



## Coconut Industry Investment Fund – San Pablo Manufacturing Corporation

### REQUEST FOR QUOTATION

Date: March 01,2023

RFQ No.: SPMC-HO-SVP23-0014

Company/Business Name : \_\_\_\_\_

Address : \_\_\_\_\_

Business/Mayor’s Permit No. : \_\_\_\_\_

TIN : \_\_\_\_\_

PhilGEPS Registration Number (required): \_\_\_\_\_

The **Coconut Industry Investment Fund – San Pablo Manufacturing Corporation (SPMC)**, through its Bids and Awards Committee (BAC), intends to procure the **HRIS AND PAYROLL WITH TIMEKEEPING SYSTEM** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative not later than the deadline on **March 6, 2023 @ 12NN**.

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document	Remarks
Copy of 2022 Mayor’s or Business Permit	In case not yet available, you may submit your expired 2021 Mayor’s or Business Permit with the Official Receipt of renewal application. However, a copy of your 2022 Mayor’s or Business Permit shall be required to be submitted after award of contract but before payment.
BIR Registration Certificate (BIR Form 2303)	
Annual Income Tax Return stamped received by the BIR	For items more than Php 500,000
Notarized Omnibus Sworn Statement (GPPB- Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance therewith after award of contract but before payment

For any clarification, you may contact us at telephone no. (02) 8892-7961 to 65 loc. 1320 or email address at [mdejesus@ciif.ph](mailto:mdejesus@ciif.ph) / michelledjesus@yahoo.com

ANGELITA G. RAPADA  
Head, BAC Secretariat

### INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) All mandatory technical specifications (with asterisk) must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at [mdejesus@ciif.ph](mailto:mdejesus@ciif.ph) / [michelledjesus@yahoo.com](mailto:michelledjesus@yahoo.com)
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

### TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of forty-five (45) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SPMC 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.

8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the SPMC. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made upon confirmation of delivery and submission of the required supporting documents, i.e., Purchase Order and Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SPMC may terminate 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

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>HRIS AND PAYROLL WITH TIMEKEEPING SYSTEM</b>			
<b>TECHNICAL SPECIFICATIONS/SCOPE OF WORKS</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
Quantity : <b>1 LOT HRIS AND PAYROLL WITH TIMEKEEPING SYSTEM</b> (Please see attached Technical Specifications)			

**FINANCIAL OFFER**

Terms of Payment: Payment shall be made through Land Bank’s within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor’s account.

Payment Details:  
 Banking Institution: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Account Name: \_\_\_\_\_  
 Branch: \_\_\_\_\_

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.

<b>HRIS AND PAYROLL WITH TIMEKEEPING SYSTEM</b>		
Approved Budget for the Contract : Php 560,000.00		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL OFFERED QUOTATION ( A x B )
<b>1 lot</b>		In Words: _____ _____ _____ In Figure: _____ _____

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

## Technical Specifications:

### HR INFORMATION SYSTEM TIME

- Employee 201 File with Picture
- Employee Departments
- Employee Teams
- Employee Positions
- Employee Projects
- Employee Branch
- Employee 2316 Dependents
- Employee Cost Centers
- Employee COMPANYS
- Employee Custom Groupings
- Employee Custom Dates
- Employee Custom Fields

### PAYROLL SYSTEM

- Hourly Paid Payroll
- Daily Paid Payroll
- Monthly Paid Payroll
- Monthly and Semi-monthly Payouts
- Bi-weekly Payouts
- Final Pay Processing
- Recurring Earnings and Deductions
- Use Formula
- Allowances Computation
- Pay Adjustments
- Year-to-Date Amounts
- Payroll Variance
- SSS/PHIC/HDMF Deduction
- Government Loan Deductions
- Configurable Days-In-a-Year setup
- Standard WTAX Computation
- Monthly Based WTAX Computation
- De Minimi Computation
- Fringe Benefit Computation
- Final Tax Computation (ROHQ)
- Expanded WTAX Computation
- Minimum Take Home Setup
- User Defined COMPANY Loans
- Standard 13th Month Pay Computation
- Prorated 13th Month Pay Computation
- Leave Conversion to Cash
- Different Currency Payroll
- Previous Employer Setup

### TIME AND ATTENDANCE SYSTEM

- Configurable Fixed Shift Scheduling
- Time Summary Per Day
- Time Summary Per Period
- Timesheet Processing
- Biometric Integration (Capable)
- Daily Time Records
- Grace Period Setup
- Rounding of Tardy
- Rounding of Undertime
- Midbreak Deduction
- Fixed and Flexi Break Schedule
- Holiday Setup
- Leave Filing
- Change Shift Schedule Filing
- OB Filing
- Overtime Filing
- Preapproved Overtime
- Rounding of Overtime
- Pre-Shift Overtime
- Time Log Correction Filing
- Leave Accrual
- Leave Forfeiture
- Leave Adjustment
- Configurable FLEXI Scheduling
- Straight Shifting
- Compressed Work Shifting

