



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10400676
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title UPDATING AND ENHANCEMENT OF HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (HRMIS) (2nd POSTING)
Area of Delivery Metro Manila

Solicitation Number:	2023-04-210	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Information Technology		
Approved Budget for the Contract:	PHP 1,000,000.00	Document Request List	0
Delivery Period:	5 Month/s		
Client Agency:			
Contact Person:	ATTY. SHARON L. DE CHAVEZ - ALEDO The BAC Chairperson c/o BAC Office, 10th Floor, MARINA Bldg. A. Bonifacio Drive cor. 20th Street, Port Area Manila Metro Manila Philippines 1018 63-2-85246518 bacsec@marina.gov.ph	Date Published	07/12/2023
		Last Updated / Time	06/12/2023 13:45 PM
		Closing Date / Time	11/12/2023 12:00 PM

Description

UPDATING AND ENHANCEMENT OF HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (HRMIS) (2nd POSTING)

Please see attached files or you may visit <https://marina.gov.ph/small-value-procurement/>

All submission in response to the RFQ shall be in hard copy with fresh signature only. Submission in electronic copies shall not be entertained.

Created by ATTY. SHARON L. DE CHAVEZ - ALEDO
Date Created 06/12/2023



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

REQUEST FOR QUOTATION

DATE: _____

Name of Company : _____

Address : _____

Business Permit Number : _____

Company TIN : _____

PhilGEPS Registration Number (required): _____

Name of Representative & Designation : _____

The **Maritime Industry Authority (MARINA)** through its Bids and Awards Committee (BAC), intends to procure **Updating and Enhancement of Human Resource Management Information System (HRMIS)** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Million Pesos (P1,000,000.00)**. The period for the performance of the obligations shall not go beyond of the appropriations for this Procurement Project.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your representative **not later than 11 December 2023** at the MARINA BAC Office located at 10th Floor MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

A copy of the following are required to be submitted along with your signed quotation/proposal:

- Valid Business/Mayor's Permit
- Valid PhilGEPS Registration
- Latest Income/ Business Tax Return
- Notarized Omnibus Sworn Statement (with SPA or Secretary Certificate, whichever is applicable)
- Proof of at least three (3) years of experience in design, development, delivery, installation, testing and commissioning of Information System.
- Proof that have been operating in the Philippines for three (3) years. The bidder must submit a Registration Certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives;
- Proof of at least two (2) similar projects in design, development, delivery, installation, testing and commissioning of Information System. This should be vouched by a Certificate/Proof of Completion.

For any clarification, you may contact Ms. Ellerie Torrente or Ms. Kristen Nicole Velasco at telephone no. **(+632) 8524-6518** or email address at **bacsec@marina.gov.ph**


ATTY. SHARON D. ALEJO
BAC Chairperson

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the content of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Supplier's must state here either "**Comply**" or **any equivalent term** in the column "Supplier's Statement of Compliance" against each of the individual parameters of each specification. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "**0**" if item being offered is for free.

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

Item No.	Description/Technical Specifications	Supplier's Statement of Compliance	Unit Cost VAT inclusive	Total Cost (VAT inclusive)
	Online Application Module for Employment and Promotion <ul style="list-style-type: none"> Hiring from existing JO/COS/Outsider Applicants Data collected shall be transferred to the HRMIS Database, then upon hiring shall be used automatically for creation of their HRMIS account Promotion of Insider Employees 			
	Leave Administration <ul style="list-style-type: none"> Automatic recording and updating of leave applications in DTR. Attendance, official business and special orders. Leave and Attendance, can automatically deduct approved leave Automated generation of biometric logs to the DTR of Personnel HRMIS Account Personnel Movement (Promoted, NOSI etc.) connected to PSIPOP Process Documents of Retired, Resigned, Terminated, Dismissed etc.) Computation/Updating of Leave balances Revision of Latest Version of Daily Time Record Revision of Latest Version of Application for Leave (CS Form No. 6, s. 2020) and Application for Monetization of Accumulated Leave 			
	Approver (Directors, Chiefs) can approve/disapprove the following: <ul style="list-style-type: none"> Leave Application (including monetization of accumulated Leave) Clearances (Landbank Loan, GSIS & Internal) Official Business Pass Personal Business (will automatic deduction to accumulated vacation leave) Permission to transfer assigned PPE 			

	Updating of Daily Time Record Module <ul style="list-style-type: none"> • This is based on the 8hrs a day or 40 hours a week. • Enhancement of Attendance and Leave Monitoring (Automatic deduction/ computation of leave balances based on the individual attendance) • Enhancement of Overtime Work Schedule/Compensatory Time Off (CTO) • Enhancement of Leave Processing • Update the DTR form 			
	Updating of Application for Leave Module <ul style="list-style-type: none"> • Updating of Functionalities • To include control number (based on CSC omnibus rules on leave) 			
	Application and Processing of MARINA Employees ID <ul style="list-style-type: none"> • Can apply for issuance of MARINA Employees ID card • Can upload the picture, capture the e-signature and auto generate the template 			
	Updating of Service Record Module			
	Updating of HRMIS Personnel Account Profile (User interface)			
	HRMIS can include the Job Order/COS (even without Plantilla item number, can be tagged as JO/COS)			
	The System must be capable of Multiple access Rights			
	Recording/Updating of Statement of Asset Liabilities and Net Worth <ul style="list-style-type: none"> • To create subsidiary ledger per major line item/ account category to fix the issue in the printing of SALN in many pages. 			
	Updating of Organization Management Module <ul style="list-style-type: none"> • Enhancement/updated of the organizational chart Function; • Enhancement/updated of functional chart, position chart per office/service/division/section/unit; • Enhancement/updated job descriptions for each position per office/service/ division/section/unit respectively; and • Hierarchical/reporting relationships of units; and • Changes in organization as a result of reorganization • Functional Statement per office/service 			
	Enhancement of Position Tracking <ul style="list-style-type: none"> • Provides historical information of positions held by employee, from initial hiring until his/her retirement. • All policies, rules and laws that were used as basis of retitling. Upgrading and other changes in the position should also be included in this module. 			

