TERMS OF REFERENCE

DESIGN, DEVELOPMENT, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF

HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (HRMIS)

I. OBJECTIVE

Provide an automated solution that will effectively and efficiently manage the MARINA Employees Record System from the Time of Recruitment to Separation.

II. SCOPE OF THE PROPOSED SYSTEM

Supply and delivery of resources necessary to the implementation of the Human Resource Information System

- Installation of HRIS Functionalities:
    - Organizational Management
    - Staffing Management
    - Compensation and Benefits Management
    - Time and Attendance Management
    - Learning and Development
    - Performance Management
    - Records Management
    - Property Accountability
    - Employee Self Service

III. FEATURES

- The system should be able to easily integrate with existing applications which need to share information from it.
- The system should facilitate users to add, update, and delete information as well as to generate reports.
- Facility for future expandability of data.
- The system should automatically disconnect from the server if the screen remains idle for 5 minutes, in order to restrict unauthorized users from accessing the records.
- Search criteria should be invoked to automate report and letter generation.
- Reports can be presented on a graphical format whenever applicable.
- Provides for ease in querying and verifying database information.
- Performs generation of various user defined reports.

- Browser-based user access. No client software installation.
- Multi-level security.
- Integrated system.
- Provides complete system documentation, users and operators manual.

IV. FUNCTIONALSPECIFICATIONS

ORGANIZATIONALMANAGEMENT MODULE

- Under the MARINA Organizational Structure, the system must be able to:
  - Upload and view the MARINA organizational chart respectively;
  - Upload and view functional chart, position chart per office/service/division/section/unit respectively;
  - Upload and view job descriptions for each position per office/service/division/section/unit respectively; and
  - Owner must be able to update and revise contents of organizational, functional, and position charts, and job descriptions as needed.
- Must be able to generate list of plantilla positions and their corresponding job descriptions.
- Must be able to generate list as well as update filled and unfilled vacant positions by office/service (up to team level).
- Facilitates provision of information on:
  - Hierarchical/reporting relationships of units; and
  - Changes in organization as a result of reorganization
  - Functional Statement per office/service

STAFFING MANAGEMENT

- **Recruitment Tracking**
  - Maintains database of qualified applicants, both internal and external.
  - Provides online screening /evaluation of applicants for general aptitude/specialized examination.

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- **Position Tracking**
  - Provides historical information of positions held by every 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.

- **Employee Temporary Reassignment Tracking**
  - Facility to tract 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.

COMPENSATION AND BENEFITS MANAGEMENT MODULE

- **Payroll Processing**
  - Centralized processing of payroll and other benefits for the central office and regional offices. But with capability of centralized and decentralized printing of reports and pay slips thru email.
  - Enables easy configuration of customized pay types (including new pay types).
  - Capacity to generate payroll for selective units (office/service/division/ section/), employees, or period.
  - Must check leave credits, budget (allotment), overtime rendered, performance ratings and administrative cases module for every general payroll run.
  - Must tag/monitor employees who are qualified to receive allowances (To be provided by MARINA) and their corresponding rates.
  - Must relate pay to employee performance rating for performance-based benefits.
  - Provides multi-level securities for payroll processing.
  - Provides payroll flat file for recording in the Existing Accounting System.

- Must perform automatic stop of deductions for fully paid loans or excess payment (with in the loan term period.) Also, adjustment of tax rate for any change in salary bracket, annualization of tax computation, age/status of dependents, and tax exemption.
- Can create dynamic, configurable and re-usable formulas.
- Provides maintainable tax, PHIC, GSIS, EÇIP, PAGIBIG and other contribution rate tables, updates of tax rate/tables.
- Performs end of year conversion, such as gross income, tax with held and tax due (actual gross income).
- Overtime Payroll processing.

- **Payroll Administration**
  - Provides generation of custom pay types.
  - Can handle consolidated release of various pay types in one pay roll run,i.e. monthly salary, allowances (PERA/RATA), clothing allowance, overtime pay, birthday bonus, employee anniversary, communication allowance/ field work allowance, night differential, step increment differential, promotional differential, anniversary award, Mid Year and Year End Bonus, PEI, PBB, Cash Gift, CNA, etc.
  - Provides one pay slip for consolidated payments of various pay types through online printing of employee pay slip for current or previous months.
  - Able to generate user defined reports.
  - Data on compensation and classification is provided regularly to management.
  - Provides online printing of statement of accounts for various types of deductions.
  - Performs tracking of employee with overdue accounts.
  - Performs tracking of over payment or under payment of employee accounts.
  - Performs advance computation of various payroll types and scenarios for purposes of budget allocation.
  - Provides a link to existing EBudget System, Electronic Time Recording System and Electronic New Government Accounting System (NGAS). eNGAS.

