



BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL BID BULLETIN NO. 1

**Procurement of Services for the Subscription of Human Resources Information Systems (HRIS) for the Insurance Commission
(Project Reference No. 2023-11-404 A)**

This Supplemental Bid Bulletin No. 1, dated 15 December 2023, is being issued to clarify, modify, or amend items in the Bidding Document.

The following item in the Bidding Document for the **Procurement of Services for the Subscription of Human Resources Information Systems (HRIS) for the Insurance Commission** dated 30 November 2023 is hereby revised/amended:

1. Amendment of **Section III (Bid Data Sheet) Item No. 5.3** are hereby amended as follows:

FROM:

5.3. For this purpose, contracts similar to the Project shall be:

- a. ***Procurement of Services for the Subscription of Human Resource Information Systems (HRIS) for the Insurance Commission***
- b. Completed within Five (5) years prior to the deadline for the submission and receipt of bids.

TO:

5.3. For this purpose, contracts similar to the Project shall be:

- a. ***Procurement of Services for the Subscription of Human Resource Information Systems (HRIS)***
- b. Completed within Five (5) years prior to the deadline for the submission and receipt of bids.

2. Amendment of **Section VII (Technical Specifications) Item No. 1 Rationale** is hereby amended as follows:

FROM:

1. ***The Insurance Commission is committed to improve its systems and practices and HRD 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, IC seeks to deepen the penetration of IT in its HR processes for efficient delivery of administrative services to its most important resources, its people.

The Human Resource Division (HRD) is expected to lead the initiatives to strengthen the HR systems of IC. However, they are still currently utilizing manual processing like to generate the payroll for Head Office and District Offices employees and does not allow employees access to salary information. Most processes are manually done from 201 filings; updating of service record; leave without pay report generation; computation of employees' salaries; overtime pay; and deductions on taxes; loans, and government-mandated contributions i.e., GSIS, PAG-IBIG, PHILHEALTH for regular employees. This has proven to be costly in the long run due to the time needed to accomplish all these processes manually, it is also causing delays in the processing of information necessary for the performance of key functions of HRD. Thus, an automated and integrated HR system will not only hasten the delivery of service but will also attain the targets set in the 2023 – 2028 Strategic Plan of IC.

TO:

- 1. The Insurance Commission (IC) is dedicated to enhancing its systems and practices, along with Human Resource Development (HRD) competencies, aligning with the Civil Service Commission (CSC) Program to Institute Meritocracy and Excellence in Human Resource Management (PRIME HRM). To address gender and development aspects, IC aims to ensure inclusivity and equal opportunities in its HR processes.*

In pursuit of these goals, IC aims to increase the integration of IT into HR processes to efficiently administer services to its most valuable resources—its people. The HRD, responsible for leading these initiatives, currently relies on manual processes, such as payroll generation for Head Office and District Offices employees, which lacks accessibility to salary information for employees.

Manual procedures persist in tasks ranging from 201 filings and service record updates to leave without pay reporting, salary computation, overtime pay, and deductions for taxes, loans, and government-mandated contributions (e.g., GSIS, PAG-IBIG, PHILHEALTH) for regular employees. Recognizing the long-term costs and delays associated with manual processes, an automated and integrated HR system is crucial. This not only expedites service delivery but also aligns with the targets set in the 2023–2028 Strategic Plan, ensuring a more efficient and gender-sensitive approach to human resource management.

3. Amendment of **Section VII (Technical Specifications) Item No. 2 Objective** is hereby amended as follows:

FROM:

2. *The IC Human Resources Information System (IC-HRIS) is a web-based application that manages various HR processes in a centralized system. It aims to cover payroll management; online job application and tracking; recruitment, selection, and placement; personnel information management; compensation and benefits administration; time and attendance; learning and development; rewards and recognition; performance management; health and wellness; leave management; reports generation; and employee self-service portal. It is envisioned to assist the Agency in facilitating seamless integration of all HR processes. Specifically, the IC-HRIS aims the following:*
- a. Easy storage and accessibility of all employee records;*
 - b. Provide one robust system to meet the daily needs of HR and position budgeting functions;*
 - c. Provide accurate information about human resource and their functioning and relevant environmental factors;*
 - d. To provide managers the capability to easily access and track information about their employees;*
 - e. To implement an on-demand, real-time analytics reporting tool, reported by users to be easy to use;*
 - f. Automate the process of leave administration;*
 - g. Provide an automated payroll processing system;*
 - h. Reduce the redundancy and paperwork in the processing of payroll;*
 - i. Streamline the procedure to lessen unnecessary losses;*
 - j. Resolve the never-ending conflict of non-remittances to the GSIS, Pag-ibig, PhilHealth, and BIR;*
 - k. Automate the Recruitment Selection and Promotion process;*
 - l. Enable processing of employees' salaries on time, anywhere and anytime which will promote efficient and transparent processing of all government employee wages and salaries;*
 - m. Integrate the existing Biometric systems of IC and include two (2) new Biometric systems for the Cebu and Davao District Offices; and*
 - n. Allow the sharing of information and exchange of data with other IC systems through an appropriate Application Programming Interface (API).*

TO:

2. *The IC Human Resources Information System (IC-HRIS) is a web-based application designed to manage various HR processes in a centralized system, incorporating gender and development aspects. It strives to cover a comprehensive range of functionalities, including payroll management, online job application and tracking, recruitment, selection, and placement, personnel information management, compensation and benefits administration, time and attendance, learning and development,*

rewards and recognition, performance management, health and wellness, leave management, reports generation, and an employee self-service portal.