Human Resource Actions/movements tracking

- Facility to track the timeline of temporary re-assignments. Data should include the name, position from where/what assignment to where/what new assignment and the reason/basis for such re-assignment. Timeline is also a must information—a month before expiry, the system should give “signal” to the authorized user to be able to make appropriate action.
- Create tax set-up page for annualized tax computation and withholding tax adjustments based on applicable/updated tax laws in case of changes in salary due to Notice of Step Increment, promotion, absences/leave without pay and other taxable personnel benefits that may be authorized
- Option to activate/deactivate automatic tax computation. That is to enable options for tax either automatic computation or manual input per employee / per roster / per all active employee for a covering period.
- Integration of Staffing and Timekeeping with Payroll Processing. That is to get notification for processing of Clothing Allowances, Loyalty, Step Increment, Newly Hired, and Retiring/Separating Employees. Likewise, notify process-owner/s for overdraft/leave without pay as linked with the timekeeping module.
- Overdraft be considered in the computation of GSIS premium contribution both for personal share and government share. Settings to activate/deactivate be provided.
- Disallowances Module. Be able to set-up and track the deductions made in the payroll or individual vouchers.
- Enable the Disbursement Voucher per Payroll type just like the processing of individual DVs. Likewise, be able to generate the Obligation and Request Status form.
- Module for :
 - a. preparation of payroll for RATA, reimbursement of communication expenses and other benefits that maybe authorized;
 - b. consolidation of employee's salary deductions paid through regular payroll and DVs and preparation of monthly remittances to GSIS, Philhealth, Pag-IBIG, BIR, etc.;
 - c. consolidation of employees' annual salary, allowances and other benefits received, GSIS, Philhealth, Pag-ibig, withholding tax and other deductions in preparation of BIR required annual submission of Annual Information Return of Income Taxes Witheld on Compensation and Final Withholding Taxes; and
 - d. Preparation of BIR required Certificate of Compensation Payment/Tax Witheld for all MARINA employees (BIR Form 2316/Form that maybe required by BIR)

	Enhancement of Payroll Administration <ul style="list-style-type: none"> • Multiple admin users for payroll processing that is per Location/Regions. • As MRO admin user, access and view only as what is set in the access management. Enable to navigate the system for specific location/regions only. • Forms and Reports Signatory Settings. To be able to update the signatories as necessary with effectivity date and not to overwrite previously processed forms and reports. To consider various signatories per regions. • Utility to override previously posted payrolls. With password protection limited to one principal and one alternate only. • Updating of payroll structure (Processing, Payroll, Tools). • Link between payroll and report (if the payroll has already been published connect to report). • Summary of Roster (delete and add from the payroll) 			
	Enhancement of Benefits Processing and Budget Monitoring <ul style="list-style-type: none"> • Budget Module per type of payroll. Be able to track against actual processed payroll and individual Disbursement Vouchers and the remaining balance or unprocessed claims 			
	Enhancement of Learning and Development Module <ul style="list-style-type: none"> • Training and Development Programs (Local & Foreign) <ul style="list-style-type: none"> ▪ Maintains information on the training programs attended by each employee. ▪ Monitoring of training/scholarship attended to include report on compliance with program requirements (Echo Session, Report and Learning Action Plan) ▪ On-line notification of accepted/considered programs participants/ applicants. ▪ Maintains information on the MARINA Career development programs on a per position basis. ▪ Maintains information/data on all Service Commitment Contracts as a result of attendance to (local and foreign) training and development programs. ▪ Maintains information/data on all scholarships, study grants, conferences and conventions attended/availed of by officials and employees (on a per year and per program basis). ▪ Maintains information on all Service Commitment Contracts as a result of attendance to (local and foreign) Scholarship/Study Grant. 			

	19. Enhancement of Performance Management Module <ul style="list-style-type: none"> • Capturing Indicative calendar of activities and dates of submission of OPCR/DPCR/IPCR • Online Submission of OPCR/DPCR/IPCR • Generation of Reports <ul style="list-style-type: none"> ▪ Office/Division/Individual Ratings ▪ Outstanding/Poor/Unsatisfactory Ratings of Employees • Outstanding Ratings if IPCR/DPCR/OPCR linked to Rewards and Recognition. 			
	20. Rewards and Recognitions <ul style="list-style-type: none"> • Capture the Awards and Incentive with criteria and point system • Capture data of nominees • Generate monitoring report. 			
	21. Enhancement of Records Management Module <ul style="list-style-type: none"> • Maintains records of employee's Statement of Asset Liabilities and Net Worth (SALN) based on the latest SALN version/form. • Maintains records of employee's status whether regular, temporary, coterminous or contractual. • Performs employee tracking from hiring, promotion, and suspension to separation. • Includes electronic photos and signature of employees. • Includes library of electronic official signature and initials of officials and employees. • Provides option to print all types of certificates, employee records and other documents (template-based). • Provides facility for online self-service. • Provides facility for online verification of all employee benefits, accountabilities and loans • Maintains employee disciplinary records such as administrative cases, status and sanctions • Records of Retired/Separated Employees <ul style="list-style-type: none"> ▪ Maintains records of the following: <ul style="list-style-type: none"> - re-hired employees; - re-hired employees; - resigned employees; - retired employees; - dismissed/terminated employees; - employees who were dropped from the rolls; - employees whose term had expired; and - employees with other modes of separation. ▪ Provides different kinds of reports on separation. 			

	22. Customized IMSAS Module <ul style="list-style-type: none"> • Able to tag employees with designation or participation in the IMSAS as auditors, evaluators, surveyors, etc. • Filter and view employees which are tagged as auditors, evaluators, surveyors etc. Likewise, capture currently active in the service as well as the history including the inactive employees. • Dashboard showing the current statistics with the option to show selected period. 			
	23. Linking of the HRMIS QMS Manual with the database of MARINA website QMS Manual.			
	24. Forms <ul style="list-style-type: none"> • Generation of the following forms for newly appointed personnel: <ul style="list-style-type: none"> – Appointment Paper – Certificate of Assumption to Duty – Oath of Office – Position Description Form with functional statements • Online Document Request <ul style="list-style-type: none"> – Certified Thru Copy of Documents – Appointment Paper – Oath of Office – Assumption – Service Records – Certificate of Employment – Certificate of No Pending Administrative Case – Certification of Leave Credits • Personal Data Sheet (using the most updated CSC form, can be modify once the CSC has issued new form) • Core Competency 			

25. Reports

a. Human Resource

- Number of Female/Male (Sex Disaggregated Data)
- Summary of Leave Credit Balance/ Leave Card (with filter to per Office, Division, All)
- Number/List of Approved & Disapproved Application for Leave (filtered per kind of leave and year) SL VL etc.
- Number/List of Vacant/Unfilled/Filled Positions (per Office and per Position)
- Personnel Complement Plantilla and Actual Assignment (per Office/Division) (summary and list of names) (can be filtered by level and position classification)
- List of Separated Employees
- List newly hired permanent employees
- List of Employees with Leave Without Pay / Overdraft (Monthly)
- Number of Special Order and Administrative Order (per month and year)
- Indexing of MARINA Administrative Order, Special Order, Memorandums etc. per month/year
- Summary of Previous Incumbents based on the PSISOP
- List of NOSI per Month/Year (can auto generate the NOSI form per personnel)
- List of Conducted Trainings
- List of Personnel on their Educational Attainment
- List of Foreign (Official)/ Personal Travel
- Can filter the address based on the City and Regions
- Report of performance rating per office/employee
- List of Compulsory Retirees
- Summary of Tardiness/Undertime (monthly)
- Summary of Promoted
- List of Conducted Trainings
- Summary of Fillers of SALN
- Organizational Structure of Central Office & Regional (based on Actual & Plantilla Item)
- Summary Report on Identification Number of Personnel (TIN, PhilHealth, Pag-Ibig, GSIS/SSS)
- List of Person with Disability
- List of Personnel with Comorbidities
- List of Senior Citizen Personnel
- List of MARINA Loyalty Award (10, 15, 20, 25, 30, 35, 40, 45)
- Tabulation of Leave Application, including reasons for leave.
- Inventory of training attended.
- List of Solo parents (filter per Year)
- List of Holidays/ Suspension of Work (filter per year/ to upload the Proclamation/ Announcement etc.)