### GOVERNMENT TABLES

- Alphanumeric Tax Codes
- Annual Income Tax
- De Minimis Benefits
- HDMF
- PHIC
- Pay Tax Types
- Personal Exemptions
- RDO Codes
- SSS
- Withholding Tax

### SCHEDULES

- Holidays
- Leave Accrual Schedules
- Leave Forfeit Schedules
- Leave Projection Schedules
- Pay Element Schedules
- Payroll Cut-Offs
- Shift Schedules

### **EMPLOYEE SELF SERVICE**

- Leave Filing
- Overtime Filing
- OB Filing
- Change Shift Schedule Filing
- Time Log Filing
- Undertime Filing
- 201 Updates
- Request to HR
- Approve Leave Filing
- Approve Overtime Filing
- Approve OB Filing
- Approve Change Schedule
- Approve Timelog Filing
- Approve Undertime Filing
- Approve 201 Updates
- Approve Request

### **REPORTS**

- Payroll Register
- Payroll Register by Tax Type
- Allied Bank - Bank Transmittals
- Asia United Bank - Bank Transmittals
- Asiatrust Bank - Bank Transmittals
- BDO - Bank Transmittals
- BPI - Bank Transmittals
- BPI Express Cash - Bank Transmittals
- China Bank - Bank Transmittals
- Citibank (CitiDirect) - Bank Transmittals
- Citibank (CitiSFT) - Bank Transmittals
- Land Bank - Bank Transmittals
- Metrobank - Bank Transmittals
- RCBC - Bank Transmittals
- Robinsons Bank - Bank Transmittals
- Security Bank - Bank Transmittals
- Union Bank - Bank Transmittals
- UCPB - Bank Transmittals
- PBCom - Bank Transmittals
- Cash Payroll
- Cheque Payroll
- Pay Summary
- Final Pay Report
- 13th Month Pay Pay Slip
- Payroll Journal
- SSS/PHIC/HDMF Diskette Remittances
- HDMF One HUB
- HDMF Electronic Remittances
- HDMF STLRF
- SSS R3/MCL/EPF/LCL
- HDMF Salary/Calamity/Housing Loan

- SSS Salary/ Calamity/ Housing/ Emergency/ Condonation/ SLERP/ ML-1 Loan

- SSS R1A
- BIR 1902
- BIR 2305
- PHIC ER2
- BIR 2316
- BIR Alphalist
- BIR 2306
- BIR 2307
- BIR 1700
- Alphalist Exception Report
- BIR Alphalist Discrepancies
- Monthly Alphalist
- BIR 1601-C
- BIR 1601-E
- BIR 1601-F
- BIR 1603
- BIR 1604CF
- Withholding Tax Analysis Summary
- Unprocessed Loan Deduction
- Employee 201 Report
- Employee Salary Change Movement
- Employee Birthday Report
- Contractual Report
- Departmental Headcount Report
- Employee Anniversary Report
- Employee Leave Balances Report
- Employee Leave Ledger
- Loan Ledger Report
- Position Count Report
- Newly Regularized Employees Report
- Recently Separated Employees Report
- Tenure Report
- Newly Hired Employees
- End of Contract
- Absences Report per Period
- Tardiness Report per Period
- Undertime Report per Period
- Configurable Signatories

### **DATA IMPORT/EXPORT (EXCEL FILE)**

- Employee 201 File
- Employee Departments
- Employee Positions Excel
- Employee Projects Excel Employee Cost Centers
- Employee COMPANYS
- Employee Custom Groupings
- Employee Custom Dates
- Employee Custom Fields Employee Dependents

- Employee Recurring Pay Element
- Employee Previous Employer
- Leave Filing
- Change Shift Schedule Filing
- Overtime Filing
- OB Filing
- Loan Records

#### **SYSTEM OVERALL SETUP**

- On Premise
- Multi-Company
- Multi-Users & Tasking
- Single Database Server for 3 Companies
- At least 50 user concurrent access
- At least for 200 active employees' access

#### **ADMINISTRATION**

- COMPANY Setup
- Data Migration
- Device Control Panel
- Employee Self Service Manager
- Mail Setup
- Signatories

#### **BIOMETRIC DEVICE**

- At least 150 Users Capacity
- Software License Included
- At least 100,000 Record Capacity
- Fingerprint & Face Recognition Capability
- TCP-IP (LAN) & USB Connection

#### **SECURITY**

- Password Complexity Policy
- Configurable Access Rights
- Audit Trail for all Transactions
- Security Access Leveling
- Security Access Grouping