- Benefits Processing and Budget Monitoring
  - Provides information of all benefits available to the employees and the corresponding qualifications for those benefits.
  - Must be able to set benefit requirements based on employee type, employee status, employee performance and other user defined criteria.
  - Maintains a centralized benefits information database.
  - Provides tracking of benefits granted and with held benefit to each employee.
  - Provides timely release to employees of the performance based benefits such as birthday bonus, employee anniversary bonus, loyalty awards, masters degree award, step increment, promotion and other fringe benefits.
  - Provides link to the performance evaluation module, administrative cases and leave credits module in the administration of the employee benefits.
  - Provides an automatic and accurate computation of retiree's benefits.
  - Monitors budget utilization of employee's personnel services accounts and other employee-related accounts.
  - Must able to generate report per employee by account or vice versa.

TIME AND ATTENDANCE MANAGEMENT MODULE

- Attendance and Leave Monitoring System (ALMS) Administration
  - Can readily import timekeeping data from the existing Electronic Time Recording System (ETRS) Server.
  - Can be edited by authorized user.
  - Can handle multiple time and work schedule of employees.
  - Provides online printing of daily time records.
  - Can handle changes in work schedule.
  - Must be able to handle work week changes, i.e. suspension or work stoppage due to typhoon on a particular area or other fortuitous events.
  - Provides library of holidays (nationwide & local) and work suspension including time duration from and to.

- Overtime Work Schedule/Compensatory Time Off (CTO)
  - Monitoring of overtime schedules by department/office.
  - Provides online printing of overtime records and CTO.
  - Provides online printing of overtime pay slip and payroll.
  - Computes payments for overtime rendered, when ever applicable.
  - Must be able to validate and compute for night differential or over time rendered depending on work schedule and must have corresponding authority to render overtimes.

- Leave Accounting/Processing
  - Provides work flow facility for online leave submission and approvals.
  - Facility to generate reports of employees on Vacation Leave Abroad/ Study Leave/Maternity Leave/Under Suspension.
  - Facility to generate reports of Employees whose VLA/STL/ML/ Suspension will expire for the month.
  - Facility to generate reports of the service commitment of employees who availed of the STL.
  - Provides online inquiry and verification of leave application.
  - Provides online inquiry on all types of applied leaves with the corresponding leave balances.
  - Must be able to monitor usage, frequency and balances of various types of leave rendered by each employee which may include, but not limited to: forced leave, special leave programs, extended leave, study leave, maternity and others leave privileges.
  - Must warn employees if low leave credits or leave applied for is already leave without pay.
  - Facility to generate reports on habitual absenteeism, under time and tardiness of employees.
  - Must be able to monitor and compute monetized leave credits for each year.
  - Must be able to compute leave credits up to 3 decimal places.

- Must be able to compute leave credits based on the Civil Service Commission's leave rules and regulations.
- Must have the facility to compute the attendance rating of the employee.
- Provides option to print all types of certificate of employees' leave credit balance and certificate of leave without pay.
- Provides facility for electronic signing of certificates of leave credit balance and certificate of leave without pay.

LEARNING AND DEVELOPMENT MODULE

- Training and Development Programs (Local &Foreign)
  - Maintains information on the training programs attended by each employee.
  - On-line notification of accepted/considered program participants/ applicants.
  - Maintains information on the Continuing Professional Education on a per employee basis, to include report on compliance with program requirements (Echo Session, Report, etc).
  - Maintains information on all Service Commitment Contracts as a result of attendance to (local and foreign) training and development programs.

- Scholarships/Study Grants/Conferences and Conventions (Local & Foreign)
  - Maintains information 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.

PERFORMANCEMANAGEMENT MODULE

- Strategic Performance Management System (SPMS)
  - Maintains updated SPMS templates and various rating forms
  - Must be able to generate performance ratings of employees (rank & file and managerial)
  - Must be able to tag supervisor and subordinate profiles, etc.

- Office Performance Commitment and Review (OPCR), Division Performance Commitment and Review (DPCR) and Individual Performance Commitment and Review (IPCR)
  - Must be able to generate required performance ratings of employees (rank& file, supervisor and managerial)
  - Must be able to tag supervisor and subordinate profiles, etc.