	<p>b. Property Accountability</p> <ul style="list-style-type: none"> • Asset Master list – all asset record in database categorized by types and location • Asset by Type – asset list categorized by asset types (Building, Other Land Improvement, Motor Vehicle, Office Equipment, ICT Equipment, Furniture & Fixture, Communication Equipment, Other Machinery & Equipment) • Accounting Code – Property Acknowledgement Receipt (PAR) Inventory Custodian Slip (ICS) • Asset by Location - asset list categorized by location/office. (actual location of enduser detailed to other offices) • Asset Components - Quantity of items that belong to the Asset. • Asset Barcode Image Generator – An authorization number for this fixed asset. • Asset Audit – An internal, verification, and physical information control of fixed asset. • Asset Services – Maintain and Manage of fixed asset. • Asset Check In/Out – Asset turnover to personnel. • Asset Image Attachment – the system can attach image of asset e.g.: asset picture, asset warranty image, etc. • Accountability Ledger – Includes Asset of the Personnel. • Asset Transaction History – all transaction of fixed asset has record history. • CPIP – defined as Capital Project in Progress. Asset which is not in useful condition but in construction or modification stage. • Asset Inventory – Inventory of asset categorized by location, the system can modify if asset is in correct location, if not, the system adjusts the location of asset. • Personnel – List of all Employees • Supplier – List of all Suppliers • System User – all user of the system. • Unserviceable – List of unserviceable assets to be determine by MARINA. • Generate Reports – <ul style="list-style-type: none"> ▪ Report of Physical Count of Property, Plant and Equipment (RPCPPE) for property amounting from 50,000 and above, ▪ Report of Physical Count of Semi-Expendable Property (RPCSP) for property amounting to 49,999 and below ▪ Inventory and Inspection Report of Unserviceable Property (IIRUP) ▪ Property Acknowledgement Receipt (PAR) ▪ Inventory Custodian Slip (ICS) <ul style="list-style-type: none"> ▪ Property Transfer Report (PTR) • Property Card (PC) 			
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	<p>c. Payroll</p> <ul style="list-style-type: none"> • Remittance Report by type of deduction per month, range by month / by year (GSIS, PHIC, HDMF, BIR, NHMFC, LPB, MEC etc.). To show per employee/employer shares. • Create remittance management page where official receipts details will be encoded and enable uploading of the OR in pdf or jpeg. Likewise, include the details of ADA date, ADA • number and ADA amount corresponding to the remittances made to GSIS, HDMF, etc. To be able to generate certification of contributions/loan payments, range by date per employee/employer share. • Accounting Journal Entry for All Types of Payroll (per Month, per Year) • Account Analysis per payroll items per employees / all employees (active / inactive) per month / range by date. • Detailed Report per type of payroll/all type; per account/item and all accounts; per month / range by date • Summary Report per type of payroll/all type; per account/item and all accounts; per month / range by date • Report of Annual Information Return of Income Taxes Withheld on Compensation and Final Withholding Taxes; 			
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	<p>Systems Testing, Verification and Deployment</p> <ul style="list-style-type: none"> • To ensure that the System is within user requirements, a Test Plan will be submitted by the bidder. • The system shall be tested at the MARINA Central Office and Selected MARINA Regional Offices within the development stage. An online system testing site will be set up to allow testing of the concerned units or end users. • Bug removal requires the immediate attention of the System Developers and also minor modification of the database such as adding new field for data encoding and its alignment with the reporting mechanisms. • In order to allow the Bidder time to finalize the System, one (1) month before the testing phase, the Bidder and MARINA will go through all of the functionalities within the systems design, bug reports and approve recommendations. All these should be determined as "Complied" or still "For Compliance" at this phase. No new functionalities shall be introduced after this phase, except in the following instances: <ul style="list-style-type: none"> ▪ If the new functionalities have an effect on the delivery of an output or process as described in the Terms of Reference (TOR) or Systems Design that was not previously identified; ▪ Newly approved policies from the CSC and other National Government Agencies that has an effect on the design of the system, • All Modules should be complied prior to start of testing phase and the development of the final database will be based on all users' experience and feedback. • A final demonstration using actual data shall be conducted to check if all functionalities and requirements have been incorporated in the System based on the modified systems design. The Bidder must prove that all the updates will function in a scaled up full blown operation. To be considered deployed and operational, the System must be accessible and usable to all concerned End Users in the Central Office and target MARINA Regional Offices. The final system design shall be accepted and thereafter endorsed by the BAC-TWG and the End-User for Management's final approval for HRMIS implementation. 			
	<p>Audit</p> <ul style="list-style-type: none"> • System should maintain audit trails for all creation, modification and deletion of system transactions/data 			

	<p>Technology Transfer</p> <ul style="list-style-type: none"> • The winning bidder must provide free technology transfer. The end user training / workshop can either be conducted in MARINA's premises or online. • The bidder must provide a comprehensive training program to all of the implementing agencies endorsed personnel that will be involved in the implementation and operation of the modules for the implementing agencies. The bidder must list all personnel to be trained, sequence of training by group or subgroup and timing required to meet the requirements of the implementation plan. • The type of training will depend on the function of the participants such as but not limited to System Administration, Database Management, Network Administration, Security Administration, Content Management and others that are deemed necessary in the proper implementation of the modules. The numbers of participants to be trained are as follows: <ol style="list-style-type: none"> 1. Three (3) personnel for System Maintenance and Development 2. Three (3) personnel for Systems Administration 3. Three (3) personnel for Database Management 4. Three (3) personnel for Security Administration 5. Fifty (50) personnel for End-User • Training and Technology Transfer should be conducted before final project acceptance. 			
	<p>Warranty and Retention Period</p> <ul style="list-style-type: none"> • After the acceptance and deployment of the System, the Bidder shall provide 12 months warranty period. During this period, any bugs and error that will arise should be addressed and fixed by the Bidder. The Bidder shall also assist MARINA personnel should there be issues and problems with the systems installation and shall entertain queries and clarification with the actual use of the System. • Prior to end of the warranty period, MARINA will conduct final checking if all reported bugs, errors and issues are already fixed and resolved. • Updated source code and installers shall be submitted to MARINA at the end of the warranty period. Should there be changes in the databases' design, installation, maintenance, back-up and recovery procedures, an updated documentation shall be provided by the Bidder. • The Bidder shall neither assign, transfer, pledge, nor subcontract any part or interest therein. 			