The IC-HRIS envisions supporting the Agency in seamlessly integrating all HR processes while specifically aiming to:

- a. Ensure easy storage and accessibility of all employee records, emphasizing inclusivity and equal representation in personnel information management.*
- b. Provide one robust system to meet the daily needs of HR, incorporating gender-sensitive position budgeting functions.*
- c. Offer accurate information about human resources, considering the functioning and relevant environmental factors, with a focus on diversity and development.*
- d. Empower managers to easily access and track information about their employees, promoting equitable opportunities.*
- e. Implement an on-demand, real-time analytics reporting tool that is user-friendly and considers gender-related metrics.*
- f. Automate the leave administration process to enhance flexibility and inclusivity.*
- g. Introduce an automated payroll processing system to streamline compensation processes, ensuring fairness and addressing potential gender pay gaps.*
- h. Reduce redundancy and paperwork in payroll processing, contributing to a more sustainable and environmentally friendly approach.*
- i. Streamline procedures to minimize unnecessary losses, with a commitment to gender-responsive practices.*
- j. Resolve conflicts related to non-remittances to GSIS, Pag-ibig, PhilHealth, and BIR, promoting financial inclusivity.*
- k. Automate the Recruitment Selection and Promotion process with an emphasis on fair and unbiased procedures.*
- l. Enable processing of employees' salaries on time, anywhere, and anytime, promoting efficiency and transparent processing with a gender-sensitive approach.*
- m. Integrate existing Biometric systems of IC and include two (2) new Biometric systems for the Cebu and Davao District Offices, ensuring widespread accessibility.*
- n. Allow the sharing of information and exchange of data with other IC systems through an appropriate Application Programming Interface (API), emphasizing data security and confidentiality, especially regarding gender-related information.*

4. Amendment of **Section VII (Technical Specifications) Item No. 3.8** is hereby amended as follows:

FROM:

3.8. Warranty within the subscription period. Solutions Provider shall, whenever appropriately informed of possible bugs, issues and technical

concerns affecting the system, shall promptly act to fix the problem at no expense to the organization. Upon completion of the two-year (2) warranty period, the ownership of the HRIS will be transferred to IC.

TO:

3.8. Warranty within the subscription period. Solutions Provider shall, whenever appropriately informed of possible bugs, issues and technical concerns affecting the system, shall promptly act to fix the problem at no expense to the organization.

5. Amendment of **Section VII (Technical Specifications) Item No. 3.9** is hereby amended as follows:

FROM:

3.9. Setup an on-premise replica of the HR system for redundancy and high availability.

TO:

3.9. Upon completion of the project implementation, the winning bidder must set up an on-premises replica of the HR system for redundancy and high availability. To maintain the on-premises replica, the winning bidder must back up all monthly changes in the SaaS HRIS to its on-prem copy within the contract period.

6. Amendment of **Section VIII (Checklist of Technical and Financial Documents) Item letter c.** is hereby amended as follows:

FROM:

(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar nature within the last five (5) years from the date of submission and receipt of bids equivalent to at least fifty (50%) of the total ABC **(per IC Form No. 4); and** and

Similar in Nature shall mean ***"Procurement of Services for the Subscription of Human Resource Information Systems (HRIS) for the Insurance Commission"***

Any of the following documents must be submitted/attached corresponding to listed completed largest contracts as per IC Form No. 4:

- i. Copy of End User's Acceptance; or
- ii. Copy of Official Receipt/s or Sales Invoice or Collection Receipt/s

TO:

(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar nature within the last five (5) years from the date of submission and receipt of bids equivalent to at least fifty (50%) of the total ABC **(per IC Form No. 4); and**

Similar in Nature shall mean ***“Procurement of Services for the Subscription of Human Resource Information Systems (HRIS)”***

Any of the following documents must be submitted/attached corresponding to listed completed largest contracts as per IC Form No. 4:

- i. Copy of End User's Acceptance; or
- ii. Copy of Official Receipt/s or Sales Invoice or Collection Receipt/s

This Supplemental Bid Bulletin No. 1 shall form part of the Bid Documents. Any provisions in the Bid Documents inconsistent herewith are hereby amended, modified, and superseded accordingly.

For the information and guidance of all concerned.

Issued this 15 December 2023 in the City of Manila.

[ORIGINAL SIGN]
ARTURO S. TRINIDAD II
BAC Chairperson
Bids and Awards Committee

Supplemental Bid Bulletin No. 1 for the **Procurement of Services for the Subscription of Human Resources Information Systems (HRIS) for the Insurance Commission (Project Reference No. 2023-11-404 A)** dated 15 December 2023 consisting of Seven (7) pages.

Received by:

Name of the Bidder/Company: _____

Name of Authorized Representative/s: _____

Signature/s: _____