RECORDS MANAGEMENT MODULE

- Employee Records Maintenance
  - Maintains records of employee history (static info, dependents including their date of birth and relationship to employee; beneficiaries including their date of birth and relationship to employee; educational attainment including name of school, location, inclusive year of attendance, honors/scholarships received, eligibilities to include, rating, place of examination, date of examination/ conferment, license number, date of release; trainings attended including inclusive dates of attendance, number of hours, name of sponsors, work experience to include inclusive dates, position title, company name, monthly or annual salary, salary grade/level, pay-step, status of appointment, specialized examinations taken, rating. Date taken, number of times taken, relatives in the Government to include relationship, personal information to include among others citizenship, height, weight, civil status, residential address including provincial address, permanent address, mailing address, telephone number, cellphone number, e-mail address, blood type, GSIS ID number, GSIS BP number, GSIS CRN, MARINA number, Pag-IBIG

number, Phil Health number, TIN, employee number; family's information to include spouse, children, parents, siblings and respective spouse and children, with their name, date of birth, relationship, occupation, employer and address, and other information from the latest version/form of CSC Personal Data Sheet).

- Maintains records of employee's Statement of Asset Liabilities and Networth (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.

PROPERTY ACCOUNTABILITY MODULE

- Asset Master list – all asset record in database categorized by types and location
- Asset by Type – asset list categorized by asset types (Building, Equipment, Miscellaneous, Machinery, etc.)
- Accounting Code – Acknowledgement Receipt for Equipment (ARE) Inventory Custodian Slip (ICS)
- Asset by Location - asset list categorized by location/office.
- 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 adjust 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 asset to be determine by MARINA.

EMPLOYEE SELF SERVICE

- User Registration and Authentication
  - Access to employee's own information through user authentication.
  - User must change his/her own password at least once every 180 days or as often as he/she deem necessary.
- Online Inquiry
  - Access to employee's own information.
  - User authentication required

- Provides facility to print employee's own information.
- Sets restriction for viewing/printing confidential information.
- Online viewing/ printing of employee pay slip, loan account and amortization, etc.
- Online viewing of employee's leave credit balance/unused Forced Vacation Leave/Unused Special Leave Privileges and Attendance Rating.
- Online inquiry and monitoring of service commitment/obligation of employees who availed of the study leave.
- On-line viewing of all training programs (local and foreign) attended by each employee, to include Grade/Ratings obtained from the training, and/or result/s of comprehensive exam, to include applicable Service Commitment Contract).
- Online viewing of Notices/Reminders/Announcements, Etc.
- On-line viewing and provision for remarks for approved Individual Special Order to be uploaded by HRMDD.
- Online Filing of Application
  - Online application with attachments if any, of the following but not limited to:
    - Leave Monetization
    - Leave
    - IPCR/DPCR/OPCR
    - Application for Hiring/Promotion
    - SALN
    - Others (to be defined by MARINA)
- The system must have a page wherein employees can post opinions, comments, greetings, etc.

Acceptable Solution
- Web-based (PHP)

Reports, Forms and Correspondences

- System should be able to generate specific reports, forms and correspondences
- System should include standard reports for management.
- System should allow users to create additional ad-hoc reports, forms and correspondences
- Reports, forms and correspondences can be viewed on-line, printed on demand, or scheduled as part of end of day batch processing.
- Reports, forms and correspondences can be exported to various file types i.e. MS Word, Excel, Text, PDF,HTML
- Reports, forms and correspondences can be transmitted via email
- System should be able to generate reports providing statistical data on transactions entered in the system

Interfaces

- System should be capable of generating flat files for handoff to external systems
- Electronic files transferred between systems should be encrypted on transmission and decrypted on receipt

Inquiry/Search Function

- System should allow users to inquire/search for details using user-defined parameters.

Security and Control

- System should be able to define controls for user and group access levels. Multiple levels of security should be controlled using User-IDs and passwords. Access to menus should be restricted depending on user defined access rights.
- System should be able to define controls for different type of trading actions (trade, confirm, settle, etc.)

Audit

- System should maintain audit trails for all creation, modification and deletion

of system transactions/data

Static Data Management

- System should allow flexible parameterization of static data without need for customization
- System should provide a dropdown list for predefined static data

V. GENERAL HARDWARE REQUIREMENTS

No	Item	Qty	Unit
1	Server	1	Unit

Supply, Delivery, Installation and Configuration of the following equipment with the specifications:

SERVER

- Form Factor - 1U Rack /2S
- Processor - Intel Xeon E5-2620 v3 2.4GHz,15M Cache,8.00GT/s QPI, Turbo, HT, 6C/12T (85W) Max Mem
- Memory / Max - 2 x 16GB RDIMM, 2133MT/s, Dual Rank, x8 Data Width (8/12 max DIMM slots)
- HD Capacity - 2 x 500GB 10K RPM SAS 12Gbps 2.5in Hot-plug Hard Drive (max 8 HDD)
- Optical - DVD+/-RW SATA Internal
- RAID - PERC H730P Integrated RAID Controller, 2GB Cache
- Onboard NICs - On-Board LOM 1GBE (Quad Port)
- Power Supplies - Single, Hot-plug Power Supply (1+0), 550W
- Static Rail - Ready Rails, Sliding Rails With Cable Management Arm
- Keyboard - USB Keyboard
- Mouse - USB Optical Mouse
- Warranty - Three (3) years next Business Day On Site
- OS - Windows Server 2012

- Other Requirements - Two (2) KVA UPS

VI. DASHBOARD REQUIREMENTS

Applications for all the modules shall have a "dash board" functionality that shall retrieve and display statistical requirement of the implementing agency. The dashboard will be displayed on the implementing agency local server which will be compatible with most web browsers and available to work on any operating system.

The dash board will be design with a catchy and simple template with clear representation of data and information, at the same time the graphics will be simple to reduce the required time for processing.

1. Information and data will be presented in form of charts and graphs that displays statistics with the ability to choose different time scales (today, yesterday, last week, last month, last year and date range).
2. The dash board will contain the administrator's access to all data that will be displayed in the monitor with the ability to download all information and graphs in supported file format.
3. The following set of functions will be optionally available in the results portion of the dash board. The results of the report are either represented in a separate browser window (the default behavior), or from within the dash board for result types of instruments.
    a. Print – this will send the report as displayed to the printer.
    b. Save – this will save the report in its presentation format to the file system.
    c. Save As – this will allow the user to save the file to a fixed set of alternate formats. One example would be PDF.
    d. Email – this will email the report to another user.
    e. View info – this will launch a default browser page form for the selected item
    f. View file – this will launch the selected file (by query) from the database for viewing.
4. Refresh Rate – this property will determine how often the dashboard will automatically refresh the data for the active dash board panel. A selection from manual refresh, 5 second, 2 minutes, 5 minutes, 15 minutes and 30

minutes refresh rate is required.

5. The following enumerates the list of dashboard panels:
   a. List of Reminders
   b. Bar Graph of transactions received for past 7 days
   c. Pie Chart of Breakdown of employees transactions (by location/by type (Ex.Gender/Age/Rank, etc.)

VII. DATABASE REQUIREMENTS FOR ALL MODULES

The database will contain MARINA Employees Record for easy tracking and reference. At the minimum, the database must have following features:

Internals and Portability

- Works on many different platforms.
- Uses multi-layered server design with independent modules.
- Designed to be fully multi-threaded using kernel threads, to easily use multiple CPUs if they are available.
- Provides transactional and non transactional storage engines.
- Uses very fast B-tree disk tables (My ISAM) with index compression.
- Designed to make it relatively easy to add other storage engines. This is useful if you want to provide an SQL interface for an in-house database.
- Uses a very fast thread-based memory allocation system.
- Executes very fast joins using an optimized nested-loop join.
- Implements in-memory hash tables, which are used as temporary tables.
- Implements SQL functions using a highly optimized class library that should be as fast as possible. Usually there is no memory allocation at all after query initialization.
- Provides the server as a separate program for use in a client/server networked environment, and as a library that can be embedded (linked) into standalone applications. Such applications can be used in isolation or in environments where no network is available.

Data Types

- Many data types: signed/unsigned integers 1, 2, 3, 4, and 8 bytes long, FLOAT, DOUBLE, CHAR, VARCHAR, BINARY, VARBINARY, TEXT , BLOB, DATE, TIME, DATETIME,TIMESTAMP, YEAR, SET, ENUM, and Open GIS spatial types.
- Fixed-length and variable-length string types.

Statements and Functions

- Should have a full operator and function support in the SELECT list and WHERE clause of queries
- Should have a full support for SQL GROUP BY and ORDER BY clauses. Support for group functions (COUNT(), AVG(), STD(), SUM(), MAX(), MIN(), and GROUP_CONCAT()).
- Should have a support for LEFT OUTER JOIN and RIGHT OUTER JOIN with both standard SQL and ODBC syntax.
- Should support for aliases on tables and columns as required by standard SQL.
- Should support for DELETE, INSERT, REPLACE, and UPDATE to return the number of rows that were changed (affected), or to return the number of rows matched instead by setting a flag when connecting to the server.
- Should support for MySQL-specific SHOW statements that retrieve information about databases, storage engines, tables, and indexes. Support for the INFORMATION_SCHEMA database, implemented according to standard SQL.
- An EXPLAIN statement to show how the optimizer resolves a query.
- Independence of function names from table or column names.
- You can refer to tables from different databases in the same statement.