	<p>Data Privacy</p> <ul style="list-style-type: none"> • All data that is encoded in the System starting from the testing period is owned by MARINA. The Bidder is not given any authority to keep and reproduce any data that will be generated after the project. Any data copies kept or acquired for testing and debugging should only be kept within one staging area and no authority is given to reproduce or distribute this data outside the staging area. • The Bidder will have access to Live Site until the end of the warranty period subject to security restrictions to be implemented by MARINA. If The Bidder requires access to database, no information should be extracted without authorization from marina. After the warranty period, all data provided to The Bidder should be erased and any data breach on the side of The Bidder will be their liability. Any encryption keys encoded in the System should only be known to actual persons involved in The Bidder side as personnel appointed by MARINA. No data encoded shared to the consulting firm or encoded in the project in any phase shall be shared outside the project team. • A Non-Disclosure Agreement will be signed by all consultants/personnel involved in the project. During Systems Development Phase, the bidder is allowed to host the System and database within their premise or installation, provided that only dummy data will be used or encoded on the System. However, once actual employee data is to be used, it should be transferred within the control of MARINA controlled facility or setup controlled by the consulting firm but subject to the approval of MARINA Management whichever is more convenient for the speedy completion of the project but with due consideration for the privacy of data being used/encoded. 			
	<p>Documentation</p> <ul style="list-style-type: none"> • The bidder must provide complete documentation for every deliverable and at every end of each development stage and milestone which will be submitted to Maritime Industry Authority for approval. The documentation must include all the source codes of the application systems. All documents shall be owned by the Maritime Industry Authority and shall reserve the right to reproduce at no additional cost. All documentation must be written in English and must be available in both soft and paper formats. • The bidder must provide user and system manuals and technical materials of all IT equipment including all of its components. Complete documentation of hardware, software, utility and CDs must be provided including the inventory of components and serial numbers. • Maritime Industry Authority will have Intellectual Property Rights over the source codes. 			

	Backup and Recovery <ul style="list-style-type: none"> • The bidder should develop backup procedures and policies in maintaining the application system. • The bidder should submit a Disaster Recovery Program/Plan. • The Bidder must create a Back-Up that will automatically back-up to a MARINA Server. 			
	Technical Support <ul style="list-style-type: none"> • The Bidder shall provide technical support via telephone/fax, on-site assistance to resolve technical and other related problems. Resolution can be delivered in the form of telephone, electronic and/or on-site resolution. It shall refer to a condition wherein the reported problem is resolved by the Bidder to the satisfaction of the end user. • The Bidder shall resolve a problem within twenty-four (24) hours after it was reported by MARINA thru fax, telephone or email. • The Bidder shall provide portal intended for monitoring/discussion and reporting on the process of development and implementation. 			
	Confidentiality of Data <ul style="list-style-type: none"> • The Bidder shall document detailed procedures/techniques in identifying systems security risks and breach(es) and how such shall be handled. • The Human Resource Management Information System (HRMIS), its modules, specifications, data, ideas, technology, and technical and non-technical materials, all or any of which may be derived from any of the foregoing (all of which, individually and collectively, referred to as "Proprietary Information") are confidential and proprietary to the Maritime Industry Authority (MARINA). • The Bidder agrees to hold the Proprietary Information in strict confidence. Bidder furthermore agrees not to reproduce, transcribe, or disclose the Proprietary Information to third parties without prior written approval of the Maritime Industry Authority (MARINA). 			

	<p>XI. Other Requirements</p> <ul style="list-style-type: none"> • Submits weekly status report detailing the accomplishments, project risks and issues, and next tasks. • Perform a quarterly web vulnerability assessment / penetration testing to verify the security configuration of the application. • The vendor shall provide 1 year warranty and support for the system after the system has been rolled-out to production. • Provision of all documentation (user, administrative and technical) to MARINA personnel including necessary handover and training. Documentation shall include, but not limited to the following: <ul style="list-style-type: none"> ▪ User Documentation <ul style="list-style-type: none"> - Requirements Specification - User's Manual / FAQ - Administration Manual ▪ Technical Documentation ▪ Technical Architecture - Architecture Framework - Class Diagram, Sequence Diagram - Entity-Relationship Diagram - Database Schema - Database Dictionary <ul style="list-style-type: none"> ▪ System Installation Manual ▪ Source Codes of Final Version with documentation • Beta version of the System • System Installation Disk • Back-up and Recovery documents • Operational System installed installation site/server • Bug fixes after implementation within the warranty period stipulated in the TOR 			
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SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as week/months stipulates hereafter a delivery date, which is the date to the project site.

Item No.	Description	Delivery Schedule	Supplier's Statement of Compliance
1 LOT	Updating and Enhancement of Human Resource Management Information System (HRMIS)	Within five (5) months upon Receipt of Purchase Order/ Notice to Proceed.	
	Four (4) months for a. Data Gathering, system investigation and system design b. Software Development One (1) month for a. User Acceptance and Testing b. Training		
	a. Valid Business/Mayor's Permit b. Valid PhilGEPS Registration c. Latest Income/ Business Tax Return d. Notarized Omnibus Sworn Statement (with SPA or Secretary Certificate, whichever is applicable) e. Proof of at least three (3) years of experience in design, development, delivery, installation, testing and commissioning of Information System. f. Proof that have been operating in the Philippines for three (3) years. The bidder must submit a Registration Certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives; g. Proof of at least two (2) similar projects in design, development, delivery, installation, testing and commissioning of Information System. This should be vouched by a Certificate/Proof of Completion.	Required to be submitted along with your signed quotation/ proposal	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
<p style="text-align: center;">One Million Pesos (P1,000,000.00)</p>	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p> <p>_____</p>

Terms of Payment:	<p>Payment shall be made thirty (30) days upon the receipt of the Billing Statement and on a Bank-to-Bank basis.</p> <p>In case of Automatic Debit Arrangement (ADA) through Land Bank of the Philippines (LBP) facilities, or other Commercial Banks, the applicable bank charges shall be for the account of the supplier. The supplier shall submit bank details together with billing statement/ invoice for ready reference.</p>
Banking Institution:	
Account Number:	
Account Name:	
Branch:	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation, denominated in Philippine peso, shall include all taxes, duties and/or other charges payable relative to the items described in the RFQ.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. **All submission in response to the RFQ shall be in hard copy with fresh signature only. Submission in electronic copies shall not be entertained.**
6. Award of contract shall be made to lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA-BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the supplier's account.**
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The MARINA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation

**TERMS OF REFERENCE
UPDATING AND ENHANCEMENT OF
HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM
(HRMIS)**

I. BACKGROUND

The Maritime Industry Authority is committed to improve its systems and practices and HR competencies in line with the Civil Service Commission (CSC) Program to Institute Meritocracy and Excellence in Human Resource Management (PRIME HRM). In line with these efforts, MARINA aims to enhance the integration of information technology within its human resources processes to ensure the effective provision of administrative services to its most valuable assets, its personnel. This objective is pursued in order to optimize operational efficiency and streamline HR operations.

