



Republic of the Philippines
NATIONAL LIBRARY OF THE PHILIPPINES
Bids and Awards Committee (BAC)

REQUEST FOR QUOTATION (RFQ)

The National Library of Philippines (NLP), through its Bids and Award Committee (BAC) will undertake a Small Value Procurement for the "**Supply and Delivery of Human Resource Management Information System for FY 2021**", in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act. No. 9184.

Project Description	Approved Budget for the Contract (ABC)	Specification	Delivery Period
Human Resources Management Information Systems	Php584,640.00	Please see attached Annex "B".	6 months after the issuance of Notice to Proceed

Together with the submission of quotation interested suppliers are required to submit the following requirements: **Mayor's/Business Permit, PhilGEPS Registration Number, Income/Business Tax Return, Omnibus Sworn Statement and Authority of Signatory. PhilGEPS Platinum registration may be submitted in lieu of Mayor's /Business Permit and PhilGEPs Registration Number.**

Submission of quotations and eligibility documents is on **December 14, 2021 5:00pm**. Likewise open submission may be submitted manually and through email at **bac@nlp.gov.ph**.

Any interlineations, erasures/ overwriting on the submitted documents will only be valid if they are signed by the bidder or his/her duly authorized representative/s.

Award of contract shall be made to the lowest quotation that complies with the minimum requirements as stated in the price quotation and upon submission of all the required documents for the above stated procurement.

For inquiries, you may contact the BAC Secretariat Ms Marie Joy H. Hernando at 5336-7200 loc 506 .

Very truly yours,

Susan J. Fetalco
BAC, Chairperson

PRICE QUOTATION FORM
"Supply and Delivery of the _____"

Date: _____

The Bids and Award Committee

National Library of the Philippines
T.M. Kalaw St. Ermita Manila

Sir/Madam:

After having carefully read the technical specifications and schedule of requirements of the procurement project, we hereby accept the terms and conditions and submit hereunder our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
TOTAL				
Amount in words: _____				

Note: The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name of Company

Office Telephone No.

Fax/ Mobile Number

Email-address/es

TECHNICAL SPECIFICATIONS
“Supply and Delivery of the Human Resource Management Information System”

Bidders must state **“Comply”** under the column **“Bidder’s Statement of Compliance”** for the specified parameters enumerated hereunder for the procurement of the project.

Description	Technical Specifications		Supplier’s Statement of Compliance
	Parameters	Quantity	
<p>Human Resource Management Information System (web-based application)</p> <p>The NLP-HRMIS aims to provide business solution in the management of its Human Resources through computerization/automation of its core processes for easy recording, access tracking, validation of information among others. The system aims to empower employees, and officials with the usability and applicability of the system where information are readily available and can be accessed anytime.</p> <p>It also aims to enhance processing time and strengthen help the limited manpower resources of the Human Resource Management Section in the conduct of its function.</p> <p>The NLP-HRMS will cover the Recruitment, Selection and Placement (RSP); Performance Management, Learning and Development (L and D); Rewards and Recognition; and Employees Welfare and Administration that will include Time Keeping and Payroll Management.</p>	<p>Recruitment, Selection and Placement (RSP) Module RSPM</p> <p>RSPM include activities from the recruitment, selection and placement process.</p> <p>The RSPM features require the tracking, report generation of the following:</p> <ol style="list-style-type: none"> 6. Tracking of related information from the on-line submission of application applicants. 7. Preliminary Evaluation (PE) of applicants 8. On-line Comparative Assessment Rating/Report preparation and Generation. 9. Database of HRMPSB Board Resolutions issued 10. Inclusion of 8 Templates for the following: <ol style="list-style-type: none"> 10.1 PE Passers and Pre-Employment Takers (PET); 10.2 PET passers and submission of additional documents; 10.3 Behavioral Interview; 10.4 Submission of Top 5 Ranking to the appointing Authority. 10.5 Physical and Medical Examination; 	1 Lot	

	<p>10.6 Selected applicant for the Position; 10.7 Oath Taking 10.8 On-Boarding Program;</p> <p>Performance Management Module (PMM)</p> <p>PMM aims to access, track generate report of Performance of the Office, Division, and Individual/Employees in a semi-annual basis</p> <p>PMM Features the online preparation/report generation of the following:</p> <ol style="list-style-type: none"> 11. Performance Target; 12. Performance Accomplishment ; 13. Performance Monitoring and Coaching; and 14. Individual Development Plan (IDP). <p>Report generation must be in accordance with the prescribed NLP/CSC Forms.</p>		
	<p>Learning and Development Module (L & DM)</p> <p>L & DM objective is to monitor the Learning/Intervention attended by employees to address competency gaps as identified in their IDP.</p> <p>L &DM features include the following:</p> <ol style="list-style-type: none"> 6. Competency profiling for employees. 7. Training Needs Assessment 		

