pay for all consents, inspections, licenses, permits and written approvals necessary for the performance of the services. Upon PMO's request, the SP shall deliver to PMO copies of all consents, inspections, licenses, permits, and written approvals promptly after their receipt by the SP;
 - (c) Any operating systems or software used by the SP in connection with the provision of the services to PMO shall not infringe any intellectual property rights of any third party; and
 - (d) The provision of the services shall not breach any applicable laws.

9. The SP acknowledges and agrees that it has entered into this agreement as an independent service provider. No employee-employer relationship shall exist between the SP and PMO. PMO shall in no way be responsible for any claims for wages and other employment benefits of the SP's personnel. PMO shall in no manner be liable for any accident or injury which may occur to any personnel of the SP during the performance of the services. The SP shall indemnify the PMO, and hold the PMO free and harmless, from any damage to or loss of property, or from any injury to any third person in the course of the performance of the services.

10. The SP shall not, directly or indirectly, in whole or in part, neither by operation of law or otherwise, assign, transfer, delegate or subcontract any of its obligations without PMO's prior written consent, which consent shall not be unreasonably withheld. Any attempted assignment, transfer, delegation, or subcontracting without such prior written consent shall be void and unenforceable.

CONFORME:

(Authorized Signature)

(Name and Title of Signatory)

(Name of Firm)