The Management Financial and Administrative Service, in collaboration with the STCW Office - Information and Communications Technology Management Division, spearheads the efforts to enhance the human resources systems of MARINA. However, the current tools being utilized are outdated, and the existing HRMIS system has limited functionalities, only capable of generating payroll for Head Office employees. The majority of processes, such as 201 filings, service record updates, leave without pay report generation, salary computation, and deductions for taxes, loans, and government-mandated contributions (e.g., GSIS, PAG-IBIG, PHILHEALTH) for regular employees, are still being done manually. This manual approach has proven to be costly in the long run, as it requires significant time and causes delays in obtaining crucial information necessary for key performance. Therefore, it is imperative to upgrade the current HRMIS system.

II. OBJECTIVE

The Maritime Industry Authorities Human Resource Management Information System (HRMIS) is a web-based application system that manages various HR processes in a centralized system. It aims to cover Applicant Tracking System (ATS); HR 201 management; compensation and benefits administration; time and attendance; training; performance management; leave management; reports generation; and employee self-service portal. It is envisioned to assist MARINA in facilitating seamless integration of all HRM processes. It is envisioned to assist the Agency in facilitating seamless integration of all HR processes.

1. The objectives of this project are as follows:
2. To ensure the storage and accessibility of all employee records.
3. To track and generate reports on property accountabilities.
4. To provide a robust system that meets the daily needs of HR and position budgeting functions.
5. To provide accurate information about human resources and their functioning, as well as relevant environmental factors.
6. To implement an on-demand, real-time analytics reporting tool that is user-friendly.
6. To utilize the existing biometric system for timekeeping and attendance.

7. To automate the process of leave administration.
8. To provide an automated payroll processing system.
9. To reduce redundancy and paperwork in the payroll processing.
10. To resolve conflicts regarding non-remittances to the GSIS, Pag-ibig, PHIC, and BIR.
11. To automate the recruitment, selection, and promotion process.
12. To enable the processing of employees' salaries on time, anywhere and anytime.
13. To promote efficient and transparent processing of all government employee wages and salaries.

III. APPROVED BUDGET CONTRACT

The supplier shall bid for all items described in this Terms of reference, which shall not exceed the Approved Budget Contract (ABC) in the amount of One Million Pesos (1,000,000.00), inclusive of all applicable government charges.

IV. TECHNICAL SPECIFICATIONS

1. Online Application Module for Employment and Promotion

- Hiring from existing JO/COS/Outsider Applicants
Data collected shall be transferred to the HRMIS Database, then upon hiring shall be used automatically for creation of their HRMIS account
- Promotion of Insider Employees

2. Leave Administration

- Automatic recording and updating of leave applications in DTR. Attendance, official business and special orders.
- Leave and Attendance, can automatically deduct approved leave
- Automated generation of biometric logs to the DTR of Personnel HRMIS Account
- Personnel Movement (Promoted, NOSI etc.) connected to PSIPOP
- Process Documents of Retired, Resigned, Terminated, Dismissed etc.)
- Computation/Updating of Leave balances
- Revision of Latest Version of Daily Time Record
- Revision of Latest Version of Application for Leave (CS Form No. 6, s. 2020) and Application for Monetization of Accumulated Leave

3. Approver (Directors, Chiefs) can approve/disapprove the following:

- Leave Application (including monetization of accumulated Leave)
- Clearances (Landbank Loan, GSIS & Internal)
- Official Business Pass
- Personal Business (will automatic deduction to accumulated vacation leave)
- Permission to transfer assigned PPE

4. Updating of Daily Time Record Module

- This is based on the 8hrs a day or 40 hours a week.
- Enhancement of Attendance and Leave Monitoring (Automatic deduction/ computation of leave balances based on the individual attendance)
- Enhancement of Overtime Work Schedule/Compensatory Time Off (CTO)
- Enhancement of Leave Processing
- Update the DTR form

5. Updating of Application for Leave Module

- Updating of Functionalities
- To include control number (based on CSC omnibus rules on leave)

6. Application and Processing of MARINA Employees ID

- Can apply for issuance of MARINA Employees ID card
- Can upload the picture, capture the e-signature and auto generate the template

7. Updating of Service Record Module

8. Updating of HRMIS Personnel Account Profile (User interface)

9. HRMIS can include the Job Order/COS (even without Plantilla item number, can be tagged as JO/COS)

10. The System must be capable of Multiple access Rights

11. Recording/Updating of Statement of Asset Liabilities and Net Worth

- To create subsidiary ledger per major line item/ account category to fix the issue in the printing of SALN in many pages.

12. Updating of Organization Management Module

- Enhancement/updated of the organizational chart Function;
- Enhancement/updated of functional chart, position chart per office/service/division/section/unit;
- Enhancement/updated job descriptions for each position per office/service/division/section/unit respectively; and
- Hierarchical/reporting relationships of units; and
- Changes in organization as a result of reorganization
- Functional Statement per office/service

13. Enhancement of Position Tracking

- Provides historical information of positions held by employee, from initial hiring until his/her retirement.
- All policies, rules and laws that were used as basis of retitling. Upgrading and other changes in the position should also be included in this module.