	<p>8. Training Interventions Plan/Program</p> <p>9. Training Evaluation</p> <p>10. L & D forms preparation, retrieving and printing.</p>		
	<p>Rewards and Recognition Module (R &RM)</p> <ul style="list-style-type: none"> - Aims to have online recording/access/report generation of recognized individual awarded through PRAISE. <p>R & R Features Includes the following:</p> <p>Online access and submission to R and R Nomination Forms</p> <p>Annual Updating of Summary of Awardees.</p> <p>System should allow report generation and printing.</p>		
	<p>Employees Welfare Administration Module (EWAM)</p> <p>201 Management</p> <p>Management 201 Files include uploading/retrieval/disposition of records in accordance to the CSC MC No.8 s 2007 issuance.</p> <p>The 201 Management Module must enable records keeping/downloading/printing of the following:</p> <ul style="list-style-type: none"> 18. Appointments (CSC Form 33- A Revised 2018 19. Assumption to Duty 20. Certification of Leave and Balances (for Transferees) 21. Contract of Services 22. Copies of Certificates of Eligibilities 23. Copies of Diplomas, Commendations and Awards 24. Copies of Disciplinary Actions 25. Copy of Marriage Contract 26. Designations 27. Medical Certificate 		

- CSC Form 211 revised 2018
- 28. NBI Clearance
- 29. Notice of Salary Adjustments
- 30. Notice of Step Increments
- 31. Oaths of Office
- 32. Personal Data Sheet CSC Form 212 Revised 2017
- 33. Position Description Form
- 34. Others

Time Keeping Module (TKM)

Aim to generate/access online the daily time record of employees.

TKM features Include report generation of the following:

- Daily Time Record (DTR)
- OB Business Form Preparation and Approval
- Leave Form Approval
- Monthly Summary of Late and Tardiness
- Monthly Report of Employees with Leave without Pay
- Communication Template for Employees with LWOP and Employees who incurred Absences and Tardiness beyond what is allowed by CSC rules and regulations.

Generally, the System must capture Daily Attendance, OB pass approval, Leave Form Approval and Holiday and Work suspension which is necessary in the DTR generation.

Payroll Management Module (PMM)

PMM enables the online-processing of payroll that will provide information on payment of salary, loan balances and contributions to financial institutions.

PMM features are the following :

Payroll Report based on the Computation of Gross Salary, Total Deductions, Net Amount Due and Weekly Earnings of employees.

Payroll must have the following information

Employee's name

	<p>Employee's ID No. Monthly Salary Salary Adjustment Gross Amount Due</p> <p>Mandatory DEDUCTIONS: BIR PAG-IBIG PHIL-HEALTH Retirement Life Insurance Premium</p> <p>LOAN DEDUCTIONS</p> <p>CONSOLIDATED LOAN POLICY LOAN MULTI-PURPOSE LOAN AMONG OTHERS</p> <p>The system should allow report generations such</p> <p>Loan Balances of Employees Contributions of Employees Payslip</p> <p>Other Scope of HRMIS</p> <ol style="list-style-type: none"> 4. Inclusion of HRMIS Functional, Technical and User Manual Documentation 5. Conduct of Training User's Training, Database/System Administration 6. Technical Trainings & Testing 4.. Formal and legal turnover of source codes for the system 15. Maintenance and Support Service. 16. Provision of warranties for the system. 17. Must include 201 file data migration 18. Server and system must be hosted within NLP premises 19. Forms/Reports shall be compliant with the prescribed NLP, CSC, COA forms. 20. The system can accommodate 225 employees. 		
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I hereby certify to comply with all the above Technical Specifications.

Name of Bidder
Company

Name of Company

Signature Over Printed
Name of Representative

Date

**SCHEDULE OF REQUIREMENTS
 "Supply and Delivery of the Human Resource Management Information System"**

The delivery schedule specified hereunder is the date of delivery to the project site.

Particulars	Description	Quantity	Delivery Schedule
Human Resources Management Information System	Please see Annex B	1 Lot	6 months after the issuance of Notice to Proceed

I hereby certify and comply to deliver all the above requirements on the specified time and place of delivery.

 Name of Bidder
 Company

 Name of Company

 Signature Over Printed
 Name of Representative

 Date