Security

- Should have a privilege and password system that is very flexible and secure, and that enables host-based verification.
- Should have a password security by encryption of all password traffic when you connect to a server.

Scalability and Limits

- Should support for large databases.
- Should support for up to 64 indexes per table.

Connectivity

- Clients can connect to My SQL Server using several protocols:
- Clients can connect using TCP/IP sockets on any platform.
  - On Windows systems, clients can connect using named pipes if the server is started with the enable-named-pipe option. Windows servers also support shared-memory connections if started with the shared-memory option. Clients can connect through shared memory by using the protocol=memory option.
- On Unix systems, clients can connect using Unix domain socket files.

VII. ADDITIONAL SYSTEM SPECIFICATION FOR ALL MODULES

- The Provider shall ensure that all the software licenses needed for successful deployment and implementation of the **Human Resource Management Information System** (HRMIS) will be provided.

IX. TECHNOLOGY TRANSFER

- The winning bidder must provide free technology transfer for the proposed products. The end user training / workshop can either be conducted in MARINA's premises or vendors training center.

- 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:
    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. Forty (40) personnel for End-User
- The training must be detailed enough for the technical participants to be able to completely operate and maintain the whole project. The training must also include trouble shooting, preventive maintenance, and business continuity planning/testing, etc.
- Appropriate training manuals must be provided for each participant. Training manuals must be easy to understand and comprehend.
- Training and Technology Transfer should be conducted before final project acceptance.

X. PROJECT TIME FRAME

The project should be completed within the period of

Three (3) months for

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

One (1) month for

d. User Acceptance and Testing

e. Training

XI. DOCUMENTATION

- The winning bidders 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 bidder should develop backup procedures and policies in maintaining the application system.

- The bidder should submit a Disaster Recovery Program/Plan. The plan must be detailed enough for all possible disaster such as power outage, computer failure, natural calamities or human error. It must contain the comprehensive procedures necessary to resume to its normal operation in the least possible time. Moreover, the responsibilities of the people involved in the operation must be thorough.

XIII. TECHNICAL SUPPORT

- 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/developer shall provide portal intended for monitoring/discussion and reporting on the process of development and implementation.

XIV. WARRANTIES OF THE CONTRACTOR

- The Bidder warrants that it shall conform strictly with the terms and conditions of this Terms of Reference.
- A warranty period of twelve (12) months shall commence upon issuance of the Certificate of Acceptance.
- The Bidder shall neither assign, transfer, pledge, nor subcontract any part or interest therein.

XV. CONFIDENTIALITY OF DATA

- 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).

XVI. 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 and is registered with SEC or DTI.
- At least three (3) similar projects in design, development, delivery, installation, testing and commissioning of Information System. This should be vouched by a Certificate of Completion from at least one Government Agency in the Philippines.

XVII. VENDOR RESPONSIBILITIES

- To protect sensitive data, the developer/vendor shall sign a Non-Disclosure Agreement (NDA) to protect the data in the system. Likewise, all personnel of the vendor that is involved in the project shall sign an NDA.
- Submits weekly status report detailing the accomplishments, project risks and issues, and next tasks.
- Shall assign the following personnel for the development and implementation of the project
    - One (1) full time Project Manager
    - One (1) Systems Analyst (with experience in Systems Analysis and Design)
    - At least Two (2) full time Developers (experience in web development and Java)
    - Database Administrator
    - End-User Trainer
- Perform capacity planning and provide hardware and network recommendations to ensure sufficient infrastructure is in place prior to full rollout.
- Perform web vulnerability assessment / penetration testing to verify the security configuration of the application.
- Ensure all deliverables are submitted on time.
- Ensures that key project risks that impact the project are monitored and visible to all project stakeholders.
- Provides warranty and 8 to 5 technical support for 1 year after the system has been deployed for production use.

- The vendor shall provide all the software licenses needed to ensure successful deployment and implementation of the **HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM** (HRMIS)
- 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

XVIII. MARINA OPTION

- The Maritime Industry Authority technical personnel must review and conduct a software and hardware evaluation of the delivered service and equipment based on its functions. MARINA will also conduct User Acceptance and Testing for all customized/developed software components. All deliverables mentioned above should be checked by MARINA technical personnel and complied by the vendors before the final acceptance and turnover of the project. The MARINA will retain ownership over, and control of, all data and portal operations relevant.

XIX. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is One Million Two Hundred Eighty Four Thousand Pesos (₱1,284,000.00), inclusive of all government taxes and charges.