14. Human Resource Actions/movements tracking

- Facility to track the timeline of temporary re-assignments. Data should include the name, position from where/what assignment to where/what new assignment and the reason/basis for such re-assignment. Timeline is also a must information—a month before expiry, the system should give “signal” to the authorized user to be able to make appropriate action.
- Create tax set-up page for annualized tax computation and withholding tax adjustments based on applicable/updated tax laws in case of changes in salary due to Notice of Step Increment, promotion, absences/leave without pay and other taxable personnel benefits that may be authorized
- Option to activate/deactivate automatic tax computation. That is to enable options for tax either automatic computation or manual input per employee / per roster / per all active employee for a covering period.
- Integration of Staffing and Timekeeping with Payroll Processing. That is to get notification for processing of Clothing Allowances, Loyalty, Step Increment, Newly Hired, and Retiring/Separating Employees. Likewise, notify process-owner/s for overdraft/leave without pay as linked with the timekeeping module.
- Overdraft be considered in the computation of GSIS premium contribution both for personal share and government share. Settings to activate/deactivate be provided.
- Disallowances Module. Be able to set-up and track the deductions made in the payroll or individual vouchers.
- Enable the Disbursement Voucher per Payroll type just like the processing of individual DVs. Likewise, be able to generate the Obligation and Request Status form.
- Module for :
 - a. preparation of payroll for RATA, reimbursement of communication expenses and other benefits that maybe authorized;
 - b. consolidation of employee's salary deductions paid through regular payroll and DVs and preparation of monthly remittances to GSIS, Philhealth, Pag-IBIG, BIR, etc.;
 - c. consolidation of employees' annual salary, allowances and other benefits received, GSIS, Philhealth, Pag-ibig, withholding tax and other deductions in preparation of BIR required annual submission of Annual Information Return of Income Taxes Withheld on Compensation and Final Withholding Taxes; and
 - d. Preparation of BIR required Certificate of Compensation Payment/Tax Withheld for all MARINA employees (BIR Form 2316/Form that maybe required by BIR)

16. Enhancement of Payroll Administration

- Multiple admin users for payroll processing that is per Location/Regions.
- As MRO admin user, access and view only as what is set in the access management. Enable to navigate the system for specific location/regions only.
- Forms and Reports Signatory Settings. To be able to update the

signatories as necessary with effectivity date and not to overwrite previously processed forms and reports. To consider various signatories per regions.

- Utility to override previously posted payrolls. With password protection limited to one principal and one alternate only.
- Updating of payroll structure (Processing, Payroll, Tools).
- Link between payroll and report (if the payroll has already been published connect to report).
- Summary of Roster (delete and add from the payroll)

17. Enhancement of Benefits Processing and Budget Monitoring

- Budget Module per type of payroll. Be able to track against actual processed payroll and individual Disbursement Vouchers and the remaining balance or unprocessed claims.

18. Enhancement of Learning and Development Module

- Training and Development Programs (Local & Foreign)
 - Maintains information on the training programs attended by each employee.
 - Monitoring of training/scholarship attended to include report on compliance with program requirements (Echo Session, Report and Learning Action Plan)
 - On-line notification of accepted/considered programs participants/applicants.
 - Maintains information on the MARINA Career development programs on a per position basis.
 - Maintains information/data on all Service Commitment Contracts as a result of attendance to (local and foreign) training and development programs.
 - Maintains information/data on all scholarships, study grants, conferences and conventions attended/availed of by officials and employees (on a per year and per program basis).
 - Maintains information on all Service Commitment Contracts as a result of attendance to (local and foreign) Scholarship/Study Grant.

19. Enhancement of Performance Management Module

- Capturing Indicative calendar of activities and dates of submission of OPCR/DPCR/IPCR
- Online Submission of OPCR/DPCR/IPCR
- Generation of Reports
 - Office/Division/Individual Ratings
 - Outstanding/Poor/Unsatisfactory Ratings of Employees
- Outstanding Ratings if IPCR/DPCR/OPCR linked to Rewards and Recognition.

20. Rewards and Recognitions

- Capture the Awards and Incentive with criteria and point system
- Capture data of nominees
- Generate monitoring report.

21. Enhancement of Records Management Module

- Maintains records of employee's Statement of Asset Liabilities and Net Worth (SALN) based on the latest SALN version/form.
- Maintains records of employee's status whether regular, temporary, coterminous or contractual.
- Performs employee tracking from hiring, promotion, and suspension to separation.
- Includes electronic photos and signature of employees.
- Includes library of electronic official signature and initials of officials and employees.
- Provides option to print all types of certificates, employee records and other documents (template-based).
- Provides facility for online self-service.
- Provides facility for online verification of all employee benefits, accountabilities and loans
- Maintains employee disciplinary records such as administrative cases, status and sanctions
- Records of Retired/Separated Employees
 - Maintains records of the following:
 - re-hired employees;
 - resigned employees;
 - retired employees;
 - dismissed/terminated employees;
 - employees who were dropped from the rolls;
 - employees whose term had expired; and
 - employees with other modes of separation.
 - Provides different kinds of reports on separation.

22. Customized IMSAS Module

- Able to tag employees with designation or participation in the IMSAS as auditors, evaluators, surveyors, etc.
- Filter and view employees which are tagged as auditors, evaluators, surveyors etc. Likewise, capture currently active in the service as well as the history including the inactive employees.
- Dashboard showing the current statistics with the option to show selected period.

23. Linking of the HRMIS QMS Manual with the database of MARINA website QMS Manual.

24. Forms

- Generation of the following forms for newly appointed personnel:
 - Appointment Paper
 - Certificate of Assumption to Duty
 - Oath of Office
 - Position Description Form with functional statements
- Online Document Request
 - Certified Thru Copy of Documents
 - Appointment Paper
 - Oath of Office
 - Assumption
 - Service Records
 - Certificate of Employment
 - Certificate of No Pending Administrative Case
 - Certification of Leave Credits
- Personal Data Sheet (using the most updated CSC form, can be modify once the CSC has issued new form)
- Core Competency

25. Reports

a. Human Resource

- Number of Female/Male (Sex Disaggregated Data)
- Summary of Leave Credit Balance/ Leave Card (with filter to per Office, Division, All)
- Number/List of Approved & Disapproved Application for Leave (filtered per kind of leave and year) SL VL etc.
- Number/List of Vacant/Unfilled/Filled Positions (per Office and per Position)
- Personnel Complement Plantilla and Actual Assignment (per Office/Division) (summary and list of names) (can be filtered by level and position classification)
- List of Separated Employees
- List newly hired permanent employees
- List of Employees with Leave Without Pay / Overdraft (Monthly)
- Number of Special Order and Administrative Order (per month and year)
- Indexing of MARINA Administrative Order, Special Order, Memorandums etc. per month/year
- Summary of Previous Incumbents based on the PSIPOP
- List of NOSI per Month/Year (can auto generate the NOSI form per personnel)
- List of Conducted Trainings
- List of Personnel on their Educational Attainment
- List of Foreign (Official)/ Personal Travel
- Can filter the address based on the City and Regions
- Report of performance rating per office/employee
- List of Compulsory Retirees
- Summary of Tardiness/Undertime (monthly)
- Summary of Promoted

- List of Conducted Trainings
- Summary of Fillers of SALN
- Organizational Structure of Central Office & Regional (based on Actual & Plantilla Item)
- Summary Report on Identification Number of Personnel (TIN, PhilHealth, Pag-Ibig, GSIS/SSS)
- List of Person with Disability
- List of Personnel with Comorbidities
- List of Senior Citizen Personnel
- List of MARINA Loyalty Award (10, 15, 20, 25, 30, 35, 40, 45)
- Tabulation of Leave Application, including reasons for leave.
- Inventory of training attended.
- List of Solo parents (filter per Year)
- List of Holidays/ Suspension of Work (filter per year/ to upload the Proclamation/ Announcement etc.)

b. Property Accountability

- Asset Master list – all asset record in database categorized by types and location
- Asset by Type – asset list categorized by asset types (Building, Other Land Improvement, Motor Vehicle, Office Equipment, ICT Equipment, Furniture & Fixture, Communication Equipment, Other Machinery & Equipment)
- Accounting Code – Property Acknowledgement Receipt (PAR) Inventory Custodian Slip (ICS)
- Asset by Location - asset list categorized by location/office. (actual location of enduser detailed to other offices)
- Asset Components - Quantity of items that belong to the Asset.
- Asset Barcode Image Generator – An authorization number for this fixed asset.
- Asset Audit – An internal, verification, and physical information control of fixed asset.
- Asset Services – Maintain and Manage of fixed asset.
- Asset Check In/Out – Asset turnover to personnel.
- Asset Image Attachment – the system can attach image of asset e.g.: asset picture, asset warranty image, etc.
- Accountability Ledger – Includes Asset of the Personnel.
- Asset Transaction History – all transaction of fixed asset has record history.
- CPIP – defined as Capital Project in Progress. Asset which is not in useful condition but in construction or modification stage.
- Asset Inventory – Inventory of asset categorized by location, the system can modify if asset is in correct location, if not, the system adjusts the location of asset.
- Personnel – List of all Employees
- Supplier – List of all Suppliers

- System User – all user of the system.
- Unserviceable – List of unserviceable assets to be determine by MARINA.
- Generate Reports –
 - Report of Physical Count of Property, Plant and Equipment (RPCPPE) for property amounting from 50,000 and above,
 - Report of Physical Count of Semi-Expendable Property (RPCSP) for property amounting to 49,999 and below
 - Inventory and Inspection Report of Unserviceable Property (IIRUP)
 - Property Acknowledgement Receipt (PAR)
 - Inventory Custodian Slip (ICS)
 - Property Transfer Report (PTR)
 - Property Card (PC)

c. Payroll

- Remittance Report by type of deduction per month, range by month / by year (GSIS, PHIC, HDMF, BIR, NHMFC, LPB, MEC etc.). To show per employee/employer shares.
- Create remittance management page where official receipts details will be encoded and enable uploading of the OR in pdf or jpeg. Likewise, include the details of ADA date, ADA number and ADA amount corresponding to the remittances made to GSIS, HDMF, etc. To be able to generate certification of contributions/loan payments, range by date per employee/employer share.
- Accounting Journal Entry for All Types of Payroll (per Month, per Year)
- Account Analysis per payroll items per employees / all employees (active / inactive) per month / range by date.
- Detailed Report per type of payroll/all type; per account/item and all accounts; per month / range by date
- Summary Report per type of payroll/all type; per account/item and all accounts; per month / range by date
- Report of Annual Information Return of Income Taxes Withheld on Compensation and Final Withholding Taxes;

V. SYSTEMS TESTING, VERIFICATION AND DEPLOYMENT

- To ensure that the System is within user requirements, a Test Plan will be submitted by the Winning bidder.
- The system shall be tested at the MARINA Central Office and Selected MARINA Regional Offices within the development stage. An online system testing site will be set up to allow testing of the concerned units or end users.
- Bug removal requires the immediate attention of the System Developers and also minor modification of the database such as adding new field for data encoding and its alignment with the reporting mechanisms.
- In order to allow the Winning bidder time to finalize the System, one (1) month before the testing phase, the Winning bidder and MARINA will go through all of the functionalities within the systems design, bug reports and approve recommendations. All these should be determined as "Complied" or still "For

Compliance" at this phase. No new functionalities shall be introduced after this phase, except in the following instances:

- If the new functionalities have an effect on the delivery of an output or process as described in the Terms of Reference (TOR) or Systems Design that was not previously identified;
- Newly approved policies from the CSC and other National Government Agencies that has an effect on the design of the system,
- All Modules should be complied prior to start of testing phase and the development of the final database will be based on all users' experience and feedback.
- A final demonstration using actual data shall be conducted to check if all functionalities and requirements have been incorporated in the System based on the modified systems design. The Winning bidder must prove that all the updates will function in a scaled up full blown operation. To be considered deployed and operational, the System must be accessible and usable to all concerned End Users in the Central Office and target MARINA Regional Offices. The final system design shall be accepted and thereafter endorsed by the BAC-TWG and the End-User for Management's final approval for HRMIS implementation.

VI. AUDIT

- System should maintain audit trails for all creation, modification and deletion of system transactions/data

VII. TECHNOLOGY TRANSFER

- The winning bidder must provide free technology transfer. The end user training / workshop can either be conducted in MARINA's premises or online.
- The winning bidder must provide a comprehensive training program to all of the implementing agencies endorsed personnel that will be involved in the implementation and operation of the modules for the implementing agencies. The Winning bidder must list all personnel to be trained, sequence of training by group or subgroup and timing required to meet the requirements of the implementation plan.
- The type of training will depend on the function of the participants such as but not limited to System Administration, Database Management, Network Administration, Security Administration, Content Management and others that are deemed necessary in the proper implementation of the modules.

The numbers of participants to be trained are as follows:

1. Three (3) personnel for System Maintenance and Development
 2. Three (3) personnel for Systems Administration
 3. Three (3) personnel for Database Management
 4. Three (3) personnel for Security Administration
 5. Fifty (50) personnel for End-User
- Training and Technology Transfer should be conducted before final project acceptance.

VIII. PROJECT TIME FRAME

The project should be completed within the period of

Four (4) months for

- a. Data Gathering, system investigation and system design
- b. Software Development

One (1) month for

- c. User Acceptance and Testing
- d. Training

IX. WARRANTY AND RETENTION PERIOD

- After the acceptance and deployment of the System, the Winning bidder shall provide **12 months warranty period**. During this period, any bugs and error that will arise should be addressed and fixed by the Winning bidder. The the Winning bidder shall also assist MARINA personnel should there be issues and problems with the systems installation and shall entertain queries and clarification with the actual use of the System.
- Prior to end of the warranty period, MARINA will conduct final checking if all reported bugs, errors and issues are already fixed and resolved.
- Updated source code and installers shall be submitted to MARINA at the end of the warranty period. Should there be changes in the databases' design, installation, maintenance, back-up and recovery procedures, an updated documentation shall be provided by the Winning bidder.
- The Winning bidder shall neither assign, transfer, pledge, nor subcontract any part or interest therein.

X. DATA PRIVACY

- All data that is encoded in the System, starting from the testing period, is the property of MARINA. The Winning bidder is not authorized to retain or reproduce any data that will be generated after the project. Any copies of data retained or acquired for testing and debugging purposes should only be kept within a designated staging area, and no authority is granted to reproduce or distribute this data outside of the staging area.
- The Winning bidder will be granted access to the Live Site until the end of the warranty period, subject to security restrictions to be implemented by MARINA. If The Winning bidder requires access to the database, no information should be extracted without authorization from MARINA. After the warranty period, all data provided to The Winning bidder should be erased, and any data breach on the side of the Winning bidder will be their liability. Any encryption keys encoded in the System should only be known to actual persons involved in The Winning bidder side as personnel appointed by MARINA. No data encoded or shared with the consulting firm or encoded in the project in any phase shall be shared outside the project team.
- A Non-Disclosure Agreement will be signed by personnel involved in the project. During Systems Development Phase, the winning bidder is allowed to host the System and database within their premise or installation, provided that only dummy data will be used or encoded on the System. However, once actual employee data is to be used, it should be transferred within the control of

MARINA controlled facility or setup controlled by the consulting firm but subject to the approval of MARINA Management whichever is more convenient for the speedy completion of the project but with due consideration for the privacy of data being used/encoded.

XI. DOCUMENTATION

- The winning bidder must provide complete documentation for every deliverable and at every end of each development stage and milestone which will be submitted to Maritime Industry Authority for approval. The documentation must include all the source codes of the application systems. All documents shall be owned by the Maritime Industry Authority and shall reserve the right to reproduce at no additional cost. All documentation must be written in English and must be available in both soft and paper formats.
- The winning bidder must provide user and system manuals and technical materials of all IT equipment including all of its components. Complete documentation of hardware, software, utility and CDs must be provided including the inventory of components and serial numbers.
- Maritime Industry Authority will have Intellectual Property Rights over the source codes.

XII. BACKUP AND RECOVERY

- The winning bidder should develop backup procedures and policies in maintaining the application system.
- The winning bidder should submit a Disaster Recovery Program/Plan.
- The winning bidder must create a Back-Up that will automatically back-up to a MARINA Server.

XIII. TECHNICAL SUPPORT

- The winning bidder shall provide technical support via telephone/fax, on-site assistance to resolve technical and other related problems. Resolution can be delivered in the form of telephone, electronic and/or on-site resolution. It shall refer to a condition wherein the reported problem is resolved by the winning bidder to the satisfaction of the end user.
- The winning bidder shall resolve a problem within twenty-four (24) hours after it was reported by MARINA thru fax, telephone or email.
- The winning bidder shall provide portal intended for monitoring/discussion and reporting on the process of development and implementation.

XIV. CONFIDENTIALITY OF DATA

- The winning bidder shall document detailed procedures/techniques in identifying systems security risks and breach(es) and how such shall be handled.
- The **Human Resource Management Information System (HRMIS)**, its modules, specifications, data, ideas, technology, and technical and non-technical materials, all or any of which may be derived from any of the foregoing (all of which, individually and collectively, referred to as "Proprietary Information") are confidential and proprietary to the Maritime Industry Authority (MARINA).
- The winning bidder agrees to hold the Proprietary Information in strict confidence. Bidder furthermore agrees not to reproduce, transcribe, or disclose the Proprietary Information to third parties without prior written approval of the Maritime Industry Authority (MARINA).

XV. VENDOR QUALIFICATIONS

- The Bidder shall have at least three (3) years of experience in design, development, delivery, installation, testing and commissioning of Information System.
- The Bidder should have been operating in the Philippines for three (3) years. The bidder must submit a Registration Certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives;
- At least two (2) similar projects in design, development, delivery, installation, testing and commissioning of Information System. This should be vouched by a Certificate/Proof of Completion.
- The Bidder must also submit the following documents
 - b. Valid Mayor's Permit;
 - c. Valid Philgeps Registration;
 - d. Latest Income Tax Returns; and
 - e. Duly accomplished Omnibus Sworn Statement

XVI. OTHER REQUIREMENTS

- Submits weekly status report detailing the accomplishments, project risks and issues, and next tasks.
- Perform a quarterly web vulnerability assessment / penetration testing to verify the security configuration of the application.
- The vendor shall provide 1 year warranty and support for the system after the system has been rolled-out to production.
- Provision of all documentation (user, administrative and technical) to MARINA personnel including necessary handover and training. Documentation shall include, but not limited to the following:
 - User Documentation
 - Requirements Specification
 - User's Manual / FAQ
 - Administration Manual
 - Technical Documentation
 - Technical Architecture

- Architecture Framework
- Class Diagram, Sequence Diagram
- Entity-Relationship Diagram
- Database Schema
- Database Dictionary
 - System Installation Manual
 - Source Codes of Final Version with documentation
- Beta version of the System
- System Installation Disk
- Back-up and Recovery documents
- Operational System installed installation site/server
- Bug fixes after implementation within the warranty period stipulated in the TOR

XVII. PAYMENT

- The payment shall be made upon issuance of Billing Statement on a Bank-to-Bank basis. Automatic Debit Arrangement (ADA) through Land Bank of the Philippines (LBP) facilities, for other Commercial bank, applicable bank charges shall be for the account of the supplier. The supplier shall submit bank details together with the billing statement/invoice for ready reference.


Prepared by:


DALMACIO L. GONZALES JR.
 Chief, ICTMD

Recommending Approval:


SAMUEL L. BATALLA
 Executive Director,
 STCW Office

Reviewed by:


JOHN E. GUARDAYA
 Head, TWG for IT


Att. SHARON D. ALEDO
 Chairperson, MARINA BAC

APPROVED / DISAPPROVED:


Att. HERNANI N. FABIA
 Administrator

Version 2

As of November 21, 2023



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



PURCHASE REQUEST

Office: STCW OFFICE

PR No.: 2023-04-210 APR 28 2023

Division/Section: ICTMD

SAI No.: _____

Date Request: 24 APR 2023

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		UPDATING OF HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (HRMIS)	1	1,000,000.00	1,000,000.00
*****	*****	*****	*****	*****	*****

INCLUDED IN THE APP FY 2023
CERTIFIED BY:

MELLANIE T. BALIN

CHIEF, ADMINISTRATION & LOGISTICS DIVISION

Signature:

Requisitioning Officer

Printed Name:

SAMUEL L. BATALLA

Designation

Officer-In-Charge
Office of the Executive Director
STCW Office

Purpose:

For the enhancement of office productivity tools for employees

CERTIFICATION



FUNDS AVAILABLE
NO FUNDS AVAILABLE

(Subject to the release of SARO for the program CICA)

ATTY. MARVIC S. RAMOS

Chief, Budget Division



Approved



Disapproved

PR Approver

Signature:

Printed Name:

Atty. MERNANI N. FABIA

Administrator

Designation

Note:

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

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

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

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

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

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